



**Architectural Association
School of Architecture**

ACADEMIC REGULATIONS

OCTOBER 2015

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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. Every year the AA Membership elects from among themselves a number of representatives to form the AA Council, the body with overall responsibility for the Architectural Association (Inc.)

The AA School of Architecture consists of approximately 800 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 ten postgraduate programmes and is an Approved Institution and Affiliated Research Centre of The Open University (OU). All taught graduate degrees 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 successful completion of Foundation studies.

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 Diploma – 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 ten 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 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 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/calendar.php>

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.

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

Upon successful completion the AA Foundation course is recognised by the RIBA as the equivalent of an Art A level. Successful completion of the AA Foundation course does not automatically guarantee an offer of entry into the First Year of the five year ARB/RIBA recognised course in architecture.

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
- 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
- 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 (12 months)

- 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 (18 months)

- 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 (12 months) (Based at Hooke Park, Dorset)

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

Design & Make MArch (16 months) (Based at Hooke Park, Dorset)

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

(DRL) Architecture & Urbanism MArch (16 months)

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

Emergent Technologies & Design MSc (12 months)

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

Emergent Technologies & Design MArch (16 months)

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

History & Critical Thinking MA (12 months)

- 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 (12 months)

- 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 (16 months)

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

Landscape Urbanism MSc (12 months)

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

Landscape Urbanism MArch (16 months)

- 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 MPhil (5 terms): to be offered in the 2016-17 cycle subject to approval and validation by the OU

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

(Projective Cities) Taught MPhil Architecture and Urban Design (20 months)

- 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

(SED) Sustainable Environmental Design MSc (12 months)

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

(SED) Sustainable Environmental Design MArch (16 months)

- 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 overleaf, 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; 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 on the UKVI website; 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

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

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

Acceptable language qualifications:

- IELTS (Academic) 6.5 overall with at least 6.0 in each category
- Trinity College (Integrated Skills in English – ISE III / ISE IV) at grade C1 or C2 with a minimum pass in each category

Applicants are required to meet the scores in each category and overall.

2.1.4 Foundation and Undergraduate School Application Assessment

The AA School undertakes 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 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 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 an advertised 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)	<p>Before Week 6 of Term: Liable for tuition fee of current term of study. Deposit RETAINED by the AA School.</p> <p>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.</p>
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.
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2.2.5 'Year Out' from Studies (Undergraduate)

Academic progression through the years of study is expected to be continuous and students are not permitted to take a 'Year 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 'Year Out' between Third and Fourth Year normally for the purpose of practical training and professional experience. Professional experience should be under the supervision of a registered architect, and is normally within an established architectural practice. All students undertaking a 'Year Out' are required to undertake registration with the AA School in accordance with the confirmed procedures.

Request may be made to the School Registrar for a further 'Year Out' for reasons of extenuating circumstances (ill health, bereavement) no later than 1st June 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 July 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 July 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.

<p>'Year Out' after 3rd Year / Expected re-entry to 4th Year</p>	<p>'Year Out' students who make decision not to return to the AA Diploma School:</p> <p>Before 31st July prior to the academic year of expected return: Deposit REFUNDED.</p> <p>After 31st July prior to the academic year of expected return: Liable for Term 1 tuition fee and deposit RETAINED by the AA School.</p>
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2.2.6 Notification of Continuing Studies

In May 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.

Following notification by a student to the School Registrar that he/she will be continuing their studies or taking a year out in the upcoming year, any subsequent change to that decision must be made by written notification to the School Registrar no later than 31st July 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 31st July 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. In 2015-16, one in six students is in receipt of financial assistance from the Scholarship and Bursary programme and further financial assistance is provided by the Student Assistantship opportunities within the AA School. 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 advertised deadline (early) 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

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.

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.

Intermediate School

The Intermediate School (years two and three of study) provides the basis for experimentation and project development within the structure of the unit system. There are fifteen units in the Intermediate School (2015-16). 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 (2015-16). 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.

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 over the course of the academic year.

September Review (Pre-start of academic year)

Summative for selected students in Second, Third and Fourth Year

The September Review makes 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 further to the undertaking of additional work over the summer timeframe.

The September 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

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 2. 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 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:**
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 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 / Offered Entry to First Year**
- **Completed Foundation / No Entry to First Year Offered**
- **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 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:**
September 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

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 submit to the External Examiners for 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):

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

AND

- **Pass:**
To the Fourth Year (*not possible if Fail has been awarded above*)
- **Pass:**
To the Fourth Year and Year Out strongly recommended (*not possible if Fail has been awarded above*)
- **Incomplete:**
September Review for Fourth Year portfolio (*exceptional circumstances only as a precondition for entry to the Fourth Year*)
- **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.

The Diploma Committee also recommends portfolios for presentation to the External Examiners for the AA Final Examination (ARB/ RIBA Part 2) for students who have received a Pass assessment recommendation for the AA Diploma / AA Diploma with Honours.

- **PASS:**
Award of AA Diploma and forward to External Examiners for the AA Final Examination (ARB/RIBA Part 2)
- **FAIL:**
Repeat 5th Year and withdrawn from External Examiners for the AA Final Examination (ARB/RIBA Part 2)

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.

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)

Only students who have successfully passed the Intermediate Final Check Review and Diploma Committee will be permitted to present to the External Examiners.

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 Chairman 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.

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

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.

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, 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.

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 (as relevant) to establish if the matter can be resolved informally.

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 for the attention of the Undergraduate Management Committee (UMC) to the School Registrar, attaching all relevant documentary evidence.

The School Registrar will include the complaint in the Agenda and circulate the written complaint and supporting documentary evidence with the Calling Notice and meeting papers for the next scheduled meeting of the UMC; meetings of the UMC are held monthly excepting August and all meeting dates are confirmed in the Academic Calendar (see **1.3: Academic Year and Academic Calendar**). The student will be invited to attend the relevant part of the UMC meeting to present his/her case verbally.

A full discussion on all aspects of the written complaint and supporting documentary evidence will take place, observed and documented by the School Registrar. Upon fully assessing the complaint the UMC will reach one of the following decisions:

- Dismissal of complaint, in which case the decision is final and there is no right of appeal
- Uphold the complaint and make recommendation to the Director of the AA School on how to address the issue and rectify the situation

In either instance, the School Registrar will confirm the decision in writing no later than seven days after the relevant UMC meeting. The student will be 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 (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.

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

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.

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 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.

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. Should the submission not meet a *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.

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.

4 GRADUATE SCHOOL ACADEMIC ORGANISATION AND REGULATIONS

Introduction

The Graduate School provides ten postgraduate programmes. The majority of 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 an Approved 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)
- Taught M.Phil in Architecture and Urban Design Projective Cities
- Sustainable Environmental Design (MArch/MSc)
- Spatial Performance & Design (AAIS) (MFA/MA)
- PhD Programme inclusive of PhD in Architectural Design

(Media Practices [MPhil] to be offered in the 2016-17 cycle subject to approval and validation by the OU)

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 Registrar's 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 Graduate Management Committee (GMC) 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;
 - 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 GMC was created in October 1993 to deal with matters which affect the Graduate School as a whole and which cannot be resolved at the level of the individual Programmes. Its responsibility is to ensure clear and compatible criteria regarding Course quality, admissions, Course requirements, supervision arrangements, assessments and examination procedures; to process students' appeals and complaints as well as to make provision for regular evaluation and monitoring of the Programmes' and Courses' performance.
- b) The GMC comprises: the School Director, the Registrar, Programme Directors, a student representative and the Graduate School Administration Coordinator. When needed it may co-opt other members of staff, students or external advisors to assist in the process of Programme monitoring and planning.
- c) The GMC meets at least twice a term and the minutes of the meetings are accessible to all members of the School Community.
- d) The Head of the GMC is nominated by the School Director from among the Programme Directors.
- e) The GMC has the overall academic responsibility for the approval, development, monitoring and quality control of the Programmes and taught Courses.

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 GMC 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, 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 half of the credits for the corresponding Course. If the credits amount to less than 120 the students would qualify for an AA Specialisation certificate in the corresponding area of study; completion of 120 or more credits would qualify for an AA Graduate Diploma certificate in the area of study.
- 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 1st August 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 1st August 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 Chairman 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 half the credits required by the corresponding Course. 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 two Boards of Examiners, known as Joint Assessment Boards, one of which brings together all the Courses leading to MA, MSc, MFA and MPhil awards in Oct/Nov of each year and one for the Courses leading to an MArch award in March of 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. 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 Coordinator)

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, MFA and MPhil awards have their Examination Boards in October/November and the MArch Courses in March every 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 or March, 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 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 two Board of Examiners, known as Joint Assessment Boards: one which brings together the Courses leading to MA, MSc, MFA and MPhil awards in October/November of each year and one for the Courses leading to an MArch award in March of 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. 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

- 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/Complaints

Grounds for appeal and complaint

- a) 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.
- b) 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 an appeal or complaint is encouraged, in the first instance, to discuss the matter 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 or complaint. In the case of Research Students any appeal should be made directly to the OU.

Formal Procedure

Stage 1 - Submission of appeal or complaint

- a. Students must submit a written appeal or complaint, 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 or complaint and of any relevant evidence. They shall consider whether there are grounds for the appeal or complaint within two weeks of the formal submission.
- b. If it is considered that there are justifiable grounds for an appeal or complaint, the case will be referred to the Graduate School Appeals and Complaints Panel.

Stage 3 - GS Appeals and Complaints Panel

- a. The GS Appeals and 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 Appeals and Complaints Panel should, wherever practicable, be independent of the circumstances that gave cause to the appeal or complaint.
- c. The GS Appeals and Complaints Panel shall meet within two weeks of the case been forwarded to them by the Chair of the GMC and the Registrar. The procedure adopted by the GS Appeals and 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 Appeals and Complaints 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 or complaint directly to the OU (as per information in the OU booklet "Students' guide to studying on a programme validated by The Open University")
- c. If he/she is dissatisfied with a decision of the OU, they can submit to the Office Of The Independent Adjudicator

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 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.

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.

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 staff and students:

- 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

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 Liaison. 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.

5.6 Data Protection Fair Processing Notice

The Architectural Association is a data controller and is registered with the Information Commissioner's Office <https://ico.org.uk/> as required under the Data Protection Act 1998. The AA will only process students' personal data in accordance with current Data Protection legislation.

The AA School collects data directly from students; therefore students are consenting to the AA School processing this data.

Some points of collection include:

- When requesting information from the AA the website www.aaschool.ac.uk
- Online application forms
- Registration to study

The data collected includes name, address, date of birth, programme studied and fee payments. Internal data will be created; assigning member ID, login details and determining examination results.

The AA will make public some items that include personal data: These personal data may include:

- 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)

Personal data will NOT be disclosed to third parties for direct marketing purposes. The AA will however have to disclose some personal details as part of its procedures to comply with bodies such as the UKVI, the Quality Assurance Agency for Higher Education (QAA), Student Loan Company (SLC) and the Higher Education Statistics

Agency (HESA). 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.

Applicant data and administration of student records:

The AA collects personal data in order to contact prospective students and to process applications. A successful applicant's personal data will then be passed to departments within the AA in order to:

- Manage studies
- Provide student support services (e.g. IT, Library and workshop facilities)

Any sensitive data collected such as ethnicity is held anonymously and only used for statistical purposes. Any other sensitive data such as medical history is held securely with limited access by staff.

Cookies/IP addresses:

Please note the AA uses cookies and collects information about the Internet Protocol (IP) addresses of your device used to access the site which helps us monitor the level of activity and the service we provide.

For information about cookies used on the AA website, please see:

<http://www.aaschool.ac.uk/downloads/AACookiePolicy2012v1.pdf>

Use of CCTV:

For reasons of personal security and to protect premises and the property of staff and students, closed circuit television cameras are in operation in certain key locations. The presence of these cameras may not be obvious. This policy determines that personal data obtained during monitoring will be processed as follows:

- The recordings will be accessed only by the Security team and Head of Facilities
- Personal data obtained during monitoring will be destroyed as soon as possible after any investigation is complete
- Staff involved in monitoring will maintain confidentiality in respect of personal data

Rights and responsibilities:

It is the individual's responsibility to inform the Architectural Association of any change to your personal details. See **5.1: Change of Details** above.

All individuals have certain rights in relation to their personal data held by the AA including the right to access a copy of personal data (commonly referred to as a 'subject access request'). Please note that a £10 charge applies for this access. If an individual wishes to obtain a copy of personal data, please submit the request in writing to the Data Protection Officer: dataprotection@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.aaschool.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 stealing another person's work and ideas and using 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 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 a case of clear evidence of improper practices the submission will be passed to either members of the Undergraduate Management Committee or the Graduate Management Committee for review and discussion.

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.



**Architectural Association
School of Architecture**

ACADEMIC REGULATIONS

OCTOBER 2015

Approved:	28th October 2015
Review / Approval:	UMC and GMC / Academic Board
Responsible Person:	School Registrar