

This memo explains how the Unit Selection Process works at the AA. It seeks to provide transparency and clarity for students and staff and to assure that every student interviews with the units of their choice, securing a place in a unit that pedagogically supports their aspirations.

The multiplicity of agendas and approaches that characterizes the AA makes the unit selection and interview process not only a wonderful tradition, but a real opportunity to personally meet with different tutors and to engage in a short yet meaningful conversation with people who, one day, might become your colleagues, employers or even employees.

At the AA you are guaranteed an interview with your first choice unit, and you are given additional interviews generated by your preferences. In regards to last year, this year we are asking students to rank a larger number of units so that in the case your top units are oversubscribed with first choices or you do not get a spot in any of your interviews, we are able to better and faster accommodate interviews with your other desired units.

The Unit Selection Process has never been explained or written down. Over the past five years, the number of students getting their first unit choice has dropped and the number of students who get none of their choices has increased. Students and academic staff expressed their concerns requesting a careful consideration of the process as such a situation isn't equitable nor productive. By providing a wider range of options, we assure that the school can effectively help guide all students. By guaranteeing each student their first Unit choice interview and prioritizing the student's ranking of units, as usual, we make sure that every student continues to shape their education at the AA in a self-directed manner.

- 1 Every student in the Diploma Programme will select a first (1st) choice Unit and six additional choices in order of preference (7 units in total ranked in order of preference). In the Experimental Programme students will select a first (1st) choice Unit and four additional choices in order of preference (5 units in total ranked in order of preference). These numbers (7 and 5) are proportional to the number of students and units.
- 2 All students will get an interview with their 1st Unit choice.
- 3 For Diploma Programme students, 3 additional interviews will be given to each student (a total of 4) over a period of two days. For Experimental Programme students, 2 additional interviews will be given to each student (a total of 3) over a period of two days. Students should attend all interviews independently of how many offers they receive. The rationale for how the additional unit interviews are allocated follows the student's preferences, and Units' availability to conduct these interviews. (For example: If your second unit choice is highly popular and that unit has all interview time slots filled with first choices you will be given interviews with your 3rd choice or the earliest available unit within your ranked choices.)
- 4 The interview time slots will be confirmed by email at 9am (Tuesday 24th September/Diploma Programme and Wednesday 25th September Experimental Programme). Time slots will be spread throughout the two days with at least 60 minutes in between and are not indicative of priorities or ranking.
- 5 The Unit tutors will receive their interview lists on the same morning; the interview lists will not confirm the choices expressed by the student, simply the name, year and interview time slot.
- 6 The Unit tutors will make decisions after each interview has taken place based on three possible options:
  - Yes – definitely (a definite offer of a place in the relevant Unit)
  - Maybe (to be confirmed at 3pm on the second day)
  - No – (the student would benefit from pursuing a different Unit agenda)(In case a unit has two or more tutors the student might be asked to leave and reenter the room after a brief discussion has taken place among the tutors and before the next student is invited in)
- 7 One of the above decisions will be communicated to every student at the conclusion of their interview:
  - Yes – definitely: student might decide to confirm acceptance offer by going to the Registrar's Office. Students are asked to continue interviews as scheduled as a way to meet and engage with tutors
  - Maybe: student prepares for additional interviews as scheduled
  - No – student prepares for additional interviews as scheduled

- 8 At 3pm on the 2nd day, having undertaken all scheduled interviews, Units will share their desired student list with the Registrar's office and every student will confirm their acceptance with the Registrar (in person) from 3 to 4pm.
- 9 If at this stage a student has not received any offers or is interested in having additional interviews with units that are capable of accepting students, new interviews will be arranged between 4pm and 6pm on that day.
- 10 Members of the Internal Assessment Committee, the Head of Teaching and Learning, the School Registrar and the School Director will be available throughout the process to guide students and tutors, and to make sure there is the necessary support.
- 11 The Unit tutors will meet with the School Director, Head of Teaching and Learning and School Registrar at 6pm (Diploma Units on Wednesday 25th and Experimental Units on Thursday 26th) to assure that all students and Units have been allocated and that Units are confirmed.
- 12 The final Unit lists will be shared by email and public announcement on Wednesday 25th after 7pm with drinks in the AA Bar for Diploma students, and the 26th September after 7pm for Experimental Programme students to celebrate the beginning of the academic year.

As we continue to improve the ways in which we work, we welcome your recommendations and suggestions about the unit presentations and the unit selection process, making sure that future students also get the best out of this experience.

Last, but not least, the unit selection process can be stressful, but it can also be fun. We ask that we all care for each other, that we support our colleagues, and that we make of these days that mark the beginning of our academic year a truly inspiring set of conversations about the future of architecture, and how each one of you wants to contribute to it.

For any questions or queries, a session on the Unit Selection process will take place, like every year, on Thursday of Introduction Week at 1pm in the lecture hall.

All welcome.