

AA STUDENT HANDBOOK

ARCHITECTURAL ASSOCIATION
SCHOOL OF ARCHITECTURE

Graduate & Undergraduate Students

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October 2010 Edition

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The AA School reserves the right to amend its policies and procedures at any time, and will endeavor to insure that adequate notice is given to all students and members of staff. A copy of this handbook is available online at the AA School website.

Every effort has been made to insure the accuracy and consistency of this handbook.

Please send your comments and suggestions to the School Registrar by email, to help improve future editions of this handbook.

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SECTION 1. ABOUT THIS HANDBOOK

INTRODUCTION

The Architectural Association School of Architecture is a community of 900 students and staff, whose organisation and activities create one of the world's unique settings for architectural education. This handbook has been written for all students of the school, and is intended as a useful reference for your study at the AA.

The AA School is an intensive learning environment made up of many different resources and activities. These include the activities associated with the courses in the Undergraduate, Graduate and Visiting Schools, as well as the AA Public Programme, which each year hosts dozens of lectures, exhibitions, openings, symposia, book launches and other special events.

This Student Handbook is just one of many ways in which the AA School pursues its commitment to the communication and access of information needed to support successful work and study at the school. I recommend that you review the contents of the entire Handbook at the outset of the year, and then retain a copy to consult throughout the year.

In addition to the information provided in this handbook, you will find an overview of academic course requirements and academic processes and policies in three other key documents guiding your study: the annual School Prospectus, the Undergraduate Course Guide, and individual Graduate Programme Guides.

The AA School is an intensive, active setting for learning. I very much recommend our weekly Events List and online information updated throughout the year at www.aaschool.ac.uk.

I wish each and every one of you every success this year, and for many years to come.

Brett Steele
Director, AA School

CONTACT DETAILS & REQUESTING ADDITIONAL INFORMATION

For undergraduate students, additional printed information can be found in the AA Undergraduate Course Guide, and the AA School Prospectus. For graduate students, detailed information can be found in your programme's Course Guide, as well as the AA School Prospectus.

Initial student queries should be directed towards your unit masters/tutors or programme directors, who can advise you on the best source of additional information. Questions relating to your weekly academic schedule, course submissions and other activities can often be answered by your Coordinator. The AA School Director, Academic Head and Registrar all maintain open door policies and can provide additional guidance and pastoral support for personal matters that may arise.

ACADEMIC COORDINATORS

Academic Coordination, Scheduling & Submissions

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ADMINISTRATIVE OFFICES

Providing Additional Pastoral Care, Guidance and Student Support Throughout the Year

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End of Section 1.

SECTION 2. ASSOCIATION & CALENDAR

THE ARCHITECTURAL ASSOCIATION (INC)

The AA is more than a school of architecture: in its constitutional structure the AA is first and foremost an association, broadly committed to architectural culture and education. The AA was established in 1847 as a 'learned society' dedicated to providing a venue for the study of architecture. Currently there are more than 4500 members of the AA internationally, including many of the world's leading architects. The AA School is wholly owned and operated by The Architectural Association (Inc), and all registered students and contracted members of staff of the School automatically become members of the Architectural Association.

COUNCIL

Every year AA members (including AA staff and students) elect from among themselves a number of representatives who form the AA Council, a body of Directors/Trustees that are legally responsible for the Association and School. The AA is governed constitutionally as a 'charitable company' under UK law, which means that it is both a Registered Charity and a Company Limited by Guarantee. AA Council Members are in effect Trustees of the Charity and Directors of the Company. The Council meets on average six times a year, and approves the management decisions of the AA Director/Head of School.

DIRECTOR/HEAD OF SCHOOL

The Director of the AA School is elected by Members of the AA School Community, and appointed by the AA Council to manage the daily running of the School. The Director meets regularly with AA students and staff, and with AA Council Members at Council meetings held throughout the year. The Director of the School is responsible for directing the academic vision of the AA School, including its management, appointment of staff, and academic initiatives. The AA School Director is also the Director of AA Publications, a subsidiary company of the AA. The Director of the School operates an open-door policy for all AA students, who are invited to arrange meetings with the Director to discuss any issues that arise as part of their studies at the School.

COMPANY SECRETARY

The Office of the Company Secretary manages the flow of business from the Association and School to the Architectural Association's governing body (i.e., "the Council"), and executes the organisation's statutory, administrative and business affairs on their behalf. The Office deals primarily with matters related to the maintenance of the Architectural Association's charitable status, the implementation and improvement of policies and systems ensuring transparency and accountability in the conduct of its affairs, and interaction with the relevant civic, trade and regulatory bodies. The Office of the Company Secretary continues to advise the Student Forum on the creation and implementation of local policies and systems of governance, and coordinates bookings of outside AA Facilities, including especially usage by the School of Hooke Park.

EXHIBITIONS

AA exhibitions are an important part of the AA's Public Programme. Exhibitions staff coordinate, produce and install a dozen or more exhibitions each year, which take place in the Exhibitions Gallery on the ground floor of 36 Bedford Square, and in the Front and Back Members' Rooms and Bar on the first floor. Exhibitions begin in October each year, and culminate in the end-of-year Projects Review exhibition featuring the work of the entire School. Projects Review opens on the final Friday of the academic year in early July each year.

MEMBERSHIP

All students automatically become members of the Architectural Association (Inc.) and pay a reduced Student Membership Fee, due annually and billed with Autumn Term's tuition fees. Registered full-time students of the School receive complimentary copies of *AA Files* and the annual Projects Review catalogue published during their period of enrolment.

AA Membership cards are issued to all students upon their registration at the beginning of Autumn Term. The card can be used to gain access to the entrances of AA campus buildings and select facilities, which currently include the Computing Studio and Library. The Membership card is also a pre-paid 'One Card' system, which provides the facility for a cash top up card that can then be used to purchase food, drink, photocopying, Materials Shop goods and more. The AA Membership card also gives members a 20% discount on AA

publications at the AA Bookshop.

Members receive regular updates from the AA by post and email. These include receipt of the weekly *Events Lists*, *AA Files* and notification of special AA Member Events. The AA also publishes for its members three times a year its AA Membership Newsletter, titled *AArchitecture*, which informs members of recent and upcoming activities.

PUBLICATIONS

AA Publications Ltd. is a wholly-owned subsidiary of the AA, Inc. It is responsible for the sales, marketing and distribution of publications produced by the AA, as well as the operation of the AA Bookshop. AA Publications is one of the world's leading architectural book publishers, and for more than three decades has produced landmark titles related to the work of the school, staff, architects and others.

DEVELOPMENT

The AA Development Office pursues funding for school projects, courses, programmes, capital development and scholarships/bursaries. Development Office staff meets regularly with academic staff and students to better understand and help guide potential project funding, as well as liaising with outside funding bodies and individuals to secure financial support and support in kind for student projects and school activities. Many school units and programmes pursue their own funding for student and course work throughout the year, and undergraduate unit and graduate programme staff are required to notify the AA Development Office of any outside funding contacts so as to coordinate and minimize overlap with other communication and development activities of the Development Office.

FACILITIES & BUILDING MAINTENANCE

The AA Facilities Office manages the daily upkeep and maintenance of all AA buildings, including minor building works, repairs and maintenance. All accidental damage to AA facilities and resources, by all students and staff, must be reported to the Facilities and Building Maintenance Office. The Facilities Office manages building security, including CCTV, intruder alarms, card access door systems, and security staff supervision of main building entrances.

WEBSITES

The AA School is committed to utilizing online resources for maximizing internal communication within the school community and the larger AA membership, as well as for extending the School to a larger international audience of interested architects, students and others. The School coordinates these efforts through the work of its AA Digital Platforms team, which consists of interactive designers, programmers and editors who coordinate the school's main online digital platforms, found at www.aaschool.ac.uk. In addition to the main school website, students and staff are encouraged to share their photographs of school life at the school's online picture blog, at aalog.net. Instructions for sending in photographs will be found online.

Many of the units and programmes throughout the school maintain and host their own, independent websites showing the projects and school life of these parts of the school. Links to many of these sites can be found on the home page of www.aaschool.ac.uk, and individuals operating these sites are encouraged to notify the AA Digital Platforms team of changes, domain name links and other information that allows the school to link to these sites, which are otherwise owned and operated outside the Architectural Association, Inc.

ACADEMIC CALENDAR

Academic Calendar – Yearly (Undergraduate/Graduate)

The main academic year at the AA School is organised according to the UK academic model of three academic terms. The academic year begins in the third week of September with the enrolment of all new and returning full-time students at the outset of Autumn Term.

All new students in the Undergraduate and Graduate Schools arrive at the AA School at the start of Introduction Week, which provides a week of registration, orientation and other activities the week prior to the launch of the new academic year.

A twelve-week Autumn Term begins in the third week of September and concludes in mid-December. A twelve-week Winter Term begins in early January and concludes at the end of March. An eight-week Spring Term begins at the end of April and concludes mid-June, at the end of the normal academic year for all undergraduate and all graduate MArch students. Graduate MA or MSc students continue studies during a thirteen-week Summer Term that begins in late June and concludes mid-September with submission of final dissertation or design projects. The last day of the academic year coincides with the opening of the end-of-year AA Projects Review Exhibition, which all students are required to attend at the conclusion of the three-term

normal academic year.

Academic Calendar – Weekly Schedule (Undergraduate/Graduate)

Weekly updates of course schedules, including locations and time and other room booking information can be found in the AA's weekly Events List, published every Thursday for the upcoming week and available at the AA Reception at 36 Bedford Square. The Events List and other scheduling information is also available online.

Undergraduate unit and graduate programme staff arrange weekly schedules for tutorials, presentations and other events. Room bookings for courses and sessions not held in dedicated learning spaces, are requested by academic staff in advance of upcoming sessions, and then confirmed by course academic coordinators.

Academic Calendar – Courses (Undergraduate/Graduate)

All students should consult the Undergraduate Course Guide, or the Graduate School Programme Guides for a full Course Schedule for the academic year. Course guides are made available by the Undergraduate and Graduate School coordinators during Week 1 of Autumn Term.

Academic Calendar – Introduction Week and Start of Year (Undergraduate/Graduate)

All returning students are required to register with the AA no later than Monday of Week 1 Autumn Term, at which time AA Membership Cards can be reactivated allowing access to the full facilities and resources of the AA.

All continuing students are required to confirm their continuing registration for the academic year at the beginning of Winter and Spring Terms. This can be done in the AA Registrar's Office (undergraduate students) and the Graduate Coordinator's Office (graduate students). For additional information related to your registration, please consult 'Tuition Fee Payments & Deposits' in the Academic Policies Section of this Handbook.

Academic Calendar – End of Year & Projects Review (Undergraduate/Graduate)

The opening of the AA Projects Review Exhibition takes place on the last Friday of the academic year and is an exciting and important event concluding the academic year. All students are required to attend preparations for the end-of-year exhibition leading up to the opening of the Projects Review exhibition.

Undergraduate and graduate students whose end-of-year assessment includes a September Review, and graduate MA and MSc students working towards completion of their studies the following September must meet with their unit or programme staff prior to the end of Spring Term, in order to establish guidelines for study during the summer.

End of Section.

SECTION 3. SCHOOL INTRODUCTION

AA LEGACY

The Architectural Association opened its first session in Lyon's Inn Hall in London in 1847, the year of its founding. By 1851 there were already 166 AA members. Soon thereafter a proposal by the AA was put forth to its membership and to the Royal Institute of British Architects (RIBA) to create a qualifying diploma for architecture, which was accepted.

Beginning in the 1870s the AA ran an evening school for part-time, voluntary study. The first formal education programme by the AA was launched in 1890, and the first AA full-time Day School began in 1901. In 1916 the AA School moved to Bedford Square, where it continues today. Between World Wars the AA introduced the teaching of modernist design principles and planning ideas alongside traditional architectural curricula, and in the late 1930s initiated the idea of a 'unit based' form of study. In the immediate post war years the AA grew considerably in size, to 500 or more full-time students by 1947. In the early 1970s the AA returned to a unit-based organization of undergraduate studies, following many decades of traditional year-based curricula. During the past forty years the School has become increasingly well-known as a world-wide leader of architectural education, and has assumed a key role in nurturing experimental architectural ideas, talent, teaching and learning. Currently, the AA School is organized around highly independent undergraduate units and graduate programmes that undertake year-long forms of teaching and learning that promote highly experimental, innovative and comprehensive architectural design projects. Many AA graduates and tutors have gone on to become creative leaders in contemporary architectural culture and practise world-wide.

PROJECT-BASED LEARNING (Undergraduate/Graduate)

An essential feature of the large majority of undergraduate and graduate studies at the AA School is a student's commitment to extended periods of highly focused, independent project-based forms of learning. This learning model is based upon intensive and focused interaction between students and the academic staff of undergraduate units and graduate programmes, which continually assesses and guides year-long projects intended to yield comprehensive, coherent, and detailed design projects, documented in a design portfolio. Each undergraduate unit and graduate design programme organizes an academic year around a detailed year-long design agenda and brief, which seeks to both frame the year's work as well as position it in relation to contemporary architectural culture and the profession, and the learning and teaching outcomes expected in the portion of the school the student is studying in.

This project-based form of teaching and learning that is the focus of design projects in undergraduate units and graduate design programmes is as well supported by a broad range of undergraduate complementary studies courses, as well as other graduate courses within the programme and across the school.

THE AA DESIGN UNITS (Undergraduate)

Unit Organisation (Undergraduate)

The AA Unit System was pioneered by the School in the Undergraduate School during the 1970s, and for more than three decades has been the core of the AA Undergraduate School. In recent years the graduate design programmes of the Graduate School have emulated in the unit system as a model for the organization of their core design studio courses. The central feature of the Unit system at the AA School is its project-based form of teaching, learning and assessment, which runs continuously from the beginning to the end of the academic year. Final assessment of a student's year of study in undergraduate design units is made by a panel of unit staff, who assess a student's final end-of-year design portfolio.

Unit Agendas and Briefs (Undergraduate)

Each academic year the AA Undergraduate School offers a diversity of unit study agendas, each focusing on different areas of architectural interest, which form the focus of the unit's work for the year. For new and returning students, information provided in the *Prospectus*, on the AA website, and presented in unit introductions at the outset of the year provide a summary of unit agendas, from which students make an initial selection and then interview with in order to consider joining. New students are encouraged to consult the *Projects Review* publication, consult the online exhibition of student work, and visit the AA in July in order to see the end-of-year Projects Review Exhibition, which displays the work of students across the School, to gain an overall impression of unit interests and expected learning outcomes.

Unit Introductions (Undergraduate)

All Unit Masters/Tutors in the Undergraduate School introduce their year-long topics of study at the outset of the academic year in presentations to the Intermediate and Diploma School students. These introductions elaborate upon agendas, briefs, sites, programmes, organisation of the year in the unit. All Intermediate and Diploma students are required to attend all unit introductions, scheduled for the first two days of Week 1 Autumn Term. Student interviews with unit choices commence the following day.

Unit Interviews (Undergraduate)

Following unit introductions all new and returning students sign up for interviews with three units of their choice, based upon individual preferences and interests. The Registrar's Office and Coordinators arrange a schedule for student interviews with unit staff, during which students present their portfolios, interests and ideas. It is important that students bring their portfolio of original drawings and are able to express clearly their interests and objectives for the year. Students should carefully prepare their portfolios for this purpose beforehand.

Following interviews unit staff confirm their selection of students at staff meetings with the Director of the School, the Academic Head, the Registrar and the Undergraduate School Coordinator. Official unit lists are then displayed outside the Undergraduate Coordinator's office on the 2nd floor. Students then join the unit for all three terms of the normal academic year, and cannot change units at any time during the year unless there are exceptional circumstances discussed with and agreed to in advance with unit staff, the Academic Head and Registrar.

Unit Studies and Attendance (Undergraduate)

Each unit is organised around the development of one or more design projects undertaken during all three terms of the academic year. The number and length of projects within each unit is determined by unit staff. Regular unit tutorials with unit staff are set by each unit separately. The schedule and timing of these and other presentations, related seminars and activities are also scheduled by unit staff, and vary. All students are required to attend all scheduled unit tutorials, presentations and meetings, and present proof of continuous progress on unit projects during these sessions. Failure to sufficiently demonstrate progress to unit staff will be relayed by staff to the Academic head and Registrar, who will arrange with the student a progress review during Winter or Spring Term Review sessions.

Related Complementary Studies and Submissions (Undergraduate)

Students determine individually the extent to which they wish to relate Complementary Studies course work and submissions to their ongoing unit design projects; a subject students would discuss with unit staff. Third and fifth year Technical Studies submissions are normally very closely related to unit design projects, more information on which is provided in the Complementary Studies course booklet.

Unit Juries (Undergraduate)

Unit staff establish the schedule for interim and final project crits/juries throughout the year. Crits/juries provide an opportunity for students to summarise progress to members of AA Academic Staff as well as outside visiting critics.

End of Year Portfolio Reviews (Undergraduate)

Individual students are required to summarise project development and illustrate the final resolution of comprehensive design proposals. All students present their year-long design portfolios to end-of-year assessment panels consisting of the student's own and other unit staff, the Director of the School and the Academic Head. Panels make assessment of final design portfolio collectively, taking in to consideration the results of the complementary studies course submissions (all submissions must be passed at this stage). Additional assessment procedures are described in the Academic Policies section of in this Student Handbook.

External Examiners (Undergraduate)

Final end-of-year student design portfolios are assessed by the AA's internal portfolio review procedure. After successfully passing this assessment, student portfolios are recommended for presentation at the external examination. External Examiners are leading architects, educators and professionals who assess and decide if the content and quality of individual student portfolios successfully meets ARB/RIBA Part 1 and Part 2 Criteria. External Examiners' decisions at the examination are final.

Unit and Programme Study Trips (Undergraduate/Graduate)

Students are strongly encouraged to join and attend unit and programme study trips generally organised to support design unit and studio agendas for the year. Trips generally involve international travel, and unit staff arrange trips to avoid disruption of other studies. Students are required to pay for all costs associated with the trip, and must obtain any required travel visas, scheduling their own application for travel visas with sufficient time to join trips. Students should contact their school coordinator in advance of making visa applications, following initial embassy enquiry, so as to obtain letters of reference normally required in making application for travel visas for the country of destination of the trip. Increasingly, travel visa applications require lengthy application processes, for which students are individually responsible.

Projects Review Publication and Exhibition (Undergraduate/Graduate)

The opening of the Projects Review exhibition on the last Friday of Spring Term concludes the AA's normal three-term academic year. The Projects Review Exhibition is on display in AA buildings until the third week of July. Students are individually responsible for securing their materials at the end of the exhibition, arrangements for which should be confirmed with unit staff if they are unavailable for removing their work. Photographs of past Projects Review exhibitions can be found online at www.aaschool.ac.uk and www.aalog.net.

Unit Websites and Project Documentation (Undergraduate/Graduate)

The majority of undergraduate units/graduate programmes maintain dedicated websites and online materials, which include examples of student projects, unit briefs and programmes, and other information. Links to these sites can be found at www.aaschool.ac.uk. The operation and administration of these sites is the responsibility of the individuals designated by units and programmes maintaining these sites, which are not the property or responsibility of the AA School or The Architectural Association, Inc. An extensive archive of past student projects is also maintained in the AA Photo Library.

The AA Design Portfolio (Undergraduate/Graduate)

All undergraduate students are required to compile throughout the year a comprehensive design portfolio that documents their design unit proposal. The design and format of individual portfolios is the responsibility of individual students, and is developed throughout the entire year in weekly tutorials with unit and programme staff. Students are individually responsible for maintaining and securing their design portfolios and the loss of materials within the portfolio, which is the basis for final assessment of the year's learning, can lead to failure of the year. All digital and other materials contained in student portfolios should be backed up regularly, and secured consistently, throughout the year. Any loss of materials on AA property or elsewhere is the responsibility of individual students.

Students are encouraged to begin the process of developing and organising their design portfolios in the early weeks of Autumn Term. The portfolio should include drawings, sketches, diagrams models, installations, prototypes, photographs, animations, videos and other media developed during the year, organized for the purpose of communicating a student's learning during the year. The portfolio plays a key role in the weekly tutorials with unit staff, at interim and final unit presentations, at progress reviews, at the end-of-year assessment reviews, and in external examinations. It is the key document of learning and student life in all parts of the Undergraduate and Graduate Schools.

End of Section.

SECTION 4. SCHOOL INTRODUCTION

OVERALL ACADEMIC ORGANISATION (Undergraduate/Graduate)

The AA School is an independent school of architecture governed by the Architectural Association (Inc.) The AA Undergraduate School offers a five-year course in architecture recognised by the Royal Institute of British Architects, the Architects Registration Board. The AA School of Architecture consists of approximately 650 FTE (full-time equivalent) students who study in the Undergraduate and Graduate Schools.

The overall AA School is made of three distinct parts: one-year FOUNDATION COURSE for students contemplating a career in architecture, its UNDERGRADUATE SCHOOL, a five-year RIBA/ARB recognised course leading to UK professional qualification as an architect and the GRADUATE SCHOOL, comprising of 11 distinct programmes of advanced studies, 9 of which are validated by the Open University (OU); and a global VISITING SCHOOL that includes a variety of short-term and longer Visiting Workshops, Summer Schools, and other Visiting Students Programmes, including the AA's ARB/RIBA-recognised Part 3 Professional Qualification Course.

The remainder of this Section describes the organisation of each of these parts of the School.

FOUNDATION (Undergraduate)

The AA Foundation Course is a full-time, one year studio-based programme for students who wish to pursue architecture and related arts subjects. A hands-on course of creative design, thinking and learning, it is intended for individuals with limited previous experience in creative fields, but with an interest in exploring, and preparing for, a future academic or professional career in architecture or the arts.

UNDERGRADUATE SCHOOL

Organisation (Undergraduate)

The AA Undergraduate School is the five-year RIBA/ARB recognised course in architecture, leading to UK professional qualifications and recognised within Europe under Article 46 of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC)

The AA Intermediate Examination (RIBA/ARB Part 1) is achieved upon the successful completion of a minimum of three years' full time study, and the AA Final Examination (RIBA/ARB Part 2) is achieved upon successful completion of a minimum of five years' full time study. The AA also offers its own AA Diploma, achieved upon the successful completion of the fourth and fifth years of the course.

SCHOOL ORGANISATION (Undergraduate)

In the Undergraduate School the staff to student ratio is exceptional; in the current year the ratio is on average one Unit Master/Tutor for every five students and there are additional tutors in the Undergraduate Complementary Studies Programmes, including History and Theory Studies tutors; Technical Studies tutors; and Media Studies tutors. With Unit and Complementary Studies teaching staff included, the overall staff to student ratio in the Undergraduate School is one tutor for every four students.

Courses and Studies (Undergraduate)

The AA Undergraduate School is organised into three principal parts: the First Year (year one of study), Intermediate School (years two and three of study), and Diploma School (years four and five of study). New students can apply for admission in years one, two, three and four.

Study within each of these three parts of the Undergraduate School consists of a year-long unit design studio plus the completion of the complementary studies courses; the required course submissions must be passed in order to successfully complete a year of study. Details regarding course submission/pass requirements in each year of study in the Undergraduate School are provided in the Complementary Studies Course Booklet distributed to all students at the beginning of the Autumn Term.

Optional learning activities are available to all undergraduate students. These include elective Electronic Media Lab courses in Computing, Research Cluster events, Global Schools, the AA Visiting Student Summer programmes and attendance at the scheduled AA's Public Programme activities throughout the year. All students are encouraged to attend the School's scheduled evening lectures which bring to the AA many of the

world's leading architects, designers, artists, critics and scholars.

First Year (Undergraduate)

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 conceptual abilities, knowledge base and skills for students, in preparation for entering the unit-based Intermediate School.

Intermediate School (Undergraduate)

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 currently thirteen Intermediate School units, each of which emphasises one or more of a wide variety of architectural issues. Integral to the Intermediate unit design studio is the Complementary Studies Programme.

Diploma School (Undergraduate)

The Diploma School offers an opportunity for the consolidation of individual students' architectural knowledge, skills and experimentation. There are fifteen Diploma School units organised to provide a diversity of architectural interests, agendas, topics and teaching methods. Diploma students are encouraged to challenge their own preconceptions, as well as build upon their existing knowledge and skills.

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 unit portfolios compiled by students throughout the year based upon tutorials and guidance by Unit Masters/Tutors. Integral to the Diploma Unit courses is the Complementary Studies Programme.

COMPLEMENTARY STUDIES (Undergraduate)

As stated above, integral to the design work in the First Year, Intermediate and Diploma School is the Complementary Studies Programme, which includes taught courses in Autumn/Spring Terms in History and Theory Studies (HTS), Technical Studies (TS), and Media Studies (MS); and in Autumn Term Professional Studies Programme (year three and year five students). These courses each provide a valuable background to the theoretical, technical and professional aspects relating to students' work. Mandatory independent submission requirements are outlined in the Undergraduate Course Booklet.

These courses are delivered in the form of weekly lectures and seminars in the Autumn and Winter terms. They provide a valuable theoretical context to a student's architectural interests and aims, and set out the theories, instruments, and practices of architecture while exploring relations to other contemporary cultural discourses.

Complementary Studies courses are linked thematically and instrumentally with each other as well as with unit studio agendas and interests. Outputs from these courses include critical and technical analyses connected to design philosophies and material strategies, and relate to larger cultural, technical and economic processes in the contemporary practice of architecture.

GRADUATE SCHOOL

The AA Graduate School includes eleven postgraduate programmes, which are summarized in the School Prospectus.

All Masters courses involve a notional total of 1800 student learning hours (MA, MSc, March) and 2,400 hours (MPhil) distributed over 45 weeks (MA and MSc) and 60 weeks (March and MPhil). Masters 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 MPhil courses. The PhD programme involves 3 years of full-time study and a 1 year dissertation period leading to a PhD.

Each programme publishes annually a full statement of the work required for its taught course, called a Programme Guide. This is monitored by the Graduate Management Committee (GMC) to ensure equivalence across the programmes, in terms of student workload. Course requirements include essays, design exercises, project work and a final dissertation/project. Course work and the dissertation must be submitted by the dates specified. Both course work and the dissertation must be completed satisfactorily to qualify for the final award.

VISITING SCHOOL

Participants in the academic life of the AA is not limited to full-time enrolment. Several programmes in the AA Visiting School attract those who want to participate in and contribute to the AA's lively architectural culture as visiting students, attending courses at the school's Bedford Square premises, or at one of the Global Schools offered in cities around the world each year.

The one-year Visiting Students Programme in the AA's Undergraduate School units and Complementary Studies courses offers the equivalent of a full year of academic credit*, combining work in an undergraduate design unit studio with complementary studies courses. Attendance begins in October, and runs throughout an entire academic year. (*It is the student's responsibility to organise the credit status with their university before registering on the one- year course)

The AA Spring Semester Programme attracts architecture students who wish to pursue a 15 week course of study in a studio-based unit setting, which also offers opportunities to complete coursework in Complementary Studies courses.

The Summer Architecture School is a three-week programme for those who wish to extend their existing studies, or who are contemplating architectural studies or a career in architecture.

The Summer D-Lab programme is open to current architecture students, recent graduates and mid-career professionals wishing to further their understanding of digital and computational design concepts, operations and their applications.

The AA Global Schools also offer a number of short programmes in different world cities in the format of the AA unit system. For the 2009/2010 Academic Year Global Schools are expected to take place in Santiago de Chile, Beijing, Bangalore, Tel Aviv, Madrid, Singapore, Daejeon, Shanghai, Tokyo and Berlin. New Programmes can be found online at aaschool.ac.uk

The Visiting Teachers Programme attracts academic visitors from all over the world. The programme gives teachers of architecture an opportunity to observe and engage the teaching and pedagogy of the School in relationship to the aims and strategies of architectural education today. Further information on all full-time courses and short visiting programmes can be found online at aaschool.ac.uk

End of Section.

SECTION 5. FACILITIES & RESOURCES

BUILDINGS (Undergraduate/Graduate)

The AA School of Architecture is located in Bloomsbury, part of London that was built in the 18th century. Bedford Square is one of the best examples of Georgian London, and the AA occupies adjacent buildings, numbers 34-36, 37 and 39 on the west side of the square. Numbers 34-36 are the historic location of the AA School, and these buildings are where the extensive cultural programme of lectures and exhibitions takes place, as well as the social activities of the school.

All undergraduate and graduate teaching activities are located in either numbers 34-36, 37, 39 Bedford Square or in the Morwell Street premises in Numbers 4 and 16. The main administration of the AA takes place in the Bedford Square premises.

CATERING (Undergraduate/Graduate)

The Bar and Restaurant are open in term time to students, members, staff, friends and guests from Monday to Friday. Coffee, Tea, croissants, pastries, sandwiches, snacks and drinks are served in the Bar on the first floor from 9.30 am until 9.00 pm. Lunch is served from 12.30 pm to 2.00 pm in the dining room in the basement of 36 Bedford Square.

FACILITIES MANAGEMENT (Undergraduate/Graduate)

The Facilities Department of the AA is responsible for the management of all sites of the AA. It ensures all aspects of the building relating to contractors and building projects are taken care of. The department is in charge of the maintenance of all building systems, such as heating, ventilation, lighting and power and water supply. The Facilities staff make sure that the lecture hall and teaching rooms are set as required and the studio space is furnished according to the provided specification. The important aspect of the department duties is access control and the security of the building. The Facilities staff represent the AA in respect of Health & Safety and are a driving force towards the implementation of all safety procedures and practices within all departments and among students.

SCHOOL OPENING HOURS & CALENDAR (Undergraduate/Graduate)

The AA School premises are open normal working hours during term time, and the week proceeding and following, the academic term. The main AA Bedford Square buildings are normally open from 9.00am to 10.00pm, Monday through Friday and 10.00am to 5.00pm on Saturdays. AA buildings are closed on Sundays.

4 MORWELL STREET STUDIOS & TEACHING SPACES (Undergraduate)

The Morwell Street premises (No. 4) are open normal working hours during term time. The building is open from 9.00am to 10.00pm, Monday through Friday and 10.00am to 5.00pm on Saturdays. AA buildings are closed on Sundays.

16 MORWELL STREET STUDIO AND TEACHING SPACES (Graduate)

The Morwell Street studios (No.16) are normally open 10.00am to 10.00pm, every day of the week. The studios are open during term times and during the break between terms subject to agreement on dates, and closed at Christmas and Easter.

All Undergraduate/Graduate students making use of these studios agree to abide by a common set of rules, which are applicable to all studio spaces. These rules include:

1 Moving into the studio/Insurance

All students are required to have personal insurance for their computers. Normally, insurance application forms can be obtained online from companies offering insurance coverage for personal

computers and other effects, which can be easily and inexpensively obtained, and is strongly recommended for all students. Students must abide by the requirements of their insuring company regarding the securing of equipment in the studio space (see insurance policy requirements).

2 Smoking

The AA School is a smoke-free environment. Smoking is not allowed anywhere in the buildings, including the design studios, the hallway, or the front porch of AA premises. Please maintain a reasonable distance from AA premises while smoking; leaving the door open while doing this attracts attention and has led to computer thefts in the past.

3 Bicycles

Bicycles are not allowed anywhere within AA premises, and must not be chained to outside railings in a manner that can obstruct access through areaways leading into the building.

4 Opening Hours

AA studios are not 24 hour facilities. For the personal safety and benefit of AA students, studios are closed before the nightly closure of the London Underground.

5 Security

Given the cumulative value of studio equipment, personal safety is a paramount issue. Never leave the door to unoccupied studio spaces open for any reason. Never give anyone an entry card or security code for buildings/rooms.

HOOKE PARK (Undergraduate/Graduate)

Hooke Park is a 350-acre woodland in the West Dorset area of outstanding natural beauty. Previously developed by an institute researching new uses for wood in modern construction, the Park is organised as a campus and provides the AA with a valuable education and research resource. The ongoing management strategy will continue to be sympathetic to the rich diversity of the woodland's flora and fauna.

The structures at Hooke Park were designed by teams dedicated to pushing the boundaries of building with wood. The Workshop, a collaboration by Frei Otto, Ahrends Burton & Koralek and Buro Happold, experiments with bending 'green' wood and carrying loads across large spans on small-diameter roundwood beams. The Refectory, by the same team, is a prototype for a house in which the structure hangs like a tent on four A-frames. Westminster Lodge, by Edward Cullinan and Buro Happold, features a grass roof and the extensive use of unmilled, untreated timber.

The AA has a strategic plan to develop Hooke Park in a sensitive yet dynamic way, to provide additional resources and facilities for the entire AA community. This strategic plan is rooted in the ethos of the place and takes account of the diversity of its natural environment - its woodlands, extensive wetlands, streams, boundary banks and meadows.

The development of a strategic plan for Hooke Park began in Autumn 2007 as the first step towards undertaking new development projects in the coming years. AA students working at Hooke Park have explored timber techniques ranging from modelmaking to object fabrication and prototyping.

Hooke Park is available for use by AA School units and programmes throughout the entire academic year but must be booked in advance. Further information on booking procedures can be obtained from the AA Company Secretary's Office (2nd Floor, 32 Bedford Square).

Planning consent has been applied for from West Dorset Council (Planning Department) for the first stage of the Hooke Park building programme.

SECTION 6. ADMINISTRATION & DEPARTMENTS

DIRECTOR'S OFFICE

Brett Steele is the AA Director and Head of School, and was elected by the AA School Community in 2005 and was then appointed AA School Director by the AA Council. Brett stood for and received a Vote of Confidence by the school community in 2009, and was reappointed for a second five-year term as Director of School.

The Director of the School is responsible for the overall running and daily operations of the AA School, including the appointment of staff, organisation of the academic calendar, and academic initiatives. The Director is also responsible for directing AA Publications, which produces all School-related print materials including the school *Prospectus*, *Projects Review*, exhibition catalogues, and one-off monographs, and the AA Public Programme, which includes evening lectures, conferences and symposia, exhibitions and other events.

The Office of the Director is coordinated by the Director's Assistant. The Director of the School establishes the overall direction and vision guiding the development of the School, and works closely with academic and administrative staff throughout the academic year. The Director of the School meets regularly with AA Council Members, who are the Directors/Trustees of the Architectural Association (Inc.), to whom the School Director reports regularly on the academic and other activities of the School.

The Office of the School Director includes two other important roles that assist the Director in coordinating the Academic and Public Programme activities of the AA School; the Academic Head, and AACP, Curatorial Projects.

ACADEMIC HEAD

The AA Academic Head (AAAH) operates out of the Director's Office and is responsible for the co-ordination of academic studies in the school including the daily management of academic-related courses and between units, programmes, and different parts of the AA School. The Deputy Academic Head supports the Academic Head in their responsibilities within the school.

Charles Tashima, the AA School Academic Head, meets with students and academic staff, and works closely with the Director of the School throughout the academic year. The Academic Head also assists in the provision of pastoral care for individual students and academic staff. The Deputy Academic Head, Barbara Campbell-Lange, supports the Academic Head in his responsibilities to the school.

CURATORIAL PROJECTS

The Head of AA Curatorial Projects (AACP) operates out of the Director's Office and is responsible for working with the Director to coordinate and curate the AA's Public Programme. The AA Public Programme greatly enhances teaching and learning opportunities for all members of the School Community, and provides an additional means for connecting the different parts of the School with one another, as well as with an international roster of visiting lecturers, critics, architects, artists, scholars and many others.

Shumon Basar is the Head of AACP.

GRADUATE MANAGEMENT COMMITTEE

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, assessment 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.

Jorge Fiori is Chair of the Graduate Management Committee (GMC)

REGISTRAR'S OFFICE, COORDINATORS OFFICES AND ADMISSIONS DEPARTMENT

The Registrar and her team are responsible for the day to day running of the graduate and undergraduate school administration. The Registrar works closely with the School Director and the Academic Head, as well as the Assistant Registrar and Coordinators of the School, in order to ensure that the academic timetable is organized so that it fulfils the requirements of the RIBA/ARB, OU and BAC validation processes. The Registrar's Office operates an open door policy to ensure that staff and students are able to discuss any details of their course/programmes or to help with problems/concerns they may have encountered in an efficient and effective way.

The Admissions Coordinators for the Graduate and Undergraduate Schools are also part of the Registrar's Office and deal with every aspect of the admissions procedure from initial contact to entrance to the relevant parts of the School. This also includes the advertising of courses and arrangements for Open Days for prospective students and Introduction Week for all new students at the beginning of the academic year.

The Registrars' and Coordinators' Offices are normally open Monday-Friday 10am-6pm.

DEVELOPMENT OFFICE

Since its founding in 1847 the AA has remained both independent and self-supporting. The AA School is outside the UK government funding of higher education, and receives no government funding for either its educational or public programme activities.

Maintaining the AA's independence is the key to the school's ability to remain at the forefront of architectural education and its leading position is made viable and enhanced through the generous support, both financial and in kind, of many individuals and organisations throughout the world. The Capital Campaign will be to raise funds to alter the structure of the existing buildings and also to seek to raise money for additional scholarships and bursaries.

The AA's Development Office cultivates mutually beneficial relationships between the School and individuals, organisations, institutions and companies. Interested parties are actively encouraged to join the AA's international network of supporters and partners and can gain more information by contacting the Head of Development, Esther McLaughlin ; development@aaschool.ac.uk

AUDIO-VISUAL LAB

The Audiovisual Lab is a resource for sound and visual technology available to support students' required course work. The Lab lends equipment to staff and students (please note the requests to loan equipment must be made between Monday- Friday 2 pm-5 pm), and also assists guest speakers presenting lectures, documents public events and maintains a Video Studio within the Computer Studio. The Video Studio is a dedicated area for those undertaking video and sound work.

Facilities are oriented towards current Macintosh software and hardware technologies, and some PC Windows-based facilities are available. Courses run within the Media Studies programme allow students to develop skills in this area. For those not able to take these courses, instruction can be found with the AV Manager by prior arrangement. Outside of teaching times, the area is run on a booking system that allows students to work in a concentrated manner. The AV Lab normally operates Monday-Friday 10am-6pm.

DIGITAL PLATFORMS

Digital Platforms (AADP) is located in 37 Bedford Square (1st Floor Back). AADP is responsible for the design and maintenance of the AA's online resources, including School websites, end-of-year DVD and digital documentation of the Projects Review Exhibition, and other online resources. Instructions for student uploads to online resources are available at www.aaschool.ac.uk

DIGITAL PHOTOGRAPHY & DARKROOM STUDIO

The Digital Photo Studio is located in the basement of 34-46 Bedford Square behind the restaurant. The Studio is equipped with a dedicated high resolution SLR camera, tripods and also ceiling hung tungsten lights on a glide rail system to enable flexible lighting layouts. Computers are available for post production work and the uploading of images. The studio is open to all students though it must be booked in advance. Opening hours are normally Monday - Wednesday, 10am-9.30pm; Thursday - Friday 1pm - 3pm, and Saturdays 10am-5pm. To reserve the Studio please call 0207 887 4080 or email darkroom@aaschool.ac.uk

COMPUTER ROOM

The Computer Room is on the ground floor of 16 Morwell Street. The Computer Room operates and maintains all computing equipment in the AA and it is also responsible for installing and maintaining the AA's LAN and wireless networks throughout the AA

The proliferation of digital design technologies has had a profound effect on architecture. As part of its educational remit, the AA equips its students to use current design systems and software packages to their fullest extent. Photoshop, Illustrator, InDesign, Flash, AutoCad, Microstation, 3DS Studio Max and Maya will be introduced through one-day workshops in the Autumn Term. Software introductions will consist of six-hour long teaching sessions. The Spring Term programme offers introductions to the advanced use of selected software packages for interactive presentations, digital 3D modelling and the preparation of files for digital fabrication. For this there will be eight full-day Saturday. It is important to note that all students need to register for the software workshops online. The registration for each term will be in the second week of term. More specific details about the workshops and registration can be found in the Course Booklet. Computing Lab staff include Information Technology staff members, who assist with student emails, and other online technologies.

Opening Hours: Monday-Friday 9am-9pm. Staff are available from 9am-7pm, with further hours covered by trained student assistants. Saturdays 10am-4.30pm (term-time only). During vacations the room is open from 10am-6pm.

EXHIBITIONS

AA Exhibitions are coordinated, produced and installed by the AA Exhibitions Department. Each year the school arranges a dozen or more major exhibitions in the Exhibition Gallery, Front Members and Back Members Rooms, and Bar. Exhibitions begin in October each year, and culminate in the end-of-year Projects Review exhibition featuring the work of the entire school, which opens on the final Friday of the academic year in late June each year. Please refer to the AA website and events lists for full information on each exhibition.

LIBRARY

The Library was founded in 1862 with a stock of ten books, various societies' Transactions and Proceedings, and a number of journals. It now has over 45,600 volumes, with books and journals on the history of architecture of all countries and periods, current architectural design, architectural theory, building types, interior design and landscape design. It holds rare and early works--the earliest is the Nuremburg Chronicle of 1493--and major holdings on the modern movement, the AA, international exhibitions, the nineteenth century and garden cities. A large collection of CD-ROMs/DVDs is available. In addition to online access to the Avery Index, the Art Index (full text), the Construction Information Service (CIS) (for technical information) and JStor (for backfiles of journals) The Library has full text subscriptions to a number of art and architecture journals.

The Library has is in the process of organising and making available to users the Archives of the Architectural Association. The Archives contain primarily the organisational and administrative records of the Association and the School. Dating back to 1847, the collection also holds a wealth of AA ephemera, including posters, leaflets, photographs and medals.

The Library's loan, reference and information services are available only to staff and students of the School and members of the Association. Most materials may be borrowed from the library, although periodicals and some books are for reference only. Up to 10 books at a time can be borrowed by members and undergraduate students. Graduate students can borrow a maximum of 12 books.

The Library website provides information about policies and variations in opening hours and acts as a portal through which architectural research can be undertaken on the internet. The online catalogue allows users to check the Library's holdings and their availability, as well as to reserve and renew books online. The Library is normally open during Term time 10.00am - 9.00pm and Saturdays 11.00am - 5.00pm.

Outside Libraries

The Library at the AA provides access to some outside library resources for students.

The British Architectural Library at the Royal Institute of British Architects (66 Portland Place, London W1B 1AD) is free to all registered architectural students. It is the architecture library of record in the UK, and also provides the *Architectural Periodicals Index* found within its online catalogue:

www.architecture.com/LibraryDrawing-sAndPhotographs/RIBALibrary/Catalogue.aspx. The National Art Library at the Victoria and Albert Museum Cromwell Road, London SW7 2RL) also provides free access to students as a reference library for art and architecture material. For more information, please consult the website at: www.vam.ac.uk/nal/about/index.html. Additionally, students may find the Westminster Reference Library (35 St. Martin's Street, London WC2H 7HP) an additional useful resource for art and design materials. The website address is: www.westminster.gov.uk/libraries/findalibrary/westref.cfm

All students may request material not held in the AA Library through Inter-Library Loan. When undergraduates are doing research in a unique area where the AA Library lacks a specific resource, they may request the material on Inter-Library Loan; they will need to talk to the Inter-Library Loan Librarian, Beatriz Flora, to ascertain that the material is not available elsewhere. Graduate students may request a range of materials related to their research topics; requests may be limited if a student requests a large number of items. Forms can be submitted either at the Issue Desk or online through the catalogue (see "Requests" on the library catalogue website). All Inter-Library Loans are limited to three renewals.

Graduate students can apply for admission to the British Library (96 Euston Road, London NW1 2DB, next to St Pancras station) to use the resources on-site; they should go to the British Library Admissions Office and bring a letter from the AA to show on which course they are currently registered, proof of identity and proof of address. There is no fee involved. Further information can be found on the British Library website at: <http://www.bl.uk/>.

Ph.D. candidates have access to the Open University Library and resources through SCOUNL Research Extra, such as the M25 Consortium libraries. Ph.D. students must first be registered with the OU before joining the OU Library and then complete a SCOUNL Research Extra registration form. They will then be issued a SCOUNL Research Extra card and access to resources on: http://library.open.ac.uk/libraries/update/SCOUNL_re.html

MEMBERSHIP OFFICE

Registered students of the AA automatically become AA Members. Membership is also open to anyone with an interest in architecture. Currently there are 4,300 members of the AA internationally, including some of the world's leading architects, who play a vital role in shaping the identity and assisting in the development of the School. Members participate in lectures and events, visit exhibitions and make use of the AA's facilities. AA Membership gives members *AA Files*, use of the library and access to Members-only events and trips.

The *AA Files* is published twice a year and is sent to your students' address. The weekly Events List is sent by the Membership Office on behalf of the AA School. If you have any problems receiving either of these, you can check and update your contact details with your Undergraduate/Graduate coordinator/s.

For any further information please contact the Membership Office which is located on the ground floor of 33 Bedford Square; tel. 44 (0) 20 7887 4076 or email: membership@aaschool.ac.uk. The office is normally open Monday-Friday 10am-6pm.

PHOTO LIBRARY

The AA Photo Library holds 150,000 slides of both historical and contemporary buildings, 25,000 slides of AA student work and several valuable archives of black-and-white photographs. The collection was originally created by AA students and staff when they started to take slides on school trips. Many were members of the AA Camera Club which began in 1893 and relaunched in 2006. Students continue to contribute images to the collection. A fully searchable website with 8,000 images from the collection was launched in 2005. AA students and staff now have the facility to download low-resolution images from this site for School projects. The website is a useful academic resource as it holds comprehensive information about each building featured.

The Photo Library also holds the AA's video archive of over 1,000 AA lectures and conferences dating back to the 1970s, including titles by Cedric Price, Robin Evans, Reyner Banham, Rem Koolhaas and Zaha Hadid. There is also an expanding collection of films by directors including Wim Wenders, Andrei Tarkovski, Federico Fellini, Stanley Kubrick, Jean Cocteau, Werner Herzog, Jim Jarmusch. All these can be viewed in the Photo Library or borrowed overnight. Opening Hours: Monday-Friday 10am-1pm / 2pm-6pm

PRINT STUDIO

The AA Print Studio is an essential infrastructural resource for the entire school, located on the 3rd Floor at 37 Bedford Square. The Print Studio includes editors, graphic designers, an art director and production manager, who are responsible for working closely with the Director's Office and the entire school in the production of the print media produced by the School throughout the year.

The AA Print Studio is also responsible for coordinating and producing books, catalogues and other materials

sold by AA Publications, including AA Files. The Studio each year produces the School Prospectus and Projects Review, documenting the courses as well as final results of the school each academic year. Opening Hours: Monday-Friday 10am-6pm.

WORKSHOPS

The AA operates four distinct workshop spaces, organised by the kind of activities and work undertaken in each of these spaces. These workshop spaces include: Wood and Metal Working; the Model-making Workshop; and the Digital Prototyping Lab, all located in the basement of 36 Bedford Square. The fourth workshop space at the AA School is the main Workshop located at Hooke Park.

WOOD AND METAL WORKSHOP

This workshop is equipped with fixed machine tools, portable electrical hand tools and manual hand tools. A limited open-air facility for working in stone, concrete and Ferro cement is available in the yard adjacent to the workshop.

All new students in the school must attend an induction course covering safe working practices in the workshop. These induction courses are carried out during the School's Introduction Week for new students in the Undergraduate School and during Week 1 for the Graduate School. Further inductions are given during the year when necessary. Students may obtain a copy of The AA Workshop Manual of Safe Working Practices, and a copy of a small booklet titled Suppliers of Material, both of which are available in the workshop throughout the year. Normal Opening Hours: Monday-Friday, 10am-6pm Saturday 10am-2.30pm (Term times only).

DIGITAL PROTOTYPING LAB

The Digital Prototyping Lab is a new facility set up in 2007 and contains rapid prototyping, milling and laser cutting machines, as well as related teaching space. The lab currently contains two laser cutting machines, two CNC milling machines and an STL printer and is designed to evolve in future years, keeping it up to date with the newest developments in hardware and software technologies.

Aimed at making these technologies available to all parts of the School including the graduate programmes, the lab will facilitate units who incorporate digital fabrication technologies in their brief as well as individual students who can reserve machine time through an online booking system. All students interested in using the lab facilities are required to attend an induction course on how to operate the machines safely.

The Digital Prototyping Lab staff members have experience with digital design processes and knowledge of 3D and parametric modelling applications. The Lab offers tutorials and short courses on how to design and prepare models for digital production, which will be coordinated with the units and other School programmes. Integrated in an early stage of these programmes, the introductions are intended to raise awareness of the potential of digital fabrication technologies and capitalize on their possibilities in the contemporary design process.

Information about materials used in the Digital Prototyping Lab are available in the lab, as is information on the costs associated with Rapid Prototyping Facilities in the lab.

Laser Cutters

Students wishing to reserve hourly time slots for using one of the laser cutters can do this through the online booking system, but only after completing the laser cutter induction. Signing up for an induction course can be done through the signup lists posted next to the entry to the lab.

The laser cutter machines can cut most materials except metals, glass, PVC and plywood thicker than 1.5 mm. Specific types of plywood (with water-based glue) can be used but should be bought at a specialist store. The most commonly used materials are paper and cardboard (bought through the AA materials shop or Paperchase), polypropylene, MDF or cast acrylic (bought through Hamer Acrylic Fabrications, 238 Bethnal Green Road).

Use of the CNC Machines

To produce models through one of the CNC machines students do not need an induction or signup list, however if many students of the same unit will be using the technology it is highly recommended to make an appointment for a group instruction on how to prepare files. Currently students can come with their finished 3D model (in 3DS or STL format) for Lab staff to check it for errors and place it in the queue to be produced. Waiting times usually

vary from 1 to 5 days so checking on how busy the machines are before scheduling your work is highly recommended. High-density foam for use with the CNC milling machines is available for purchase at the lab on a non-profit basis. The prices depend on the density of the foam: the most commonly used material is M-300, which costs circa £30 for a block of 400x500x50 mm. For producing models which can be used in combination with vacuum forming a different type of foam (with a higher density) will need to be ordered.

Making a 3D print

Producing models with the 3D printer is done through a similar operation as with the CNC machines, where the lab staff will take student model files, examine them and send them to the machine. After completing a clean, watertight 3D model saved in the STL format, it will be checked for problems and errors at the lab, where the price of the model will also be calculated. Students can then pay the material cost at the Accounts department, after which the model will be placed in the queue. Generally there is a short waiting time (varying from 1 to 5 days) so checking the availability of the machine is recommended. Units who are planning to produce many 3D printed models are advised to make an appointment for a short group instruction on how to produce and prepare files for the 3D printer, usually combined with the introduction to the CNC process as described above.

The Digital Prototyping Lab also features a teaching space with a projector intended for tutorials on the use of the machines, and short courses on how to prepare files and designs for digital fabrication. Unit Masters or programme coordinators interested in incorporating this in their teaching programmes are encouraged to contact Jeroen van Ameijde. Opening Hours: Monday- Friday 10.00am-6.00pm during term time.

MODELSHOP

The Model Workshop offers technical assistance and equipment to construct small-scale objects. It specializes in casting, plastics and small-scale modelmaking and has an adjoining yard for larger work. All registered students are able to use these facilities. New students must attend a short induction course. Hours are Monday-Friday 10am-6pm.

HOOKE PARK WORKSHOP

Hooke Park is a 350 acre woodland site in West Dorset, approximately 4 miles from Beaminster, near the village of Hooke and 12.5 miles from Dorchester. Hooke Park provides the AA with a platform from which to research future materials concepts in the building industry and operates as a showcase for experimental sustainable construction.

The spacious facilities and outdoor environment provide a setting for workshops and projects that might be problematic to carry out in the confines of Central London. Students are able to explore techniques ranging from model-making to object fabrication and prototyping and to produce work on a larger scale, supported by specialist staff based at the site.

Hooke Park is open to registered students and staff from all sections of the School and bookings for units or programmes for Hooke Park must be made by unit or programme staff through the AA Company Secretary's Office.

End of Section.

SECTION 7. ADMINISTRATIVE POLICIES

CHEATING AND PLAGIARISM (Undergraduate/Graduate)

Plagiarism is a very serious offence at the AA School and these practices are considered unacceptable and can lead to failure and removal from the School. Plagiarism is 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. Students not complying 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 Programme Directors/ Unit Masters/Course Programme Masters/Academic Head/Registrar. If there is inconclusive evidence of dishonest intent the student will be given one opportunity of re-submission. 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.

Plagiarism Prevention: A "Turnitin" site is now in operation at the AA School and is available to staff and students to review papers and identify unoriginal material. For access to this site contact your Programme Director, Unit Masters/Course Programme Masters in the first instance or Hinda Sklar, AA Librarian: hsklar@aa-school.ac.uk

COMPLAINTS (Undergraduate) Undergraduate School Students

A complaint is an expression of dissatisfaction with a service provided or the lack of service for which the AA School is presponsible 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.

Undergraduate students who believe that there are grounds for a complaint are encouraged in the first instance to discuss the matter informally with their Unit Masters/Tutors/Complementary Programme Staff to see if the matter can be resolved informally. If a resolution of the matter cannot be reached at this level, the student may submit a formal complaint. Students must submit a written formal complaint, attaching all relevant documentary evidence, to the Academic Head and Registrar within one week of exhausting the informal procedure. It is the student's responsibility to ensure that the Academic Head and Registrar have been presented with all the documentary evidence.

If the matter cannot be resolved informally and all matters have been exhausted informally, upon receipt of documentary evidence a decision would be made as to whether an Internal Formal Complaints Panel or Independent Formal Complaints Panel would be appropriate. The Internal Formal Complaints Panel would consist of: The Academic Head, Registrar, Unit Master/s/Tutor/s (from the appropriate part of the School), 1 Complementary Studies Master (if appropriate) and student.

The Independent Formal Complaints Panel would consist of: Academic Head, 2 Unit Masters (from the appropriate part of the school), 1 Complementary Studies Master (if appropriate), 1 External Architect, 1 External Engineer (if appropriate), Registrar of the AA and student.

A meeting of the Panel would then take place, and include an initial Informal Meeting, or an Internal Formal Complaints Panel, or an Independent Formal Complaints Panel plus the student (the student to be invited by the panel to present his/her case verbally with any relevant witnesses). A full discussion would take place as to all the aspects of the complaint and after assessing all the information of the complaint, the School on behalf of the Panel, would communicate their decision in writing as soon as reasonably practicable:

- a) dismissal of informal complaint, in which case there is no right of appeal;
- b) Informal complaint upheld and dealt with internally and therefore a senior member of staff would recommend ways to address the issues and rectify the situation;
- c) the decision of the formal complaints panel to be communicated to the student in writing as soon as reasonably practicable. A record of the decision will be kept in the student's file;
- d) If the complaint is upheld the Panel will recommend ways of addressing the complaint;
- e) The panel's decision is final and there is no right of appeal.

This procedure is intended to provide guidance on how complaints should be handled. The procedure is not however, part of any contract and does not create legal rights.

COMPLAINTS (Graduate)

Please refer to Graduate School Academic Organisation.

CONFIDENTIAL INFORMATION (Undergraduate/Graduate)

In general terms confidential information includes any information which is not available to the public. Information which is highly confidential is subject to the Data Protection Act (1998), and could potentially be damaging to the AA, its staff and/or students if revealed to unauthorized persons. If in doubt, ask the Data Protection Officer, Hinda Sklar, if you are not sure whether information is confidential. For further information in this section refer to: Email Privacy and Confidentiality Notice.

DATA PROTECTION (Undergraduate/Graduate)

The Architectural Association (Inc.) processes personal data in compliance with all requirements of the Data Protection Act of (1998), and information will only be disclosed within the AA to members of staff who need to know. Data will only be disclosed to a third party outside the AA in accordance with the Act and will not be provided to third parties for direct marketing purposes. The AA School Data Protection Officer is Hinda Sklar; hsklar@aaschool.ac.uk.

Anyone whose personal data is processed by the Architectural Association is entitled to know: what information the AA holds and processes about them, and why; how they can gain access to it; how they can insure it is kept up to date; what the AA is doing to comply with its obligations under the 1998 Act.

Information held by the AA must be processed fairly and lawfully and shall not be processed unless certain specified conditions are met; e.g. that the data subject has given his or her consent to processing; the data is obtained for specific and lawful purposes and shall not be processed in any manner incompatible with those purposes; the data is adequate, relevant and not excessive for those purposes; be accurate and kept up to date; not be kept for longer than is necessary for those purposes; the data is processed in accordance with the data subject's rights under the 1998 act; there are appropriate technical and organisational measures in place to prevent unauthorised or unlawful processing, accidental loss or destruction; the data is not transferred to a country outside the European Economic Area, unless that country or territory has equivalent levels of protection for personal data.

Students and data subjects have the following rights: to be given a copy of any data held, whether on a computer or in a manual file; to ask the AA not to process any data held about them on the grounds that it might cause them substantial damage or distress; to ask the AA not to use the personal data for the purposes of direct marketing, should this ever be undertaken by the AA; to seek compensation; to "opt-out" of fully automated decision-making about records.

DOOR SECURITY POLICY (Undergraduate/Graduate)

From time to time it may be necessary to amend the AA's normal open-door policy for 32, 33, 36, 37, 38 and 39 Bedford Square, and 4 and 16 Morwell Street. Entry may be gained at these times by using the AA Membership card and/or the entry buzzer.

EMAIL ACCOUNTS & INTERNET USAGE (Undergraduate/Graduate)

Email Introduction

This Internet and Email Policy contains important policies for all Architectural Association ("AA") students, covering the use of its email systems and access to the Internet.

All AA students must comply with the guidance set out in this Policy. A breach of this Policy may result in disciplinary action being taken against you that could ultimately result in dismissal. This Policy may be amended at any time in the future; all students will be notified of any changes and all such amendments are binding on recipients. All queries in relation to this Policy should be directed to the Data Protection Officer, Hinda Sklar,

Email Personal Usage

The AA's email system and Internet access are provided as a part of the services offered to students at the AA. Basic Rules of Use include:

1. Remember that the recipient of an email may forward that message on to others.
2. Do not forward emails which contain earlier emails without first ensuring that none of the earlier emails contain anything which would, justifiably, annoy a potential recipient.
3. Do not make an adverse comment in an email about any person (e.g. fellow colleagues) with whom you are working or any third party organisations.
4. AA email must not be used for chain mails or spamming (sending unsolicited mail to a large number of users). Such usage may result in account suspension.
5. Do not tell anybody your login details or write them down in an obvious place.
6. Do not send an email on behalf of any other person without copying it to that person and ensuring that any replies are sent to that person.
7. Do not deliberately visit, view, or download any material from any website containing sexual or illegal material or material which is offensive in any way whatsoever.
8. Do not use the email system or the Internet for any form of gambling or other unauthorised activity.

EMAIL PRIVACY AND CONFIDENTIALITY NOTICE (Undergraduate/Graduate)

All emails sent by members of the School Community include this notice:

Information contained in this email and any attachment is confidential and is intended for the addressee only. If you are not the intended recipient please notify us immediately. Any dissemination, distribution, copying or use of this information without our prior consent is strictly prohibited. The views of the author may not necessarily reflect those of the Architectural Association (Inc.). If you have any doubts as to the authenticity of this email please contact either the sender or the Architectural Association directly.

The contents of any attachment to this email may contain software viruses that could damage your own computer system. While the Architectural Association (Inc.) has taken reasonable precautions to minimise this risk, it cannot accept liability for any damage that you suffer as a result of software viruses. You should carry out your own virus checks before opening any attachment.

Failure on your part to comply with the rules set out in this Policy may result in legal claims against you and the AA; or may lead to disciplinary action being taken against you, including dismissal.

EQUALITY (Undergraduate/Graduate)

The AA aims to create conditions to ensure that students/staff are treated solely on the basis of their merits, abilities and potential, regardless of their gender, colour, religious/political beliefs, ethnic or national origin, disability, family background, age, sexual orientation or other irrelevant distinction. The AA is committed to making this policy fully effective.

ETHICS POLICY (Undergraduate/Graduate)

The AA School requires that the student give due consideration to the following concerns about how to interact with others before undertaking a research project. If the research project involves the participation of other people who have been asked to contribute time or personal information to the project then the student is involved in research that could raise ethical issues.

The following principles should be respected to ensure that research undertaken within the AA School meets high standards of ethics and governance and conforms to good practice in those areas:

- At all times the safety, wellbeing, rights and dignity of participants should be maintained. Research should be carried out wherever possible to avoid risk to participants, including volunteers and the researchers themselves, and where this is not possible, risk should be minimized.
- Research should be designed and carried out to high standards to ensure quality and integrity. Partiality or conflict of interest should be avoided where possible, or if unavoidable should be dealt with appropriately to ensure the independence of the research.
- In research involving human participants, wherever possible they should be fully informed regarding the aims, purpose and methods of the research, and the potential use and dissemination of its results. In particular they should be given information on exactly what their participation is likely to involve, including any possible risks and benefits.
- Participation in research should be voluntary, and participants should be free from any coercion or inducement to take part. They should be given adequate time to consider whether or not they wish to

participate before being asked to make a decision. Consent to taking part should be obtained from participants wherever possible. Once volunteers have decided to participate, they should be able to withdraw from participation at any time without giving a reason.

- Confidentiality of information supplied by participants should be maintained, and their privacy respected, and where possible information provided by them should be anonymous.

HARASSMENT (Undergraduate/Graduate)

Harassment – Policy

It is the AA's Policy that all students must be allowed to study and work in an environment free from harassment of any kind. This includes (but is not limited to) sexual and racial harassment and harassment on the grounds of sexual orientation, age, religion, disability and marital status. Harassment affects morale and prevents a person fulfilling their full potential in their work.

Sexual harassment is unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men at work. In the context of this Policy this includes sending emails with sexually suggestive material, sexual propositions or abuse of a sexual nature.

Racial harassment is unwanted conduct based on race, colour, ethnic or national origin affecting the dignity of women and men at work. In the context of this Policy this includes sending messages containing offensive insults or "jokes" based on race and abuse of a racial nature.

Do not send abusive messages or messages which contain sexual or racist material. It is important to note that the recipient may determine what is, and isn't, offensive.

Harassment – Defamation

Defamation is the publication of a statement that adversely affects a person's, or a business' reputation. Publication may be by way of the Internet or email as well as in writing.

Do not send or circulate, internally or externally, any information that is defamatory. In particular, you must not send or circulate, internally or externally, any information that contains negative comments about an individual or business without first checking that the contents of the information are accurate. If in doubt contact your Unit Master, Programme Director, Academic or Registrar.

Do not use the computing networks of the AA School to: sell any form of pirated or counterfeit goods; promote any illegal activity; sell or promote any pornographic, racist or otherwise offensive material.

HEALTH & SAFETY (Undergraduate/Graduate)

Policy

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 Facilities Manager, who acts as Health & Safety Liaison. Day-to-day responsibility for health and safety in the workplace is the responsibility of all academic, technical, and administrative staff, and all students.

Students at the Architectural Association 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 expects 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.

Health & Safety Standards for the Teaching & Learning Environment

Health & Safety – General

The Architectural Association's premises are cleaned daily to ensure a satisfactory level of cleanliness and general hygiene. Students are asked to assist with maintaining the cleanliness and good order of the facilities during their use, particularly in the hallways and other common areas, which must be kept clear of clutter (e.g., old models, parts of wood and metal, etc.), trailing leads, and other obstructions. Students are asked to take special care in the disposal of sharp materials and dangerous substances. Your tutor and/or the Facilities staff should be consulted if there is any question regarding the proper disposal of any item or substance.

Anyone using computers should make sure that they are comfortable and adjust their seating, lighting and copying environment to avoid any discomfort or strain. If it is necessary to use the computer for prolonged periods, frequent breaks should be taken.

Good manual handling practice should be observed when lifting or handling items. Lifting aids should be used to reduce the risk of back injury when lifting particularly heavy loads or objects.

In compliance with UK law, all the Architectural Association's facilities are strictly smoke free. Smoking is permitted on the terrace at 36 Bedford Square, and in all outdoor areas at Hooke Park. Matters concerning the general teaching and learning environment for staff and students should be reported to the Health & Safety Liaison.

Health & Safety – Workshops & Model Shop

Students using the Workshops and Model Shop can expect these areas to be run in accordance with clearly established rules. A competent member of staff must be on hand in the Workshops and Model Shop at all times in order for them to be used. All users of the Workshops and/or Model Shop must refer to and strictly comply with the working codes displayed there. Safety rules must be observed always, with the appropriate protective clothing and equipment being worn. Under no circumstances may equipment be used for any purpose other than the purpose for which it is intended.

Health & Safety – Emergency Procedures, Reporting & Managing Accidents

Any student present at an accident should immediately contact his/her tutor and the Architectural Association's Reception Desk to call a First Aider or Appointed First Aid Person either by radio or telephone, whichever is quickest. Accidents at Hooke Park should be immediately reported to Bruce Hunter-Inglis (Administration) or Charlie Corry-Wright (Workshop).

The location, incident, nature of injury(ies) and condition of the person(s) injured need to be assessed and reported calmly and clearly so that the First Aider/Appointed Person can act accordingly. Appropriate measures are to be taken as a precaution if there is anything that requires immediate attention to avoid another accident occurring, and if this can be done without causing injury to yourself or to others. Do not move anyone who is unconscious or who may have a back or neck injury. If the injured person can walk, s/he must be accompanied to the Reception Area on the ground floor. This action must be notified to the First Aider/Appointed Person right away.

The First Aider/Appointed Person will make his/her way to the scene of the accident or the Reception Area on the ground floor as quickly as possible with a First Aid Kit and deal with the situation according to his/her training and the relevant regulations. If outside assistance is required, the First Aider/Appointed Person will instruct another member of staff to call the ambulance or fire service as appropriate. The First Aider/Appointed Person and/or the injured person(s) are responsible for checking that the accident has been written up in the Accident Book, which is kept in 36 Bedford Square in the following locations: Reception, Kitchen, and Workshop. An Accident Book is also kept in the Facilities Office, located in the basement of 37 Bedford Square. An Accident book is kept in the Administrator's office at Hooke Park. There are no First Aiders or Appointed Persons in the AA studios. Accidents occurring in these facilities should be brought to the immediate attention of the Reception Desk at 36 Bedford Square, who will provide instruction and appropriate notifications for the accident.

Health & Safety – Fire Evacuation (Undergraduate/Graduate)

The following action is to be taken upon the discovery of a fire:

1. Sound the Alarm.
2. Contact the Reception Desk (or at Hooke Park, contact the Administrator) and ask the receptionist/administrator on duty to call the Fire Brigade.

3. If possible, use the appropriate Fire Extinguisher to combat the fire but do not risk injury to yourself or others.

The following action is to be taken upon hearing the alarm:

1. Close all doors behind you.
2. Leave the building by the nearest and safest emergency escape route.
3. Report to the nearest designated assembly point: 32, 33, 34-36, 37, 38 and 39 Bedford Square - garden side of Bedford Square;

4 Morwell Street - corner of Morwell and Bayley Streets, 16 Morwell Street opposite St. Giles Hotel; Hooke Park - parking area in front of the workshop/administration building. Emergency escape routes and exits must always be kept clear of obstructions. They will be checked daily by Facilities staff to ensure this. A check will be made every four months of emergency lighting, fire alarms and fire extinguishers.

Key Contacts

Health & Safety Liaison: Anita Pfauntsch
Facilities Manager
Tel: 0207 887 4055 (internal: 4055)
Fax: 0207 916 8455
Email: anita@aschool.ac.uk

Office of the Secretary: Kathleen Formosa
Company Secretary
Tel: 0207 887 4047 (internal: 4047)
Fax: 0207 887 4063
Email: secretary@aschool.ac.uk

INTELLECTUAL PROPERTY RIGHTS AND COPYRIGHT (Undergraduate/Graduate)

All students registered at the Architectural Association School of Architecture agree that 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 re-produce 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 (Undergraduate/Graduate)

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.

For further information contact: Hinda F. Sklar, Librarian. Tel: 0207 887 4035 email: hsklar@aaschool.ac.uk

ACCESS, DISPLAY OR TRANSMISSION OF PORNOGRAPHY (Undergraduate/Graduate)

Pornography is any material, in whatever format, which is, or could, be construed to be sexually explicit. Accessing and transmitting sexual material may also be a criminal offence, for which both you and the AA could be liable. Access or transmission of sexually explicit material is prohibited on AA property, including AA electronic networks. The display on screen or in print of sexually explicit materials, or the transmitting of such material to other people, may additionally constitute sexual harassment (see the Harassment section of this Handbook).

End of Section

SECTION 8. ACADEMIC POLICIES

ASSESSMENT PROCEDURES (Undergraduate School)

Procedures and Guidelines

All submissions must be passed in order to pass into the next year of the course. Students cannot undertake any outstanding submissions in the next year of the course and would be required to take a year out in order to complete the outstanding submissions.

Unit Masters/Tutors are responsible for monitoring studio work; jury and review reports provide a record of each student's progress. In addition to the design portfolio, students in the undergraduate school must complete submission requirements in History and Theory Studies, Technical Studies, Media Studies and Professional Studies as an integral part of the year's work. The assessment criteria for these submissions are described in the Complementary Studies Course Booklet which also includes individual course syllabuses, reading lists and course tutors' biographies.

Attendance at Complementary Studies courses undertaken during the Autumn and Winter Terms will be monitored and recorded by the Course Tutors and the Teaching Assistants and the record of attendance will be taken into consideration when awarding the final grades for the course submissions.

All required Complementary Studies courses attended during the Autumn and Winter Terms must be successfully completed and passed within the relevant term of study. Any student who has not submitted by the advised deadline must meet with the Academic Head and the Complementary Course Review Committee in the week following the deadline to discuss the submission, the reasons for its lateness and to agree on a programme of work for its completion. The relevant Unit Staff will then be informed of the work to be undertaken over the subsequent holiday period/s. The completed submission must then be submitted no later than the first day of the following term.

Assessment criteria for the design portfolios are monitored by Unit Masters/Tutors during tutorials, presentations and discussions throughout the year. A summary of requirements for each year is given below.

For First, Second and Fourth Year students the end of session reports are a summing-up of a student's end-of-year review/assessment by a panel of tutors, who will make one of the following recommendations:

Pass - To next year.

Pass - To next year subject to satisfactory completion of work outstanding (Tutor Check).

Incomplete - September Review for design portfolio – to reassess portfolio after additional work over the summer.

Incomplete - Year Out as an External Student to complete design portfolio and/or outstanding submissions for presentation at the end of the following academic year.

Fail - Repeat Year with a mandatory January Review to assess progress and future studies at the AA. The Review Panel can make the decision that the student should leave the school due to insufficient progress/understanding/commitment. The option of repeating or recommencing the year is only offered to a student on one occasion.

Fail - Asked to leave the school - student cannot reapply to the undergraduate school (1st to 5th Years).

For Third Year students, upon completion of a minimum of two years in the Intermediate School, or if a student entered the Third Year (three terms), the review panel would advise the student on whether they are eligible to present to the External Examiners for the AA Intermediate Examination (ARB/RIBA Part 1), and whether Diploma School entry is agreed, i.e (entry to Fourth Year). Please refer to the following recommendations

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

Pass - Forward to External Examiners for AA Intermediate Examination (ARB/RIBA Part 1) as a Borderline Pass

Pass - To the Fourth Year

Incomplete - September Review for Fourth Year portfolio*

Incomplete - Year Out as an external student to complete design portfolio and/or submissions for presentation to the previews and External Examiners at the end of the following academic year.

Fail - Repeat the Year - Repeat Year with a mandatory January Review to assess progress and future studies at the AA. As from the 2010/11 Academic year the Review Panel can make a decision in January that the student should leave the school due to insufficient progress/understanding/commitment. The option of repeating or recommencing the year is only offered to a student on one occasion and must be undertaken in the subsequent academic year.

Fail - Asked to leave the School - student cannot reapply to the undergraduate school (1st to 5th Years).

*Students may be asked to carry out additional work as a precondition for entry to the fourth year.

The offer of a place in the Diploma School (entry to Fourth Year) is not guaranteed.

For all Fifth Year students at the end of a minimum of two years in the Diploma School, the Diploma Committee considers portfolios for the award of the AA Diploma Hons/AA Diploma and records one of the following Final Assessment/Conclusions: Pass or Fail.

The AA Diploma with Honours is awarded to approximately five per cent of graduates, as agreed by the Diploma Committee. Any student who fails the AA Diploma has only one more opportunity to present a portfolio as a repeat fifth year full-time student in the subsequent academic year. The Diploma Committee also recommends portfolios for presentation to the External Examiners for the AA Final Examination (ARB/RIBA Part 2) as follows:

Pass - AA Diploma and forward to External Examiners for the AA Final Examination (ARB/RIBA Part 2)

Pass - AA Diploma and forward to External Examiners for the AA Final Examination (ARB/RIBA Part 2) as a Borderline Pass

Fail - AA Diploma and withdrawn from External Examiners for the AA Final Examination (ARB/RIBA Part 2).

Failure on 1st Occasion:

Repeat - fifth year as a full time student in the subsequent academic year, new unit, new project, new TS thesis - last opportunity to present portfolio through the school for qualifications.

Failure on 2nd Occasion:

Fail - AA Diploma and withdrawn from External Examiners for AA Final Examination for the second time; the student can no longer gain his/her qualifications through the school.

APPEALS PROCEDURES

The Diploma Committee and the AA External Examiners meet once a year, normally in late June or early July. Diploma Committee decisions can only be appealed by students in exceptional circumstances through the Diploma Committee Appeals procedure.

Diploma Committee Appeals

A written appeal to the School must be made in writing to the AA Registrar within 48 hours of the Diploma Committee's decision. An appeal 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 presentation at the Diploma Committee, or extreme student illness that may have affected his/her presentation to the Diploma Committee. Appeals due to health-related circumstances will only be considered if a student has already provided documented medical reports to the AA 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 Diploma Committee.

Appeals made within 48 hours of the Diploma Committee decision will then be considered by a Diploma Appeals Panel consisting of the Director of the School, the Academic Head, the Registrar and three members of the Diploma Academic Staff. This Appeals Panel cannot overturn the Diploma Committee decision, but can decide whether to dismiss the appeal, or recommend the original Diploma Committee Panel re-consider their original assessment.

The conclusion of a re-assessment of an original Diploma Committee decision, made through the Diploma Committee Appeals procedure, is final and will be communicated verbally within 24 hours and written confirmation to follow as soon as reasonably practicable.

External Examination Appeals

The AA External Examiners' decision is final and there is no appeals procedure. Students who have passed the AA Diploma but failed the AA Final Examination (ARB/RIBA Part 2) by the External Examiners can make a request to undertake completion of the same project within the same unit for one term during the following academic year (Autumn Term only) as a full-time student. The student would then be expected to present his/her portfolio for an internal review in December and the external examination (External Examiners) would take place in January. This process can only be undertaken if the School (Director of the School, Academic Head and the student's Unit Masters) are in complete agreement that this is the process that should be followed. This would be the student's last opportunity to of presenting his/her portfolio to the School for successful completion and the award of the AA Final Examination (ARB/RIBA part 2). The alternative option would be to undertake a repeat 5th year as a full time student, as per page 41 "failure on the first occasion."

End of Year Review Panel Appeals

An appeal 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 presentation at the End of Year Reviews or extreme student illness that may have affected his/her presentation to the End of Year Review. Appeals due to health-related circumstances will only be considered if a student has already provided documented medical reports to the AA 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 End of Year Review.

Progress Review Panels

If at any stage during the year a student's progress is deemed unsatisfactory, he/she can be referred to a mandatory Progress Review Panel, which normally meets at the beginning of each term. A student may be asked to take time out of School with conditional re-entry, or be given a further period of time in which to upgrade his/her work. The panel is made up of Unit Masters/Tutors, including the student's Unit Masters/Tutors.

UNDERGRADUATE SCHOOL COMPLEMENTARY STUDIES ASSESSMENTS (Undergraduate)

Complementary Studies courses include:

History and Theory Studies (HTS)

Technical Studies (TS)

Media Studies (MS)

Professional Practice (PP/3rd Year)

Future Practice (FP/5th Year)

General Note

In addition to their design portfolio/s, all undergraduate students must complete submissions in HTS, TS, MS, PP/3rd Year and FP/5th Year. These submissions form an integral part of the work in any given academic year.

Submissions

Submissions are based on courses drawn up by the relevant Heads of each Complementary Studies Department. The courses are delivered by course tutors, based on their area of expertise. The course schedule is confirmed in the summer months ready for publication in the *AA Prospectus*, and the Complementary Studies Course Booklet, published every autumn.

The preparation of the timetable for an academic year is a layering process. Once the academic year dates have been established the dates relating to the design portfolio are confirmed and this then allows the confirmation of the HTS/TS/MS/PP/FP course dates for teaching, submission and assessment.

This document of 'Important Dates' is available from the Registrar's Office/Undergraduate Coordinator's Office and is distributed as a stand-alone document to all staff at the beginning of the academic year. Once the academic backbone of the timetable is in place it can then be developed to incorporate the evening lecture programme, exhibitions schedule, conferences, symposia and special events. The timetable establishes a clear working pattern for the three terms, clarifying the emphasis of the daily learning undertaken by the students, taking into consideration the workload of the students and highlighting their areas of focus in terms of their design requirements and the requirements of the Complementary Studies departments.

Course Assessments and Outcomes

Students are assessed during the year on submitted essays, design projects, participation in workshops, group projects and presentations. Essays and research documents associated with the courses are submitted (by the designated date) to the Assistant Registrar/ Complementary Studies Coordinator (History & Theory Studies, Technical Studies and Media Studies).

Course Outcomes

Course Submissions are expected to present:

1. The demonstration of the assimilation of the course material and familiarity with concepts, strategies and analytical methods and tools;
2. The demonstration of the ability for comparative analysis and meaningful generalisation;
3. The development of critical faculties and advanced conceptual skills;
4. The demonstration of clear structure, precise communication and presentation of work; and the referencing of sources of information using agreed conventions;
5. The demonstration of clear and appropriate formulation of hypotheses and arguments, and the ability

to present and debate, and to deploy these for the planning and the pursuit of a research and design agenda;

6. The demonstration of critical judgement and appropriate application of course material and specialised knowledge to concepts and modes of architectural production.

The process of submission

Submissions are handed into the Assistant Registrar/Complementary Studies Coordinator within the Undergraduate School Coordinator's Office on the advised date and all are recorded on the central database (date of submission, title of submission, assessing tutor) and then forwarded to the relevant tutor for assessment. Assessments/feedback and results are returned to the Assistant Registrar/Complementary Studies Coordinator and then recorded on the central database. Original submissions, assessments/feedback and results are then returned to the student. A hard copy of all documentation is kept both in the Undergraduate School Coordinator's office and in the student file in the Registrar's Office, serving as permanent back-up and reference to the central database.

Course submissions must be made within two weeks following completion of the course in question. The Undergraduate Course Guide informs of the relevant Submission Hand-In Dates and are also listed in the annual academic year calendar of the school, the website and the weekly Events List. Failure to meet submission deadlines automatically means a meeting with the Academic Head and the Complementary Course Review Committee which will establish the reasons for lateness and agree on a programme of work for the successful completion of said submission. The completed submission must then be submitted no later than the first day of the following term. Should the student fail to meet this agreed deadline or should the submitted work fail to reach a Pass standard, this will result in a Fail mark and automatic withdrawal from the year of studies.

Assessment Grades

All grades are accompanied by a written assessment report summarising tutors' comments. Assessment Grades include:

- High Pass with Distinction A
- High Pass B+
- Pass B
- Low Pass B-
- Complete to Pass C
- Fail D

In the case of 'Complete to Pass' and 'Fail' the report documents why the submission did not reach the pass standard and what needs to be undertaken to improve the work. The student is invited for further tutorials to discuss the additional work required. Students may resubmit again to achieve a level of a Pass grade. NOTE: A 'Fail' grade in TS3 (3rd Year Design Project) and TS5 (5th Year Design Thesis) results in withdrawal from the AA Intermediate Examination (ARB/RIBA Part 1) or the AA Final Examination (ARB/RIBA Part 2)/AA Diploma (as applicable).

Submissions must all be completed and passed before entry to the next academic year.

History and Theory Studies - General Note

The standard requirement in HTS is a written essay of 3,000 words (the thesis at Diploma level is 7,500 words). The topic is agreed in advance through ongoing tutorial assistance with the assessing tutor. If the student wishes to present in a different format this must be agreed in advance with the assessing tutor.

Technical Studies - General Note

The standard requirement in TS is a research document of 3,000 words (the thesis at Diploma level reflects the engagement with the topic over a full academic year). Some courses have a 'practical' element and public testing or presentation events often precede the submission of the supporting write-up/submission. The topic is agreed in advance through ongoing tutorial assistance with the assessing tutor. If the student wishes to present in a different format this must be agreed in advance with the assessing tutor.

Media Studies - General Note

The standard requirement in MS is a publicly presented project that reflects the comprehensive understanding of a media-based technique as the result of a developed and studied set of procedures.

Each tutor may specify submission of additional media-based work as a requirement in completing the course; however, all work must be completed by the final presentation of each term. The topic and format is agreed in advance through ongoing tutorial assistance with the assessing tutor.

Professional Practice 3rd Year - General Note

The standard requirement in PP/3rd Year is a written report of 1,500 words.
Students can elect to make a group public presentation of their findings preceding the submission of the report.

Future Practice 5th Year - General Note

The standard requirement in FP/5th year is a written report of 1,500 words produced with the assistance of two compulsory tutorials with an assigned Future Practice tutor.

First Year – History and Theory Studies Timetable and Requirements

Course timetable: 16 lectures/seminars over two terms (Autumn 8 + Spring 8) 3 hours per session

Submission requirements: 3 Essays

Essay 1 1,000 words based on group trip at start of academic year
Essay 2 3,000 words based on Autumn Term course
Essay 3 3,000 words based on Spring Term course

Second Year – History and Theory Studies Timetable and Requirements

Course timetable: 16 lectures/seminars over two terms (Autumn 8 + Spring 8) 3 hours per session

Submission requirements: 2 Essays

Essay 1 3,000 words based on Autumn Term course

Essay 2 3,000 words based on Spring Term course

Third Year – History and Theory Studies Timetable and Requirements

Course timetable: 16 lectures/seminars over two terms (Autumn 8 + Spring 8) 3 hours per session

Submission requirements: 2 Essays

Essay 1 3,000 words based on Autumn Term course

Essay 2 3,000 words based on Spring Term course

Fourth Year – History and Theory Studies Timetable and Requirements

Course timetable: 2 courses of 8 lectures/seminars each in Autumn Term; 1.5 hours per session

Submission requirements: 2 Essays*

Essay 1 3,000 words based on Course choice 1

Essay 2 3,000 words based on Course choice 2

The HTS 4th Year requirements are viewed over two years. Students may elect to complete three courses, two of which are completed in the 4th Year and one in the 5th Year or one course in the 4th Year plus one Thesis (extended research) to be carried out over the 4th and 5th Year of study.

Fifth Year – History and Theory Studies Timetable and Requirements

Course timetable: 1 course of 8 lectures/seminars in the Autumn Term; 1.5 hours per session

Submission requirements: 1 Essay*

Essay 3,000 words based on Course choice

OR Thesis 7,500 words

OR one Thesis if student has elected to pursue this option.

First Year – Technical Studies Timetable and Requirements

Course timetable: 8 lectures/seminars in Autumn Term - Case Studies 8 lectures/seminars in Autumn Term - Structures 3 hours per session.

Submission requirements: 1 Case Study
1 Structure (Test and Written Report)

Case Study: A four chapter study addressing Structure, Space, Light and Materials

Structures Public load testing of Spaghetti Bridge model and submission of supporting analysis and write up.

Second Year – Technical Studies Timetable and Requirements

Course timetable: 8 lectures/seminars in Autumn Term - Structures 8 lectures/seminars in Autumn Term - Option Course
1.5 hours per session

Submission requirements: 1 Structures (Test and Written Report) 1 Option Course Structures Series of comparative model tests (group work) followed by the submission of individual report summarizing observations, analysis, data and conclusions. Option Course Materials: report presenting critiques of selected building studies/material uses. Environmental Engineering: report reflecting coherent environmental strategies for design projects.

Third Year – Technical Studies Timetable and Requirements

Course timetable: 8 lectures/seminars in Autumn Term - Structures 1.5 hours per session

Group meetings and one-to-one tutorials end Autumn, Spring & Summer Terms culminating in TS3 Design Project

Submission requirements: 1 Structures (Test and Written Report)
1 TS3 Design Project

Structures Modelling and analysis of a pre-described design challenge (group work) followed by group report documenting project with numerical analysis and conclusions.

TS3 Design Project: A process of research, evaluation and design decision making culminating in a project assessed at Interim and Final Jury (table top presentation to a panel of TS Staff, Unit Staff and technical consultants to the unit/project).

Fourth Year – Technical Studies Timetable and Requirements

Course timetable: 2 Courses of 8 lectures/seminars each in Spring Term: 1.5 hours per session

Submission requirements: 2 Course Papers
Essay 1 3,000 words based on Course choice 1
Essay 2 3,000 words based on Course choice 2

Fifth Year – Technical Studies Timetable and Requirements

Course timetable: Autumn, Spring and Summer Terms
Submission requirements: 1 TS5 Design Thesis

TS5 Design Thesis: A process of argument presented with evidence, with digital and physical experiments, research, case studies of related artefacts, process and buildings culminating in a project assessed at Interim and Final Jury (table top presentation to a panel of TS Staff, Unit Staff and technical consultants to the unit/project).

MEDIA STUDIES TIMETABLE & REQUIREMENTS

First Year – Media Studies Timetable and Requirements

Course timetable: 6 lectures/seminars in Autumn Term; 6 lectures/seminars in Spring Term, 3 hours per session

Submission requirements: 2 Projects (presented at session 6 Autumn and Spring Terms)
Project 1 Based on Autumn Term course
Project 2 Based on Spring Term course

Second Year – Media Studies Timetable and Requirements

Course timetable: 8 lectures/seminars in Autumn Term; 8 lectures/seminars in Spring Term, 3 hours per session

Submission requirements: 2 Projects (presented at session 8 Autumn and Spring Terms)
Project 1 Based on Autumn Term course

Project 2 Based on Spring Term course

Third, Fourth & Fifth Years – Media Studies Timetable and Requirements

Not applicable. Media Studies courses are optional for Fourth Year students, if space is available.

PROFESSIONAL PRACTICE (3RD YEAR) TIMETABLE & REQUIREMENTS

Course timetable: 6 lectures/seminars in Autumn Term 1.5 hours per session

Submission requirements: 1 Written Report of 1,500 words

FUTURE PRACTICE (5TH YEAR) TIMETABLE & REQUIREMENTS

Course timetable: 8 lectures/seminars in Autumn Term 1.5 hours per session

Submission requirements: 1 Written Report of 1,500 words, supported by 2 compulsory tutorials

GRADUATE SCHOOL

Graduate School Academic Organisation

(Revised in September 2009). Notes including graduate student requirements.

1. Graduate School Introduction

The AA Graduate School includes eleven postgraduate programmes. All students join the school in October at the outset of an academic year, and attend full-time studies according to the length of the course selected. Full-time Masters programmes include 12-month MA and MSc, 16-month MArch and 24-month MPhil. The Design Research Lab (AADRL) (MArch), Design & Make (MArch*) a design-build course based at the AA's Hooke Park. Emergent Technologies + Design (MArch/MSc), Sustainable Environmental Design (MArch/MSc), Housing & Urbanism (MA/MArch*), Landscape Urbanism (MA), Histories & Theories (MA). Projective Cities (MPhil*) programme is planned to launch in September 2010. Complementing these programmes is the PhD programme. For the 2009/10 the school launched a new PhD in Architectural Design programme. The part-time Building Conservation course offers a two-year programme leading to an AA Graduate Diploma. The AA Interprofessional Studio offers a full-time one-year programme leading to an AA Graduate Diploma and a part-time one-year programme leading to an AAIS certificate. (AA Graduate Diploma/Certificate subject to OU validation). All master and doctoral degrees at the AA are validated by the Open University.

2. Graduate School Staff Responsibilities

a) Responsibility for running the Programmes, for both taught and research degrees, 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 assessment 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 validating institutions.

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 administer 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.

3. 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, 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 once 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 quality of the Programmes and taught Courses.

4. Graduate School - Masters Degree Courses

A. Academic Award

The MA and the MSc degrees are awarded upon the satisfactory completion of a prescribed Course lasting one calendar year. The MArch degree is awarded upon satisfactory completion of a sixteen months Course. The three degrees are validated by the OU Validatory Service.

B. Entry Requirements

- a) Entry Requirements are summarised in the AA School Prospectus.

C. Course Requirements

- a) All Masters Courses involve a notional total of 1800 student learning hours distributed over 45 weeks (MA and MSc) or 60 weeks (MArch).
- b) Master 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 Master Courses.
- 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.

D. Assessment Procedures

- a) The Course document for each Programme sets out the specific assessment procedures and criteria, which are monitored by the GMC.
- b) Two members of staff assess all course work and final dissertations/projects and their marks are averaged to give the overall mark for each item. A course work average mark is calculated based on the credit rating of each submitted item. The dissertation is marked separately, also by two internal assessors.
- c) The marking of all course work is on a scale of 0 - 100% with a pass mark of 50% and grading as shown below:

Mark	Grade	Performance
80% and above	A+	distinction
75 - 79%	A	very good
65 - 74%	B	good
55 - 64%	C	adequate
50 - 54%	D	low pass
49 and below	F	fail

- d) To qualify for the Masters 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 80% or higher. Exceptionally, an Examination Board can award distinction to a student with an average just below 80%, as long as the dissertation/final project is 80% or above.
- f) All grades attained by students are kept on record in the AA Graduate 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) Failure from any resubmission will lead to disqualification from the degree.
- j) Non-submission or late submission of coursework or the dissertation/final project without mitigating circumstances is marked as fail. In those cases, resubmission will be subjected to grade capping at 74%.
- k) The Graduate School Coordinator (acting for the Registrar) is responsible for filing the assessments, which are copied for the students.
- l) Each Course has an Examination Board which makes the final assessment of students' work. They include the Course's staff and the appointed External Examiner(s). The Examination Boards are accountable to the Graduate Management Committee (GMC).
- m) The Examination Boards' decisions concerning the award of degrees are final.
- n) The School's Director cannot be part of any Examination Board.
- o) 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 one year Masters courses (leading to MA and MSc) in November of each year and one for the courses leading to an MArch 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.
- p) It is the responsibility of the Graduate School Coordinator to circulate in advance the agenda

for the Joint Assessment Boards and to produce the minutes of the Boards' meetings.

E. External Examiners

- a) External Examiners are proposed by each of the individual Programmes for confirmation by the GMC. In the case of the Masters courses final approval is sought from the OU, in accordance with its procedures and criteria for External Examiner appointments.
- b) External Examiners for the Master courses are nominated for three years, extendable to a maximum of four 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.

F. 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) 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.
- d) Each Programme submits to the GMC and the OU an annual course review based on the regular staff meetings' evaluations, the students' verbal and written assessment of the course and the review by the examining board.
- e) Annual course reviews and external examiners' reports allow the GMC to recommend changes and to identify the necessary steps to monitor those changes.

5. 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 collaboration with the Open University Research School (OURS).
- b) Students wishing to enrol for an MPhil or PhD research degree are expected to have reached an equivalent level to that of an MA or MSc course at the AA Graduate School and must show evidence of previous experience in their proposed areas of research.
- c) All students are assigned two supervisors, one of whom has the role of director of studies.
- d) 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 Courses.
- 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 and the Programme's Research Degrees Committee, is submitted for registration with the OU.
- f) The minimum duration of full-time study following OU registration is of 15 months for MPhil and 36 months for PhD research degrees. The maximum period is 48 months.
- g) Submission of the thesis for examination must take place within the maximum period stated above. The examination should normally take place within six weeks of thesis submission. It is in two-parts and includes an oral examination by an Examination Panel comprising external and internal examiners.
- h) Successful candidates receive the award from the OU certifying the AA as the centre of study.

6. Graduate School - Appeals/Complaints

A. 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.

B. Procedure

Informal procedure

a) 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 circumstance 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 Academic Head; 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 which 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.

The Administrative Policies Section of this handbook also contains information with regard to the complaints Procedure.

GENERAL ACADEMIC PROCEDURES

ATTENDANCE (Undergraduate/Graduate)

Normal working hours at the School are from Monday - Friday 10am-6pm. During term time the AA premises are open from Monday - Friday 9.30am-10pm and Saturday 10am-5pm. Bedford Square/No4 Morwell Street premises are closed on Sunday. Students are expected to regularly attend **all** required courses, and to be present for **all** tutorials, unit/programme presentations/crits, workshops, seminars and any other activities set by Unit/Programme Staff. Tutorials and other unit/programme meetings are arranged on a regular basis with the Unit Masters/Tutors/Programme Directors/Staff.

Students who cannot attend due to illness must inform the Unit/Programme Staff and the AA Registrar immediately, and if absent for a period longer than five days a doctor's certificate should be sent to the Registrar confirming the health-related circumstances that has caused a student's non-attendance. Should a period of compassionate leave be required due to circumstances relating to family or personal matters, this must be arranged with the AA Registrar and Unit/Programme Staff and confirmed in writing before taking leave.

DIPLOMA AWARDS/GRADUATE SCHOOL AWARDS AND PRIZE GIVING CEREMONY (Undergraduate/Graduate)

The Awards Ceremony takes place on the last day of the academic year in Bedford Square Gardens to celebrate with students' families and friends their achievements whilst studying at the AA.

DISABILITY & LEARNING DIFFICULTIES (Undergraduate/Graduate)

The Architectural Association School of Architecture provides all students the opportunity of a high quality of learning irrespective of whatever disability they may have and prides itself with a policy which treats every individual in a special and caring manner.

As the AA School is an independent higher education establishment it does therefore not have institutional or governmental pressure to give way to higher priority demands when dealing with disability. The main premises of the AA School are within Georgian Listed Buildings and therefore are restricted with regard to disability access, but on acquiring further premises disability access has been one of the top priorities which will now the AA to provide a better learning environment for disabled students.

The AA's policy is to treat every student as an individual and to listen to their requirements and act upon information received to provide the best way forward for their learning environment. All students are encouraged to contact the Academic Head, Programme Director/Unit Master, Course Master and Registrar with regard to their disability upon entering the School or if already a student as soon as they become aware of their disability. Arrangements can then be sought for that student in order that they gain the quality of education afforded to every student and are not disadvantaged. These arrangements can take many forms and would depend upon the circumstances of that particular student.

The aim of the School is to ensure that all students have the same opportunities of learning irrespective of their disability and therefore the programme/production of work would be amended accordingly to ensure that this aim is achieved. Having a 1 : 4 ratio of staff to students in the programmes the School affords the opportunity of determining problems with students in early stages of their studies and to rectify the situation.

Dyslexia

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 by a local LEA, an allowance can be awarded to cover expenses that may arise as a result of studying because of dyslexia. For further information, please contact the British Dyslexia Association, www.bda-dyslexia.org.uk; and SKILL, The National Bureau for Students with Disabilities, www.skill.org.uk

Dyspraxia

Home students are advised to contact their Local Education Authority for advice. Subject to assessment, students may be entitled to various benefits, expenses and learning programmes that can assist their full-time studies. EU & International students are not eligible to apply for a DSA award through Local Education Authorities, and should explore opportunities provided through their home countries.

Please refer to the information on Pastoral Care later in this section, for additional information on support for students.

EXTERNAL EXAMINATIONS (Undergraduate/Graduate)

Undergraduate School External Examinations

Undergraduate Students go forward to External Examinations organised by the AA School at the conclusion of Years 3 and 5 of the Undergraduate School coinciding with ARB/RIBA Parts 1 and 2.

External Examiners are appointed annually by the School based upon the Director of the School's recommendations, 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 and Royal Institute of British Architects.

The External Examiners assess students' work independently, and their assessment is based on the student design portfolio and project materials presented and seen during the external examination. All decisions made by the External Examiners are final. For Graduate School External Examinations please refer to the Graduate School Academic Organisation Document above.

PASTORAL CARE (Undergraduate/Graduate)

All students experiencing difficulties personally or with their studies should initially consult with and notify their Programme Directors/Unit Masters/Tutors. Following this initial meeting the student should then contact and arrange to meet with the AA Registrar, Marilyn Dyer: (marilyndyer@aschool.ac.uk). Further meetings can be arranged with the Academic Head, Charles Tashima, or with Jorge Fiori, Head of the Graduate Management Committee, if the matter is related to academic or study activities. Students are encouraged to contact staff quickly of any issues or concerns that arise at any time throughout the year.

The AA School has access to psychological counselling services, and appointments can be arranged during term times through the office of the AA Registrar. All information given is treated in the strictest confidence. Information given to the counsellor is NOT reported to the School unless the student is deemed to be a danger to him/her-self, or to others. The AA School may, in some circumstances, refer students for treatment at the recommendation of a tutor or other School or Association employee. These references are also handled in the strictest confidence, and information given to the counsellor is not reported to the School.

PROGRESS REVIEWS (Undergraduate)

See the Administrative Policies section, for information and guidance on progress reviews.

REGISTRATION & NOTIFICATION OF CONTINUING STUDIES (Undergraduate/Graduate)

Registration (New Students)

Upon formal acceptance of a place in the School, (a completed and signed Admissions Form plus a non-refundable deposit of one term's tuition fees is required and having fulfilled the conditions of the offer, an applicant will be in a position to register as a student at the AA School.

Registration for new students normally takes place in Introduction Week subject to prior payment of the Autumn Term tuition fees (the Autumn term fees are in addition to the deposit). Existing/Returning students' registration takes place in the first two days of the Autumn Term and is also subject to prior payment of the Autumn Term tuition fees.

At the commencement of the Spring and Summer Terms all students must pay the relevant term's fees at the due dates and re-register with the Registrar's Office/Graduate School Coordinator's Office.

Notification of Continuing Studies (Undergraduate)

In May of each academic year all registered and year out undergraduate students are required to confirm their plans for the next academic year by written notification (completion of a form) given to the Registrar's Office. Entry into the upcoming (next) year of study is subject to the successful conclusion of the student's current year at the End of Year Reviews/External Examiners' assessments.

Following notification by a student to the 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 no later than 1st August prior to the new academic year. Please note that unless the change in study plans is received

by 1st August placement in the school for the forthcoming academic year is not guaranteed and also failure to provide notification of taking a year out by 1st August will result in the student being liable for the tuition fees of the Autumn Term of that academic year.

Notification of Continuing Studies (Graduate)

Graduate School Phase 2 MArch students should confirm with the Graduate School Coordinator's Office their continuation of studies no later than 1st September 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 September prior to the new academic year.

SCHOLARSHIP & BURSARY AWARDS

Bursaries (Undergraduate/Graduate)

Bursaries are offered to existing AA students and new Graduate School students and must be applied for on a yearly basis. Students are required to officially apply requesting a Bursary Application Form from the Registrar's Office (application dates are advertised on the website and events list). The Bursary Committee makes its decision based on academic performance, a recommendation from the Unit Masters/Tutors or Programme Director and financial hardship. Bursaries awarded normally cover a student's fees from one to one-and-a-half terms.

Scholarships (Undergraduate)

Each year the AA awards scholarships to new students entering the undergraduate ARB/RIBA recognised course in architecture. Scholarships are offered to First, Second and Fourth year applicants who demonstrate excellence and financial need. These scholarships are available for three and two years respectively, subject always to continuing progress. Scholarships are not available to Foundation or Visiting Students.

All new applicants to the School are eligible to apply for a scholarship through the admissions process regardless of their nationality or background. Scholarship candidates are then recommended to the Scholarship Committee through the admissions process (interviews). The Scholarship Committee makes its decision based on academic performance, interview recommendations and financial hardship.

STUDENT LETTERS (Undergraduate/Graduate)

New Students: upon receipt of the completed admission form, required deposit and fulfilment of all entry requirements, new students can obtain a CAS (Confirmation of Acceptance for Studies) for a visa application from the Admissions Coordinators. During Introduction Week registered new students are also able to request letters of reference for obtaining bank accounts, securing accommodation, etc from the Admissions Coordinators in the Registrar's Office. Please remember that before a letter can be written to secure a bank account, a student must have a permanent UK address and supply a copy of their passport.

Once students have registered, these types of reference letters can be obtained by contacting the Undergraduate School Coordinator and the Graduate School Coordinators.

Full-time students are eligible for relief for Council Tax payments, which can normally be secured by a letter written by the School. Students are requested to await receipt of Council Tax notification with their names clearly indicated on the letter, prior to requesting an AA School letter confirming their status as a full-time student. The Registrar's Office can formalise arrangements to issue a letter to students.

STUDENT PRIZES (Undergraduate)

AA Prizes are awarded annually and are presented at the Graduation Ceremony on the last day of the academic year. Undergraduate Unit Masters/Tutors, Foundation Course Masters and Complementary Studies Programme/Course Masters are requested by the Director of the School/Academic Head to nominate students within their course/unit to be considered for one of the available prizes. Nominations are assessed by the Director of the School and the Academic Head. Many of the AA Prizes have been established for a number of years, for example the William Glover Bequest established in 1913, Henry Saxon Snell Award in 1909 and the Ralph Knott Memorial Fund in 1931. (Further information will be available on the AA website during the 2010/11 Academic Year)

STUDENT ASSISTANTSHIPS (Undergraduate/Graduate)

A limited number of assistantships are available for a maximum of 7-10 hours per week to full time registered students who are experiencing financial hardship. Reception, Facilities/Maintenance, Library, Exhibitions, Computer Room, Digital Prototyping Lab, Workshop, Photo Library, Materials Shop, are some of the areas with in the AA where student assistantships are available. For information and availability contact the departments at the beginning of the academic year.

STUDENT LOANS & OUTSIDE FINANCIAL ASSISTANCE (Undergraduate)

See relevant sections on the AA website: www.aaschool.ac.uk for further information.

TUITION FEE PAYMENTS & DEPOSITS (Undergraduate/Graduate)

Tuition Fees for the upcoming academic year are announced in January of that year. For many years the AA has worked hard to minimize any increases to levels consistent with cost-of-living increases in London.

All students are encouraged to pay a year's fees in advance, in order to take benefit of a 3%* discount for the year, if paid by the end of June prior to the upcoming academic year. Students unable to pay the entire year's fees in advance will be invoiced to make payments at the beginning of the Autumn, Spring and Summer Terms, or alternatively, in monthly installments by prior agreement with the AA Registrar's Office. Fees paid by new students also include a payment equivalent to one term of fees, which are retained as a non-refundable deposit and credited towards the final term of study by a student in the school. (*subject to change)

UNDERGRADUATE AND GRADUATE TRANSFER POLICY (Undergraduate/Graduate)

Transfer Policy – Undergraduate Students

Students who have accepted a place and are registered on the ARB/RIBA recognised course in architecture (First to Fifth Years) must successfully complete the course and gain the relevant qualifications before being eligible to apply for entry to any of the programmes within the AA Graduate School.

Transfer Policy – Graduate School

Students entering the graduate school at the beginning of an academic year have been offered a place in 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 for any other programme in the school they are interested in joining; places in that programme cannot be guaranteed.

WITHDRAWAL FROM STUDIES (Undergraduate/Graduate)

Withdrawal – Undergraduate Students

Students who are considering withdrawing from their year of study should immediately notify and consult with their Unit Masters/Tutors regarding their situation. Students and Unit staff must also immediately notify the Registrar and the Academic Head, with whom they can further discuss the student's situation. The unit system at the AA School is organised around a complete year of study and does not accommodate completion of partial years of study.

Once students have been registered/undertake the unit selection process at the beginning of an academic year they are expected to complete the entire year and are liable for a full year's tuition fees. 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 for the current term's fees as well as the upcoming term's fees, unless written notice has been provided to the AA Registrar before the end of Week 5 in the current registered academic term.

Students who have made the decision to withdraw from a year of study may be required to re-apply to the school to gain re-admission, based upon a review of the circumstances explaining the decision to withdraw. A future place in the school cannot be guaranteed to students who have chosen to withdraw from a year of study. Exceptional circumstances will be considered, if the request is made in writing to the Registrar at the time of a student's notification that he/she is withdrawing from a year of study.

Withdrawal – Graduate Students

Students who are considering withdrawing from their programme should immediately notify and consult with their Programme 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. The graduate programmes at the AA School are each organised around a complete 3 or 4 terms of study and do

not accommodate completion of partial academic years. Withdrawal during some stage of an academic year will normally require that the student re-apply to the programme to re-enter the course at the beginning of a new Autumn Term of study. Exceptional circumstances will be considered, if the request is made in writing to the Registrar at the time of a student's notification that he/she is withdrawing from a year of study.

YEAR OUT STUDENTS (Undergraduate)

Undergraduate Students, Maximum Allowable Time Away from Studies

With **prior agreement** with the AA Registrar's Office no later than the end of Spring Term of a first year out, students can take a maximum of two consecutive academic years out of the school. Normal year-out consists of a single academic year away from the school. If the period is longer than two consecutive years since full time studies were undertaken, the student will be formally withdrawn from the School. If the student wishes to re-enter the School to complete their studies, he or she is required to re-apply through the admissions process for re-entry to the Diploma School, and follow a normal process of application and, if considered, an interview prior to being offered admission to the Diploma School..

Year Out for Undergraduate Students, Professional Studies & Practical Training

It is a **mandatory** requirement that all students who are preparing to undertake a 'Year Out' to pursue practical training are required to contact and register with Alastair Robertson, the AA Professional Studies Adviser. 'Year Out' students have normally completed their third year of studies and passed the AA Intermediate Examination (ARB/RIBA Part 1). Information on 'Year Out' procedures are presented during the first seminar of the third year Professional Practice Course, and can also be obtained from the Professional Studies Coordinator. It is essential that all undergraduate students obtain a copy of *Working Out in Architecture* which provides the relevant information for students considering a 'Year Out' for practical training as a mandatory part of the recognised architectural course.

Non Home/EU students are permitted to undertake mandatory practical training within the UK at an ARB registered architectural practice within a maximum of 12 months within the study period as recognised as part of the architectural course, and will only require a valid student visa (Tier 4 General Student Visa). This is subject to current UK government legislation. In order for students to comply with undertaking practical training in the UK, under the Tier 4 student visa system, mandatory registration with the Professional Studies Dept is required. Students therefore must produce a letter of employment for their practical training in the UK and supply copies of the letter to the Professional Studies Dept and Registrar's Office. Unless Official registration with the Professional Studies Dept takes place, students will be in violation of the Tier 4 student visa status. Please contact psco@aschool.ac.uk for full information.

Non-Home/EU students who have just completed their Fifth Year and wish to undertake practical training in the UK should contact Alastair Robertson, Professional Studies Adviser, who will advise the student on what is required. Students are permitted to undertake mandatory practical training after their final year of study (5th Year) and passing the AA Final Examination. Tier 4 General Student Visa is required in order to undertake this practical training in the UK in an ARB registered architectural practice. Appointments with the Professional Studies Adviser can be made with the Professional Studies Coordinator. Email psco@aschool.ac.uk. Please note official registration is required with the Professional Studies Dept along with a copy of a letter of employment for the Professional Studies Dept. Unless Official registration with the Professional Studies Dept takes place students will be in violation of the Tier 4 student visa status.

Year Out for Undergraduate External Students with an Incomplete Year of Studies

Year out decisions can also be made by the School as the result of progress reviews or end of year assessments. Year out conclusions are given to students following the assessment of the First, Second, Third or Fourth Years in order to complete the design portfolio and/or submissions for the year, and to gain additional experience to better prepare for further study in the undergraduate programme.

As part of the registration procedure as a year out external student, students must enter into a formal arrangement with the School through the Registrar's Office at the beginning of the Autumn Term (Week 2/3). A signed letter of agreement must be completed between the student and the Unit Masters/Tutors. The fee for external tuition £400 per term* (approximately 10 tutorials), is payable to the Unit Masters/Tutors through the School at the start of each term. Should use of the workshops and facilities for History and Theory Studies, Technical Studies and Media Studies be required an additional £100 per term is payable*. Use of the Computer Room will incur an extra fee of £300 per term*. AA Membership must also be paid for the academic year. All year out external students presenting their portfolio/s to the External Examiners will be required to pay a submission fee of £250*

* amounts subject to annual review.

End of Section.

SECTION 9. STUDENT LIFE

AA BOOKSHOP (Undergraduate/Graduate)

Located in the basement of 36 Bedford Square, the AA Bookshop carries the best range of architectural books and journals in London. Opening hours are Monday - Friday 10am-6pm. AA Membership provides a 20% discount on all AA publications (cash, UK debit cards and credit cards), and can also be purchased online.

BLOOMSBURY & SURROUNDINGS (Undergraduate/Graduate)

The AA School of Architecture is located in Bloomsbury, part of London that was built in the 18th century. Bedford Square is one of the best examples of Georgian London, and the AA occupies adjacent buildings, numbers 34-36, 37 and 39 on the west side of the square. Number 34-36 is the historic location of the AA school, where the school has been located since the early years of the twentieth century, and is where the extensive Public Programme of lectures and exhibitions takes place, as well as the majority of social activities of the School.

Teaching activities are located in numbers 34-36, 37 and 39 Bedford Square as well as 4 Morwell Street, and the AA is administered from the main building at 34-36 Bedford Square. Morwell Street Buildings are largely Graduate and Undergraduate studio spaces, as is the third floor of the main School at 34-36 Bedford Square.

ACCOMMODATION (Undergraduate/Graduate)

The AA does not have its own residence halls or other forms of accommodation, but does assist new and returning students with an accommodation service from the beginning of September during the early weeks of the academic year. An AA student is available during this time to advise about prices and location of accommodation. A wide variety of accommodation is normally advertised in the Accommodation Office, which is normally located on the second floor of 34-36 Bedford Square. The School does not have any arrangement with any residence, agency or hotel, and the AA does not have any obligation to provide accommodation to new or returning students. Types of accommodation available to students in London include:

Halls of Residence

To live in a studio bedroom, sharing bathrooms and other facilities. Breakfast and evening meals are often provided, but self-catering halls can also be found where students buy and prepare their own food.

Independent Halls and Hostels

Hostels are normally owned by charitable organisations. As well as providing accommodation they offer a homely environment, often with social opportunities and events. Like halls of residence, sometimes meals are provided, or sometimes there are cooking facilities. Hostels are very popular and have long waiting lists, so apply with plenty of time.

Private Accommodation

This is when a student rents from a private landlord/landlady. Students will need to arrange this once arrival in London has taken place. Make sure that a temporary room has been booked in a hostel or hotel in advance of arrival.

It is difficult to find affordable accommodation in the central zones of London. Normally students in private accommodation will need to live some distance from the School and travel every day.

Private accommodation options often include:

A single bedroom room in a private home, sharing facilities with flat mates or a landlord.

A bed-sit is a single room in which you live and sleep, usually with limited cooking facilities.

Bathroom facilities are usually shared.

A studio flat is a single room with self-contained kitchen and bathroom.

One of the cheapest ways of living is to share a flat or house with friends or colleagues from the School. Rent, bills and cleaning can all then be shared.

Arranging long-term accommodation will usually require a signed agreement with the landlord/landlady. Upon signature of the agreement, a deposit will be required, which is returned upon departure. However, if damage

has been caused to the accommodation or the required notice to leave has not been given, the landlord may have the right to keep the deposit.

It is important therefore not to sign any contract or agreement unless it is fully understood. Read all documents carefully before signature and keep copies. Always ask for a receipt for each payment. Free advice about your legal rights can be found at your local Citizens Advice Bureau (www.nacab.org.uk).

Be careful if using an accommodation agency. Many are listed in BT's Yellow Pages and can be good, but others ask for large deposits and rent in advance. Find out any costs before asking them to look for accommodation.

The cost of accommodation varies enormously according to type, quality and location, but it might be possible to find a room in shared accommodation for approximately £125 per week. Do check whether the rent includes gas, electricity, water; it almost certainly will not include the use of telephone.

Private accommodation is advertised in local newspapers, including Evening Standard, Loot (www.loot.com) and Time Out. On the University of London Accommodation Office website (www.lon.ac.uk/accom) there is a very useful Student Contact List, which enables students to advertise their accommodation.

BANK ACCOUNTS (Undergraduate/Graduate)

Once a student has found a place to live, it is very likely that a bank account will be required. It is not possible to open a bank account until a permanent London address has been secured. In recent years UK banking laws have been tightened for anyone who has just arrived in the UK. It will normally require several weeks, and even months, to open a UK bank account, and so preparations should begin immediately upon a student's official registration in the School (Day One of Introduction Week, in September).

In the past the AA has recommended its own bank, Lloyds Bank, located at 32 Oxford Street, just a few minutes' walk from the school. In recent years HSBC Bank proved best for AA students opening new accounts, and their closest branches are: 156/157 Tottenham Court Road, London W1P 9LJ and 1 Woburn Square, Russell Square, WC1H 0LQ.

The rules and regulations governing the issuing of bank accounts to overseas students are subject to change on a regular basis; please make enquires online before arrival in the UK.

The School can provide a written letter confirming status as a full-time student in the AA School, once registration as a full-time student has taken place (first day of Introduction Week). Banks, however, normally require such letters to confirm the new UK address, which must be secured, before the school can write a letter of reference. Banks normally offer accounts for students from overseas that allow account holders to transfer money between the UK account and other accounts overseas. These UK accounts normally provide a bank card that enables the account holder to withdraw cash from cash points, or automated tellers. It is not always the case that a bank will open a current account for a newly-arrived overseas student that includes a cheque book/debit card, and so you may not have access to full current account privileges within the UK. Details should be confirmed with the bank.

Some students in the past have managed to open accounts with internet banking services.

COMPUTING RECOMMENDATIONS (Undergraduate/Graduate)

All students should request information as to computing hard/software for their relevant programme or unit from their Programme Directors, Unit Masters, Academic Head or Computer Room staff.

COUNCIL TAX (Undergraduate/Graduate)

All full-time students are eligible for relief for Council Tax payments, which can normally be secured by a letter written by the School. Students are required to await receipt of Council Tax notification with their names clearly indicated on the letter, prior to requesting an AA School letter confirming their status as a full time student and confirmation of address. The Registrar's Office can formalize arrangements to issue a letter to students.

HEALTH CARE (Undergraduate/Graduate)

Doctors

Overseas full time students, who are intending to study in the UK for six months or more, are entitled to most health care free of charge from the NHS.

Bedford Square Medical Centre : AA students maybe able to register to use the facilities of this practice subject to the surgery's catchment area, ie. according to the student's UK permanent address. Advisory leaflets with regard to this practice will be available at introduction week/Registration subject to confirmation.

If the above practice is not applicable it is recommended that as soon as a student secures a permanent address in the UK, that he/she then registers with a General Practitioner (doctor) at a local practice or health centre near to where the student lives, as this is the only way to be seen by a doctor in order to obtain prescriptions for antibiotics and minor medications, or for referral to consultants for more serious health issues. Proof of address will be required (contract, utility bill).

Prescriptions are not free of charge and payment will be required (currently £7.20) for the medicines that have been prescribed when collected from a chemist/pharmacy.

A list of doctors in the local area can usually be found in a pharmacy, chemist or post office. Further information can be found by visiting the NHS webpage: www.nhsdirect.nhs.uk/england.

Dentist

Students who qualify for free NHS medical treatment are also entitled to NHS dental treatment, but you must be registered with a doctor to qualify. NHS dentists can be hard to find but the cost is much lower than a private practitioner. There is also a helpline offered by the British Dental Association on 0870 333 1188.

INSURANCE (Undergraduate/Graduate)

Students are strongly encouraged to obtain personal coverage of their belongings, including the contents of the accommodation as well as personal computers, cameras and other equipment.

The AA is not responsible for the loss of personal belongings of students or staff while on school premises. Local UK personal insurance coverage can normally be secured to protect against the loss of personal belongings both at home and while travelling, and the costs of this coverage are normally very economical. Travel insurance for official unit trips is organized by the Programme Directors/Unit Masters with the AA Company Secretary's Office.

MANDATORY AWARDS (Undergraduate)

The AA has mandatory award status for the ARB/RIBA Undergraduate Programme. This means that UK students (Home students) are eligible for Student Loans. This entitles a new student to a Tuition Fee Loan (approx. £3290) plus a living expenses loan. Existing students who were offered a partial Tuition Fee Grant for their previous study years will still be entitled to this form of grant (approx. £1225) plus a living expenses loan.

UK Student loans are handled by the SLC (Student Loans Company). New students who have not yet applied for an award should contact their LEA (Local Education Authority) for assistance. Those transferring from other British schools must inform their LEA of the transfer. All fee contributions are sent direct to the AA and are credited to the individual student's fee account. Websites: www.direct.gov.uk or www.slc.co.uk

EU students are eligible for a student tuition fee loans and acquire information for application procedures from the websites listed. At the present time EU students are not eligible for student loans to cover living expenses. The above is subject to current government legislation, and more information can be found at direct.gov.uk or slc.co.uk.

MOBILE PHONES (Undergraduate/Graduate)

To secure a personal mobile phone in the UK, which is generally arranged as a one-year contract, students are normally required to have a UK home address and UK bank account. An alternative option is to obtain a 'pay as you go' mobile phone account.

PIGEONHOLES (Student Mailboxes) (Undergraduate)

Each student has a pigeonhole where information is left by the School. Foundation, First, Second and Third year pigeonholes are outside the computer studio, Diploma pigeonholes are in the Diploma corridor (3rd Floor). Names will be allocated to pigeonholes as soon as possible at the beginning of each academic year.

REGISTERING WITH POLICE (Undergraduate/Graduate)

A student could be asked at the airport to register with the Police. This visit should normally be undertaken within seven days after arrival in the UK. Check the stamp in your passport; if it mentions that police registration should take place, a visit will be required to the Overseas Visitors Records Office at Ground Floor, Brandon House, 180 Borough High St, SE1 1LH (next to Borough Tube station).

To register with the Police, the requirements are: passport, 2 passport size photographs of yourself, a letter of acceptance from the AA and a London address. The office is open between Monday - Friday 9am-4:00pm, Tel: 020 7230 1208. There is a fee to register (£34). If the accommodation address is not in the Metropolitan Police Area, contact should be made with the local police service for the address and opening hours of other police registration offices.

RIBA STUDENT MEMBERSHIP (Undergraduate)

Students on the five year ARB/RIBA recognised course in architecture are eligible for RIBA student membership. For a full list of benefits and to register go to: www.riba.org/go/RIBA/Member/Joining

STUDIO SPACE (Undergraduate)

At the present time the AA offers studio space in the Bedford Square premises for Foundation, 1st Year and limited space for the Diploma School and in the Morwell Street premises: Intermediate School and the Graduate School programmes.

TRANSPORT IN LONDON (Undergraduate/Graduate)

The London Underground railway, or the "tube" is London's quickest and most popular form of transport. Services run from approximately 6 am to midnight every day except Sundays and bank holidays. There are 12 tube lines identified by different colours on the tube map (available from all tube stations). The London underground is divided into 6 travel zones, zone one being the most central. Unless you have an Oyster card or travel card you must buy a ticket before you travel. The Oyster card for anybody using public transport is the best and cheapest way to pay. Full information can be obtained on www.tfl.gov.uk

Buses are an alternative to the tube and again Oyster cards/Bus Passes are the most convenient and cheapest way of paying. If you do not have an Oyster card /Travel Card/Bus Pass tickets must be purchased from the ticket machines at bus stops before boarding any bus. Night buses are the way for many Londoners to get home if they are out late and these run until about 4.30 am. The service for night buses is more frequent within the inner London area and these should run at half hourly intervals.

Taxis/black cabs are the most expensive way to travel in London but can be useful in an emergency or if you are travelling with friends and can share the cost. Please note that it is **not** advised to use mini cabs that are not officially licenced (by Transport for London) vehicles. Rail travel (young persons railcards -16-25 years of age) are available: www.youngpersons-railcards.co.uk

Cycling is an inexpensive method of travelling in London but can be dangerous due to the volume of traffic on the roads. Information on cycling in London can be obtained from London Cycling Campaign tel: 020 7234 9310 or www.lcc.org.uk They also produce a list of shops that rent out bicycles. For further information regarding cycling around London please see the following websites: www.tfl.gov.uk/roadusers/cycling/11598.aspx and www.evanscycles.com (bike shop around London)

TRAVEL & UNIT TRIPS (Undergraduate/Graduate)

It is strongly recommended that students attend unit trips/programme trips which are generally organised in relation to specific unit/programme briefs. Details relating to the trips are provided by academic staff well in advance of the trips. Undergraduate units are encouraged to schedule the trips so as to minimize disruption with the Complementary Studies coursework.

Trips are normally international visits and students are required to pay for all personal costs associated with the trip. Travel visas may be required and students should be aware that adequate notice must be given to embassies before the scheduled trip. Students should contact the Undergraduate School /Graduate Coordinators to obtain letters of reference as a required part of the travel visa application. The AA School does provide travel insurance for all students who are undertaking an official trip. Please ensure that your programme/unit has registered the trip with the AA Company Secretary's Office.

UK VISAS, NEW & EXTENSIONS (Undergraduate/Graduate)

Renewal of student visas are normally undertaken through the Registrar's Office. Members of staff within the Registrar's Office are able to prepare the necessary documentation (CAS) and provide information to students. Adequate notice must be given to the Registrar's Office to ensure that the appropriate documents can be prepared in time for student visa applications. Please refer to the UK Border Agency website for full information on student visas, www.ukba.homeoffice.gov.uk, "Studying in the UK".

Students must apply for Tier 4 Adult Student Visa for their full time studies at the AA.

PLEASE ENSURE THAT ALL ORIGINAL DOCUMENTS ARE PROVIDED AS PART OF ALL VISA RENEWAL APPLICATIONS, ESPECIALLY WITH REGARD TO FINANCIAL MATTERS INCLUDING RECORDS OF PAYMENT OF TUITION FEES AND FINANCE FOR LIVING COSTS. IT IS VERY IMPORTANT THAT EVERY STUDENT READS AND UNDERSTANDS THE APPLICATION PROCEDURE RELEVANT TO THEIR NATIONALITIES. IF INFORMATION IS SENT AND IS INCOMPLETE, VISA APPLICATIONS WILL BE REFUSED.

Please note the Croydon Public Enquiry Office, which is the normal location of renewal applications, currently charges the sum of £628 for a personal visit or £357 for a postal application (postal applications can take up to 13 weeks to process) see front of application form for postal/courier addresses. Students are still able to obtain visa renewals outside of the UK through British Embassies in the country of origin and for this process a CAS is also required, plus relevant documentation. This request should be made to the Registrar's Office.

The above information regarding Visa renewals is subject to current UK government legislation.

End of Section & Student Handbook