



**Architectural Association
School of Architecture**

ACADEMIC REGULATIONS

36 Bedford Square
London WC1B 3ES
+44 (0) 207 887 4000

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1 INTRODUCTION

1.1 The Architectural Association and the AA School of Architecture Organisational Context

The Architectural Association was established by a collective of students in 1847 as a public forum and learned society, opening as a day school in 1901. The AA School of Architecture 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.

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.)

The AA School of Architecture consists of approximately 750 full-time students, who study in the Foundation Course, Undergraduate and Graduate Schools.

The AA Undergraduate School offers a five-year course in architecture recognised by the Architects Registration Board (ARB) and the Royal Institute of British Architects (RIBA).

The AA Graduate School offers eleven postgraduate programmes and the AA is a Partner Institution and Affiliated Research Centre of The Open University (OU). All taught graduate degrees of the AA are validated by the OU and the OU is the awarding body for research degrees at the AA.

The AA School Academic Regulations 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. The 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 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.

1.2 Academic Organisation

The AA School is made of four distinct parts:

A one-year **Foundation Course** for students contemplating a career in architecture or related arts subjects. The Foundation Course is separate to and does not form part of the Undergraduate School programme but offers a place in the First Year of the five year course upon application and interview, and successful completion of Foundation studies. **Note:**

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

The Undergraduate School, a five year ARB/RIBA recognised course comprising the AA Intermediate Examination providing exemption from ARB/RIBA Part 1 after three years full-time study and the AA Final Examination providing exemption from ARB/RIBA Part 2 after five years full-time study. The AA's own award – the AA Diploma/the AA Diploma with Honours – is achieved upon the successful completion of the Fourth and Fifth Years of study.

The Graduate School comprising eleven distinct Programmes of advanced full-time study validated by The Open University. Enrolled students attend their studies according to the length of course and specific degree award: 12-month MA/MSc, 16-month MArch, 18-month MFA, 20-month Taught MPhil and the ca. 4 year PhD Programme.

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. 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.

1.3 Academic Year and Academic Calendar

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

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.

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

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

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

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

The annual schedule of business, teaching, learning and assessment activities of the AA School are presented in the detailed AA Academic Calendar widely circulated to all students and staff in hard, on-line subscription and downloadable formats:

<http://www.aaschool.ac.uk/STUDY/>

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.

All guidance and regulatory documents can also be viewed/downloaded by following this link: <http://www.aaschool.ac.uk/STUDY/>

2 ADMISSION AND REGISTRATION

2.1 Admission to the AA School

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. 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>

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

The AA School offers early and late options for submission of application. Applicants wishing to be considered for scholarship or bursary funding support must meet the early application dates.

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

All applicants to the AA School must undertake the following:

- Complete the on-line application form and provide the supporting documents (Certificates, Transcripts and References) by the advertised date/s (see *Note 1*)
- Pay the advertised application fee
- Submit a portfolio of art/design work (or stated equivalent) to support 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 Undergraduate School 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 Graduate School 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 and Undergraduate School 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 **2.1.4: Foundation and Undergraduate School Application Assessment**).

Applicants to the Graduate School (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.

2.1.1 Foundation and Undergraduate School Entry Requirements

Foundation: Minimum Academic Entry Requirements

- One A level pass (grade C or above) in a non-art/design subject plus
- Five GCSE (grade C or above) including mathematics, a science subject and English language.
- A Foundation in art and design must be accompanied by one A level (or equivalent) in a non-art/design subject.

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.

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

First Year: Minimum Academic Entry Requirements

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

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

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

Fourth Year (Diploma School): Minimum Academic Entry Requirements

- 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

- 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.

2.1.2 Graduate School Entry Requirements

(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).

(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).

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

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

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

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

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

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

Emergent Technologies & Design MSc (45 Weeks)

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

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)

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 no less than three years in a university or educational institution of university rank).

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).

Housing & Urbanism MArch (45 Weeks delivered over 2 Phases)

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

Landscape Urbanism MSC (45 Weeks)

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

Landscape Urbanism MArch (45 Weeks delivered over 2 Phases)

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

Media Practices Taught MPhil (60 Weeks delivered over 2 Phases)

- A four or five-year degree in architecture or related discipline (BArch/Diploma)

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

- For candidates with a four or five-year degree in architecture (BArch/Diploma equivalent)

MPhil and PhD

- 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
- *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.*

(SED) Sustainable Environmental Design MSc (45 Weeks)

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

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

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

2.1.3 English Language Requirements (ALL APPLICANTS)

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.

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:

- 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
- 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
- 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 assesses 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/>

It is the responsibility of all applicants to check the qualifying criteria:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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:

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.

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.

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.

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

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.

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.

2.1.4 Foundation and Undergraduate School Application Assessment

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

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.

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:

- Design exploration and experimentation
- Initiative and self-motivation
- Visual communication skills
- Ability to explain and demonstrate reasons for design decisions
- Cultural background/references in work presented
- Understanding of the Foundation course and Undergraduate School studio and unit system of teaching

2.1.5 Graduate School Application Assessment

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

Complying applications will be assessed by the relevant Programme Director and a second member of the Graduate School academic staff.

Applications are assessed using the following considerations:

- Design exploration and experimentation
- Initiative and self-motivation
- Visual communication skills
- Ability to explain and demonstrate reasons for design decisions
- Cultural background/references in work presented
- Understanding of the Graduate Programme system of teaching

2.1.6 Receipt of offer to study at the AA School

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

Successful applicants to the Foundation Course and Undergraduate School will receive one of the following offers:

- UNCONDITIONAL OFFER meaning all entry requirements have been met
- CONDITIONAL OFFER subject to receipt of certified true copies of any application documentation yet to be provided

- DEFERRED OFFER on occasions when the AA School feels the applicant would benefit from one further year of experience before entering full-time studies

The AA School reserves the right to offer applicants to the Undergraduate School a lower year of entry. The decision of the interview panel is final in this respect. Successful applicants to the Foundation Course cannot defer their entry to the AA School. Successful applicants to the Undergraduate School can defer their entry to the AA School for a maximum of one academic year.

Successful applicants to the Graduate School 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).

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. Successful applicants to the Graduate School cannot defer their entry to the AA School.

Once all conditions have been met applicants to the AA Graduate School will receive an **UNCONDITIONAL OFFER** from the AA School.

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.

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 Head of Admissions.

2.1.7 Acceptance of offer to study at the AA School

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.

The deposit of 1 terms tuition fee serves specific purpose in respect of the following:

- Secures place on course / programme of study
- Secures the tuition fee payment for the final term of study:
 - Foundation Course: deposit secures the tuition fee payment for the final term (Term 3) of the Foundation Course
 - Undergraduate School: 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
 - Graduate School: deposit secures the tuition fee payment for the final term of the degree award as applicable

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

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**.

2.2 Registration on Course / Programme of Study

2.2.1 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:

- Introduction Week, Tuesday:
Registration for all new students to the AA School (with mandatory orientation on Monday)
- Term 1, Monday of Week 1:
Registration for all continuing students of the AA School
- Term 2, Monday of Week 2:
Registration for all students of the AA School
- Term 3, Monday of Week 3:
Registration for all students of the AA School

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.

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.

2.2.2 Tuition Fee Policy / Tuition Fee Payment

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

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.

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. 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.

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.

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.

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.

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. 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.

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. 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).

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.

2.2.3 Withdrawal from Studies (School and/or Student decision)

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.

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.

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.

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)

Before Week 6 of Term:
Liable for tuition fee of current term of study.
Deposit RETAINED by the AA School.

After Week 6 of Term:
Liable for tuition fee of current term of study and
tuition fee for next term of study.
Deposit RETAINED by the AA School.

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.

2.2.4 Interruption / Suspension of Studies

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

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.

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. 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.

Interruption / Suspension of studies, to recommence in next academic year (illness/personal extenuating circumstances as agreed by School Registrar on provision of supporting certified document/s)

Liable for tuition fee of current term of study. Deposit RETAINED by the AA School for intended purpose upon resumption of studies.

2.2.5 Time Out from Studies / Mandatory Practical Training (Undergraduate)

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

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

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

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.

2.2.6 Notification of Continuing Studies

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.

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.

Graduate School 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.

2.2.7 Scholarships and Bursary Awards

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

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.

Awards are for two or three years and are subject to satisfactory academic progress. 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. It is the responsibility of the student to make application by the advertised deadline.

Bursaries are available to new Foundation, new Graduate and continuing Undergraduate students and must be applied for on a yearly basis. Bursary awards are suspended should any recipient withdraw from or interrupt their studies.

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.

2.2.8 Attendance and Attendance Management Procedures

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

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

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

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

- 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. This correspondence is copied to the Administrative Co-ordinator
- 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
- The Administrative Co-ordinator notes the occasion of absence on the AA School Registration List (as 1st Occasion)
- 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. This correspondence is copied to the Administrative Co-ordinator
- 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

- 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
- 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)
- The School Registrar issues a 'Discontinuation of Studies Letter' to the student
- 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
- 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). A copy of flight ticket home must be provided to the Compliance Officer

2.2.9 Mitigating and Extenuating Circumstances

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. 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.

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-time physical health and/or mental health condition.

Any request for deferral must be submitted to the School Registrar before the date of the formal assessment component (see **1.3: Academic Year and Academic Calendar**) with accompanying evidence in order to be considered. Requests submitted after the date of the formal assessment component will not be accepted unless there is a compelling reason.

The deferral request must be agreed by the School Registrar in consultation with the Course Tutor/Director and ratified by the UMC/GMC 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. The School Registrar will inform agreement and alternative arrangements in writing within seven days of receipt of request. The student will not be in a position of unfair advantage or disadvantage and will be assessed on equal terms within their cohort.

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. The student will be withdrawn from studies (see **2.2.3: Withdrawal from Studies [AA School decision]**) incurring liability for the tuition fee of current term of study and deposit RETAINED by the AA School.

3 UNDERGRADUATE SCHOOL ACADEMIC ORGANISATION AND REGULATIONS

3.1 Organisation

The Undergraduate School 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)

Study within each of these three parts of the Undergraduate School 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.

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.

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 sixteen units in the Intermediate School (2017-18). 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.

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 fifteen units in the Diploma School (2017-18). 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.

Unit system:

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. Most units are co-taught by a pair of academic staff (Unit Masters/Tutors). Each unit is limited to approximately 12 students from both years of study (Intermediate units: 2nd/3rd Year, Diploma units: 4th/5th Year).

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.

Design projects form the core of the unit work, supported by lectures, seminars, juries, presentations and workshops arranged within the unit. 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.

Unit selection process:

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

- All students are guaranteed an interview with their 1st choice Unit;
- 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;
- 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.

Interviews are undertaken on-site in a one-to-one format with the Unit Master/s and the student. 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. The interview process supports engaged discussion between the student and tutor on the future desires for academic development.

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.

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

Criteria for the allocation of students to Units:

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

3.2 Programme Summary Requirements**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.

First Year

- Studio (Design Portfolio)
- Technical Studies (2 courses resulting in 2 Submissions)
- Media Studies (4 courses resulting in 1 Submission)
- History and Theory (1 course over 2 terms resulting in 2 Submissions)

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)

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)

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.

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)

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)

3.3 Design Portfolio Assessment Procedures

A range of assessment methods is adopted to test the learning outcomes within each unit. Formative and Summative assessments are undertaken upon presentation of a portfolio of design work to a Review Panel. All Panels are made up

of Unit Masters/Tutors of the AA School (academic staff) including the Unit Masters/Tutors of the presenting student.

Formative assessments are to provide advice throughout the year; summative assessments are the final assessment recommendations at the end of the academic year.

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

January Progress Review (Start of Term 2)

Formative for selected students in all years and students undertaking a repeat year

The January Progress Review is for students that have exhibited difficulty during Term 1 of the academic year. It is the AA School's policy that students undertaking a repeat year are required to present at the January Progress Review in order track and support their progress.

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.

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.

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

March Preview (End of Term 2)

Formative for all students in First, Second, Third, Fourth and Fifth Year

The March Preview is a progress check in preparation for the Final Review. 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.

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.

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

End of Year Review (End of Term 3)

Summative for all students in Foundation, First, Second and Fourth Year

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.

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).

The Foundation End of Year Review Panel is required to make one of the following assessment recommendations:

- **Completed Foundation**
- **Incomplete Foundation** (insufficient progress made / non-submission of portfolio at End of Year Review)

The First Year End of Year Review Panel is required to make one of the following assessment recommendations:

- **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 recommendations:

- **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

The (Second) (Fourth) Year End of Year Review Panel is required to make one of the following assessment recommendations:

- **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

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

*** **Incomplete** is recommended when the Panel deems that the portfolio requires additional and defined work to reach full resolution. 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.*

Intermediate Final Check Review (End of Term 3)

Summative for Third Year leading to:

AA Intermediate Examination (ARB/RIBA PART 1)

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).

All Complementary Studies submissions must be completed and passed.

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

CATEGORY 1:

- **Pass:**
Forward to External Examiners for the AA Intermediate Examination (ARB/RIBA Part 1)
- **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

Diploma Committee (End of Term 3)

Summative for Fifth Year leading to:

AA Final Examination (ARB/RIBA PART 2)

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**
- **FAIL**

All Complementary Studies submissions must be passed in order to be eligible to submit to the Diploma Committee. All students should have readily available their Fourth Year portfolio should this be required for review by the Diploma Committee.

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

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

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 for 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

External Examiners (End of Term 3)

Summative for Third and Fifth Year leading to:

AA Intermediate Examination (ARB/RIBA Part 1)

AA Final Examination (ARB/RIBA Part 2)

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.

External Examiners are appointed annually by the AA School based upon recommendation by the Director to assess AA students who are presenting for the AA Intermediate Examination (ARB/RIBA Part 1) and the AA Final Examination (ARB/RIBA Part 2), and to assess that students meet the minimum standard and criteria as described by the Architects Registration Board (ARB) and Royal Institute of British Architects (RIBA).

The External Examiners assess students' work independently, and their assessment is based on the student design portfolio and completed Complementary Studies.

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. It is the responsibility of the School Registrar to communicate the official Pass Lists to ARB and RIBA for their records and requirements.

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.

All decisions made by the External Examiners are final.

Third Year students who Fail the AA Intermediate Examination (ARB/RIBA Part 1) have the option to undertake one of the following:

- Year Out to undertake mandatory practical training with External Student status with the AA School on a nominal fee rate; student will undertake 10 tutorial supervisions each term during the Year Out in order to present for the AA Intermediate Examination (ARB/RIBA Part 1) in the next scheduled examination cycle (June 12 months later). This will be the final opportunity to present for qualification through the AA School
- Repeat Third Year, new unit, new project and new Technical Studies project on full fees; the student may make application in writing to the School Registrar for funding from the AA School to assist with the full fee payment. This will be the final opportunity to present for qualification through the AA School

Fifth Year students who Fail the AA Final Examination (ARB/RIBA Part 2) have the option to undertake one of the following:

- Repeat Fifth Year, new unit, new project and new Technical Studies thesis on full fees; the student may make application in writing to the School Registrar for funding from the AA School to assist with the full fee payment. This will be the final opportunity to present for qualification through the AA School
- Subject to agreement by the Director and the Unit Masters of the student and if deemed to be in the best interests of the student:
Undertake one additional term of study as a full-time registered student within the same unit (if applicable) and further develop the original project. This will be the final opportunity to present for qualification through the AA School. A panel of External Examiners will be convened by the AA School in January immediately following the completion of the additional term of study

July Review (after the end of Term 3)

Summative for selected students in Second, Third and Fourth Year

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.

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.

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

3.4 Design Portfolio Assessment Appeals Procedure

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

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. 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 Review (see: **2.2.9 Mitigating and Extenuating Circumstances**).

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. 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.

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

An Appeals Panel will be convened within 24 hours of receipt of the appeal comprising of the 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). The Appeals Panel is attended and observed by the School Registrar to ensure that all parties act reasonably and fairly towards each other. 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. The student has the right to invite an independent observer to attend.

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:

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

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:

- 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

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

In either instance, the School Registrar will confirm the decision in writing within 28 days of the completion of the internal appeals process. 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. Should the original decision of the Review Panel be upheld, the School Registrar will formally advise the student of the following:

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. 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. 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.

3.5 Undergraduate School Complaints Procedure

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. 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.

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).

Undergraduate students believing they have grounds for a complaint are encouraged in the first instance to discuss the matter with their Unit Masters/Tutors or Complementary Studies Programme Staff or School Registrar (as relevant) to establish if the matter can be resolved informally. The following actions may be undertaken to resolve the complaint informally:

- The Unit Master/Tutor, Complementary Studies Programme Staff or School Registrar will provide more information or a detailed explanation about the area of complaint that might explain or resolve the student's concern;
- A viable solution to the concern is suggested;
- An apology provided where it is appropriate to do so;
- The process for a formal complaint is fully explained.

If resolution cannot be reached at an informal level, the student may submit a formal complaint within seven days of exhausting the informal procedure. A formal complaint may be submitted in writing to the School Registrar:

registrar@aschool.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).

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

The School Registrar will confirm the person or persons who might be asked to contribute to the investigation of the complaint. 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. 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. The names of the members of the pane will be provided to the student making the complaint.

The investigation (in any of the above forms) will be conducted within 10 working days of receipt of the complaint. The student will be informed of the outcome, with reasoning provided for this outcome, within 5 working days of the completion of the investigation.

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

If the complaint is NOT UPHELD, the student will be offered an explanation, presented verbally and in writing. The School Registrar will outline in full the reasons why the complaint has not been upheld. 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. The School Registrar will inform the School Director that an independent panel is to be convened to investigate the process followed. The remit of this panel is NOT to review the original complaint but to assure that a fair and transparent process has been followed.

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 (see **3.4 [end] above**).

3.6 Complementary Studies

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).

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. 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.

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

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

Students are required to attend all course sessions; procedures as outlined in **2.2.8: Attendance and Attendance Management Procedures** will apply on any occasion where a course session has been missed.

3.6.1 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:

4 Courses of 4 + 4 + 4 + 4 sessions (3 hours per session) delivered over 2 terms resulting in 1 submission containing the output of 4 courses 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

3.6.2 The Process of Submission

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. 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. 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.

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

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. 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. 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.

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. 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.

The deferral request must be agreed by the School Registrar in consultation with the relevant Head of Programme and Course Tutor. Once granted, the student is afforded a deferred submission date to a maximum of seven days after the original date and time of submission.

3.6.3 Grading and Assessment Recommendations

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.

3.6.4 Confirmation of Feedback and Results

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

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

3.6.5 Resubmission and Reassessment

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.

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

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

3.6.6 TS3 / TS5 Submission and Assessment Procedures

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.

Feedback on the project/thesis development is given verbally and collaboratively. 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.

The TS3 and TS5 projects/theses are delivered within 'early' or 'late' timeline options. 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. All eligible students within the Unit follow the timeline agreed for their Unit.

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

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.

4 GRADUATE SCHOOL ACADEMIC ORGANISATION AND REGULATIONS

Introduction

The Graduate School provides ten postgraduate programmes. 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. 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. 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. The OU is the awarding body for research degrees at the AA.

The programmes are:

- Design Research Lab (DRL) - Architecture & Urbanism (MArch)
- Design & Make (March/MSc)
- Emergent Technologies & Design (MArch/MSc)
- History & Critical Thinking (MA)
- Housing & Urbanism (MArch/MA)
- Landscape Urbanism (March/MSc)
- Architecture and Urban Design - Projective Cities (Taught MPhil)
- Sustainable Environmental Design (MArch/MSc)
- Spatial Performance & Design (AAIS) (MFA/MA)
- PhD Programme inclusive of PhD in Architectural Design

4.1 Graduate School Staff Responsibilities

a) Responsibility for running the taught and research degree Programmes is shared between the Programme Directors, Programme Staff and the Registrar's Office

b) Responsibilities of the Programme Directors include:

- i) to collaborate with the Admissions Office on applications and admissions;
- ii) to plan, organise and publish the annual programme of courses and activities in consultation with other members of the Programme Team and the School Director;
- iii) to co-ordinate the supervision of students;
- iv) to organise the assessment of students' work in accordance with the assessment procedures laid down by the Academic Board and the validating institutions;
- v) to organise all the examination procedures in co-ordination with the Programme Team and the Registrar's Office;
- vi) to propose the External Examiner(s) in the case of the taught Courses and the Examiners in the case of research students in coordination with the Programme Team and the supervisors;
- vii) to organise regular staff meetings for the assessment and monitoring of the Programme's evolution and of students performance;
- viii) to organise student/staff meetings twice a year for feedback of the Programme's work;

ix) to submit, in conjunction with the Programme Team, an annual review of its work for the consideration of the GMC and the accreditation institution.

c) Responsibilities of Programme Staff include:

i) to participate in the definition, planning and delivery of the taught Courses;

ii) to provide supervision of research and taught Course students;

iii) to participate in the selection of examiner(s), in conjunction with the Programme Director, for both taught Course and research students;

iv) to participate in the regular staff meetings for the assessment and monitoring of the Programme's evolution and of student performance;

v) to participate in the student/staff meetings for the assessment of the Programme's work;

vi) to contribute to the preparation of the annual review of the Programme's work for the consideration of the GMC and the validating institutions.

d) Responsibilities of the Registrar's Office includes:

i) to oversee applications and admissions (via the Admissions Office);

ii. to collect, register and maintain all records of students, including assessment data;

iii. to present records of taught Course students for final examination boards.

4.2 Graduate School Graduate Management Committee (GMC)

a) The Graduate Management Committee ('GMC') undertakes the local development and implementation of policies, procedures and activities across the Graduate taught provision comprising ten programmes of post-graduate study. GMC operates with delegated authority from the Academic Board and reports to the Academic Board on all matters relating to:

- Recruitment, teaching and learning provision in general;
- Student assessments, including External Examiner reviews and reports;
- Assessment arrangements;
- Course/Programme annual reviews;
- Individual Course/Programme evaluations and development;
- Academic conduct;
- Academic research practice;
- Annual academic monitoring.

b) GMC comprises a mix of *ex-officio* and appointed members. Appointed members are endorsed by their representative constituency and serve for a two-year term, renewable to a maximum of one further term. The Chair of GMC is elected from within the GMC for a three year serving period, renewable for one additional year subject to continuing committee membership. For the duration of their serving period the Chair of GMC will hold *ex-officio* position on the Academic Board and membership of the senior management team (SMT). The composition and membership of GMC is approved by the Academic Board.

c) GMC Responsibilities and Duties:

- To review annual admissions procedures and support recruitment initiatives and targets;
- To review academic resource provision and deliver annual academic induction processes;
- To review progression and achievement data to monitor the standards of the taught provision;
- To develop cross-school and collaborative activities;
- To undertake termly meetings with the wider staff/student bodies to disseminate committee activities and initiatives and report back to the committee on findings;
- To review the Learning, Teaching and Assessment Strategy;
- To review annual student feedback mechanisms and prepare corresponding action plans;
- To review annual staff feedback mechanism and prepare corresponding action plans;
- To review annual Academic Calendar to monitor standards and purpose of arrangements;
- To deliver staffing and budget proposals integrated with annual planning;
- To review Academic Regulations to monitor standards and purpose of arrangements;
- To organise event to promote the Exemplary work of the Graduate School;
- To prepare and submit to the Teaching Committee the annual monitoring reports of all Degree Awards;
- To make recommendation to the Teaching Committee for the creation of new courses, programmes, awards; to seek and approve an External Scrutiniser with relevant expertise in the proposed subject area and with no recent (within preceding three years) engagement with the AA School;
- To confirm to the Teaching Committee the courses/programmes/awards requiring quinquennial revalidation;
- To make recommendation to the Teaching Committee any proposals for substantial change to existing courses, programmes, awards;
- To process student appeals and complaints regarding courses and programmes within the Graduate School Programmes as set out by the approved Academic Regulations;
- To promote and disseminate good practice in learning and teaching across the course, programmes of study; to identify good practice for wider dissemination;
- To recommend as required the GMC representatives to the Academic Board in categories as designated by the Academic Board.
- To advise on such matters as the Academic Board or the Chair of the Academic Board may refer to the committee (GMC);
- To refer matters to the Academic Board or Chair of the Academic Board as appropriate.

d) GMC Arrangements and Conduct:

- The Graduate Management Committee will convene ten times per academic year. Additional meetings may be called by the Chair as deemed necessary or at the request of the Academic Board to deal with a specified matter or matter/s considered to be urgent.
- The School Registrar shall hold *ex-officio* position on the committee and undertake the administrative duties of the committee
- The meeting dates will be published in the annual AA Academic Calendar.

- Members of the committee are obliged to attend all meetings. If not possible, then apologies should be submitted to the School Registrar. Alternates are not permissible. Committee members who fail to attend two consecutive meetings will be regarded as having relinquished their committee membership.
- Standing invitation is issued to the School Director for all meetings of the committee; non-members of the committee may be invited from time to time for agenda-specific items.
- The School Registrar shall provide the agenda and supporting papers for all meetings of the committee seven days in advance of the confirmed meeting date.
- Formal minutes, recording attendance, discussion and recommendations of the Graduate Management Committee will be undertaken by the School Registrar and made available to the Academic Board. With the exception of materials deemed confidential and with sensitive information redacted as approved by the Chair, all meeting papers will be made available for secure view on the AA School website: <https://www.aaschool.ac.uk/MEMBERSHIP/login.php>

4.3 Masters' Degree Courses

Academic Award

The MA and the MSc degrees are awarded upon the satisfactory completion of a prescribed Course lasting 12 months. The MArch degree is awarded upon satisfactory completion of a 16-months Course. The MFA degree is awarded upon satisfactory completion of a 18-month Course. The MPhil degree is awarded upon satisfactory completion of a 20-months Course. All these degrees are validated by the Open University.

Entry Requirements

Entry Requirements are summarised in the AA Academic Regulations document, the AA School Prospectus, Application Form and AA website.

Course Requirements

- a) The MA, MSc and MArch degrees involve a notional total of 1800 student-learning hours distributed over 45 weeks. The MFA degree involves 2400 student-learning hours distributed over 60 weeks and the taught MPhil degree involves a notional total of 3600 student-learning hours distributed over 90 weeks.
- b) Graduate 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. 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.
- c) Each Programme publishes annually a full statement of the work required for its taught Course. This is monitored by the GMC to ensure equivalence in terms of workload.
- d) Course requirements include essays, design exercises, project work and a final dissertation/project.
- e) Course work and the dissertation must be submitted by the dates specified.
- f) Both course work and the dissertation must be completed satisfactorily to qualify for the final award.

- g) 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. This can only be done once.
- h) The final dissertation/project is not assessed in the case of students who fail to pay the fees without acceptable reason.
- i) 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.

Course Monitoring

- a) 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.
- b) Programme Directors are required to report to the GMC on any issue or problem that may affect the planned direction and objectives of the course.
- c) 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. Criticisms and suggestions made by students are taken into consideration in the planning of the next session.
- d) At the end of the academic year students are also requested to fill an evaluation form addressing all aspects of the courses.
- e) Each Programme submits to the AA Teaching 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.
- f) Annual course reviews and External Examiners' reports allow the GMC to recommend changes and to identify the necessary steps to monitor those changes.

Assessment, Progression and Award Credit

- a) The Course document for each Programme sets out the specific assessment procedures and criteria, which are monitored by the GMC.
- b) The marking of all course work is on a scale of 0 - 100% with a pass mark of 50% and grading as shown below:

Assessment Grade:

- 70% and above A Distinction
- 65 - 69% B+ High Pass
- 60 - 64% B Good Pass
- 57 - 59% C+ Satisfactory Pass
- 54 - 56% C Adequate Pass
- 50 - 53 D Low Pass
- 49 and below F Fail

- c) All coursework is marked by two internal assessors. Their marks are averaged to establish a moderated mark for each graded submission. 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. Where the calculation creates a mark below 0.5% this

will be rounded down to the next full percentage point. For the purposes of rounding up or down, only the first decimal place is used.

d) To qualify for their degree the students must attain the 50% threshold mark on both the course work average, and on the dissertation mark. The overall final mark is calculated as the weighted average of course work and the dissertation/final project.

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

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

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

h) 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.

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

j) 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.

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

l) Failure from any resubmission will lead to disqualification from the degree.

m) The Graduate School Administrative Coordinators (acting for the Registrar) are responsible for filing the assessments. Students receive copies.

n) 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 2/3 of the credits for the corresponding coursework - excluding final dissertation/project. The Exit Award will be . an AA Specialisation certificate in the corresponding area of study. Any partial fee refund is at the School's discretion.

o) 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. 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.

p) Posthumous awards are permitted for all programmes. The classification for such awards is based on past performance and is recommended to the Open University Ratification Panel for approval.

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

r) 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.

s) 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

Academic Misconduct

Academic misconduct is defined as any improper activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment. The most serious examples of misconduct are plagiarism and student substitution. The AA School policy on plagiarism and student substitution applies to the School as a whole, graduate and undergraduate. For information consult the corresponding section within the AA Academic Regulations document.

Extenuating Circumstances

a) A student who is unable to attend or complete a formal assessment component or who feels that their performance would be seriously impaired by extenuating circumstances may submit a deferral request.

b) Students are responsible for ensuring that Course directors are notified of any extenuating circumstances at the time they occur and for supplying supporting documentation not later than 7 days after the deadline for the corresponding assessment component.

c) Extenuating circumstances have to be agreed by Course directors and ratified by the GMC, in which case the student will be given the opportunity to take the affected assessment(s) as if for the first time and without any capping.

d) If the extenuating circumstances affect a particular form of assessment, the GMC can authorize a different form of assessment. Options are a viva voce examination, additional assessment tasks designed to show whether the student has satisfied the programme learning outcomes, review of previous work, or normal assessment at the next available opportunity. The student will not be put in a position of unfair advantage or disadvantage: the aim will be to enable the student to be assessed on equal terms with their cohort.

e) Whenever possible, the deadline for deferred coursework for extenuating circumstances should be the same as that for resubmission of failed coursework.

f) The module marks released following the meeting of the Board of Examiners should clearly identify results where extenuation has been considered and applied.

Notification of Continuing Studies

Graduate School Phase 2 MArch students should confirm with the Graduate School Coordinator's Office their continuation of studies no later than 30th June prior to the new academic year.

PhD/M.Phil students should confirm with the Graduate School Coordinator's Office their continuation of studies no later than 30th June prior to the new academic year. It is mandatory that all continuing students register at the beginning of the new academic year (Week 1 : Monday and Tuesday).

Transfer Policy

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

Switching degrees within bifurcating programmes

Switching degrees within Programmes operating a bifurcation model (MArch/MSc or MArch/MA) will only be allowed under very exceptional circumstances. Students who feel strongly about it should approach the Programme Directors no later than the end of the first week of Term 2. 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. 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. 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.

Withdrawal from Studies

Students who are considering withdrawing from their Course should immediately notify and consult with their Course Directors regarding their situation. Students and staff must also immediately notify the Registrar and the Chair of the GMC, with whom they can further discuss the student's situation. Exit awards will be provided in cases not involving failure or expulsion and when the student has completed at least 2/3 of the credits required by the corresponding coursework, excluding final dissertation/project

Only in exceptional circumstances, particularly related to serious personal problems and health reasons, re-registering for the Course at a later date will be considered. Students who make the decision to withdraw from a year of study for personal or other reasons at any time after the academic year has commenced are liable to pay fees to the end of the corresponding term, if the notification is provided before the half-term notice threshold, or to the end of the following term, if the notification is given after the half-term notice threshold.

Examination Procedures

- a) 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). The Examination Boards are accountable to the Joint Assessment Board (see item "o" below).
- b) The Examination Boards' decisions concerning the award of degrees are final.
- c) The School's Director cannot be part of any Examination Board.
- d) In addition to the individual Examination Boards the AA Graduate School organizes three Boards of Examiners, known as Joint Assessment Boards. The first of them brings together all the Courses leading to MA, MSc and MPhil awards in Oct/Nov each year; the second brings together the Courses leading to an MArch award in March and the third the Course leading to MFA in May each year. These Boards are responsible for the implementation of the examination and assessment regulations within the AAGS structure, and will be responsible for all assessments that contribute to the giving of an academic award. They are accountable to the GMC, to whom they report.
- e) 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.

External Examiners

- a) External Examiners are proposed by each of the individual Programmes for confirmation by the GMC and the AA 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.
- b) At the present time External Examiners are nominated for four years, extendable to a maximum of five in exceptional circumstances. Their role is to ensure fair and objective marking and the maintenance of high academic standards. 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.
- c) Following Examination Board meetings the External Examiners submit to the OU and the GMC a report on the quality of student work as well as on pertinent questions regarding the organisation and content of the Course considered.

Notification of Results

- a) The Examination Boards' decisions are reported and confirmed by the Joint Assessment Boards who pass them to the GMC.
- b) The GMC shall then report the results to the OU and request the OU to award the corresponding degree.
- c) Students are notified of the result by the Registrar's Office (Graduate School Coordinators)

Transcripts, Diploma Supplements and Certificates

- a) A transcript provides a comprehensible verifiable record of a student's learning at different stages of a given Course. The standard content of a transcript includes: student details; details of the qualification; up-to-date details of learning and achievement, i.e. modules or units studied, credits awarded, marks or grades

achieved and the date and year in which credits were awarded; up-to-date details of non-completion, including the number of attempts taken to complete a module; and other types of learning, e.g. study abroad, work placement and work experience, accreditation of prior certificated and experiential learning, or accreditation of key skills.

b) A diploma supplement provides students who have completed a validated award with a formal, verifiable and comprehensive record of learning and achievement. The standard content of a diploma supplement includes: information identifying the holder of the qualification; information identifying the qualification; information on the level of the qualification; information on the contents and results gained; information on the function of the qualification; additional relevant information; certification of the supplement; and Information on the higher education system.

c) Students awarded any qualification of the OU, will be issued with a certificate in respect of that qualification in the name held in formal records at the point when the qualification is conferred. A certificate will not be amended or reissued in a different name if a change of name is notified after the date the qualification is conferred, except in the case of an error by the OU in recording personal details, or if a valid request is made under the Gender Recognition Act 2004. A duplicate certificate will be issued in the same name as the original certificate (unless amended as above), even if a change of name may subsequently have been notified.

d) The OU issues a certificate for each conferred award. A validated award certificate under the Charter of the OU records: the name of the institution at which the student has been registered; the student's full name as given on the list of recommendations submitted to the OU; the award; the title of the programme, as approved by the OU; and the date the award was conferred.

4.4 Procedures for Graduate School Examination Boards

These AA School guidelines are intended to help Course Directors, the Graduate Office and External Examiners with the preparation of each Course's annual examination boards. These guidelines conform to the OU requirements and were reviewed and approved by the GMC.

The Courses leading to MA, MSc and MPhil awards have their Examination Boards in October/November; the MArch Courses in March and the MFA Course in May each year.

Course Directors should provide a sample of students work for the AA Graduate Office to send to the External Examiners one month in advance of the examination date.

Course Directors Checklist:

- All coursework and final dissertations, by all students in all graduate programmes, must be double-marked prior to the submission of sample materials to the External Examiners. Marks must be recorded in writing on a copy of the A4 Course Assessment forms. Both assessments can be recorded on the same copy of the form, or (if preferred) each assessment can be on a separate copy of the form. Course Directors must leave a copy of all assessments in the AA Graduate School office for AA recordkeeping and these copies should be available to the Examination Board, as the basis for possible discussion and review.

- Course 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, which must be passed to the AA Graduate Office to send to the External Examiners prior to the examination date. The AA's failure to submit required materials by the required date prior to the examination will mean that the examination will be immediately postponed and rescheduled. Given the deadline for all examinations no later than October/November, March or May depending on the Course, there is only a small allowance for failing to meet the deadline of required materials.
- Course Directors should collect all final projects/submissions/dissertations and make them available for review and discussion during the examination.
- Course 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.
 - All Course staff should be present for the Examination Board and available for review and discussion with the External Examiners. Course Directors should confirm the details of the Examination Board with all members of staff.
 - 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 Course Directors and External Examiners.

AA Graduate Office (Administrative) Checklist

- The Graduate Office will forward all required sample course materials and assessments to the External Examiners, along with a copy of the OU Guidelines, AA Graduate School Academic Regulations and the corresponding Course Handbook.
- The AA Graduate School Office will confirm all details of each Examination Board to all the people concerned one week before the exam.
- The Graduate School office will coordinate all Examination Board details with Course Directors and External Examiners.

External Examiners Checklist

- External Examiners are required to review and discuss all course work as presented during the Examining Board. As a part of that meeting, examiners are required to complete required OU forms, and to take notes that then become the basis for their final reports. Examiners are asked to submit their reports to the OU and the GMC promptly following the examination.
- External Examiner reports must use the OU pro-forma as the basis for their reports.
- The Examination Report is intended as an overview of the entire programme of work, results and assessment procedures, not individual course submission or student assessment

4.5 Guidelines for Graduate School Joint Assessment Boards

For every Course leading to an OU validated award the AA Graduate School holds an Examination Board, whose constitution and terms of reference are in accordance with the OU requirements and the AAGS Academic Regulations. They include the Course's staff and the appointed External Examiner(s). The Examination Boards are accountable to the Graduate Management Committee (GMC).

In addition to the individual Examination Boards the AA Graduate School organizes three Board of Examiners, known as Joint Assessment Boards: one which brings together the Courses leading to MA, MSc and MPhil awards in October/November of each year; one for the Courses leading to the MArch award in March; and one for the Course leading to the MFA award in May. These Boards are responsible for the implementation of the examination and assessment regulations within the AAGS structure, and will be responsible for all assessments that contribute to the giving of an academic award. The boards are accountable to the GMC.

It is the responsibility of the GMC to approve the appointment of a person to chair each Joint Assessment Board (JAB) - the Chair will be appointed for each JAB and must not have been involved in any Examination Boards. The Chair of the Joint Assessment Board shall be responsible for ensuring that the Board carries out the responsibilities referred to below.

Membership of the Board will include

- Head of the AA Learning & Teaching Committee
- Chair of GMC
- Graduate School Coordinators as Secretary
- AA Registrar
- Director of Studies of corresponding Courses
- External Examiner(s)

A representative of the OU will attend all Joint Assessment Boards as an observer.

The Graduate School Coordinators are responsible for written records (i.e. minutes) which will be passed to the GMC for approval and circulated to all members of the Joint Assessment Boards. Any specific or general academic issue, which arises from the minutes, must be discussed in the GMC meeting following the Joint Assessment Boards.

The Joint Assessment Boards are responsible on behalf of Graduate Management Committee for:

- Student progression within and across levels
- Approving student pass lists for all modules, and
- Approving final pass lists for awards
- Recommending conferment of the appropriate awards and their classifications to validating institutions
- Consideration of all candidates who fail a module or stage assessment and determining the terms for the retrieval of failure
- Considering recommendations on mitigating circumstances
- Formal notification of failure to any candidates who fail a module

- Considering rulings on suspected cases of plagiarism or cheating (following the investigatory stages through a separate system, as laid down in the AAGS policy on plagiarism)

- Making recommendations to GMC on amendments to individual Courses

The standard Agenda for the Joint Assessment Boards include the topics below:

- Welcome and apologies

- Feedback from previous meeting

- Matters arising from Course Directors' written response to the External Examiners' previous reports

- Requests for mitigation

- Issues of cheating and plagiarism

- Pass lists

- Report on Courses' statistics (i.e. student numbers, retention rates, grade distribution and averages across modules, etc.)

- External Examiners' oral reports

- Proposed minor amendments to Courses for External Examiners' consideration and comment

- Items for GMC consideration

- Date of next meeting

The Chair of GMC and the Graduate School Coordinators are the Institutional contacts responsible for: (a) briefing External Examiners on arrangements for attendance which will be done by both letter and email; (b) arranging for sampling of assessments in accordance with the OU rules and the AA Procedures for Graduate School Examination Boards - copies of which are supplied to all External Examiners; (c) ensuring the submission of the External Examiner Reports using the OU pro-forma, supplied in hard copy and electronically. Programme Directors are responsible for the External Examiners' scrutiny of assessments on the day of the examination – notification of timing and additional details.

4.6 Graduate School Research Students

a) In view of the independent nature of the AA, the administration and award of research degrees at the Graduate School is undertaken in partnership with the OU Research School.

b) Students wishing to enrol for an MPhil or PhD research degree are expected to have reached an equivalent level to that of a Master Course at the AA Graduate School and must show evidence of previous experience in their proposed areas of research.

c) The minimum duration of full-time study is two years for an MPhil and three for a PhD. After completion of the minimum time students can continue as registered full-time supervised students; the examination must take place within the maximum time.

d) All students are assigned two supervisors, one of whom has the role of Director of Studies.

- e) During the first year of enrolment in the AA PhD Programme research students have to complete their research proposal which, after approval by the supervisors, is submitted for registration to The Open University.
- f) During their first two terms at the School all research students are required to attend a selection of lecture series and seminars from the PhD Programme or relevant Master Courses.
- g) After the registering with the OU, within 11 months of registration, students will need to arrange a mini oral examination (viva) and submit a probationary report to the OU.
- h) An annual report of progress is submitted to the OU
- i) The examination for a research degree involves the approval and submission of a dissertation and viva by an Examination Board comprising external and internal examiners.
- j) Successful candidates receive the award from the OU certifying the AA as the centre of study.

4.7 Graduate School Appeals Procedure

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. An appeal cannot be just a disagreement with academic judgement.

PROCEDURE

Informal procedure

A student who believes that there are grounds for an appeal is encouraged, in the first instance, to discuss the matter within a maximum of 10 days of the publication of results with their Course Director to see whether the matter can be resolved informally. 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.

Formal Procedure

Stage 1 - Submission of appeal

- a. Students must submit a written appeal, attaching all relevant documentary evidence, to the Registrar within one week of exhausting the informal procedure.
- b. 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.
- c. It is the student's responsibility to ensure that all relevant documentary evidence is presented to the Registrar at this stage.

Stage 2 - Initial review

- a. An initial review will be carried out by the Chair of the Graduate Management Committee (GMC) and the 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.
- b. If it is considered that there are justifiable grounds for an appeal, the case will be referred to the Graduate School Appeals Panel.
- c. As soon as a decision is taken, the student will be informed if the appeal is going to stage 3 or being rejected. In the latter case, the student should be informed if a complaint might be appropriate.

Stage 3 - GS Appeals Panel

- a. The GS Appeals Panel shall be made up of the following: the Chair of the GMC; the Registrar; two members of the Graduate School academic staff to be nominated by the School Director; and one member external to the School.
- b. The members of the GS Appeals Panel should, wherever practicable, be independent of the circumstances that gave cause to the appeal.
- c. The GS Appeals Panel shall meet within two weeks of the case being forwarded to them by the Chair of the GMC and the Registrar. The procedure adopted by the GS 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.

Stage 4 - Decision

- a. 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.
- b. If the student has exhausted all appropriate AA procedures and is dissatisfied with a decision by the GS Appeals Panel or by the case being dismissed by the Chair of the GMC and the Registrar, he/she has the right to submit an appeal directly to the OU (OU Handbook for Validated Awards, appendix 3, section 6)
- c. If the student is dissatisfied with a decision of the OU, he/she can submit the appeal to the Office Of The Independent Adjudicator (OIA).

4.8 Graduate School Complaints Procedure

Grounds for complaint

A complaint is an expression of dissatisfaction with a service provided or the lack of a service for which the AA School is responsible and which impacts directly and substantively on the student's programme of study. It must relate to services that students were led to believe would be provided.

PROCEDURE

Informal procedure

A student who believes that there are grounds for a complaint is encouraged, in the first instance, to discuss the matter within 10 days of what originated the complaint with their Course Director to see whether the matter can be resolved informally. If a

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

Formal Procedure

Stage 1 - Submission of complaint

- a. Students must submit a written complaint, attaching all relevant documentary evidence, to the Registrar within one week of exhausting the informal procedure.
- b. It is the student's responsibility to ensure that all relevant documentary evidence is presented to the Registrar at this stage.

Stage 2 - Initial review

- a. An initial review will be carried out by the Chair of the Graduate Management Committee (GMC) and the Registrar of the circumstances of the complaint and of any relevant evidence. They shall consider whether there are grounds for the complaint within two weeks of the formal submission.
- b. If it is considered that there are justifiable grounds for a complaint, the case will be referred to the Graduate School Complaints Panel.
- c. As soon as a decision is taken, the student will be informed if the complaint is going to stage 3 or being rejected.

Stage 3 - GS Complaints Panel

- a. The GS Complaints Panel shall be made up of the following: the Chair of the GMC; the Registrar; two members of the Graduate School academic staff to be nominated by the School Director; and one member external to the School.
- b. The members of the GS Complaints Panel should, wherever practicable, be independent of the circumstances that gave cause to the complaint.
- c. The GS Complaints Panel shall meet within two weeks of the case being forwarded to them by the Chair of the GMC and the Registrar. The procedure adopted by the GS Complaints 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.

Stage 4 - Decision

- a. 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.
- b. If the student has exhausted all appropriate AA procedures and is dissatisfied with a decision by the GS Complaints Panel or by the case being dismissed by the Chair of the GMC and the Registrar, he/she has the right to submit the complaint directly to the OU (OU Handbook for Validated Awards, appendix 3, section 6). – if the complaint is related to academic standards of a validated programme – or to the OIA – if the complaint is about matters not directly related to academic standards of the programme. In the latter case, the AA would issue the Completion of Procedures Letter.
- c. If the student is dissatisfied with the decision of the OU, he/she can submit the complaint to the OIA.

5 GENERAL INFORMATION AND RULES (ALL STUDENTS)

5.1 Change of Details

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. 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.

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

5.2 Disability and Learning Difficulties

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"*.

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.

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.

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.

Dyslexia and Dyspraxia

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.

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.

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.

5.3 Equality and Diversity

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. 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

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

Anti-Bullying and Harassment

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.

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.

Bullying

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

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.

Anyone who feels they are being harassed or bullied should consider whether they feel able to raise the problem informally with the person responsible. They should explain clearly to the person that their behaviour is not welcome and is uncomfortable. 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.

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.

The 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).

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

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.

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.

AA academic misconduct disciplinary procedures

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. 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.

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 in to 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.

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:

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:
- 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:
- The student will be asked to write a letter of apology to any victims affected.

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.

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.

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.

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.

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 (**see 3.4 [end] above**).

5.4 Health and Safety

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. 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.

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.

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 co-operate, so far as is necessary, to enable the Architectural Association to fulfil and comply with health and safety obligations. 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.

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>

5.5 Pastoral Care

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. All conceivable efforts will be undertaken to assist and support the student with their difficulty in a sensitive, private and confidential manner.

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. 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.

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.

Additional academic support is available to all students by the Head of Teaching and Learning (appointment: January 2017) who can assist with additional tutorial provision.

5.6 Data Protection Fair Processing Notice

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.

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

The Architectural Association is a data controller and is registered with the Information Commissioner's Office (ICO: <https://ico.org.uk/>) as required under the Data Protection Act 1998 (<http://www.legislation.gov.uk/ukpga/1998/29/contents>). 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.

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.

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. Data held by the AA is mainly taken from the details you have provided upon application and registration to study.

Additional data is added throughout your studies to track your academic history and may include sensitive data. We will for example create some data internally when we assign you a member ID, login details or determine examination results.

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

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).
-

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.

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.

SHARING YOUR DATA WITH THIRD PARTIES

Personal data will NOT be disclosed to third parties for direct marketing purposes. Your information will not be sent outside the EEA unless we have your explicit consent. No decisions will be made only by automatic means using your personal information.

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.

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.

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. 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.

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>

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

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.

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.

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. 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.

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.

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.

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.

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 in writing to the address given below:

Data Protection Officer: Simine Marine
dataprotection@aschool.ac.uk

Please note it is your responsibility to inform the Architectural Association of any change to your personal details. Please contact your school coordinator (undergradcoord@aschool.ac.uk or gradcoord@aschool.ac.uk).

5.7 Email Accounts and Internet Usage

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.

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

5.8 Intellectual Property Rights and Copyright

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

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.

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.

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)

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.

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.

5.9 Plagiarism and Student Work Substitution

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

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

Students who offend in this respect will be warned during individual tutorials/group tutorials following the preliminary consultations of the design work/coursework. In the case of suspicion of any such practice in relation to submitted design work/coursework the student will be sent a warning letter and called to meet with Unit Masters/Course Tutors and School Registrar. If there is inconclusive evidence of dishonest intent the student will be given one opportunity of re-submission. In case of clear evidence of improper practices the submission will be passed to either the Undergraduate Management Committee (UMC) or the Graduate Management Committee (GMC) for review and decision. In the eventuality of a second warning letter, the case will be forwarded directly for the consideration of either the UMC or the GMC.

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

Plagiarism Prevention

Turnitin uses text matching software which can help in the prevention and detection of plagiarism in an essay. 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>

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.

