Academic Regulations
July 2018
(updated December 2018)
<table>
<thead>
<tr>
<th></th>
<th>Contents</th>
<th>(Page)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction: The AA School – History and Context</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>The AA School – Academic Structure</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>The Academic Year and Academic Calendar</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Admission and Registration</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Entry Requirements</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>English Language Requirements</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>Assessment of Applications</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>Receipt of offer to study at the AA School</td>
<td>13</td>
</tr>
<tr>
<td>9</td>
<td>Acceptance of offer to study at the AA School</td>
<td>14</td>
</tr>
<tr>
<td>10</td>
<td>Registration and Tuition Fees</td>
<td>15</td>
</tr>
<tr>
<td>11</td>
<td>Withdrawal from Studies</td>
<td>16</td>
</tr>
<tr>
<td>12</td>
<td>Interruption/Suspension of Studies</td>
<td>17</td>
</tr>
<tr>
<td>13</td>
<td>Time Out from Studies/Mandatory Practical Training (Post-Part 1)</td>
<td>18</td>
</tr>
<tr>
<td>14</td>
<td>Notification of Continuing Studies</td>
<td>19</td>
</tr>
<tr>
<td>15</td>
<td>Scholarship and Bursary Awards</td>
<td>19</td>
</tr>
<tr>
<td>16</td>
<td>Attendance and Attendance Management Procedures</td>
<td>20</td>
</tr>
<tr>
<td>17</td>
<td>Mitigating and Extenuating Circumstances</td>
<td>22</td>
</tr>
<tr>
<td>18</td>
<td>The Undergraduate Course: Academic Organisation</td>
<td>23</td>
</tr>
<tr>
<td>19</td>
<td>The Unit System</td>
<td>23</td>
</tr>
<tr>
<td>20</td>
<td>The Unit Selection Process</td>
<td>24</td>
</tr>
<tr>
<td>21</td>
<td>Criteria for the allocation of students to Units</td>
<td>24</td>
</tr>
<tr>
<td>22</td>
<td>Undergraduate Programme Summary</td>
<td>25</td>
</tr>
<tr>
<td>23</td>
<td>Undergraduate Design Portfolio Assessment Procedures</td>
<td>26</td>
</tr>
<tr>
<td>24</td>
<td>External Examinations:</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>AA Intermediate (ARB/RIBA Part 1) / AA Final Examination (ARB/RIBA Part 2)</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Design Portfolio Assessment Appeals Procedure</td>
<td>31</td>
</tr>
<tr>
<td>26</td>
<td>Complementary Studies</td>
<td>34</td>
</tr>
</tbody>
</table>
The Process of Submission (Complementary Studies) 35
TS3/TS5 Submission and Assessment Procedures 37
External Examinations (school-wide) with Taught Degree Awarding Powers 39
Taught Award Processes (school-wide) with Taught Degree Awarding Powers 44
Postgraduate Provision: Academic Organisation 48
Postgraduate Course Monitoring 49
Postgraduate Provision: Transfer Policy 52
Postgraduate Provision: Switching Degrees 52
Postgraduate Examination Procedures 52
Postgraduate Appeals Procedure 54
Complaints Procedure (school-wide) 56
General Information and Rules (all students):
Change of Details 58
Disability and Learning Difficulties 58
Dyslexia and Dyspraxia 58
Equality and Diversity 59
Anti-Bullying and Harassment 59
Health and Safety 62
Pastoral Care 62
Data Protection and Fair Processing Notice 63
Email Accounts and Internet Usage 66
Intellectual Property Rights and Copyright 66
Plagiarism and Student Work Substitution 67
STUDENT PROTECTION PLAN 2018-19 69
1 INTRODUCTION: THE AA SCHOOL – HISTORY AND CONTEXT

1.1 The Architectural Association was established by a collective of students in 1847 as a public forum and learned society with the object ‘to promote and afford facilities for the study of architecture for the public benefit’.¹

1.2 Opening as a day School in 1901, the Architectural Association School of Architecture (‘the AA School’) is the primary component of the Architectural Association (Inc.), a UK registered charity and company limited by guarantee. Incorporated on 13th November 1920, the AA (Inc.) is governed by its Memorandum of Association (‘the Constitution’), articles and by-laws.

1.3 All registered students and staff automatically become members of the Architectural Association. The AA Council is the body with overall responsibility for the Architectural Association (Inc.).

1.4 The AA School has occupied its Bedford Square campus since 1917, the same years as women were admitted as students for the first time. The majority of its activities take place at 32-39 Bedford Square, 4 and 16 Morwell Street as well as at Hooke Park, the 350 acre working forest in Dorset owned and operated by the Architectural Association (Inc.) since 2002.

1.5 Today the AA School consists of ca. 750 full-time students,² who study in the Foundation Course, the five-year undergraduate course in architecture recognised by the Architects Registration Board (ARB) and the Royal Institute of British Architects (RIBA), and an offering of ten postgraduate programmes delivered in partnership with the Open University.³

1.6 The AA School welcomes interest and application annually from a diverse range of nationalities and backgrounds. In the recent timeframe, ca. 40% of the registered students are Home/EU/EEA and 60% are international thus requiring a Tier 4 VISA sponsored by the AA School in order to enrol on the AA School’s courses/programmes of study.⁴

1.7 The AA School has held a Sponsor License and maintained Highly Trusted Sponsor status with the UK Visas and Immigration (UKVI) since 2010 for the purposes of recruiting international students.

1.8 Changes to Tier 4 of the points based system for student VISAs were announced by the Home Secretary in 2011 requiring all sponsors to undertake a satisfactory review and inspection by an oversight body involved in the delivery of the regulatory framework for education and standards in the UK.

1.9 The Quality Assurance Agency (QAA), as the designated educational oversight body for Higher Education Institutions (HEIs), had its remit extended to include review of other organisations offering higher education programmes (the AA having the classification of Higher Education Provider). And thus, the AA School came under the regulatory orbit of the QAA in 2011, making first application for Educational Oversight by the QAA.

¹ Articles of Association, AA (Inc.).
² Full-time enrolment 2017-18:728 students (data: School Registrar)
³ The AA is a Partner Institution and Affiliated Research Centre of the Open University (OU). All taught postgraduate degrees of the AA are validated by the OU and the OU is the awarding body for research degrees at the AA.
⁴ 2017-18: Home/EU/EEA = 39% / International (Tier 4) = 61% (data: School Registrar)
The AA School has operated in an increasingly regulated environment and one in which the regulatory status of the School has had a considerable impact on the benefits and opportunities afforded to students who register on the School’s courses/programmes of full-time study.

In 2013 and early 2014 the AA School undertook a comprehensive consultation process on the benefits of making application for Taught Degree Awarding Powers (TDAP).

In making such application to secure these powers, the AA School sought to gain academic autonomy and secure three key benefits:

1.12.1 A reduction and removal of growing risks relating to the current academic awards of the AA School and the international recognition of our award levels;
1.12.2 Parity of rights and benefits between students of the AA School and those of UK public sector higher institutions;
1.12.3 Enabling internal management of the AA School’s academic regulations, polices and codes of practice across the entire academic provision.

A school-wide referendum held in March 2014 recorded 91.3% in favour of making application for Taught Degree Awarding Powers (TDAP).

Final application, in the form of a Critical Self-Assessment with supporting evidence was submitted to the QAA on 27th July 2015 with supporting references from the RIBA and the OU.

The application was accepted for detailed scrutiny which commenced in January 2016 when the AA School welcomed the QAA Scrutiny Team on site.

The AA School presents these Academic Regulations as the framework and policies for our current arrangements, and the transitionary framework as the AA School anticipates a post-TDAP organisation and structure.

The AA School Academic Regulations document presents the academic regulatory framework applicable to all courses and programmes of study and to all students registered thereon for the duration of the academic year (document as dated).

This definitive information is provided to students and staff alike to ensure that all have an equal basis for their interaction.

The AA School Academic Regulations are approved by the Academic Board.

Chaired by the Director of the AA School, the Academic Board is the sovereign body charged with the responsibility for the academic governance of the AA School and its programmes of study.

This document seeks to define the regulatory context in which teaching, learning and assessment take place, leading to the approval of awards.

It should be read in conjunction with individual course and programme guides and specifications and with wider policy statements from within the AA School and from external agencies as appropriate.
2 THE AA SCHOOL: ACADEMIC STRUCTURE

2.1 The AA School is made of four distinct parts:

2.2 A one-year Foundation Course for students contemplating a career in architecture or related arts subjects:

2.2.1 The Foundation Course is separate to and does not form part of the undergraduate course but offers a place in the First Year of the five-year course upon application and interview, and successful completion of Foundation studies.

2.2.2 Upon attainment of TDAP, the Foundation Course will lead to the award of the Foundation Certificate.

2.2.3 Until such time as the Course leads to an accredited qualification, application to the Foundation course can be accepted from Home (UK), EU/EEA passport holders only.

2.3 The undergraduate course offering the five-year Architect’s Registration Board (ARB) prescribed and Royal Institute of British Architects (RIBA) validated full-time course in architecture comprising:

2.3.1 The AA Intermediate Examination providing exemption from ARB/RIBA Part 1 after 3 years of full-time study; and the award of BA (Hons) Architecture upon attainment of TDAP.

2.3.2 The AA Final Examination providing exemption from ARB/RIBA Part 2 after 2 years of full-time study; and the award of MArch upon attainment of TDAP. The AA’s own award (AA Diploma/AA Diploma with Honours) is achieved upon successful completion of the 4th and 5th Years of study.

2.4 The postgraduate provision comprising ten distinct Programmes of advanced full-time studies:

2.4.1 9 are taught Master level Programmes (MA/MSc/MArch/MFA/Taught MPhil) validated by the Open University (OU); upon attainment of TDAP validated by the AA.

2.4.2 The AA is an Affiliated Research Centre (ARC) of the OU for the delivery and validation of the PhD degree.

2.5 The AA Professional Practice and Practical Experience Examination leading to exemption from the ARB/RIBA Part 3 Examination, the entry requirement to professional registration as an architect:

2.5.1 The course and examination is open to anyone who has successfully obtained their Part 1 and Part 2 qualifications (or equivalency from overseas schools of architecture) and also to qualified practitioners for the purpose of Continuing Professional Development. Eligible candidates will have recent completion of a minimum of 24 months practical experience under the direct supervision of a professional working in the construction industry, 12 of which must be undertaken working within the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect.

2.6 On 21st May 2018, the Academic Board approved the academic organisation and degree awards of the AA School to be delivered when TDAP has been achieved:
<table>
<thead>
<tr>
<th>Award</th>
<th>Mode/length of study</th>
<th>FHEQ Level</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Foundation Certificate</td>
<td>1 year, full-time</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>BA (Hons) Architecture AA Intermediate Examination (ARB/RIBA Part 1)</td>
<td>3 years, full-time</td>
<td>5 (1&lt;sup&gt;st&lt;/sup&gt; Year)</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 (2&lt;sup&gt;nd&lt;/sup&gt; Year)</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 (3&lt;sup&gt;rd&lt;/sup&gt; Year)</td>
<td>120 (= 360)</td>
</tr>
<tr>
<td>MArch AA Diploma/AA Diploma with Honours AA Final Examination (ARB/RIBA Part 2)</td>
<td>2 years, full-time</td>
<td>7 (4&lt;sup&gt;th&lt;/sup&gt; Year)</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 (5&lt;sup&gt;th&lt;/sup&gt; Year)</td>
<td>120 (=240)</td>
</tr>
<tr>
<td>MA</td>
<td>(AAIS) Spatial Performance &amp; Design</td>
<td>45 weeks (consecutive), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MA</td>
<td>History &amp; Critical Thinking</td>
<td>45 weeks (consecutive), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MA</td>
<td>Housing &amp; Urbanism</td>
<td>45 weeks (consecutive), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MSc</td>
<td>Design + Make</td>
<td>45 weeks (consecutive), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MSc</td>
<td>Emergent Technologies &amp; Design</td>
<td>45 weeks (consecutive), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MSc</td>
<td>Landscape Urbanism</td>
<td>45 weeks (consecutive), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MSc</td>
<td>Sustainable Environmental Design</td>
<td>45 weeks (consecutive), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MArch</td>
<td>(DRL) Architecture &amp; Urbanism</td>
<td>45 weeks (2 Phases), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MArch</td>
<td>Design + Make</td>
<td>45 weeks (2 Phases), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MArch</td>
<td>Emergent Technologies &amp; Design</td>
<td>45 weeks (2 Phases), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MArch</td>
<td>Housing &amp; Urbanism</td>
<td>45 weeks (2 Phases), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MArch</td>
<td>Landscape Urbanism</td>
<td>45 weeks (2 Phases), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MArch</td>
<td>Sustainable Environmental Design</td>
<td>45 weeks (2 Phases), full-time</td>
<td>7</td>
</tr>
<tr>
<td>MFA</td>
<td>(AAIS) Spatial Performance &amp; Design</td>
<td>60 weeks (2 Phases), full-time</td>
<td>7</td>
</tr>
<tr>
<td>TMPHil</td>
<td>Architecture and Urban Design (Projective Cities)</td>
<td>60 weeks (2 Phases), full-time</td>
<td>6 (prior learning)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>The AA Professional Practice and Practical Experience Examination (Part 3)</td>
<td>Part-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>Doctorate of Philosophy</td>
<td>Ca. 4 years, full-time</td>
<td>8</td>
</tr>
</tbody>
</table>
3 THE ACADEMIC YEAR AND ACADEMIC CALENDAR

3.1 The AA School academic year is organised according to the UK academic model of the term structure and is presented as follows:

3.1.1 Introduction Week: Scheduled in the third week of September, this week of registration and orientation activities serves as the introduction to the AA School, its programmes of study and associated activities for all new (incoming) students at the outset of their full-time studies, and induction and orientation for all academic staff.

3.1.2 Term 1 consisting of 12 weeks: Beginning end September and concluding mid/end December, Monday of Week 1/Term 1 serves as the first day of the new academic year for all new and returning (continuing) students.

3.1.3 Term 2 consisting of 11 weeks: Beginning early January and concluding end March.

3.1.4 Term 3 consisting of 9 weeks. Beginning end April and concluding end June, Friday of Week 9 serves as the final day of the academic year for all students

3.1.5 (Term 4 / 13 weeks of summer): June to September for research and dissertation preparation undertaken by postgraduate MA/MSc students before final submission at the end of September; and the additional study timeframe for undergraduate students whose end of academic year assessment recommended that additional work be undertaken before entry to the next year of study.

3.2 The annual schedule of business, teaching, learning and assessment activities of the AA School are presented in the detailed AA Academic Calendar circulated to all students and staff in hard, on-line subscription and downloadable formats: http://www.aaschool.ac.uk/STUDY/

3.3 It is the responsibility of all registered students and staff to adhere to the annual schedule of business, teaching, learning and assessment activities of the AA School as presented in the AA Academic Calendar and to avail of all calendar formats to assist with personal planning and academic engagement.

3.4 All guidance and regulatory documents can also be viewed/downloaded by following this link: http://www.aaschool.ac.uk/STUDY/
4 ADMISSION AND REGISTRATION

4.1 The Admissions Department of the AA School deals with all aspects of the admissions procedure, from initial contact to entrance to the relevant parts of the AA School.

4.2 The AA School website offers detailed guidance advice and support on the admissions process and is reviewed and updated annually before the admissions cycle commences: http://www.aaschool.ac.uk/APPLY/PROSPECTUS/programme.php

4.3 All applicants must be 18 years of age or older by the Monday of Introduction Week to be eligible to enter the School in the year/programme of application.

4.4 All applicants to the AA School are required to meet the minimum academic requirements for the desired year/programme of entry (outlined below in year-/programme-specific detail).

4.5 It is the responsibility of all applicants to carefully read and fully understand the entry requirements for their chosen study; multiple applications are not permitted and applicants cannot transfer to another year/programme once application has been received, assessed and decision undertaken.

4.6 The AA School offers early and late options for submission of application, confirmed in the annual Academic Calendar and on the website. Applicants wishing to be considered for scholarship or bursary funding support must meet the early application dates.

4.7 Applications received after the advertised dates will only be assessed at the discretion of the AA School.

4.8 All applicants to the AA School must undertake the following:

4.8.1 Complete the on-line application form and provide the supporting documents (Certificates, Transcripts and References) by the advertised date/s (see Note 1);

4.8.2 Pay the advertised application fee;

4.8.3 Submit a portfolio of art/design work (or stated equivalent) to support the application (see Note 2).

Note 1:
- Certificates and Transcripts must be supplied to account for all years of study which include a detailed list of subjects undertaken and marks attained.
- Overseas applicants must supply certificates and transcripts that have been officially translated into English. The AA School will only accept official translations bearing the stamp and signature of the translator. Both the original (un-translated) and translated documents are required.
- Applicants to the Foundation course and the five-year undergraduate course must provide ONE Academic Reference presented on official headed paper containing the original signature and contact details of the referee.
- The reference must be from an academic who has taught the applicant within the previous three years.
- Applicants with a previous architectural education must secure the reference from a design based academic who has taught the applicant within the previous three years.
• Mature applicants who have been out of education for more than three years must secure the reference from their employer or a professional (doctor, lawyer) who can provide personal recommendation.
• Applicants to the postgraduate Programmes must provide TWO References, one related to work experience and one academic.
• If the applicant has no work experience, two academic references are required. References must be presented on official headed paper containing the original signature and contact details of the referee.

Note 2:
• Applicants to the Foundation course and five-year undergraduate course must submit a bound portfolio of art/design work which emphasises skills, interests, creativity and personality to a maximum of A3 size containing 20 to 30 pages (single or double sided). The AA School does not accept digital portfolios.
• Original artwork must not be submitted at this stage in the application process; successful applicants will be asked to bring original artwork to an on-site interview (see 4.35);
• Applicants to the postgraduate Programmes (with the exception of the History & Critical Thinking Programme) must submit a bound portfolio of design work to a maximum of A4 size, showing a combination of both academic and professional (if applicable) work.
5 ENTRY REQUIREMENTS

5.1 Foundation Course: Minimum Academic Entry Requirements

5.1.1 One A level pass (grade C or above) in a non-art/design subject plus;

5.1.2 Five GCSE (grade C or above) including mathematics, a science subject and English language.

5.1.3 A Foundation in art and design must be accompanied by one A level (or equivalent) in a non-art/design subject.

5.1.4 Successful completion of the AA Foundation course can lead to an offer of entry into the First Year of the five year ARB/RIBA recognised course in architecture.

5.1.5 Currently application to the Foundation course can only be accepted from Home (UK), EU/EEA passport holders.

5.2 First Year: Minimum Academic Entry Requirements

5.2.1 Two A level passes (grade C or above); if one A level pass is in an art/design subject it must be accompanied by at least one A level in a non-art/design subject plus;

5.2.2 Five GCSE (grade C or above) including mathematics, a science subject and English language.

5.3 Second/Third Year (Intermediate School): Minimum Academic Entry Requirements

5.3.1 Evidence of a minimum of one/two years full-time architectural study previously undertaken plus;

5.3.2 Two A level passes (grade C or above); if one A level pass is in an art/design subject it must be accompanied by at least one A level in a non-art/design subject;

5.3.3 Applicants applying for direct entry to the Second/Third Year may be awarded credit for prior learning. The Head of Teaching and Learning with the Head of Admissions will assess the status of the prior learning for approval and progression to the next stage of the admissions process. Recognition of prior leaning is restricted to learning completed up to five years ago and is entirely at the discretion of the AA School.

5.4 Fourth Year (Diploma School): Minimum Academic Entry Requirements

5.4.1 Applicants wishing to enter the Fourth Year who have studied within the UK must have secured a minimum 2:2 degree award and gained ARB/RIBA Part 1 no later than July of the year of application.

5.4.2 Applicants wishing to enter the Fourth Year who hold a Bachelor degree from outside the UK are required to make independent application to the Architect’s Registration Board (ARB) for Part 1 exemption before application to the Fourth Year can be progressed. For further information please refer to the ARB website http://www.arb.org.uk
Application for direct entry to the Fifth Year is not permitted; in order to be eligible for the AA Final Examination (ARB/RIBA part 2) and the AA Diploma, the Fourth and Fifth Years (minimum of six terms) must be successfully completed.

5.5 (AAIS) Spatial Performance & Design MA (45 Weeks)

Second Class or above Honours Degree in architecture or a related discipline from a British University or an overseas qualification of equivalent standard (from a course lasting not less than three years in a university or educational institution of university rank).

5.6 (AAIS) Spatial Performance & Design MFA (60 Weeks delivered over 2 Phases)

Second Class or above Honours Degree in architecture or a related discipline from a British University or an overseas qualification of equivalent standard (from a course lasting not less than three years in a university or educational institution of university rank).

5.7 Design & Make MSc (45 Weeks) (Based at Hooke Park, Dorset)

Professional degree or diploma in architecture, engineering or other relevant discipline.

5.8 Design & Make MArch (45 Weeks delivered over 2 Phases) (Based at Hooke Park, Dorset)

Five-year professional architectural degree (BArch/Diploma equivalent).

5.9 (DRL) Architecture & Urbanism MArch (45 Weeks delivered over 2 Phases)

Five-year professional architectural degree (BArch/Diploma equivalent).

5.10 Emergent Technologies & Design MSc (45 Weeks)

Professional degree or diploma in architecture, engineering, industrial/product design or other relevant discipline.

5.11 Emergent Technologies & Design MArch (45 Weeks delivered over 2 Phases)

Five-year professional architectural degree or diploma in architecture, engineering, industrial/product design or other relevant discipline (BArch/Diploma equivalent).

5.12 History & Critical Thinking MA (45 Weeks)

Second Class Honours or above degree in architecture or a related discipline from a British university, or an overseas qualification of equivalent standard (from a course of no less than three years in a university or educational institution of university rank).

5.13 Housing & Urbanism MA (45 Weeks)

Second Class Honours or above honours degree in architecture or a related discipline from a British university, or an overseas qualification of equivalent standard (from a course no less than three years in a university or educational institution of university rank).
5.14 Housing & Urbanism MArch (45 Weeks delivered over 2 Phases)

5.14.1 Five-year professional degree in architecture or a related discipline (BArch/Diploma equivalent).

5.15 Landscape Urbanism MSC (45 Weeks)

5.15.1 Professional degree or diploma in architecture, landscape architecture, urban planning, geography, engineering or other relevant discipline.

5.16 Landscape Urbanism MArch (45 Weeks delivered over 2 Phases)

5.16.1 Five-year professional architectural degree or diploma in architecture, landscape architecture, urbanism, urban planning, geography, engineering or other relevant discipline (BArch/Diploma equivalent)

5.17 (Projective Cities) Taught MPhil Architecture and Urban Design (60 Weeks delivered over 2 Phases)

5.17.1 For candidates with a four or five-year degree in architecture (BArch/Diploma equivalent). Candidates may be awarded credit for prior learning at level 6 where this has been explicitly stated by the named award (Taught MPhil). The candidate admitted on this basis is subject to the same principles of admission as all others to this programme.

5.18 MPhil and PhD

5.18.1 Candidates for MPhil/PhD research degrees must already hold an appropriate post-professional Master’s degree in their proposed area of MPhil/PhD research. Applicants for PhD in Architectural Design must also hold a five-year professional degree in architecture and will be expected to submit a design portfolio and undertake in person or skype interview.

5.18.2 Members of the AA staff who have been on a contract of employment for a period of at least 4 academic years (the contract of employment being successive for a continuous period of 4 years) may apply to pursue full-time PhD studies at the AA School whilst still remaining an employee of the AA School provided they meet the qualifying criteria and conditions. Application must be submitted for the attention of the AA PhD Programme via the Admissions process.

5.19 (SED) Sustainable Environmental Design MSc (45 Weeks)

5.19.1 Professional degree or diploma in architecture, engineering or other relevant discipline.

5.20 (SED) Sustainable Environmental Design MArch (45 Weeks delivered over 2 Phases)

5.20.1 Five-year professional architectural degree (BArch/Diploma equivalent)
6 ENGLISH LANGUAGE REQUIREMENTS

6.1 All applicants must be able to provide evidence of competency in both spoken and written English. The AA School reserves the right to make a place in the school conditional on gaining a further English language qualification if deemed necessary.

6.2 To meet both the AA School and the Home Office/UKVI English language requirements applicants are required to have one of the acceptable language qualifications listed below, unless the applicant can satisfy one of the following criteria:

6.2.1 A national of a majority English-speaking country as defined per the list on the UKVI website: https://www.gov.uk/tier-4-general-visa/knowledge-of-english or;

6.2.2 Successfully completed an academic qualification of at least three years’ duration, equivalent to a UK bachelor’s degree or above*, which was taught in a majority English-speaking country as defined by the UKVI or;

6.2.3 Successfully completed a course in the UK as a Tier 4 (Child) student visa holder. The course must have lasted for at least six months, and must have ended no more than two years prior to VISA application.

* In order to assess the equivalency of an overseas qualification, applicants must provide official documentation produced by UK NARIC confirming the international qualification is comparable to a UK Bachelor or Masters’ degree: https://www.naric.org.uk/naric/

6.3 It is the responsibility of all applicants to check the qualifying criteria: https://www.gov.uk/government/organisations/uk-visas-and-immigration

6.4 If the applicants place at the AA School is conditional on providing an English language qualification, the following satisfy the requirements of the Home Office/UKVI and the entry requirements of the AA School:

6.4.1 International applicants: IELTS for UKVI (Academic) 6.5 overall with at least 6.0 in each category. IELTS reports have a two year validity period. Therefore, the certificate must bear a date no longer than two years ago at the time of visa application. The AA requires a scan of the original certificate. Please check Appendix O: https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-o-approved-english-language-tests and the Approved secure English language test and test centres issued by the UKVI to ensure that the test is booked with an approved SELT provider.

6.4.2 EU Applicants: IELTS (Academic) 6.5 overall with at least 6.0 in each category. IELTS reports have a two year validity period. Therefore, the certificate must bear a date no longer than two years ago at the time of application to the AA.

6.4.3 Trinity College SELT test (ISE II (B2) or ISE III (C1)) with a minimum pass in each category. Trinity reports have a two year validity period. Therefore, the certificate must bear a date no longer than two years ago at the time of visa application.

6.5 The AA requires a scan of the original certificates so results can be verified on-line.

6.6 Applicants are required to meet the scores in each category and overall; lower scores are not accepted. In addition, the certificate must show that the required scores have been achieved during a single sitting of the examination.

6.7 Note: the English language qualification requirements are subject to frequent change in line with Home Office/UKVI regulations. It is the applicant’s responsibility to remain up to date with any changes.
7 ASSESSMENT OF APPLICATIONS

7.1 Foundation Course and Undergraduate provision

7.2 The AA School undertakes preliminary assessment of all applications to the Foundation course and undergraduate course to ascertain that the entry criteria and the minimum academic requirements have been met.

7.3 Successful applicants will be invited to attend an Admissions interview held on-site at the AA School premises (Skype/telephone interviews are not permitted) presenting a portfolio of work to best support admission to the AA School.

7.4 The purpose of the interview is to assess the applicant's potential, ability and suitability to benefit from the course of study. The interview is conducted using the following considerations:

7.4.1 Design exploration and experimentation
7.4.2 Initiative and self-motivation
7.4.3 Visual communication skills
7.4.4 Ability to explain and demonstrate reasons for design decisions
7.4.5 Cultural background/references in work presented
7.4.6 Understanding of the Foundation course and undergraduate studio and unit system of teaching

7.5 Postgraduate provision

7.6 The AA School undertakes assessment of all applications to the postgraduate provision to ascertain that the entry criteria and the minimum academic requirements have been met.

7.7 Complying applications will be assessed by the relevant Programme Director and a second member of the academic staff from the postgraduate provision. Successful applications to the PhD Programme are required to undertake an on-site or Skype/telephone interview to assess their research topic and support the appointment of a Director of Studies.

7.8 Applications are assessed using the following considerations:

7.8.1 Design exploration and experimentation
7.8.2 Initiative and self-motivation
7.8.3 Visual communication skills
7.8.4 Ability to explain and demonstrate reasons for design decisions
7.8.5 Cultural background/references in work presented
7.8.6 Understanding of the Graduate Programme system of teaching
8 RECEIPT OF OFFER TO STUDY AT THE AA SCHOOL

8.1 All applicants will receive a formal letter confirming the outcome of their application delivered by email and by post.

8.2 Successful applicants to the Foundation Course and undergraduate course will receive one of the following offers:

8.2.1 UNCONDITIONAL OFFER meaning all entry requirements have been met;
8.2.2 CONDITIONAL OFFER subject to receipt of certified true copies of any application documentation yet to be provided;
8.2.3 DEFERRED OFFER on occasions when the AA School feels the applicant would benefit from one further year of experience before entering full-time studies.

8.3 The AA School reserves the right to offer applicants to the undergraduate course a lower year of entry. The decision of the interview panel is final in this respect.

8.4 Successful applicants to the Foundation Course cannot defer their entry to the AA School.

8.5 Successful applicants to the undergraduate course can defer their entry to the AA School for a maximum of one academic year.

8.6 Successful applicants to the postgraduate provision will receive a CONDITIONAL OFFER from the AA School and must send certified true copies of all application documentation required via courier or post to the AA for verification (photocopies are not accepted).

8.7 The AA School reserves the right to offer the applicant an alternative level of entry within the Programme; MA/MSc instead of MArch, MFA. The decision of the Programme Director is final in this respect.

8.8 Successful applicants to the postgraduate provision cannot defer their entry to the AA School.

8.9 Once all conditions have been met applicants to the postgraduate provision will receive an UNCONDITIONAL OFFER from the AA School.

8.10 A Confirmation of Acceptance of Studies (CAS) can be issued for applicants in receipt of an UNCONDITIONAL OFFER from the AA School and who require a Tier 4 (General) Student Visa to study in the UK.

8.11 Decisions on the admission of applicants are final and there is no right of appeal against the decision. The AA School will consider further representation from an applicant if there is substantive evidence that the admissions procedure was not correctly followed. Any such representation should be addressed to the School Registrar.
9 ACCEPTANCE OF OFFER TO STUDY AT THE AA SCHOOL

9.1 All in receipt of an UNCONDITIONAL OFFER to study at the AA School must pay a deposit of 1 terms tuition fee no later than the date confirmed on the offer letter, and submit a signed admissions form.

9.2 The deposit of 1 terms tuition fee serves specific purpose in respect of the following:
9.2.1 Secures place on course / programme of study.
9.2.2 Secures the tuition fee payment for the final term of study:
   9.2.2.1 Foundation Course: deposit secures the tuition fee payment for the final term (Term 3) of the Foundation Course;
   9.2.2.2 Undergraduate course: deposit secures the tuition fee payment for the final term (Term 3) of the Fifth Year. The student is liable for increases in the tuition fee rate in the intervening academic years;
   9.2.2.3 Postgraduate provision: deposit secures the tuition fee payment for the final term of the degree award as applicable.

9.3 The deposit payment is non-refundable and non-transferrable for all applicants. For applicants to the Foundation Course and postgraduate provision, the deposit payment is also non-deferrable.

9.4 All in receipt of a CONDITIONAL OFFER to study at the AA School should contact the appropriate Admissions Co-ordinator before making a deposit payment; the AA School takes no responsibility for applicants who make payment of deposit prior to obtaining an UNCONDITIONAL OFFER.
10 REGISTRATION AND TUITION FEES

10.1 Registration
All students – new and continuing (returning) – are required to undertake in person, on-site registration at the start of the academic year and at the start of each term according to the procedures laid down by the AA School:

10.1.1 Introduction Week, Tuesday:
Registration for all new students to the AA School (mandatory orientation on Monday)

10.1.2 Term 1, Monday of Week 1:
Registration for all continuing students of the AA School

10.1.3 Term 2, Monday of Week 2:
Registration for all students of the AA School

10.1.4 Term 3, Monday of Week 3:
Registration for all students of the AA School

10.2 Registration can only be undertaken provided the student has paid the tuition fee required for the relevant term of study. Embarking or continuing on a course/programme of study is not permitted unless registration has been undertaken.

10.3 Failure to register will result in the immediate discontinuation of studies; the student will be liable for the tuition fee of the immediate term of study and the AA School will retain the 1 term deposit payment.

10.4 Tuition Fee Procedures and Payment

10.5 Tuition fee rates are set annually by the AA Council in consultation with the School Director and the Head of Finance.

10.6 Students are required to make payment of a deposit (equivalent to 1 terms tuition fee) and a minimum of the first terms tuition fee at the outset of their studies.

10.7 Provision is made for the advance payment of the full fees for the academic year to be received by the AA School on or before the advertised deadline.

10.8 Students who undertake advance payment of the full fees for the academic year on or before the advertised deadline will receive a 3% reduction on the total tuition fee owing. Students in receipt of scholarship, bursary or SLC funding are not eligible to receive this reduction.

10.9 Students who do not pay in advance the full fees for the academic year are required to make payment of 1 terms tuition fee in advance of each term of study.

10.10 The AA Accounts Department will issue advance fee notice and termly fee invoices to all students expected to register on courses/programmes of study. Students may request the AA School to invoice external sponsors/private loan providers. It is the responsibility of the student to provide the detail required for the issue of such invoices.

10.11 Any student in receipt of a loan from the Student Loan Company (SLC) or Financial Sponsorship from an Overseas Sponsor or Loan Provider must provide the AA School with full documentation of the loan amounts secured; documentation will be required at the
Registration process and is retained by the AA Accounts Department so payment schedules can be monitored.

10.12 All students must be in good financial standing with the AA School throughout their period of study. ‘Good financial standing’ means not owing the School money other than that which has the written consent of the School Registrar.

10.13 The School Registrar will only consider exceptional mitigating circumstances, agreeing to a payment plan proposal on a case-by-case basis if this is deemed appropriate.

10.14 Students not in good financial standing may be subject to action by the AA School resulting in the withdrawal of AA School services and may be required to discontinue their studies with immediate effect.

10.15 International students will have Tier 4 Visas sponsorship withdrawn and the AA School will report the circumstance to the UK Visa and Immigration service (UKVI).

10.16 The AA School is unable to provide supporting documentation (transcript of studies, student/study status letters) to any student (or former student) who is not in good financial standing with the AA School until such time as all monies owing have been settled in full.

11 WITHDRAWAL FROM STUDIES (SCHOOL AND/OR STUDENT DECISION)

11.1 Any student intending to withdraw from studies at the AA School must inform the School Registrar in writing. The student will be liable for the tuition fee of the immediate term of study and the AA School will retain the 1 term deposit payment.

11.2 Any student who makes decision to withdraw from studies at the AA School after Week 6 of the current term of study will also incur liability for the tuition fee of the next term of study.

11.3 Any student who has studies discontinued with immediate effect due to lack of attendance and academic progress will be liable for the tuition fee of the immediate term of study and the AA School will retain the 1 term deposit payment.

11.4 Any student who is required to withdraw from studies due to illness/personal extenuating circumstances will be liable for the tuition fee of the immediate term of study and the AA School will refund the 1 term deposit payment upon provision of supporting certified documentation.
Withdrawal from studies  
(Student decision)

<table>
<thead>
<tr>
<th>Before Week 6 of Term:</th>
<th>After Week 6 of Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liable for tuition fee of current term of study. Deposit RETAINED by the AA School.</td>
<td>Liable for tuition fee of current term of study and tuition fee for next term of study. Deposit RETAINED by the AA School.</td>
</tr>
</tbody>
</table>

Withdrawal from studies  
(AA School decision: lack of attendance/engagement)

| Liable for tuition fee of current term of study. Deposit RETAINED by the AA School. |

Withdrawal from studies  
(Illness/personal extenuating circumstances as agreed by School Registrar on the provision of supporting certified document/s)

| Liable for tuition fee of current term of study. Deposit REFUNDED by the AA School. |

12 INTERRUPTION/SUSPENSION OF STUDIES

12.1 Students affected by a period of illness, personal difficulty or work/life balance issue may request to take time away from the School for the remainder of the academic year in question.

12.2 The circumstances are discussed privately and confidentially with the School Registrar and agreement reached on the circumstances for interruption and subsequent resumption of studies.

12.3 Resumption of studies will align with the start of the next academic year; a more prolonged period of interruption may be agreed by the School Registrar if deemed necessary.

12.4 Students who have reached agreement on the interruption of their studies will be liable for the fees of the current term and the 1 term deposit payment will be retained for its intended purpose upon resumption of studies.

12.5 If advance fee payment has been made for subsequent terms of study, this will be held by the AA School to offset fee costs upon the resumption of studies. The student will be liable for any increase in the tuition fee rate during the period of interrupted/suspended studies.
13 TIME OUT FROM STUDIES/MANDATORY PRACTICAL TRAINING (POST-PART 1)

13.1 Academic progression through the years of study is expected to be continuous and students are not permitted to take time out between First and Second, Second and Third and Fourth and Fifth Years unless it is the AA School’s recommendation.

13.2 Students are permitted to take one academic year between Third and Fourth Year for the purpose of mandatory practical training and professional experience, in accordance with the ARB (Architect’s Registration Board) definition of a typical pattern for training to become an architect in the UK.

13.3 Practical training/professional experience must be under the supervision of a registered architect, and is normally within an established architectural practice.

13.4 All students undertaking a ‘Year Out’ which is the AA School terminology for the assessed part of the course in this form, are required to undertake termly registration with the AA School in accordance with the confirmed procedures.

13.5 Request may be made to the School Registrar for a further ‘Year Out’ but only for reasons of extenuating circumstances (ill health, bereavement, finances) no later than 31st January of the first ‘Year Out’.

13.6 With supporting extenuating circumstance/s, a maximum of two ‘Years Out’ can be granted; should the student exceed this arrangement they will formally be withdrawn from the course of study and will be required to re-apply to the AA School through the admissions process for possible re-entry.

13.7 The original 1 term deposit payment will be retained by the AA School and will not be transferred to any subsequent applications for re-entry to the AA School.

13.8 Students on ‘Year Out’ (or second ‘Year Out’ by agreement with the School Registrar) who make decision not to return to the AA School to complete their studies must confirm this decision in writing to the School Registrar no later than 31st January prior to the academic year of agreed return.

13.9 The 1 term deposit payment will be fully refunded to the student on this basis.

13.10 Receipt of notification after 31st January prior to the academic year of the agreed return will result in the AA School retaining the 1 term deposit payment and the student will incur liability for the Term 1 tuition fee of the new academic year.
‘Year Out’ after 3rd Year for the purpose of mandatory practical training / Expected re-entry to 4th Year

‘Year Out’ students who make decision not to return to the AA Diploma School:

Before 31st January prior to the academic year of expected return: Deposit REFUNDED.

After 31st January prior to the academic year of expected return: Liable for Term 1 tuition fee and deposit RETAINED by the AA School.

14 NOTIFICATION OF CONTINUING STUDIES

14.1 In January of each academic year the School Registrar issues notification to all registered students of the AA School (inclusive of students on ‘Year Out’) requesting formal confirmation of their intention to continue their studies in the next academic year subject to successful completion of the current academic year of study.

14.2 Any subsequent change to that decision must be made by written notification to the School Registrar no later than 30th June prior to the new academic year otherwise the student will incur liability for the Term 1 tuition fee of the new academic year.

14.3 Postgraduate MArch Phase II, PhD and MPhil students are required to confirm their continuation of studies no later than 30th June prior to the new academic year.

15 SCHOLARSHIPS AND BURSARY AWARDS

15.1 The Architectural Association is committed to giving as many talented students as possible the opportunity to study at the AA School and recognises the financial needs of incoming and continuing students.

15.2 On average, one in five students is in receipt of financial assistance from the Scholarship and Bursary programme and further financial assistance for Home/EU/EEA students is provided by the paid Student Assistantship opportunities within the AA School.

15.3 Tier 4 students are not eligible to undertake paid Student Assistantship opportunities due to VISA restrictions which prohibit employment.

15.4 Students in receipt of scholarship or bursary funding will have the awarded amount credited to their fee account in instalments of 1/3 of the total amount each term.

15.5 Scholarships are available to new First, Second and Fourth Year applicants who make application by the early advertised deadline (NOVEMBER) and who demonstrate academic excellence and financial need.

15.6 Awards are for two or three years and are subject to satisfactory academic progress.

15.7 Scholarship funding is removed should the student fail to complete the academic requirements of a given academic year; should this occur, the student is encouraged to apply
for Bursary funding subject to successful completion of the academic requirements of the subsequent academic year.

15.8 It is the responsibility of the student to make application by the advertised deadline.

15.9 Bursaries are available to new Foundation, new postgraduate and continuing undergraduate students and must be applied for on a yearly basis.

15.10 Bursary awards are suspended should any recipient withdraw from or interrupt their studies.

15.11 The scholarship and bursary awards process is administered by the Student Aid and Qualifications Officer and recipients agreed by the AA School Bursary and Scholarship Committees which are comprised of AA Academic Staff.

16 ATTENDANCE AND ATTENDANCE MANAGEMENT PROCEDURES

16.1 Students of the AA School receive an intense, highly supervised and closely monitored learning experience.

16.2 Attendance and participation at all classes is a critical component of the AA School’s learning model. Both excused and unexcused absences are considered in grading and overall status.

16.3 It is the responsibility of all students to ensure that the arrangements of their personal circumstances (including payment of tuition fees) enable them to participate in all aspects of their course/programme of study.

16.4 Their place of term-time residence, telephone and email contact details must be notified to the Administrative Co-ordinator and any changes updated subsequently.

16.5 Students are required to attend all pre-arranged (scheduled/timetabled) classes, seminars, lectures and tutorials.

16.6 When a student thinks they may miss a pre-arranged event, they must inform the relevant academic member of staff and Administrative Co-ordinator as soon as possible, providing full explanation for the anticipated absence supported by certified medical or equivalent documentation.

16.7 Failure to provide a legitimate explanation for missing any pre-arranged class, seminar, lecture or tutorial will result in the following:

16.8 The academic staff member responsible for the delivery of the class, seminar, lecture or tutorial will inform the student by email correspondence that their unauthorised absence has been noted.

16.9 This correspondence is copied to the Administrative Co-ordinator.

16.10 The Administrative Co-ordinator will issue a first formal letter to the student requesting full explanation for the absence and reminding that further absence may lead to a discontinuation of studies.
16.11 The Administrative Co-ordinator notes the occasion of absence on the AA School Registration List (as 1st Occasion).

16.12 Should the absence be repeated (second occasion), the academic member of staff responsible for the delivery of the class, seminar, lecture or tutorial will inform the student by email that their unauthorised absence has been noted.

16.13 This correspondence is copied to the Administrative Co-ordinator.

16.14 The Administrative Co-ordinator notes the occasion of absence on the AA School Registration List (as 2nd Occasion) and issues a second formal letter to the student confirming a date and time for the student to meet with the School Registrar.

16.15 The student is required to meet with the School Registrar to provide a full explanation and to sign the ‘AA School Learning Agreement’; a statement of their full intention to attend all remaining pre-arranged classes, seminars, lectures or tutorials and their full understanding of the stated consequences should they fail to do so.

16.16 Failure to adhere to the terms of the ‘AA School Learning Agreement’ will require the student’s attendance at the next scheduled assessment Review (or a specially convened assessment Review subject to the timeframe of the non-attendance) where automatic discontinuation of studies will be approved by the Review Panel (composed of AA School academic staff).

16.17 The School Registrar issues a ‘Discontinuation of Studies Letter’ to the student.

16.18 Any student who has studies discontinued with immediate effect due to lack of attendance and academic progress will be liable for the tuition fee of the immediate term of study and the AA School will retain the 1 term deposit payment.

16.19 International students will have Tier 4 Visas sponsorship withdrawn and the AA School will report the circumstance to the UK Visa and Immigration service (UKVI).

16.20 A copy of flight ticket home must be provided to the Compliance Officer.

16.21 The Compliance Co-ordinator manages the student attendance register and is informed when a student has failed to attend a pre-arranged event and/or absent from the studio environment.
17 MITIGATING AND EXTENUATING CIRCUMSTANCES

17.1 It is the responsibility of all students to ensure that the arrangements of their personal circumstances enable them to participate in all aspects of their course/programme of study.

17.2 Any student who is unable to attend or complete a formal assessment component due to a significantly disruptive, unforeseen circumstance may submit a request for deferral.

17.3 Circumstances deemed by the AA School to be out of the student’s control may include:
17.3.1 Bereavement: the loss of a close relative/significant other;
17.3.2 Significant adverse personal/family circumstances;
17.3.3 Serious short-term illness or accident;
17.3.4 Sudden deterioration of a long-time physical health and/or mental health condition.

17.4 Any request for deferral must be submitted to the School Registrar before the date of the formal assessment component (see Academic Calendar) with accompanying evidence in order to be considered.

17.5 Requests submitted after the date of the formal assessment component will not be accepted unless there is a compelling reason.

17.6 The deferral request must be agreed by the School Registrar in consultation with the Course Tutor/Director to facilitate opportunity for the student to undertake the affected formal assessment component on an agreed alternative date as if for the first occasion and without penalty.

17.7 The School Registrar will inform agreement and alternative arrangements in writing within seven days of receipt of request.

17.8 The student will not be in a position of unfair advantage or disadvantage and will be assessed on equal terms within their cohort.

17.9 Should the deferral request be rejected, the School Registrar will inform with full account of the reason/s for rejection within seven days of receipt of request.

17.10 The student will be withdrawn from studies incurring liability for the tuition fee of current term of study and deposit RETAINED by the AA School.
18 UNDERGRADUATE COURSE: ACADEMIC ORGANISATION

18.1 The undergraduate course is organised as follows:
- The First Year (year one of study)
- Intermediate School (years two and three of study)
- Diploma School (years four and five of study)

18.2 Study within each of these three parts of the undergraduate course consists of a year-long unit design studio plus the completion of Complementary Studies courses; the year-long design portfolio and the required Complementary Studies courses must be passed in order to successfully complete a year of study.

18.3 First Year
- First Year (year one of study) is a studio-based teaching environment. It offers a broad introduction to the study of architecture and develops the students’ conceptual abilities, knowledge base and fundamental skills, in preparation for entering the unit-based Intermediate School.

18.4 Intermediate School
- The Intermediate School (years two and three of study) provides the basis for experimentation and project development within the structure of the unit system. There are fifteen units in the Intermediate School (2018-19). Students in the Third Year who have undertaken Second Year studies at the AA School are required to take a different unit in their Third Year to best broaden their pedagogical experience. Integral to the Intermediate unit design studio is the Complementary Studies Programme.

18.5 Diploma School
- The Diploma School (years four and five of study) offers the opportunity for the consolidation of individual students’ architectural knowledge, skills and experimentation within the structure of the unit system. There are eighteen units in the Diploma School (2018-19). Diploma students are encouraged to challenge their own preconceptions, as well as build upon their existing knowledge and skills. Integral to the Diploma unit design studio is the Complementary Studies Programme.

19 THE UNIT SYSTEM

19.1 The unit system operates in the Intermediate and Diploma Schools and is organised to provide a diversity of architectural interests, agendas and topics for investigation, discourse and resolution.

19.2 Units are generally co-taught by a pair of academic staff (Unit Masters/Tutors).

19.3 Each unit is limited to approximately 12 students from both years of study (Intermediate units: 2nd/3rd Year, Diploma units: 4th/5th Year).

19.4 The unit system provides every student with a high level of tutor contact time and learning is enriched by the influence of different years studying together.

19.5 Design projects form the core of the unit work, supported by lectures, seminars, juries, presentations and workshops arranged within the unit.
19.6 All learning is documented in the form of the unit portfolio compiled by the student over the course of the academic year based upon tutorials and guidance by the Unit Masters/Tutors.

20 THE UNIT SELECTION PROCESS

20.1 Entry to a particular Unit of study is by application and interview undertaken at the outset of the academic year.

20.2 Following public presentations by all Units in which the design agendas are clearly articulated and supported by on-line reference materials, students are required to submit their Unit choices for the academic year in 1st, 2nd and 3rd preferences:

20.2.1 All students are guaranteed an interview with their 1st choice Unit;
20.2.2 All students are guaranteed an interview timeslot with their 2nd choice Unit. However, these interviews will be automatically cancelled should the Unit secure its full cohort from its 1st choice interviewees;
20.2.3 3rd choice interviews are allocated when the Unit realistically will be able to interview students who have made this selection; that is when the Unit has not secured its maximum cohort after the allocation of 1st and 2nd choice applicants.

20.3 Interviews are undertaken on-site in a one-to-one format with the Unit Master/s and the student.

20.4 The student will make a short presentation (maximum 10 minutes) of their portfolio which will consist of completed project/s from the previous academic cycle and appropriate examples of projects which exhibit particular skills and relevant interests.

20.5 The interview process supports engaged discussion between the student and tutor on the future desires for academic development.

20.6 Unit Master/s will make their selection from the cohort of students interviewed. In cases where admission to the Unit is not granted, the reasons will be clearly articulated to the student and advice and guidance provided on alternative Units for interview.

20.7 The interview process is managed by the personnel of the School Registrar’s Department with the Head of Teaching and the School Director.

21 CRITERIA FOR THE ALLOCATION OF STUDENTS TO UNITS

21.1 The Unit Master/s make a selection of students to form of Unit that is as balanced as possible from those who have applied.

21.2 The purpose of the selection process is to create a dynamic group (Unit) who will individually and collectively explore and develop the aims of the Unit agenda.

21.3 The selection is based on exhibiting the following criteria: design ability and experience as demonstrated by the portfolio, previous academic performance, a balance of year group (2nd/3rd, 4th/5th) and continuing and new students.
22 UNDERGRADUATE PROGRAMME SUMMARY

22.1 AA Intermediate Examination (ARB/RIBA Part 1)
   Length of Programme: 3 years
   Mode of Study: Full-time studies
   Assessed Courses/Activities (Unit Studios and Courses):
   Completion of all the Courses and First Year Studio and Units listed below and successful submission of the Intermediate Portfolio, containing all work from Second Year and Third Year.

22.2 First Year
   • Studio (Design Portfolio)
   • Technical Studies (2 courses resulting in 2 Submissions)
   • Media Studies (4 courses resulting in 1 Submission)
   • History and Theory (2 courses resulting in 2 Submissions)

22.3 Second Year
   • Unit (Design Portfolio) Technical Studies (3 courses resulting in 3 Submissions)
   • Media Studies (2 courses resulting in 2 Submissions)
   • History and Theory (1 course over 2 terms resulting in 2 Submissions)

22.4 Third Year
   • Unit (Design Portfolio)
   • Technical Studies (1 course, 1 Technical Design Project resulting in 2 Submissions)
   • History and Theory (1 course over 2 terms resulting in 2 Submissions)
   • Professional Practice (1 course resulting in 1 Submission)

22.5 AA Final Examination (ARB/RIBA Part 2)
   Length of Programme: 2 years
   Mode of Study: Full-time studies
   Assessed Courses/Activities (Unit Studios and Courses):
   Completion of all the Courses listed below and successful submission of the Diploma Portfolio, containing all work from Fourth Year and Fifth Year.

22.6 Fourth Year
   • Unit (Design Portfolio)
   • Technical Studies (2 courses resulting in 2 Submissions)
   • History and Theory (2 courses resulting in 2 Submissions OR 1 course resulting in 1 Submission + 1 Thesis Submission if electing to undertake Thesis with agreed topic and supervisor for completion at end of Term 1 [December] of Year 5)

22.7 Fifth Year
   • Unit (Design Portfolio)
   • Technical Studies (Design Thesis)
   • History and Theory (1 course resulting in 1 Submission OR 1 Thesis subject to Year 4 choice)
   • Architectural Professional Practice (1 course resulting in 1 Submission)
23 DESIGN PORTFOLIO ASSESSMENT PROCEDURES

23.1 A range of formative assessment methods are adopted to test the learning outcomes leading to the summative assessment (outcomes: non-award years) (recommendations: award years) at the end of the academic cycle.

23.2 Formative and Summative assessments are undertaken upon presentation of a portfolio of design work to a Review Panel.

23.3 All Panels are made up of Unit Masters/Tutors of the AA School (academic staff) (minimum of two other Units represented) plus the Unit Masters/Tutors of the presenting student.

23.4 Formative assessments are to provide advice throughout the year; summative assessments are the final assessment (outcomes/recommendations) at the end of the academic year.

23.5 The following provides the definition of each Review procedure presented as they are scheduled over the course of an academic cycle (one academic year):

23.6 **January Progress Review (Start of Term 2)**
Formative for selected students in all years and students undertaking a repeat year

23.7 The January Progress Review is for students that have exhibited difficulty during Term 1 of the academic year.

23.8 It is the AA School’s policy that students undertaking a repeat year are required to present at the January Progress Review in order to track and support their progress.

23.9 For students who are falling behind, whether due to a lack of understanding of the ambitions of the unit, work discipline or personal issues, this Review is an early and important opportunity for a group of Unit Masters/Tutors to collectively advise on the development and improvement of the work.

23.10 The January Progress Reviews are the defined assessment point for students who have failed to uphold the Attendance Policy of the AA School in Term 1 whereby studies can be formally discontinued with immediate effect.

23.11 The January Progress Review Panel is required to make one of the following assessment recommendations:
- Continue within Unit: undertaking the Panel's advice, suggestions/comments
- Concerns: with regard to the work presented but advised to continue in the Unit undertaking the Panel's advice, suggestions/comments
- Serious Concerns: with regard to the work presented but advised to continue in the Unit undertaking the Panel's advice, suggestions/comments
- Repeat Students only: Repeat studies in Term 1 have been deemed unsuccessful and therefore the student has been asked to leave the School
- For Students who have failed to uphold the Attendance Policy/Learning Agreement: Discontinuation of studies with immediate effect

23.12 **March Preview (End of Term 2)**
Formative for all students in First, Second, Third, Fourth and Fifth Year
23.13 The March Preview is a progress check in preparation for the Final Review. The Preview gauges the mapping of students to the unit agenda and assess a unit’s overall ambition and criteria and its effectiveness to deliver it.

23.14 The Previews are a simulation of the summative assessment process (End of Year Reviews, Intermediate Final Check and Diploma Committee) and provide students with constructive advice and feedback in preparation for this process.

23.15 The March Previews are the defined assessment point for students who have failed to uphold the Attendance Policy of the AA School in Term 2 whereby studies can be formally discontinued with immediate effect.

23.16 The Preview Panel is required to make one of the following assessment recommendations:
- Continue within Unit: undertaking the Panel’s advice, suggestions/comments
- Concerns: with regard to the work presented but advised to continue in the Unit undertaking the Panel’s advice, suggestions/comments
- Serious Concerns: with regard to the work presented but advised to continue in the Unit undertaking the Panel’s advice, suggestions/comments
- For Students who have failed to uphold the Attendance Policy/Learning Agreement: Discontinuation of studies with immediate effect

23.17 ‘End of Year’ Review (End of Term 3)
Summative for all students in Foundation, First, Second and Fourth Year

23.18 The formal Panels for Foundation, First Year, Second Year and Fourth Year, the End of Year Reviews make an assessment as to whether a student has reached sufficient level of achievement for a pass and entry to the next year at the AA School.

23.19 All Complementary Studies submissions must be passed in order to pass into the next year of the course (with the exception of the Foundation students who are not required to undertake Complementary Studies).

23.20 Students who have not successfully completed Complementary Studies submissions before the summative assessment is undertaken on the portfolio will be required to take a ‘year out’ for the purposes of completing these components.

23.21 Full-time studies will resume in the following cycle subject to successful completion.

23.22 The Foundation End of Year Review Panel is required to make one of the following assessment recommendations:
- Completed Foundation
  - Forward to Internal Assessment Committee for the award of the Foundation Certificate (upon attaining TDAP)
- Incomplete Foundation (insufficient progress made/non-submission of portfolio at End of Year Review)

23.23 The First Year End of Year Review Panel is required to make one of the following assessment outcomes:
- Pass: to Second Year
- Incomplete: First Year Final Review (additional project for re-review by the First Year Final Check Review panel in three weeks)*
• Fail: Repeat First Year with a mandatory January Progress Review to assess progress and future studies at the AA School
• Fail: Asked to leave the AA School

* The First Year Final Check Review Panel takes place on the Monday immediately following the end of the academic year and is required to make one of the following assessment outcomes:
• Pass: to Second Year
• Fail: Repeat the First Year with a mandatory January Progress Review to assess progress and future studies at the AA School
• Fail: Asked to Leave the AA School

23.24 The (Second) (Fourth) Year End of Year Review Panel is required to make one of the following assessment outcomes:
• Pass: to (Second Year) (Fourth Year)
• Tutor Check: for Pass to (Second Year) (Fourth Year)
• Incomplete: July Review
• Fail: Repeat Year with a mandatory January Progress Review to assess progress and future studies at the AA School Fail: Asked to leave the AA School

23.25 Definition of the assessment recommendation: Tutor Check

23.26 Tutor Check is recommended when the Panel deems that the portfolio requires a minimal amount of additional work to fully complete – to a maximum of one drawing.

23.27 The Panel delegates the review of the additional work to the relevant Unit Master/s.

23.28 The work must be undertaken and assessment recommendation reached no later than the Monday immediately following the end of the academic year, confirming whether the student has reached a sufficient level of achievement for a pass and entry to the next year at the AA School.

23.29 Definition of the assessment recommendation: Incomplete – July Review

23.30 Incomplete – July Review is recommended when the Panel deems that the portfolio requires additional and defined work to reach full resolution.

23.31 A Panel will be reconvened at the end of July to undertake the assessment recommendation, confirming whether the student has reached a sufficient level of achievement for a pass and entry to the next year at the AA School.

23.32 Intermediate Final Check Review (End of Term 3)
Summative for Third Year leading to: AA Intermediate Examination (ARB/RIBA PART 1)

23.33 The Final Check Reviews is the mandatory assessment to confirm if a student is offered a place in the AA Diploma School and if they are eligible to be assessed by the External Examiners for the award of the AA Intermediate Examination (ARB/RIBA Part 1). Upon attaining TDAP the student will be recommended to the Internal Assessment Committee for the award of the BA (Hons) Architecture.

23.34 All Complementary Studies submissions must be completed and passed.
23.35 If the Complementary Studies submissions are not completed and passed before the summative assessment is undertaken, the student will be withdrawn from the assessment process and required to repeat the academic year undertaking a new Unit, new project.

23.36 The Review Panel is required to make two recommendations (one from each category).

- **Category 1:**
  - Pass: Forward to External Examiners to confirm the award of AA Intermediate Examination (ARB/RIBA Part 1);
    - Pass achieves recommendation for the award of BA (Hons) Architecture upon attaining TDAP
  - Fail: Withdrawn from the AA Intermediate Examination (ARB/RIBA Part 1), presented to the External Examiners as not having met the internal standards for the professional award

- **Category 2:**
  - Pass: To the Fourth Year (not possible if Fail has been awarded above)
  - Pass: To the Fourth Year and a year out for the purposes of mandatory practical training strongly recommended (not possible if Fail has been awarded above)
  - Incomplete: July Review for Fourth Year portfolio (only possible if Pass has been awarded above and in exceptional circumstances only as a precondition for entry to the Fourth Year/the AA Diploma School)
  - No Entry: To the Fourth Year / Leave the School (possible if Pass has been awarded above)
  - Fail: Repeat 3rd Year with a mandatory January Review to assess progress and future studies at the AA School

23.37 **Diploma Committee (End of Term 3)**

**Summative for Fifth Year leading to: AA Final Examination (ARB/RIBA PART 2)**

23.38 For all Fifth Year students at the end of a minimum of two years in the Diploma School, the Diploma Committee, comprised of all Diploma Unit Staff and convened for the three day assessment period, considers portfolios for the award of the AA Diploma/AA Diploma with Honours and records one of the following assessment recommendations:

- **PASS**
  - Pass achieves recommendation for the award of MArch upon attaining TDAP
- **FAIL**

23.39 All Complementary Studies submissions must be passed in order to be eligible to submit to the Diploma Committee.

23.40 If the Complementary Studies submissions are not completed and passed before the summative assessment is undertaken, the student will be withdrawn from the assessment process and required to repeat the academic year undertaking a new Unit, new project.

23.41 All students should have readily available their Fourth Year portfolio should this be required for review by the Diploma Committee.

23.42 The Diploma Committee makes nomination for the award of the AA Diploma with Honours to a maximum of one nomination per unit.
23.43 A public presentation of the nominated projects takes place on the third and final day of the assessment period.

23.44 The recipients of the AA Diploma with Honours are agreed by the Diploma Committee.

23.45 Any student who fails the AA Diploma has one final opportunity to present a portfolio as a full-time repeat Fifth Year student in the subsequent academic year, undertaking a new Unit, new project and new Technical Study.

23.46 This constitutes the final opportunity to present the portfolio through the School for qualifications.

23.47 Failure on the second attempt will lead to the student being asked to leave the School with no further opportunity to receive the AA Diploma or the AA Final Examination (ARB/RIBA Part 2) through the AA School.

23.48 The Diploma Committee also recommends portfolios to be assessed by the External Examiners for the award of the AA Final Examination (ARB/RIBA Part 2)

- **PASS:** Award of AA Diploma and forward to External Examiners to confirm the award of the AA Final Examination (ARB/RIBA Part 2)
- **FAIL:** Repeat 5th Year. Withdrawn from the AA Final Examination (ARB/RIBA Part 2), presented to the External Examiners as not having met the internal standards for the professional award

24 EXTERNAL EXAMINERS (END OF TERM 3) FOR THE PROFESSIONAL AWARDS:

**AA INTERMEDIATE EXAMINATION (ARB/RIBA PART 1)**

**AA FINAL EXAMINATION (ARB/RIBA PART 2)**

24.1 To ensure that the standards of the professional awards are fully informed, the External Examiners will have available to them the full range of assessed work from the Intermediate Final Check Review and the Diploma Committee, inclusive of all Fails.

24.2 External Examiners are appointed by the School Director having been reviewed and recommended by the Academic Board to confirm the assessments for the award of the AA Intermediate Examination (ARB/RIBA Part 1) and the AA Final Examination (ARB/RIBA Part 2), and that the students meet the minimum standard and criteria as described by the Architects Registration Board (ARB) and Royal Institute of British Architects (RIBA).

24.3 The results of the Examinations in the form of official Pass Lists confirming students have met the ARB/RIBA criteria, is signed by the Chair of the External Examiners on behalf of all Examiners, and is officially displayed in the School on the last day of the academic year to coincide with the Graduation Ceremony, the End of Year Exhibition and Projects Review publication.

24.4 It is the responsibility of the School Registrar to communicate the official Pass Lists to ARB and RIBA for their records and requirements.
24.5 The School Director makes generally available the written feedback of the External Examiners with the sole exception of any confidential report made directly, and separately, to the School Director.

24.6 **July Review (after the end of Term 3)**

*Summative for selected students in Second, Third and Fourth Year*

24.7 The July Review is the summative assessment for students who received an ‘Incomplete’ assessment recommendation at the End of Year Review (end of Term 3) whereby an additional timeframe is granted to allow a student to continue working on the portfolio.

24.8 Assessment is undertaken as to whether a student has reached a sufficient level of achievement for a pass and entry to the next year at the AA School.

24.9 The July Review Panel is required to make one of the following assessment recommendations:

- **Pass:** to (...) Year
- **Incomplete:** Take a Year Out
- **Fail:** Repeat (...) Year with a mandatory January Progress Review to assess progress and future studies at the AA School
- **Fail:** Asked to Leave the AA School

25 **DESIGN PORTFOLIO ASSESSMENT APPEALS PROCEDURE**

25.1 The assessment recommendation of the Review Panel/s is final.

25.2 An appeal against a final assessment recommendation will only be considered on the basis of a student’s portfolio having not been seen due to exceptional circumstances, or based upon irregularities having taken place during the student’s Review or extreme student illness that may have affected his/her presentation to the Review Panel.

25.3 Appeals due to health-related circumstances will only be considered if a student has already provided documented medical reports to the School Registrar for a substantial period of time during the academic year, from a UK-based registered doctor indicating that major health problems would not allow participation/or would affect presentation at the.

25.4 An appeal to review the final assessment recommendation must be made within 48 hours after the delivery of the assessment recommendation, communicated verbally and in writing to the School Registrar.

25.5 The brevity of timelines within the process is to best facilitate successful completion of studies for the student lodging the appeal alongside the relevant completing cohort of the academic year.

25.6 The School Registrar will advise the original Review Panel that an appeal has been lodged requesting review of the final assessment recommendation.

25.7 The members of the original Review Panel will be required to provide additional written confirmation on the assessment recommendation reached and the reasons for the recommendation.
25.8 An Appeals Panel will be convened within 24 hours of receipt of the appeal comprising of the School Director, the Unit Masters of the student lodging the appeal and three members of the academic staff (only one of which is drawn from the original Review Panel).

25.9 The Appeals Panel is attended and observed by the School Registrar to ensure that all parties act reasonably and fairly towards each other.

25.10 The student lodging the appeal will be required to represent the portfolio to the Appeals Panel and to give account of the reasons for lodging the appeal.

25.11 The student has the right to invite an independent observer to attend.

25.12 The Appeals Panel cannot overturn the original decision, but can decide whether to dismiss the appeal, or recommend the original Review Panel reconvene and reconsider their original assessment.

25.13 Should the appeal be dismissed by the Appeals Panel, this will be communicated verbally to the student in the presence of their selected independent observer and the School Registrar.

25.14 Should the original Review Panel be required to reconvene this will be undertaken within 24 hours to consider the decision of the Appeals Panel and to reasonably and fairly review the original decision.

25.15 The reconvened Review Panel will be attended and observed by the School Registrar to ensure that the decision reached by the Appeals Panel is clearly conveyed to the reconvened Review Panel.

25.16 Decision will be reached on whether to uphold or overturn the original assessment recommendation reached.

25.17 The decision of the reconvened Panel is final and will be communicated verbally to the student in the presence of their selected independent observer and observed by the School Registrar.

25.18 Overturn of the original decision will result in the successful completion of studies for the student lodging the appeal alongside the relevant completing cohort of the academic year.

25.19 Upholding the original decision will result in the student adhering to the original assessment recommendation made by the Review Panel.

25.20 In either instance, the School Registrar will confirm the decision in writing within 28 days of the completion of the internal appeals process.

25.21 The student is advised that this correspondence will take the form of a Completion of Procedures letter in accordance with the guidelines provided by the Office of the Independent Adjudicator.

25.22 Should the original decision of the Review Panel be upheld, the School Registrar will formally advise the student of the following:

25.23 The AA School is a member of the national scheme operated by the Office of the Independent Adjudicator (OIA) and as such, any student studying on a Higher Education course at the
School is entitled to bring a complaint or academic appeal to the OIA if all internal procedures have been exhausted and the student is still dissatisfied with the outcome.

**25.24** Once all internal complaints/appeals procedures have been exhausted, a Completion of Procedures Letter will be issued to the student by the School no later than 28 days after completion of internal procedures.

**25.25** The Completion of Procedures Letter will inform the student that there are no further avenues to take within the internal procedures, and inform the student about the role of the OIA. It will list the issues that have been considered and the School’s final decision.
26  COMPLEMENTARY STUDIES

26.1 Integral to the design work in the First Year, Intermediate and Diploma Schools is the Complementary Studies Programme which delivers taught courses in History and Theory Studies (HTS), Technical Studies (TS), Media Studies (MS) and Professional Practice Studies (PP/APP).

26.2 The Complementary Studies Course Booklet is circulated to all students at the start of the academic year; containing a full account of all courses on offer, a weekly breakdown of seminar topics, submission requirements and a timetable of course activities.

26.3 The Booklet is an important tool for student and tutor and the AA School invests in ample hard copy production so it is readily available for the duration of the Programme delivery.

26.4 The taught courses provide a valuable background to the theoretical, technical and professional aspects relating to students’ work and are a mandatory requirement in all years of study.

26.5 All coursework must be passed for the student to progress to the next academic year of study.

26.6 Courses are delivered in four, seven or eight week formats in Term 1 and Term 2 of the academic year.

26.7 Coursework is submitted at the end of the relevant term of study for assessment. Supporting tutorial supervision is provided to assist all students with the delivery of their required submissions.

26.8 Students are required to attend all course sessions.

26.9 Course Provision and Requirements:

First Year
- History and Theory Studies: 1 Course of 7 + 7 sessions (3 hours per session) delivered over 2 terms resulting in 2 submissions which must be completed and passed
- Technical Studies: 2 Courses of 7 + 7 sessions (3 hours per session) delivered over 2 terms resulting in 2 submissions which must be completed and passed
- Media Studies: 2 Courses of 8 + 8 sessions (3 hours per session) delivered over 2 terms resulting in 2 submissions which must be completed and passed

Second Year
- History and Theory Studies: 1 Course of 7 + 7 sessions (3 hours per session) delivered over 2 terms resulting in 2 submissions which must be completed and passed
- Technical Studies: 3 Courses of 4 + 5 + 5 sessions (3 hours per session) delivered over 2 terms resulting in 3 submissions which must be completed and passed
- Media Studies: 2 Courses of 8 + 8 sessions (3 hours per session) delivered over 2 terms resulting in 2 submissions which must be completed and passed

Third Year
- History and Theory Studies: 1 Course of 7 + 7 sessions (3 hours per session) delivered over 2 terms resulting in 2 submissions which must be completed and passed
• Technical Studies: 1 Course of 7 sessions (1.5 hours per session) delivered in 1 Term resulting in 1 submission which must be completed and passed 1 Technical Design Project undertaken over 3 Terms defined by the specific Unit agenda and tutored/assessed by the Technical Studies Staff which must be completed and passed
• Professional Practice Studies: 1 Course of 7 sessions (1.5 hours per session) delivered in Term 1 resulting in 1 submission which must be completed and passed

Fourth Year
• History and Theory Studies: 2 Courses of 7 sessions (1.5 hours per session) delivered in Term 1 resulting in 2 submissions which must be completed and passed.
• Upon successful completion, Fourth Year students are invited to declare their intention to pursue an extended Thesis to fulfil the Fifth Year requirement. This requires formal registration and a Thesis tutor is assigned to discuss, agree and supervise the Thesis which is expected to be a minimum of 7,500 words and must be submitted by the end of Term 1 of the Fifth Year.
• Technical Studies: 2 Courses of 7 sessions (1.5 hours per session) delivered in Term 2 resulting in 2 submissions which must be completed and passed

Fifth Year
• History and Theory Studies: 1 Course of 7 sessions (1.5 hours per session) delivered in Term 1 resulting in 1 submission which must be completed and passed OR 1 Thesis (see Fourth Year) which must be completed and passed
• Technical Studies: 1 Technical Design Thesis undertaken over 3 Terms defined by the specific Unit agenda and tutored/assessed by the Technical Studies Staff which must be completed and passed
• Architectural Professional Practice Studies: 1 Course of 7 sessions (1.5 hours per session) delivered in Term 1 resulting in 1 submission which must be completed and passed

27 THE PROCESS OF SUBMISSION (COMPLEMENTARY STUDIES)

27.1 All submissions with the exception of the Third Year Technical Design Project and the Fifth Year Technical Design Thesis are submitted by digital upload to the AA School Submissions website on the advertised date and time of submission.

27.2 The upload activates the student Database record to confirm that the required submission has been received and is manually checked by the Complementary Studies Co-ordinator to ensure accuracy and receipt of the submission in its expected final and completed form.

27.3 The Complementary Studies Co-ordinator manages the transfer of all uploaded files to the relevant assessing tutors, confirming the date for return of feedback and results.

27.4 Submissions uploaded after the advertised date and time are classified as late submissions and are assessed to a maximum of a Low Pass grade.

27.5 It is the responsibility of all students to ensure that the arrangements of their personal circumstances enable them to meet the advertised date and time of submission.

27.6 Any student who is unable to attend or complete by the advertised date and time of submission due to a significantly disruptive, unforeseen circumstance may submit a request for a deferred submission date to a maximum of seven days after the original date and time of submission.
27.7 Circumstances deemed by the AA School to be out of the student’s control may include:
- Bereavement: the loss of a close relative/significant other;
- Significant adverse personal/family circumstances;
- Serious short-term illness or accident;
- Sudden deterioration of a long-term physical health and/or mental health condition.

27.8 Any request for deferral must be submitted to the School Registrar before the advertised date and time of submission with accompany evidence in order to be considered.

27.9 Requests submitted after the date and time of the submission will not be accepted unless there is a compelling reason; in such instance, the submission is classified as late and assessed to a maximum of a Low Pass grade.

27.10 The deferral request must be agreed by the School Registrar in consultation with the relevant Head of Programme and Course Tutor.

27.11 Once granted, the student is afforded a deferred submission date to a maximum of seven days after the original date and time of submission.

27.12 Grading and Assessment Recommendations

27.13 All submissions are assessed to award one of the following grades:

- **High Pass**
  High level of achievement overall, significantly exceeding the minimum required to attain a passing standard. The submission demonstrates comprehensive appreciation of topic and application of critical reflection and insight. Developmental and final work documented clearly in a coherently structured and well-presented submission. **A High Pass recommendation is only possible for a submission that has achieved a Pass standard and is made by the assessing tutor for further review by a separately convened assessment panel who will review the standard and quality of all recommendations and formally ratify the award of the High Pass or that the submission remain at a Pass standard.**

- **Pass**
  Reasonable level of achievement overall, meeting or exceeding the minimum required to attain a passing standard. The submission demonstrates appreciation of topic with some critical reflection and insight. Developmental and final work documented clearly in a reasonably presented submission.

- **Low Pass**
  Work attaining the standard of Pass, but which has previously been assessed as Complete to Pass and/or has been submitted after the advertised date/time.

- **Complete to Pass**
  Unsatisfactory level of achievement overall, which fails to meet the minimum required to attain a passing standard. Demonstrates little appreciation, development or effort, or is insufficient in quantity. This assessment is the automatic result of failure to meet minimum attendance requirements. Each re-submission attempt (to a maximum of 2)
requires the satisfactory completion of an additional assignment which is a further essay of 1000 words on an agreed topic or equivalent.

**A Submission receiving a Complete to Pass assessment can only achieve a Low Pass outcome upon successful resubmission.**

- **Fail**
  Work and/or attendance previously assessed as Complete to Pass which fails, after the maximum number of permitted re-submission attempts (to a maximum of 2), to meet the minimum required to attain a passing standard.

27.14 **Confirmation of Feedback and Results**

27.15 All assessing tutors are required to confirm feedback and results no later than Week 1 of the Term following submission.

27.16 The written feedback and result is delivered in digital form to the Complementary Studies Co-ordinator who undertakes the update of the student Database record and produces the formal Submission Assessments.

27.17 The assessing tutor is required to provide the feedback and results to the students either by email or arranged meeting enabling opportunity for both to discuss the submission in more detail and for the assessing tutor to explain why and how the final result was reached.

27.18 The Complementary Studies Co-ordinator provides copy of the formal Submission Assessment to the student and updates the student Database record.

27.19 **Resubmission and Reassessment**

27.20 Should any student not obtain a Pass standard, they will be informed of the further tasks and submission development to be undertaken for the successful completion of the work by an agreed resubmission date.

27.21 Resubmission cannot exceed two attempts and can only achieve a maximum of a Low Pass grade.

27.22 Should the submission not meet a Low Pass standard on the second re-submitted attempt, the submission will be recorded as Fail; the student is permitted to attend the End of Year Review for portfolio advice but will not be permitted to progress to the next year of study resulting in a Fail of the academic year.

27.23 All assessment grades awarded are final and not subject to appeal.

28 **TS3 / TS5 SUBMISSION AND ASSESSMENT PROCEDURES**

28.1 The TS3 and TS5 assessments are undertaken by Interim and Final Jury; a table-top presentations of the work to a Review Panel of Technical Tutors with the Unit Masters and fellow students from the Unit in attendance.

28.2 Feedback on the project/thesis development is given verbally and collaboratively.
28.3 The Complementary Studies Co-ordinator provides copy of the formal Submission Assessment to the student; at Interim stage to support the verbal recommendations and at Final stage to confirm the awarded grade.

28.4 The TS3 and TS5 projects/theses are delivered within ‘early’ or ‘late’ timeline options.

28.5 This is AA School terminology to define when and where in the Unit agenda the delivery of the TS3/TS5 project/thesis is academically positioned and agreed by the Unit Master with the Head of Technical Studies at the outset of the academic year.

28.6 All eligible students within the Unit follow the timeline agreed for their Unit.

28.7 The early timeline supports completion of the project/thesis before the Easter vacation.

28.8 The late timeline supports completion of the project/thesis after the Easter vacation.

28.9 A High Pass recommendation is only possible for a submission that has achieved a Pass standard, secured at the Final Jury. A separately convened assessment panel composed of the teaching staff of the Technical Studies department convenes in Week 2 of Term 3 to review the standard and quality of all recommendations and formally ratify the award of the High Pass or that the submission remain at a Pass standard.
29 EXTERNAL EXAMINATIONS (SCHOOL-WIDE) WITH TAUGHT DEGREE AWARDING POWERS
On 21st May 2018, the Academic Board approved the External Examiner policy to be
implemented school-wide when TDAP has been achieved:

29.1 The External Examiners are appointed by the School Director following review and
recommendation by the Academic Board.

29.2 Appointed External Examiners will evidence the following:
  29.2.1 Knowledge and understanding of the field of study and its academic standards;
  29.2.2 Knowledge and understanding of the AA School (induction is provided);
  29.2.3 Relevant academic and/or professional qualifications to at least the level of qualification
being examined and/or extensive practitioner experience where appropriate;
  29.2.4 Competence and experience relating to designing and operating a range of assessment
approaches appropriate to the subject; awareness of current developments in the design
and delivery of relevant curricula;
  29.2.5 Competence and experience relating to the enhancement of the student learning
experience;
  29.2.6 Sufficient standing, credibility and breadth of experience within the discipline to be able to
command the respect of academic, professional and practitioner peers;
  29.2.7 Adhering to applicable criteria set by professional, statutory and regulatory bodies;
  29.2.8 Where one external examiner is required for a small programme, that examiner should have
at least three years examining experience; if a programme has two External Examiners, it
can be proposed that one of the External Examiners does not require previous experience if
coupled with an experienced examiner;
  29.2.9 Where international Examiners are engaged it is arranged that they are partnered with a UK
Examiner to ensure compliance with UK academic standards.

29.3 The AA School does not appoint External Examiners from any of the following categories:
  29.3.1 A member of the AA Council, consultant or current employee;
  29.3.2 Anyone significantly involved in recent or current substantive collaborative research
activities with an AA staff member closely involved in the delivery, management or
assessment of the programme in question;
  29.3.3 Former academic staff members or students of the AA, unless a period of five years has
elapsed and all students taught by or with the external examiner have completed their
programme.

29.4 At the time of nomination the AA will provide the External Examiner with sufficient
information to enable them to make an informed decision as to whether or not to accept the
appointment.

29.5 The School Director’s Office, working with the Human Resources Office issues an appointment
email clarifying information on payment, visa requirements and details of the AA’s Academic
Regulations.

29.6 The AA should ascertain whether or not External Examiners have any access requirements or
require any reasonable adjustments in order to carry out their duties, as outlined in the AA’s
Equal Opportunity Policy.

29.7 The AA ensures that all External Examiners appointed are briefed and inducted as
independent scrutineers regarding:
  • the UK and EU higher education system, professional and academic qualifications.
• applicable Subject Benchmark Statements in the field of study
• organisational procedures, practices and Academic Regulations
• the crucial value of external Examiners’ clear and timely feedback as part of the broader system of quality assurance and enhancement.

29.7.1 The AA provides External Examiners with sufficient evidence to enable them to discharge their responsibilities. As a minimum, the AA provides new External Examiners with the following information:
• the name and contact details of the School Director
• the programmes and/or qualifications to which each Examiner is appointed
• the date(s) of meetings of the Board of Examiners and to which the External Examiner is invited (when known)
• an outline of the AA’s examination policies and procedures for External Examiners (e.g. point of contact for external examiner, time allowed for assessment, procedures for setting and scrutinising work)
• relevant programme booklets and syllabus information.
• programme specification(s) and/or course descriptions
• the assessment scheme for the award
• the previous External Examiner’s final report and departmental response

29.8 The AA informs External Examiners, in writing at the beginning of their term that they have the right to raise any matter of serious concern with the School Director, if necessary by means of a separate confidential written report.

29.9 The Chair of the Examination Board should not be involved in the delivery of the programmes or the assessment of students in any of the programmes

29.10 Following the Board of Examiners meetings, the examiners’ report to the Chair of the Academic Board (via the Examination Board) for the conferment of the relevant awards. The members of the Internal Assessment Committees, together with their appointed external examiner(s), constitute Examination Boards (chaired by the Head of Teaching and Learning) which are entrusted by the Academic Board to approve awards to individual students.

29.11 At both organisation and programme level, the AA gives full and serious consideration to the comments and recommendations contained in External Examiners’ reports. These reports are reviewed by the Academic Committee and Teaching and Learning Committee and shared with the relevant tutors/teaching staff and reports to develop any necessary actions.

29.12 The AA provides External Examiners with a considered and timely response to their comments and recommendations, including any confidential report received, outlining any actions they will be taking, or the reasons for not taking action.

29.13 The AA will pay expenses promptly on receipt and the fee on receipt of the External Examiner’s report.

29.14 External Examiners must be briefed and inducted by the AA.

29.15 External Examiners must be consulted on and agree any proposed changes to approved assessment procedures or programme content within an agreed timeframe.
29.16 External Examiners must monitor any amendments to assessment tasks to accommodate any disabilities to ensure they are fair and that there is parity in the level of assessment.

29.17 External Examiners must have sight of all the assessed work that will enable them to make an informed judgement as to whether the internal assessment is of an appropriate standard, consistent and fair to all students. Academic staff should make suitable practical arrangements for this task.

29.18 Prior to the confirmation of pass lists, the AA expects External Examiners to endorse the outcomes of the assessment processes they have been appointed to scrutinise.

29.19 External Examiners must attend Board of Examiner meetings.

29.20 External Examiners submit a report annually, electronic or hardcopy, at a time determined by the AA, to the School Director of the AA.

29.21 Examiners’ reports must provide informative comment and recommendations on the following (and as specified in the external examiner Report Template):

- the AA is maintaining the threshold academic standards set for its awards in accordance with academic standards in the field of study.
- the AA is extending the disciplinary boundaries of knowledge and understanding
- the assessment process measures student achievement rigorously and fairly against the intended outcomes of each programme and is conducted in line with the AA’s policies and regulations.
- the academic standards and the achievements of students are comparable with those of other degree-awarding bodies in the field of study of which the examiners have experience
- good practice and innovation relating to learning, teaching, and assessment as observed
- opportunities to enhance the quality of the learning opportunities provided to students
- confirm that sufficient evidence was received to enable the role to be fulfilled; where evidence was insufficient, provide details
- state whether issues raised in previous report(s) have been, or are being addressed to their satisfaction.
- address any issues as specifically required by the representative professional body.

29.22 The AA makes External Examiners’ annual reports available that are related specifically to the relevant unit/programme teaching staff, as well as more general feedback, with the sole exception of any confidential report made directly, and separately, to the School Director of the AA.

29.23 All external examiners will be paid £500 per annum by the AA, plus agreed expenses.

29.24 External examiners should claim agreed expenses using the expenses claim form sent to them upon their appointment and with their report.

29.25 External Examiner nominations are made to the Academic Committee for approval by the Academic Board.
29.26 The process for nominations followed by duration of appointments for all external examiners must begin in the undergraduate course nominated Jan/approved Feb, and for postgraduate programmes nominated April/approved May.

29.27 All nominations and approvals will take account of the AA Criteria for Appointment and Conflicts of Interest.

29.28 The School Director makes the final selection of external examiners each year based on nominations approved by the Academic Board.

29.29 **Appointment Timetables:**

**Undergraduate**

- **December**: The office of the School Director reviews the current list of external examiners of the undergraduate course to assess how many are concluding their appointments and roughly how many would additionally be needed to make up the necessary complement of external examiners needed for the cycle and communicates this to the Chair of the Academic Committee.

- **January**: - Call for nominations of external examiners of the undergraduate course is made by the Academic Committee
  - Academic Committee gathers all nominations in a list at their meeting to forward for consideration of the Academic Board.

- **February**: Academic Board reviews the nominations and vets them (checking qualifications and any conflicts of interest per policy) in preparation of its meeting where AC approves a shortlist of nominations and forwards it on to the School Director who makes the final selection.

- **March**: The office of the School Director engages the School Director’s selected new external examiners and confirms all ongoing appointments.

**Postgraduate**

- **March**: The office of the School Director reviews the current list of external examiners of the postgraduate programmes to assess how many are concluding their appointments and how many would additionally be needed to make up the necessary complement of external examiners per programme needed for the cycle and communicates this to the Chair of the Academic Committee.

- **April**: - Call for nominations of external examiners of the postgraduate programmes is made by the Academic Committee in consultation with the postgraduate Programmes Coordinator
  - Academic Committee gathers all nominations in a list at their meeting to forward for consideration of the Academic Board.

- **May**: Academic Board reviews the nominations and vets them (checking qualifications and any conflicts of interest per policy) in preparation of its meeting where AC approves a shortlist of nominations and forwards it on to the School Director who makes the final selection.

- **June**: The office of the School Director, working with the postgraduate Programmes Coordinator, engages the School Director’s selected new external examiners and confirms all ongoing appointments.
29.30 The duration of an External Examiner’s appointment will normally be for four years, with an exceptional extension of one year subject to reasons indicated in a formal request made to the Academic Board.

29.31 An External Examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.

29.32 As Chair of the Academic Board, the School Director will confirm to the Academic Board that External Examiners are continuing in appointment annually.

29.33 The AA can terminate an External Examiner’s appointment at any time, subject to approved institutional procedures, for failure by the Examiner to fulfil their obligations or if a conflict of interest arises which cannot be satisfactorily resolved.

29.34 An External Examiner has the right not to seek continuation in appointment at any time during the period in which they are eligible to serve.

29.35 The AA provides details such as the name, position and institution of their External Examiners, for information only, in programme and course information provided to students.

29.36 Students must not make direct contact with External Examiners prior to their individual performance in assessments.

29.37 External Examiners are given an opportunity, depending on the course, to meet students to ascertain their thoughts about the strengths and weaknesses of their educational experience at the AA.

29.38 The AA makes External Examiners’ annual reports that are related specifically to the relevant unit/programme of a student, reported via their course/programme tutors, as well as more general feedback, with the sole exception of any confidential report made directly, and separately, to the Director of the AA School.
30 TAUGHT AWARD PROCESSES (SCHOOL-WIDE) WITH TAUGHT DEGREE AWARDING POWERS
On 21st May 2018, the Academic Board approved the step-by-step processes from the summative assessment of student work through to the conferring of the AA School’s taught awards. This process will be applicable to the Foundation Course and the undergraduate course in the 2018-19 academic year and school-wide once TDAP has been achieved:

30.1 To be eligible for a taught award under the AA’s Academic Regulations, a student must pass a specified number of credits at certain levels.

30.2 Credit allocations are listed in the individual programme guides together with programme-specific requirements.

30.3 Internal Assessment:
In keeping with the School’s commitment to ensure that the summative assessment process is fair, equal and transparent, all marking must be conducted in accordance with the Academic Regulations.

30.4 Assessment schemes for individual programmes and courses are reviewed by the Teaching and Learning Committee and approved by the Academic Board.

30.5 All award programmes are required to provide students with details of the general marking framework and specific assessment criteria. Marking details are provided to students in the individual programme guides.

30.6 There are two summative assessment practices for taught award programmes. Panels:
• Portfolio Panel
  A Portfolio Panel is composed of the student’s tutor(s) and a minimum of two other members of contracted academic staff from the relevant area of study. Student presentations of work to be assessed (as individuals or in groups where appropriate) are required for all studio courses. The presentation is in two parts. A verbal and visual description by the student(s) is followed by a period of discussion and verbal and written feedback from the Panel to the student.
• Course Panel
  A Course Panel is composed of a minimum of two members of contracted academic staff from the relevant area of study with or without the student in attendance as determined by the course leader. The summative assessment is determined based on the academic judgement of the Panel against the relevant specified learning outcomes (and where appropriate against the professional criteria).

30.7 Double Marking: Summative assessment of coursework in the School’s undergraduate Complementary Studies courses and postgraduate seminars is double marked.

30.8 Double marking means that all coursework and report/dissertation or other forms of assessment are marked by at least two members of teaching staff.

30.9 The members of staff record their individual marks before agreeing a final mark.

30.10 The Head of the relevant Programme will provide definitive assessment should the double marking fail to agree on the final mark to be awarded.
30.11 Internal Assessment Committees (Award Years)
Internal Assessment Committees are composed of the Head of Teaching and Learning (Chair), School Registrar, and the Programme Head/Unit Master(s)/Programme Director(s) as appropriate.

30.12 The School Director has an open invitation to attend.

30.13 Summative marks from all coursework are compiled by the School Registrar’s Office and these are supplied to the Internal Assessment Committee and to all External Examiners (and thereafter to the Examination Board).

30.14 Summative assessment of student work is entrusted by the AB to the School’s Internal Assessment Committees: Foundation, BA (Hons), MArch (UG) and postgraduate (MFA, Taught MPhil, MArch, MA, MSc).

30.15 Foundation, BA, MArch (UG), MFA and Taught MPhil Assessment Committees are convened annually in June, following completion of the summative assessment process, to review students eligible for the School’s Foundation Certificate, BA, MArch (UG), MFA and Taught MPhil.

30.16 Postgraduate Assessment Committees for the 12-month programmes (MA, MSc) are convened annually in October and the 16-month programmes (MArch) in March to review students eligible for these taught postgraduate degrees.

30.17 Internal Assessment Committees are responsible for ensuring that assessment procedures are carried out in accordance with the Academic Regulations and other regulations governing a particular programme.

30.18 Internal Assessment Committees report to their respective Examination Boards following the external examination process.

30.19 Internal Assessment Panels (non-Award Years)
Internal Assessment Panels are composed of the Head of Teaching and Learning (Chair), School Registrar and the Unit Master(s) as appropriate and are convened annually in June to confirm progression in all non-award years (Year 1, 2 & 4).

30.20 Examination Boards:
The members of each Internal Assessment Committees, together with their appointed external examiner(s), constitute Examination Boards (chaired by the Head of Teaching and Learning Committee), which are entrusted by the AB to approve awards to individual students.

30.21 The Examination Boards for Foundation, BA, MArch (UG), MFA and Taught MPhil are convened annually in June, following their respective Internal Assessment Committee.

30.22 The Examination Boards for taught postgraduate MA and MSc degrees are convened in October and for the taught postgraduate MArch in March.
30.23 Examination Boards ensure the consistent and fair application of the rules of the marking framework and are responsible for ensuring that assessments have been conducted in accordance with the marking details.

30.24 Externality in the Assessment Processes:
External Examiners review student work as well as the student records produced by their corresponding Internal Assessment Committee.

30.25 Foundation, undergraduate students at 3rd and 5th Year and all taught postgraduate students present their academic portfolio to a minimum of one External Examiner, who is charged with (a) engaging in a review of Foundation/undergraduate units/taught postgraduate programmes (as appropriate), (b) confirming the professional award (ARB/RIBA) at 3rd and 5th Year, and (c) confirming the School’s assessment processes and procedures.

30.26 A discussion with the Programme Head/Unit Master(s)/Programme Director(s) follows the individual student reviews.

30.27 External Examiners also review a representative sample of complete academic portfolios at First, Second and Fourth Year to confirm the progression standards of the AA School.

30.28 External Examiners report to the Chair of the AB (via the Examination Boards) on the standards achieved by student work and that these meet national and expected thresholds, the quality of teaching and thoroughness of assessment.

30.29 External Examiner reports are reviewed by the Academic Committee and the Teaching and Learning Committee.

30.30 Queries and any recommendations raised by External Examiners must be reviewed by the relevant academic staff and formal responses need to be provided to and monitored by the Academic Committee as appropriate.

30.31 Award of Honours and Distinctions:
AA undergraduate awards are conferred without Distinction.

30.32 The AA internally recognises excellence in the 5th Year (ARB/RIBA Part 2) through the award of AA Honours, following nominations and selection by the MArch (UG) Internal Assessment Committee.

30.33 Taught postgraduate degrees may be awarded with Distinction on the recommendation of the relevant Internal Assessment Committee and Examination Board following the marking framework in the Academic Regulations.

30.34 Fail and Appeals Procedures:
Student work identified as a Fail by its Internal Assessment Committee must be referred to the relevant Examination Board for confirmation of that outcome.

30.35 Degree Awarding Process:
The Chair of the AB (School Director) informs the AA Council of the awards proposed as a result of the above deliberative system.
30.36 The list of students to receive awards is compiled by the office of the School Registrar and signed by the Chair of the AB (School Director) and, on the School Director’s recommendation, by the President of Council.

30.37 Students who gain an award may attend a graduation ceremony or receive their award in absentia.
31 POSTGRADUATE PROVISION ACADEMIC ORGANISATION

31.1 The AA School offers 10 Programmes of study at postgraduate level.

31.2 All students join the School in September/October at the outset of an academic year, and attend their studies according to the length of the course selected.

31.3 There are Master programmes offering degrees, (including 12-month MA and MSc, 16-month March, 18-month MFA and a 20-month taught MPhil); and the PhD programme.

31.4 The AA is a Partner Institution and Affiliated Research Centre of The Open University (OU), UK. All taught graduate degrees at the AA are validated by the OU.

31.5 Academic Awards:

31.6 The MA and the MSc degrees are awarded upon the satisfactory completion of a 12 month course.

31.7 The MArch degree is awarded upon satisfactory completion of a 16-months course.

31.8 The MFA degree is awarded upon satisfactory completion of an 18-month course.

31.9 The MPhil degree is awarded upon satisfactory completion of a 20-months course.

31.10 The MA, MSc and MArch degrees involve a notional total of 1800 student-learning hours distributed over 45 weeks.

31.11 The MFA degree involves 2400 student-learning hours distributed over 60 weeks.

31.12 The taught MPhil degree involves a notional total of 3600 student-learning hours distributed over 90 weeks.

31.13 Postgraduate students are given credits for each 10 hours of learning time, which includes lectures, seminars, course reading, workshops and tutorials, as well as time spent on projects, essays and other assigned tasks.

31.14 A total of 180 credits are required for the MA, MSc and MArch Courses, 240 credits for the MFA Course and 360 credits for the MPhil Course.

31.15 Each Programme publishes annually a full statement of the work required for its taught Course (the Programme Guide).

31.16 Course requirements include essays, design exercises, project work and a final dissertation/project.

31.17 Course work and the dissertation must be submitted by the dates specified.

31.18 Both course work and the dissertation must be completed satisfactorily to qualify for the final award.
31.19 In exceptional circumstances students can apply to the Programme Directors for postponement of the submission of the final dissertation/project to the following academic year.

31.20 This can only be done to a maximum of one occasion.

31.21 The final dissertation/project is not assessed in the case of students who fail to pay the fees without acceptable reason.

31.22 Students who require nominal supervision for re-submitting or for late submission of their final dissertation/project must register in the School for at least one extra term at the nominal rate.

32 POSTGRADUATE COURSE MONITORING

32.1 Programme teams meet at least once a term to evaluate their student’s course performance and discuss the course evolution, both in terms of organisation and content.

32.2 Programme Directors are required to report to the School Director and the Head of Teaching and Learning on any issue or problem that may affect the planned direction and objectives of the course.

32.3 At the end of the first and third terms the Programme Teams meet with students to evaluate the course’s academic content and organisation and to discuss possible adjustments.

32.4 Criticisms and suggestions made by students are taken into consideration in the planning of the next session.

32.5 At the end of the academic year students are also requested to fill an evaluation form addressing all aspects of the courses.

32.6 Each Programme submits to the AA Teaching and Learning Committee (who review and recommend to the Academic Board) and The Open University an annual course review based on the regular staff meetings’ evaluations, the students’ verbal and written assessment of the course and the reports by the External Examiners.

32.7 Annual course reviews and External Examiners’ reports allow the Academic Committee to recommend changes and to identify the necessary steps to monitor those changes.

32.8 Assessment, Progression and Award Credit

32.9 The Programme Guides set out the specific assessment procedures and criteria.

32.10 The marking of all course work is on a scale of 0 - 100% with a pass mark of 50% and grading as shown below:

<table>
<thead>
<tr>
<th>Assessment Grade:</th>
<th>70% and above</th>
<th>65 - 69%</th>
<th>60 - 64%</th>
<th>57 - 59%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A Distinction</td>
<td>B+ High Pass</td>
<td>B Good Pass</td>
<td>C+ Satisfactory Pass</td>
</tr>
</tbody>
</table>
54 - 56%  C  Adequate Pass
50 – 53   D  Low Pass
49 and below F  Fail

32.11 All coursework is marked by two internal assessors.

32.12 Their marks are averaged to establish a moderated mark for each graded submission.

32.13 Where the result of the assessment calculation creates a mark of 0.5% or greater, this will be rounded up to the next full percentage point.

32.14 Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point.

32.15 For the purposes of rounding up or down, only the first decimal place is used.

32.16 To qualify for their degree the students must attain the 50% threshold mark on both the coursework average, and on the dissertation mark.

32.17 The overall final mark is calculated as the weighted average of coursework and the dissertation/final project.

32.18 The Masters certificates are awarded “with Distinction” when the overall final mark (i.e. the combined weighted average of coursework and dissertation) is 70% or higher.

32.19 Exceptionally, an Examination Board can award distinction to a student with an average below 70% to a maximum of 2%, as long as the dissertation/final project is 70% or above.

32.20 All grades attained by students are kept on record in the AA School’s Database administered by the Department of the School Registrar’s and are available for transcripts, but do not appear on the certificates.

32.21 Students who fail to attain a pass mark on one item of coursework (project or essay) may still satisfy the Programme requirements if they can attain an overall mark of 50% for the particular course.

32.22 If they fail more than one item or fail to attain an overall mark of 50% for any given course, they will be required to resubmit (only once) and pass before being allowed to proceed with their dissertation/final project.

32.23 Students who fail to attain an average of 50% for their dissertation/final project will be allowed to resubmit once for the Examination Board of the following academic year.

32.24 In cases where there are no accepted mitigating circumstances and where coursework is submitted late, marks will be deducted.

32.25 Any element of assessed work submitted up to seven days after the deadline will be marked and 10 marks (on a scale of 100) will be deducted for that element, for each calendar day of lateness incurred.
32.26 Any piece of work submitted 7 or more days after the deadline will not be assessed and assigned a mark of 0, unless the student submits personal circumstances and these are accepted.

32.27 Failure to attend at least 80% of the activities of a module without mitigating circumstances will result in a student failing the module and in repeated cases the programme.

32.28 All resubmissions will be subjected to grade capping at 50%.

32.29 Failure from any resubmission will lead to disqualification from the degree.

32.30 The Graduate School Administrative Coordinator (acting for the School Registrar) is responsible for filing the assessments. Students receive copies.

32.31 Exit Awards at an intermediate stage of a given Course will be available in case of students that have to abandon it for other reasons than failure or expulsion and have completed at least two thirds of the credits for the corresponding coursework excluding the final dissertation/project.

32.32 The Exit Award will be an AA Specialisation Certificate in the corresponding area of study.

32.33 Should a student be prevented by illness, or other serious circumstances, from completing the final assessed component of the programme, the board of examiners, having considered the relevant evidence (including medical certification) may make a recommendation that an Aegrotat award be made.

32.34 The board must be satisfied that the student's prior performance shows beyond reasonable doubt that they would have passed but for the illness, or other serious circumstances.

32.35 Posthumous awards are permitted for all programmes.

32.36 The classification for such awards is based on past performance and is recommended to the Open University Ratification Panel for approval.

32.37 A student may be awarded credit for prior learning at level 6 (certified, experiential or uncertified), when explicitly indicated in the terms of reference of a named award (taught MPhil, for example) and previously approved by the OU at institutional review.

32.38 Recognition of Prior Learning should never exceed 50% of the total credit requirements for that award.

32.39 If the student’s prior learning is not certificated, the Course leading to the corresponding award will assess the student’s learning directly, either by requiring the applicant to take the normal progression assessments of the Course or by some other appropriate form of assessment.

32.40 A student admitted on the basis of uncertificated learning and experience or through prior certified learning is subject to the same principles of admission as all other students on that programme.
33 POSTGRADUATE PROVISION: TRANSFER POLICY

33.1 Students entering the postgraduate provision at the beginning of an academic year have been offered a place on that programme only, and cannot switch between programmes.

33.2 Students who wish to consider switching from one graduate programme to another must first formally withdraw from the programme into which they have entered, and then re-apply at the relevant time for any other programme in the School they are interested in joining; places in that programme cannot be guaranteed.

34 SWITCHING DEGREES WITHIN BIFURCATING PROGRAMMES

34.1 Switching degrees within Programmes operating a bifurcation model (MArch/MSc or MArch/MA) will only be allowed under very exceptional circumstances.

34.2 Students who feel strongly about it should approach the Programme Directors no later than the end of the first week of Term 2.

34.3 If they have compelling reasons for changing, they will be asked to submit a written statement by the last week of January on why they feel better suited for the other degree, how the potential change relates to the work they would have done by then and what type of final work they envisage doing.

34.4 This, together with the result of Term 1’s coursework, will be taken into consideration by Course Directors and their teams when making the final decision.

34.5 Students would have to fulfil the entry requirements of the degree they wish to switch to and under no circumstances they can change their visa arrangements.

35 POSTGRADUATE EXAMINATION PROCEDURES

35.1 Each Course has an Examination Board which makes the final decision regarding students’ work. They include the Course’s staff and the appointed External Examiner(s).

35.2 The Examination Boards are accountable to the Assessment Board.

35.3 The Examination Boards’ decisions concerning the award of degrees are final.

35.4 Programme Directors should provide a sample of students work to be sent to the External Examiners one month in advance of the examination date.

35.5 Programme Directors must select a sample of two (or for the larger programmes, three) examples of a high (75% and above), middle (60% to 74%) and low (50% to 59%) range of course final submissions/dissertations, along with the two written assessments of each.

35.6 Programme Directors should collect all final projects/submissions/dissertations and make them available for review and discussion during the examination.

35.7 Programme Directors must prepare a one page spreadsheet summarizing all course marks for all students, showing the distribution of results and the basis for having selected the sample high, middle and low examples.
35.8 All Programme staff should be present for the Examination Board and available for review and discussion with the External Examiners.

35.9 Whenever possible, Examiners should meet with a selection of the nominated students at some time during the examination. There is no strict requirement regarding this, and can be arranged at the discretion of Programme Directors and External Examiners.

35.10 Joint Assessment Boards 9 (3 of) are organised as follows:

35.11 All Programmes leading to MA, MSc and Taught MPhil awards in Oct/Nov each year;

35.12 All Programmes leading to an MArch award in March each year;

35.13 All Programmes leading to MFA in May each year;

35.14 The Joint Assessment Boards are responsible for the implementation of the examination and assessment regulations within the postgraduate structure, and they report to the Academic Board.

35.15 It is the responsibility of the Graduate School Administrative Coordinator to circulate in advance the agenda for the Joint Assessment Boards and to produce the minutes of the Boards’ meetings.

35.16 External Examiners are proposed by each of the individual Programmes and approved by the Academic Board. In the case of all the validated Courses approval is sought from the OU, in accordance with its procedures and criteria for External Examiner appointments. Formal appointment is made by the OU.

35.17 External Examiners are nominated for four years, extendable to a maximum of five in exceptional circumstances.

35.18 Their role is to ensure fair and objective marking and the maintenance of high academic standards.

35.19 They are required to review a sample of students’ final dissertations or final projects and samples of course work submitted to them one month in advance of the Examination Board’s meeting.

35.20 Following Examination Board meetings the External Examiners submit to the OU and the Academic Committee a report on the quality of student work as well as on pertinent questions regarding the organisation and content of the Course considered.

35.21 Notification of Results:

35.22 The Examination Boards’ decisions are reported and confirmed by the Joint Assessment Boards who pass them to the Academic Board.

35.23 The results are reported to the OU with the request to award the corresponding degree.
35.24 Students are notified of the result by the School Registrar’s Office (Graduate School Coordinator).

36.1 **POSTGRADUATE APPEALS PROCEDURE**

36.2 Grounds for appeal: Students may appeal against the result of an assessment or submission on one of the following grounds: that there were special circumstances affecting the student’s performance such as illness or close family bereavement; that there is evidence of procedural irregularity in the conduct of the examination; or that there is evidence of unfair or improper assessment on the part of one or more of the examiners.

36.3 Informal procedure: A student who believes that there are grounds for an appeal is encouraged, in the first instance, to discuss the matter with their Course Director to see whether the matter can be resolved informally.

36.4 If a resolution of the matter cannot be reached at this level, the student may submit a formal appeal. In the case of Research Students any appeal should be made directly to the OU.

36.5 Formal Procedure:

36.6 **Stage 1 - Submission of appeal**

36.7 Students must submit a written appeal, attaching all relevant documentary evidence, to the School Registrar within one week of exhausting the informal procedure.

36.8 Documentary evidence of the relevant extenuating circumstances listed above will usually be required to proceed further. In the case of illness the student must provide medical evidence that the illness severely affected his/her ability to prepare for or perform during the assessment or submission and but for the illness the student would probably have passed or achieved a significantly higher mark.

36.9 It is the student’s responsibility to ensure that all relevant documentary evidence is presented to the School Registrar at this stage.

36.10 **Stage 2 - Initial review**

36.11 An initial review will be carried out by the Chair of the Academic Committee and the School Registrar of the circumstances of the appeal and of any relevant evidence. They shall consider whether there are grounds for the appeal within two weeks of the formal submission.

36.12 If it is considered that there are justifiable grounds for an appeal, the case will be referred to a Postgraduate Appeals Panel comprising of the Director, the Programme Head/s of the student lodging the appeal and three members of the academic staff.

36.13 **Stage 3 – Postgraduate Appeals Panel**

36.14 The members of the Postgraduate Appeals Panel should, wherever practicable, be independent of the circumstances that gave cause to the appeal.

36.15 The Postgraduate Appeals Panel shall meet within two weeks of the case been forwarded to them by the Chair of the Academic Committee and the School Registrar. The procedure
adopted by the Postgraduate Appeals Panel to deal with any particular submission shall be at the discretion of the Panel but may include inviting the student to present his/her case verbally to the Panel with any relevant witnesses.

36.16 Stage 4 - Decision

36.17 Once the Panel has reached a decision it will usually be communicated verbally to the student within 24 hours with written confirmation to follow as soon as reasonably practicable. A record of the decision will be kept in the student’s file.

36.18 If the student has exhausted all appropriate AA procedures and is dissatisfied with a decision by the Postgraduate Appeals Panel or by the case being dismissed by the Chair of the Academic Committee and the School Registrar, he/she has the right to submit an appeal directly to the OU (as per information in the OU booklet “Students’ guide to studying on a programme validated by The Open University”.

36.19 If he/she is dissatisfied with a decision of the OU, they can submit to the Office Of The Independent Adjudicator
COMPLAINTS PROCEDURE (SCHOOL-WIDE)

37.1 A complaint is an expression of dissatisfaction with a service provided academic or otherwise, or the lack of service that a student was led to believe would be provided.

37.2 A complaint can be raised for dissatisfaction with, or lack of, a service which impacts directly and substantively on the student’s programme of study.

37.3 This procedure applies to any current student, or recent student of the AA School (recent classified as having been registered as a student within the previous 3 months prior to the expression of complaint).

37.4 Students believing they have grounds for a complaint are encouraged in the first instance to discuss the matter with their Unit Masters/Tutors, Programme Director or Complementary Studies Programme Staff or School Registrar (as relevant) to establish if the matter can be resolved informally.

37.5 The following actions may be undertaken to resolve the complaint informally:

37.6 The Unit Masters/Tutors, Programme Director or Complementary Studies Programme Staff or School Registrar (as relevant) will provide more information or a detailed explanation about the area of complaint that might explain or resolve the student’s concern;

37.7 A viable solution to the concern is suggested;

37.8 An apology provided where it is appropriate to do so;

37.9 The process for a formal complaint is fully explained.

37.10 If resolution cannot be reached at an informal level, the student may submit a formal complaint within seven days of exhausting the informal procedure.

37.11 A formal complaint may be submitted in writing to the School Registrar: registrar@aaschool.ac.uk. (Should the complaint relate directly to the School Registrar, the School Director will be requested to designate a different member of staff with no previous involvement in the matter, and for the purpose only of dealing with the specified complaint).

37.12 The School Registrar (or designated member of staff) will meet with the student to discuss the details of the complaint, the expectations of the student, and the procedure and timeframes of the process.

37.13 The student may nominate a named representative to communicate on their behalf.

37.14 The School Registrar will confirm the person or persons who might be asked to contribute to the investigation of the complaint.

37.15 In conducting the investigation the School Registrar may also discuss, report or refer to another member of staff for a second opinion; the name of this member of staff will be provided to the student making the complaint.
37.16 The School Registrar may deem it appropriate to convene a panel to consider the complaint; this panel will be composed of staff who are independent of the complaint and do not pose any conflict of interest.

37.17 The names of the members of the pane will be provided to the student making the complaint.

37.18 The investigation (in any of the above forms) will be conducted within 10 working days of receipt of the complaint.

37.19 The student will be informed of the outcome, with reasoning provided for this outcome, within 5 working days of the completion of the investigation.

37.20 If the complaint is UPHELD, the student will be offered an apology, presented verbally and in writing.

37.21 The School Registrar will make recommendation to the School Director on how to rectify the circumstances of the complaint and to ensure that the circumstances are not repeated.

37.22 If the complaint is NOT UPHELD, the student will be offered an explanation, presented verbally and in writing.

37.23 The School Registrar will outline in full the reasons why the complaint has not been upheld.

37.24 Should the student feel that any part of the procedure has not been followed correctly, they may request a review of the procedure by an independent panel within 10 working days.

37.25 The School Registrar will inform the School Director that an independent panel is to be convened to investigate the process followed.

37.26 The remit of this panel is NOT to review the original complaint but to assure that a fair and transparent process has been followed.

37.27 At the conclusion of the process, the student will be issued with a completion of procedures letter in accordance with the guidelines provided by the Office of the Independent Adjudicator.
GENERAL INFORMATION AND RULES (SCHOOL-WIDE)

38 Change of Details

38.1 It is the responsibility of all students of the AA School to provide the correct address, phone, email and ICE (in case of emergency) contact details.

38.2 Any changes must be updated at the termly registration process and/or the completion of the Change of Contact Details Form available from the relevant administrative co-ordinator.

38.3 Contact details are protected information and will not be disclosed to a third party without prior permission of the student.

39 Disability and Learning Difficulties

39.1 The AA School adheres to the recommendation of Article 15 of the Revised European Social Charter: "Persons with disabilities (children, young persons and adults) should be integrated into mainstream facilities; education and training should be made available within the framework of ordinary schemes and only where this is not possible through special facilities”.

39.2 The AA School actively promotes a culture of diversity and inclusion to encourage people to feel free to disclose any disability, should they wish to do so, so that every person / student is treated equal and their requirements are listened to and acted upon to provide the best way forward for their learning environment needs.

39.3 If a student has a disability which puts them at a substantial disadvantage accessing AA School facilities, the AA School is committed to the consideration of what adjustments, if any, are reasonable to make.

39.4 The School Registrar and the Health and Safety Officer will undertake a co-ordinated assessment of specific needs and a Personal Emergency Evacuation Plan for all students in this respect.

40 Dyslexia and Dyspraxia

40.1 It is widely recognised that dyslexia is prevalent within Art and Design education (Report by Katherine Kindersley 2002). Home students are encouraged to contact their Local Education Authority, as they are eligible to apply for the DSA (Disabled Students Allowance). Subject to assessment, students may be entitled to various benefits, expenses and learning programmes that can assist their full-time studies.

40.2 EU and International students are not eligible to apply for a DSA award through Local Education Authorities, and should explore opportunities provided through their home countries or contact their General Practitioner further advice.

40.3 Students are encouraged to contact the School Registrar to discuss their requirements. With prior permission of the student all assessing tutors will be informed of confirmed Dyslexia and Dyspraxia and will consider same when assessing the standard and quality of work submitted.
41 Equality and Diversity

41.1 The AA School is committed to affording equal access, treatment and opportunity to all students irrespective of their gender, age, disability, race, nationality, ethnic or national origin, religion, sexual orientation or personal circumstances.

41.2 The Equality Act 2010 imposes on all public bodies, including educational institutions, the need to:
- Eliminate harassment, discrimination and victimisation
- Advance equal opportunity
- Foster good relations between diverse groups

41.3 The AA School expects the following from all students and staff:
- Oppose all forms of harassment, discrimination and victimisation
- Create an environment in which student goals may be pursued without fear or intimidation or victimisation
- Ensure victimisation does not take place with regard to any student who has complained or given information in connection with such a complaint
- Report unacceptable behaviour that is contrary to equality legislation and principals
- Treat all students fairly and with respect
- Ensure an environment for all students to participate fully in the learning process
- Ensure that learning and/or other materials do not discriminate against any individuals or groups
- Ensure that learning resources are equally accessible to all students

42 Anti-Bullying and Harassment

42.1 The AA is committed to providing an environment free from harassment and bullying and ensuring all students and staff are treated, and treat others, with dignity and respect.

42.2 Harassment: Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single serious incident can amount to harassment.
- Unwanted physical conduct or “horseplay,” including touching, pinching, pushing and grabbing;
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- Offensive emails, text messages or social media content;
- Mocking, mimicking, or belittling a person’s disability.

42.3 Bullying: Bullying is offensive, intimidating, malicious or insulting behaviour that can make a person feel vulnerable, upset, humiliated, undermined or threatened.

42.4 Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:
- Ridiculing a person
- Physical or psychological threats;
- Inappropriate derogatory remarks about a student’s work.
• Persistently ‘singling out’ a person without good reason or deliberately excluding, isolating or ignoring an individual
• Overbearing and intimidating levels of supervision.

42.5 Anyone who feels they are being harassed or bullied should consider whether they feel able to raise the problem informally with the person responsible.

42.6 They should explain clearly to the person that their behaviour is not welcome and is uncomfortable.

42.7 If this is too difficult or embarrassing, the School Registrar can be contacted to provide confidential advice and assistance in resolving the issue formally or informally.

42.8 If informal steps are not appropriate, or have not been successful a formal complaint of bullying or harassment can be made to the School Registrar in writing setting out exactly what has taken place, including dates and as much evidence of the allegations as is possible.

42.9 The School Registrar will either refer the matter under the Non-Academic Misconduct Procedure below (for alleged bullying/harassment by a fellow student) or to the Human Resources Disciplinary Procedure (for alleged bullying/harassment by a member of staff).

42.10 Non-Academic Misconduct Procedure: There is a distinction between non-academic misconduct (for example, misconduct involving damage to the AA’s property or reputation) and academic misconduct (for example, allegations of plagiarism).

42.11 Academic misconduct matters are subject to the academic misconduct policy.

42.12 Examples of non-academic misconduct that may lead to the disciplinary procedure include:
• Unacceptable behaviour, towards students, staff or members of the public, for example: verbal and written; bullying, harassment (sexual or otherwise) and victimisation;
• Misuse of the AA’s facilities, including misuse of IT;
• Misuse of the AA’s name;
• Repeated or serious failure to follow regulations or instructions, including failure to clear debts against the AA;
• Infringement of AA’s health and safety rules;
• Theft, fraud, deliberate falsification of records or other documents;
• Fighting or assault;
• Damage to AA property;
• Supplying or consuming controlled drugs;
• Inappropriate behaviour caused by excess consumption of alcohol;
• Conviction of a criminal offence;
• Any action liable to bring the School into disrepute.

42.13 The Procedure extends to alleged misconduct by a student occurring on or off School premises (including via electronic means, such as email and social media) where the alleged target is the AA itself, a member of the AA’s School Community or Membership.

42.14 AA academic misconduct disciplinary procedures:
42.15 The School reserves the right to look at misconduct on an individual, case-by-case, basis and to decide how serious in nature it deems the offence.

42.16 For cases of minor misconduct, formal disciplinary procedures will normally only be taken once reasonable efforts have been made to remedy the difficulties by informal means.

42.17 In a case that involves actions that are potentially criminal in nature, the AA will normally refer the matter to the Police in the first instance.

Stage 1 – The student will be informed in writing of the allegation and invited to a meeting with the School Registrar as soon as is possible, but within a reasonable timeframe that the student can make.

Stage 2 – The student has the opportunity to respond to the claim at the meeting or in writing. If the student admits responsibility, they will be informed of one of the outcomes listed below within 3 working days.

Stage 3 – If the student disputes the claim, an investigation will be carried out by the School Registrar, taking into account any evidence from members of staff, complaining students. Each of the parties involved will be asked to submit any relevant evidence.

Stage 4 – Following the investigation, a decision will be made by the School Registrar that either the student has carried out non-academic misconduct, or not. The standard of proof that will normally apply in the operation of these procedures is ‘the balance of probability’ of civil justice rather than ‘beyond reasonable doubt’ as in criminal justice.

42.18 The student will be informed in writing within 3 working days that either:
- No non-academic misconduct has been carried out;
- Or
- Non-academic misconduct has been carried out by the student and the student will be informed which (one or more) of the disciplinary outcomes listed below will follow:

42.19 Possible outcomes for less serious cases of misconduct – A discussion with the student and relevant members of staff (School Registrar, School Director with the staff) to ensure that the student understands that misconduct is not acceptable. Discuss if any additional support is needed for the student;
And/Or:
42.20 The student will receive an official letter of warning (if it is the second warning letter the student has received, the case will be moved to the more serious misconduct procedure);
And/Or:
42.21 The student will be asked to write a letter of apology to any victims affected.

42.22 More serious cases of misconduct:
- A letter of warning with conditions for the continuation of student status;
- Exclusion for a stated period from specified activities or specified parts of the School, conditions for re-admittance may be specified;
- Suspension from registration at the School or in particular courses for such period as it thinks fit;
- Removal from the School, without right of re-admission.

42.23 The student can appeal the outcome only if they feel one of the following applies:
• That the process was not followed correctly
• That there is additional evidence that has not been seen
• That the student does not feel that the penalty is proportionate.

42.24 If the student is appealing the decision, it must be done within 10 working days, and must outline the reason that the student feels that there is a case for a review.

42.25 If a request for a review is received, a review panel will be convened. The review panel will be reviewing the process followed, any additional evidence or that the appropriate outcome was delivered.

42.26 If the review is not upheld or if no request for a review has been received within the timeframe, the student will be issued a completion of procedures letter in accordance with the guidelines provided by the Office of the Independent Adjudicator.

43 Health and Safety

43.1 The Constitution of the Architectural Association (Inc.) requires the AA Council, whose members are the Trustees and Directors of the Charitable Company, to provide and maintain buildings, equipment and procedures for the study of architecture.

43.2 In discharging this duty, the Director of the AA School of Architecture accepts on behalf of the AA Council the responsibility for compliance with health and safety statutes and best practice according to its obligations under the 1974 and 1992 Health and Safety at Work Acts.

43.3 Overall managerial responsibility for health and safety arrangements has been delegated to the Health & Safety Compliance Officer. Day-to-day responsibility for health and safety in the workplace is the responsibility of all students and all academic, technical, and administrative staff.

43.4 Students of the AA School have a responsibility to take reasonable care of their own health and safety and that of others who might be affected by their acts or omissions, and must cooperate, so far as is necessary, to enable the Architectural Association to fulfil and comply with health and safety obligations.

43.5 The Architectural Association requires all students, as it expects of all staff, to show high personal standards with regard to health and safety matters, and to transmit these standards to their fellow students and visitors to the Architectural Association facilities.

43.6 All students should also be aware that failure to comply with health and safety requirements may lead to disciplinary action by the Architectural Association. Please refer to full guidelines and requirements: https://www.aaschool.ac.uk/MEMBERSHIP/staff/HealthAndSafetyInduction.php

44 Pastoral Care

44.1 Any student experiencing difficulties personally or with their studies should initially consult with and notify their Unit Master/Tutor, Programme Director and/or the School Registrar and Head of Teaching and Learning.
44.2 All conceivable efforts will be undertaken to assist and support the student with their difficulty in a sensitive, private and confidential manner.

44.3 Should it be deemed necessary and/or requested by the student, the School Registrar will arrange for referral to off-site psychological counselling services which provide up to six counselling sessions paid for by the AA School.

44.4 All counselling sessions are conducted privately and confidentially and their content is not reported to the School Registrar unless the student is deemed to be a danger to him/her-self or to others.

44.5 The School Registrar remains in ongoing and supportive contact with student throughout the process enabling both to ascertain fitness for resumption or continuation of study.

44.6 The AA School has provided training for staff located across the premises to undertake mental health first aid. Mental Health First Aiders (MHFA) are positioned to respond to an emergency, offering initial support until appropriate professional help is received or the crisis is resolved as well as assisting in securing access to further information if needed.

44.7 The following resources are promoted to all students for their direct access:

https://mhfaengland.org/
https://www.mind.org.uk/
https://www.headstogether.org.uk/
https://www.samaritans.org/

45 Data Protection Fair Processing Notice

45.1 This Fair Processing Notice explains the data processing practices of the Architectural Association School of Architecture (AA) and covers our use of student personal data, including prospective students, applicants, current students and alumni.

45.2 If you have any requests concerning your personal information or any queries with regard to this policy please email the Data Protection Officer: dataprotection@aaschool.ac.uk


45.4 The AA School will only process your personal data in accordance with current Data Protection legislation. The school has a designated Data Protection Officer who is the AA’s main contact for the ICO.

45.5 Here are some of the ways we will use your personal data; this is not exhaustive, but is intended to provide you with an idea of our data processing practices throughout your studies.

45.6 HOW WILL YOUR DATA BE PROCESSED: The AA collects, holds, and processes personal data relating to prospective, current and past students; this is an essential part of its operational activities.
45.7 Data held by the AA is mainly taken from the details you have provided upon application and registration to study.

45.8 Additional data is added throughout your studies to track your academic history and may include sensitive data.

45.9 We will for example create some data internally when we assign you a member ID, login details or determine examination results.

45.10 To manage its operations effectively, provide services to you and meet certain legal requirements, the school will process and maintain your personal data indefinitely when you become a registered student.

45.11 Incomplete or failed applicant data will be held for 2 years to allow re-application to the school.

45.12 Here is a list of circumstances when your data will be put into the public domain as part of the AA’s activities; you have a right to withdraw your consent for the following:
- Membership directory;
- Graduation programmes and videos or other multimedia versions of awards ceremonies;
- Information in the Prospectus (including photographs), annual reports, newsletters, etc.
- Information on the AA’s website (including photographs and filming of online lectures).

45.13 Sensitive data: The AA may process some sensitive personal data about you, such as details about your health in order to provide care, and information concerning ethnicity, gender and disability for planning and monitoring purposes.

45.14 MONITORING: The AA monitors your engagement with your course including attendance and use of AA facilities (wifi, card use) to assist in the provision of pastoral care, compliance with its sponsor duties (UKVI) and meeting professional statutory regulatory body requirements.

45.15 SHARING YOUR DATA WITH THIRD PARTIES: Personal data will NOT be disclosed to third parties for direct marketing purposes.

45.16 Your information will not be sent outside the EEA unless we have your explicit consent.

45.17 No decisions will be made only by automatic means using your personal information.

45.18 The school will however have to disclose some personal details to a limited number of third parties to meet its legal obligations and the performance of a contract.

45.19 AA Membership: All AA students become members of the association for the duration of their studies. Please see the Members Fair Processing Notice for more details.

45.20 Alumni data: At the end of your studies, we will disclose information about your award to those who have a legitimate interest, without further recourse to you.

45.21 We will transfer limited personal information to the Membership and Alumni Office and lists of graduating students may be published on our website and future AA publications.
45.22 Higher Education Statistics Agency (HESA)
Your personal data will be provided to HE funding councils, government bodies and HESA. Further details about the data shared with HESA can be found in the HESA-Student collection notice on the HESA website: https://www.hesa.ac.uk/about/regulation/data-protection/notices

45.23 National Student Survey
The school is required to pass data about its final year undergraduates to the Higher Education Funding Council for England (HEFCE), or their agent, in order for them to carry out the National Student Survey. This survey gives final year students the chance to give feedback on their experiences

45.24 Prevent duty
The AA is legally required to comply with its Prevent Duty. Any personal data shared with an external party (Local Prevent Adviser) will be done in compliance with current data protection legislation including applying relevant exemptions depending on circumstances.

45.25 Student Loan Company (SLC)
We will disclose limited information in connection with your academic progress to sponsors, loan organisations and Scholarship schemes to enable such organisations to establish eligibility for the sponsorship/loan/award.

45.26 Turnitin
The school makes use of the Turnitin® UK system for the purposes of enabling assessors to check students' work for improper citation and potential plagiarism. The system creates a textual similarity review by comparing students' work against a variety of sources. Students are therefore required to provide a limited amount of personal data, for instance name, email address and course details and submissions, to Turnitin® when using the service. On request, we may share anonymised assignments with other educational institutions in order to meet those purposes. Copyright of your submitted assignments remains with you as the student author.

45.27 The AA is responsible for ensuring that the transfer and security of the data shared with Turnitin® is fully compliant with UK Data Protection legislation.

45.28 UKVI
The AA is legally required to disclose your personal data with the Home Office (UKVI) including whether you have registered with the school, attendance information and other conditions dependent on your current visa.

45.29 Unit trips
Where students partake in unit trips, visiting schools, joint/double degrees we will release personal data to these institutions or related organisations as required to facilitate your studies.

45.30 YOUR RIGHTS AND RESPONSIBILITIES
You have the following rights under Data Protection law:
- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
• The right to restrict processing
• The right to data portability
• The right to object
• Rights in relation to automated decision making and profiling.
• You also have the right to complain to the Supervisory Authority (ICO at https://ico.org.uk/) about our data processing activities.

45.31 Access your data
You have certain rights in relation to your personal data held by the AA including the right to access a copy of your personal data (commonly referred to as a ‘subject access request’). If you wish to obtain a copy of your personal data, please submit your request, together with to the Data Protection Officer: dataprotection@aaschool.ac.uk

45.32 Please note it is your responsibility to inform the Architectural Association of any change to your personal details. Please contact your coordinator.

46 Email Accounts and Internet Usage

46.1 The Internet and Email Policy contains important details for all students of the AA School covering the use of its email systems and access to the Internet.

46.2 All students must comply with the guidance set out in this practice. A breach of this practice may result in disciplinary action being taken against a student that could ultimately result in dismissal.

46.3 The policy guidelines can be viewed at https://www.aaschool.ac.uk/MEMBERSHIP/STAFF/policyProcedures.php#ITCommunicationSystems

47 Intellectual Property Rights and Copyright

47.1 All students registered at the Architectural Association School of Architecture agree that Intellectual Property Rights (IPR)/Copyright for all work produced by them during their studies at the Architectural Association School of Architecture will be shared jointly by the student and the Architectural Association (Inc.).

47.2 Prior permission to publish or take advantage of commercial opportunities must be obtained simultaneously from both the student and the Architectural Association (Inc.).

47.3 The Architectural Association (Inc.) claims the following rights in relation to students’ work produced while they are registered at the Architectural Association School of Architecture: to reproduce artistic works acquired during their studies at the Architectural Association School of Architecture, all without fee, for educational and promotional use, including databases, web-sites, academic publications, exhibitions, exhibition catalogues, leaflets, posters and prospectuses; and to borrow, for a reasonable period of time, the material element of any works produced by students, and/or a suitable reproduction of these works, for the purposes of publishing these works in publications by Architectural Association (Inc.) and its staff, and/or for the purposes of showing these works to professional statutory bodies for the validation of appropriate degree programmes.
47.4 Fair Use of Original Copyright-protected Materials
Copyright is a legal protection given creators of original works such as books, periodical articles, artistic works, photographs, and computer programs. Copying or scanning from material that is copyrighted is expressly forbidden without permission, except for the “fair dealing” exception to the Copyright, Designs and Patents Act 1988.

47.5 Under the “fair dealing” exception, one copy (or scan) may be made for the purpose of non-commercial research or private study as follows:
- 5% of a work
- One complete chapter of a book
- One article from a single issue of a journal
- One short story or poem from an anthology (maximum of 10 pages)

47.6 Diagrams, illustrations, drawings and other graphic works (excluding maps and charts) and photocopies may also be photocopied or scanned following the guidelines above. Digital copies created cannot be placed on a network.

47.7 All photocopying or scanning of copyrighted material carried out anywhere within the Architectural Association must conform to the Copyright, Designs and Patents Act 1988 or to any subsequent agreements. Any breach constitutes a criminal offence.

48 Plagiarism and Student Work Substitution

48.1 Plagiarism can be defined as using another person’s work and ideas and presenting them as though they were your own.

48.2 It is plagiarism if you do not acknowledge the co-operation of another person who works with you or who gives you permission to use their work or if you use research without crediting the source.

48.3 Student work substitution is the submission of another student’s work in entirety.

48.4 Plagiarism and student work substitution are very serious offences at the AA School and these practices are considered unacceptable and can lead to failure and removal from the School.

48.5 Students who offend in this respect will be warned during individual tutorials/group tutorials following the preliminary consultations of the design work/coursework.

48.6 In the case of suspicion of any such practice in relation to submitted design work/coursework the student will be called to meet with Unit Masters/Course Tutors and School Registrar.

48.7 If there is inconclusive evidence of dishonest intent the student will be given one opportunity of re-submission.

48.8 Extensive and systematic dishonesty will be penalised and the School may impose any or all of any of the following penalties on a student found guilty of plagiarism:
- Removal from the School, without right of resubmission
- Suspension from registration at the School or in particular courses for such period as it thinks fit
- Denial of credit or partial credit in any course, courses or design work (portfolio)
• An official letter of warning / conclusion to be issued within 2 working days of the decision taken

48.9 Plagiarism Prevention: Turnitin uses text matching software which can help in the prevention and detection of plagiarism in an essay.

48.10 Turnitin is available to AA staff and students to review papers and identify unoriginal material. For access to this site please see the AA library online resources Cite Them Right online http://www.citethemrightonline.com

48.11 All assignments need to include correct references and this online resource will show you how. Cite Them Right is a guide to referencing and avoiding plagiarism, providing clear and comprehensive coverage for all print and electronic sources, business, government, technical and legal publications, works of art and images.
49 STUDENT PROTECTION PLAN 2018-19

As part of the AA School’s application for registration with the Office for Students (OfS) submitted on 31st August 2018, the STUDENT PROTECTION PLAN has been consolidated and is presented within this document to support circulation.

49.1 This plan lays out the policy and procedures that the AA School will follow to ensure the continuation and quality of study for all students of the AA School in the case of any material change.

49.2 For the purpose of this plan, material change is identified as the following (but not limited to):
- the suspension or closure of a course or programme
- Premises closure (whole or part of the buildings/premises)
- Suspension or removal of Tier 4 Sponsor Licence
- Withdrawal of designation for student support purposes
- Loss of accreditation
- School closure (institutional failure)

49.3 For the purpose of this plan, the academic organisation of the AA School is confirmed as follows. The policies and procedures as laid out in this plan apply to all students registered therein:

- A one-year Foundation Course for students contemplating a career in architecture or related arts subjects;
- The undergraduate course offering the five-year Architect’s Registration Board (ARB) prescribed and Royal Institute of British Architects (RIBA) validated full-time course in architecture comprising the AA Intermediate Examination providing exemption from ARB/RIBA Part 1 after 3 years of full-time study and the AA Final Examination providing exemption from ARB/RIBA Part 2 after 2 years of full-time study. The AA’s own academic qualification – the AA Diploma, first awarded in 1920 – is achieved upon successful completion of Years 4 and 5 of study;
- The postgraduate provision comprising ten distinct programmes of advanced full-time studies. The AA is a Partner Institution and Affiliated Research Centre of the Open University. All taught postgraduate degrees of the AA are validated by the OU and the OU is the awarding body for research degrees at the AA;
- The AA Professional Practice and Practical Experience Examination leading to exemption from the ARB/RIBA Part 3 Examination, the entry requirement to professional registration as an architect.

49.4 The AA School commits to taking the following measures to inform and protect all students registered on these courses/programmes of study:

- Communicating any changes to students as early as possible with precise information and a clear articulation of all options;
- Consult with students and invite student representation in the decision making process;
- Take all reasonable steps to minimise disruption.

49.5 The Senior Management Team (SMT) and the Audit & Risk Committee of Council monitor the AA’s Risk Register, which synthesises the range of risks to the institution. The level of risk for each item is reviewed and agreed and action defined to mitigate the risk.
49.6 For the purpose of this plan, the following scenarios are presented. These should not be assumed as likely occurrences but present possibilities that help define response and expectation.

**Potential risks to students**

49.7 **The suspension or closure of a course or programme**

49.8 **Level of Risk: Moderate**

The AA School may make a strategic decision to close a course or programme because of declining student numbers, the departure of key staff, replacing an existing course/programme with a new one, changing strategic priorities, or concerns about the quality and academic standards of the course/programme resulting from periodic review. The AA School commits to a ‘teach-out’ policy in all such circumstances to support minimal impact to students.

49.9 **Mitigating the risk**

In the approval process for a new course/programme, a range of assessments are carried out in order to mitigate against closure at a future date. These are:

- analysis of existing markets;
- recruitment strategy;
- assessment of effect on other programmes and relevance of proposal to the institution’s development;
- assessment of financial viability and resource implications.

49.10 The AA School’s internal annual monitoring procedures allow the AA School to monitor and manage any early indicators of a risk to the feasibility of a course/programme, including falling student numbers, falling academic standards and negative student/staff feedback.

49.11 The AA School’s continuous annual monitoring with its validating partners allows them to flag up any issues or concerns they have before they escalate.

49.12 **Protection for current and prospective students**

In considering whether to close a course/programme, the AA School will consider the arrangements from the perspective of the current students and prospective students:

- Where a decision has been taken to close a course/programme, the AA School will commit to the existing student/s the opportunity to continue as planned and be ‘taught-out’ on the original course/programme to the expected completion date; any extenuating circumstances preventing a student from completing by the expected date will be considered on a case by case basis;
  - In the unlikely event that the AA School is unable to provide a teach-out option for the course/programme (for example: if a member of the faculty leaves and the AA School is unable to find specialised replacement academic staff) the student will be assisted in transferring to an alternative course externally with compensation for any student who suffers demonstrable material financial loss because of the disruption;
- Where a decision has been taken to close a course/programme, the AA School will commit to relay this information to the prospective student/s as early as possible and to offer the opportunity to transfer their application to an alternative course/programme of study subject to entry requirements. Any prospective student who has accepted an offer of a place to study at the AA School will be given an
option to withdraw, with a deposit reimbursement, if an alternative course is unsuitable.

49.13 Premises closure (whole or part of the buildings/premises)

49.14 Level of Risk for closure of whole of the premises: low
Level of risk for closure of part of the premises: moderate
The AA School owns its premises in Hooke Park, Dorset but the premises in Bedford Square and Morwell Street are primarily occupied on lease arrangements. Negotiation to maintain rents at manageable levels is a primary strategy of the organisation. The risk of unplanned events such as flood, fire or safety issues can lead to premises closure and the Senior Management Team, which includes the Head of Estates, would seek to mitigate disruption.

49.15 Mitigating the risk
The AA sees its current London location as one of its key features and has invested heavily in the development of the buildings in Bedford Square. Regular meetings are held with Bedford Estates to support the most constructive and beneficial working relationship between the parties.

The AA’s Estates & Infrastructure Committee and the School’s Estates & Facilities Department ensure that all premises and facilities are fit for purpose and compliant with all regulations regarding buildings and health and safety issues.

49.16 Protection for current and prospective students
Where any part of the AA premises (32-39 Bedford Square, 4 and 16 Morwell Street, Hooke Park) is rendered unusable for usual activities, the AA School will invoke its Business Continuity Plan and take consideration of the following options:

- relocating to alternative premises, location and/or investigating temporary building structures with due consideration to travel and accessibility;
- review and revision of the timetable to enable scheduled teaching to take place in alternative premises; this may involve teaching outside of published teaching hours;
- delivering teaching via alternative means: on-line, remote access.

Prospective students will be informed of any changes to the location of the course as soon as possible and all course information on the website will be updated to reflect any change in location.

49.17 Suspension or removal of Tier 4 Sponsor Licence:

49.18 Level of Risk: Low
The AA School’s Tier 4 license could be revoked if the AA fails to comply with UKVI requirements, or the requirements of any of the following bodies:

- Office for Students
- QAA
- HESA
- Department for Education

49.19 Mitigating the risks
The School has maintained its UKVI Tier 4 licence since 2010 and has continuously positive rates as demonstrated by the annual Basic Compliance Assessment (BCA) results. All core
requirements have been met and passed. The AA School’s Compliance team regularly review UKVI regulations and inform the necessary departments of changes as and when required.

The AA School has received positive reports from the QAA since its first engagement with educational oversight in 2012. The School is preparing to register with the Office for Students in August 2018 and is confident that it can fulfil the ongoing requirements of registration detailed in the Regulatory Framework (including regular submission of data to HESA).

49.20 **Protection for Students**

Should the Tier 4 Sponsor status be **suspended**, the AA School will take all reasonable steps to support the affected student/s by:

- working with UKVI to allow enrolled students to complete their course/programme of study;
- permitting students already in receipt of a VISA based upon an allocated CAS from the AA School to enrol and commence their studies;
- offering students who have not commenced their travel or relocation to the AA School the opportunity to postpone their application pending the resolution of the suspension.

Should the Tier 4 Sponsor status be **revoked**, the AA School will take all reasonable steps to support the affected student/s by:

- appealing the decision and making a new application for a Tier 4 license as a matter of urgency to restore full services as soon as possible;
- where Tier 4 regulations permit, to seek the transfer students to an approved alternative sponsor.

Refunds and compensation will be reviewed on a case by case as detailed below.

Communication will be maintained with students and prospective students regarding any changes to the AA School’s Tier 4 License. The AA School website and all materials will be updated immediately to inform prospective students.

49.21 **Withdrawal of designation for student support purposes**

49.22 **Level of Risk: Moderate**

The AA School has designation for student support purposes (SLC funding) for the 2018/19 academic year. The School will be applying to Office for Students for the first time in August 2018 to be included in the Approved Category of the HE Register and allowing designation for student support for the 2019/20 academic year. This risk is assessed as moderate, as this is the first time that the School is applying for recognition with Office for Students and it is an entirely new set of requirements.

The Department for Education made a condition in 2015, that in order for the AA School to maintain its designation for student support, it must continue to work diligently to secure Taught Degree Awarding Powers (TDAP). The scrutiny of the AA’s application is in its concluding stages and it is anticipated that the Advisory Committee for Degree Awarding Powers (ACDAP) will consider the report and recommendation of the QAA Scrutiny Team in May 2019.
49.23 **Mitigating Risk**

49.24 The AA School is preparing to register with the Office for Students in August 2018 and is happy that it can fulfil the ongoing requirements of registration detailed in the Regulatory Framework (including regular submission of data to HESA).

The AA School is diligently working towards achieving Taught Degree Awarding Powers and with primary focus on meeting the criteria for TDAP.

49.25 **Protection for Students**

Should the AA School lose specific designation for student support purposes all reasonable steps will be taken to support affected student/s by:

- working with relevant funding and regulatory bodies to allow registered students to complete their course/programme;
- should this not be possible, support students in their transfer to an appropriate course/programmes delivered at an alternative school/college and, where appropriate, financially compensating students where they suffer demonstrable, material financial loss because of disruption to their studies.

Communication will be maintained with students and prospective students regarding any changes to the AA School’s Designation for student support. The School website and all materials will be updated immediately to inform all concerned.

49.26 **Loss of accreditation**

49.27 **Level of Risk: Low**

The School’s five-year undergraduate course and its Part 3 programme are validated/prescribed by ARB/RIBA for students to gain the professional awards of Part 1, Part 2 and Part 3. The ARB conducts annual monitoring in addition to the quinquennial re-preservation and the RIBA operates a quinquennial cycle inclusive of a mid-term review. The School’s ten post-graduate programmes are validated by the Open University. Each Programme undertakes quinquennial re-validation as well as an organisation-wide Administrative Audit and Institutional Review.

49.28 **Mitigating the Risk**

The AA School’s Academic Board and supporting academic committee structure monitors academic quality and the ability to meet validation requirements.

The AA School maintains an ongoing engagement with its validating and prescribing bodies and allocates the appropriate time and resources to ensuring that it is able to meet the requirements of annual monitoring and re-validations.

49.29 **Protection for students**

In the event of losing ARB/RIBA OU accreditation, the AA School will consider measures to protect the student experience such as:

- working with ARB/RIBA OU to resolve the reasons for the loss and meet the requirements to re-engage with these bodies at the earliest possible opportunity, and ensuring that current students can complete their course/programme of study;
- continue to deliver the affected course/programme in a non-accredited form which is clearly advertised as such;
- engage with the validating prescribing bodies to find alternative providers for students offering courses of the same level and subject. Support students in their transfer to appropriate course/programmes delivered at other schools/colleges;
- where appropriate, financially compensating students where they suffer demonstrable, material financial loss because of disruption to their studies.

Communication will be maintained with students and prospective students regarding any changes to the accreditation/validation arrangements of the AA School. The website and all materials will be updated immediately to inform all concerned.

49.30 School closure (institutional failure)

49.31 Level of Risk: Low
In addition to the material changes thus far identified, financial instability is a primary risk to institutional failure which could be triggered by the following:
- a significant decline in student numbers falling short of planned for target ranges;
- a lack of diversity in income streams;
- inadequate cash reserves;
- unexpected/unplanned spike in costs: rental/resources.

49.32 Mitigating the risk
Institutional failure is monitored through risk management and through the oversight of the AA Council. The Finance and Resources Committee, operating with the delegated authority of Council, is tasked with the responsibility for setting and ensuring the prudent management of annual budgets, monitoring revenue and voluntary income and/or benefit streams, ensuring prudent financial planning and overseeing the commitment of final resources to long-term contracts (including property leases) and the investment of monies. Financial planning; budget setting; audits; finance & resources committee scrutiny are all measures in place to mitigate the risk of institutional failure due to financial instability.

The AA submits an annual Financial, Sustainability, Management and Governance check to HEFCE/Office for Students, and has done since 2015.

49.33 Protecting Students
In the rare event of an extreme set of circumstances that may lead to the AA School having no option other than to close, it may consider measures such as those below to protect the student experience:
- gradual closure over a defined period that would allow current enrolled students to complete their studies at the AA School;
- where this is not possible, supporting students to transfer to appropriate courses/programmes at other providers and (where appropriate financially) by compensating students where because of disruption to their studies they suffer demonstrable, material financial loss.

49.34 Refund Policy

49.35 The AA School does not operate a formal Refund and Compensation Policy; however, the School Registrar supported by the appropriate appeals/complaints procedure considers requests for refunds on a case-by-case basis. Compensation in respect of a complaint being
successfully upheld is considered fairly, without prejudice, and in accordance with the Office of the Independent Adjudicator’s Remedies and Redress guidance.

Whenever possible, the AA School will aim to provide broadly similar levels of refund or compensation to cohorts of students who are affected.

The AA has identified as a priority for 2018-19 the creation of a Refund and Compensation Plan conducted alongside a review of current insurance arrangements, to assure of the AA’s capabilities to compensate students fairly in the event of any breach of contract, with a targeted growth in retained earnings/cash reserves to facilitate.

49.36 Communicating the Student Protection Plan with students

The Student Protection Plan will be published under the STUDY section of the AA website (publicly accessible) in September 2018: [https://www.aaschool.ac.uk/STUDY/](https://www.aaschool.ac.uk/STUDY/)

The Student Protection Plan will be provided to all successful applicants from the 2019-20 admissions cycle onwards.

The Student Protection Plan will be reviewed annually by the academic committee structure and the Academic Board in consultation with the Student Forum (the AA student body collective).

Should any element of the Student Protection Plan be triggered, the School Registrar is required to notify the affected students in writing within ten working days. This notification will also contain the specific information on the designated point/s of contact and all advice and support guidelines.