

Welsh School of Architecture

M Arch: Course Handbook

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1.00 Introduction

Welcome to the M Arch at the Welsh School of Architecture. This course handbook provides details of the important things you need to know when studying for your degree at the school. This handbook should be read in conjunction with the school's Teaching Handbook, which describes some of the processes and practices that the school undertakes in terms of how we teach and assess. It should also be read in conjunction with the supplementary information issued at the start of each academic year. This information will contain descriptions of the modules you will be undertaking during that year and specific information related to that particular year. There are also a series of rules and regulations that govern how we run the course. Some of these are determined centrally by the university, others by the school itself. The school regulations and examining board conventions are included in the appendix to this document.

It is important that you read this handbook and are aware of the contents of the associated documents. You should also ensure that you keep a copy of this handbook once you have completed the course, as occasionally employers request details to support a job application.

If you have any queries or feel that there are any omissions please feel free to discuss them at the numerous year meetings and briefings that are held throughout the year. If you have any queries about the factual content, or scheme regulations please do not hesitate to contact Susan Morgans or Kate Docker (Room 2.58)

2.00 The M Arch Degree

The M Arch (Master of Architecture) is a two-year degree scheme, taken after the BSc (or equivalent qualification from another university). It satisfies Part 2 of the UK professional qualification for architects, and is approved by the RIBA and ARB. The first year of the M Arch - the Year of Education in Practice - is spent predominantly in architectural practice. It includes three short courses, held in the School, and has a modular structure of associated coursework. The second year of the M Arch is spent full-time in the School and takes students to an advanced level of architectural design. It offers an intense and lively forum for the exploration and discussion of contemporary issues in architecture, and also includes courses in building economics and professional practice.

Master of Architecture : Modular Structure

Autumn Semester

Spring Semester

MArch Year 1

EDUCATION IN PRACTICE

DESIGN & TECHNOLOGY IN PRACTICE: 10 credits

Critical appraisal of scheme in practice

Technology in concept, strategy and detail

PRACTICE EXPERIENCE: 40 Credits

Key processes in practice

Personal and professional development

PROJECT INITIATION: 20 Credits

Economic determinants of development in practice

Practical investigation of development economics through design

MANAGEMENT AND COMMUNICATION: 10 credits

Organisational theory and behaviour in practice

Management and communication in the design office in practice

DESIGN IN PRACTICE: 30 credits

Residential scheme in urban location

Urban strategy, form, scale and massing

Urban contexts and the nature of the city

RESEARCH METHODS: 10 credits

Preparation for dissertation - scope, aims and objectives methodologies

Critical readings and appraisals and literature review

Detailed
Places in the city
Room and furniture layout

MArch Year 2

DESIGN THESIS AND DISSERTATION

WRITTEN DISSERTATION: 30 Credits

Critical study of selected aspect of architecture

Conducted thro research inc methodology, results and findings

DESIGN THESIS: 80 credits

Study visit : major European city

Urban analysis and design.

Urban place: building group + open space

Primer project ; developing a THESIS

Graduates write brief

PRACTICE MANAGEMENT AND ECONOMICS: 10 credits

Process centred view of practice, management and economics

Critical application of above applied to FDP

Final Design Project
Deals with sensitive urban contexts or landscapes
Complex building on sensitive urban or rural site /brief writing
Form, mass and scale
Spatial Complexity
Planning and organisation
Technical Studies with specialist consultants - Arup, Buro Happold

Continuity of skills

The M Arch is a research-and practice-led degree focussing on developing each graduate's skills in independent thinking. Every candidate is expected to exercise initiative and personal responsibility and teaching is concentrated on supporting this aim. Skills in library and field research, appraisal, analysis and interpretation are developed in all M Arch modules.

The course involves development of skills, knowledge and experience through reflective practice. M Arch 1 modules 'Practice Experience' and 'Design and Technology in Practice' require graduates to critically

appraise the activities and methods of their architectural office according to their academic experience, and encourage the graduate to reflect on their teaching according to their practical experience. Reflective practice in formal research is enabled through the 'Research Methods' and 'Dissertation' modules which combine to develop a piece of written work through both years of the degree. Design skills, and the promotion of design as a reflective activity, are strengthened through the 'Design in Practice' module and fully developed in the 'Design Thesis' with individual interviews concentrating on helping the graduate to define their interests into a coherent design thesis.

Continuity of content

The M Arch degree enables graduates to develop their own frameworks for architecture. Graduates are encouraged to evolve their position into a coherent thesis in M Arch 2: through 'Design in Practice' to 'Design Thesis'; and through 'Research Methods' to 'Dissertation'. It is recognised that this won't necessarily be a linear process. However, students are encouraged and supported to develop their research through these modules towards a cohesive design proposition at the end of M Arch 2.

Within this broad context, there are a number of specific content connections. 'Design in Practice' in M Arch 1 develops skills toward 'Design Thesis'. 'Project Initiation' in M Arch 1 informs brief writing in 'Design Thesis'. 'Research Methods' enables students to develop critical tools and synthesise content toward their 'Dissertation'. 'Practice Experience' and 'Management and Communication' in M Arch 1 set up themes developed in 'Practice Management and Economics' in M Arch 2. The economic aspect of 'Project Initiation' informs the same M Arch 2 module and is developed through individual economics consultancies and examinations in 'Design Thesis'. 'Design and Technology in Practice' also provides a background for technical investigations as part of the 'Design Thesis'.

Education in Practice

MArch1 takes place mostly in architects' offices. Students return to the school for three short courses, each lasting one week and timetabled for September, February and June. At the Short courses briefings are given for the six academic modules, students work together on assignments and seminars enable practice experience to be shared. Between the short courses work for the academic modules goes ahead in parallel with office employment. This carefully considered dove-tailing of practice and academic work enables theory and work on

The projects to be brought together compared and contrasted. Great importance is attached to close communications between students and school. Offices are visited by representatives of the School, and contact is maintained through email, post and phone. While at work in practice students are encouraged to discuss and compare their work with each other and with architects in their offices.

Assessment

M Arch 1 and M Arch 2 modules are assessed separately. It is a requisite to pass all M Arch 1 modules to progress to M Arch 2.

3.00 Communications

Contact with staff

Each year group is managed by a Year Chair and Year Tutor from the full-time academic staff, assisted by a Professional Tutor and a team of part-time tutors. *Further Details of how the schemes are organised and the roles of different members of staff can be found in section 1 or the Teaching Handbook*

A full list of staff in the School, and their roles can be found on the School's website.

The School operates an 'open-door' policy where staff are pleased to discuss student work outside of timetabled teaching events. This is an important ingredient in the special atmosphere that exists in the School. However please note that staff are engaged in research as well as teaching. They also have quite onerous administrative duties. Sometimes, if you have problems, the administrative staff may also be able to help.

Staff in each year will make you aware of when they are available for tutorials and for you to see them about personal or pastoral matters. Outside those times, please respect their need for time and peace to make progress on their own work. Often project briefs and other documentation contain all of the information you need: please read them carefully before questioning staff unnecessarily. Design teaching takes place at timetabled events – centred around the main weekly tutorial or crit. Times when tutors will be in studio will be posted on the year notice board.

Year meetings and briefings will be held regularly. These are important and should be attended by all students.

You should remember that setting your own agenda, and deciding your own courses of action, are part of your education as architects. Dependency on staff for every design decision you make is not good for your development. You are expected to become more self-directing in your work, and show more initiative, as you progress through the School. It is also helpful to discuss your design work with your colleagues in the year. Discussing other people's ideas – teaching each other –

can be as personally rewarding as working on your own design.

For appointments to see the Head of School, Prof. Phil Jones, you will first need to see his P.A., Anne Evans, EvansA3@cardiff.ac.uk. You should make yourself familiar with the location of these offices.

Administrative Staff

You may find that members of the administrative staff will be able to help you with certain matters. In addition If there are any changes to your personal data (eg contact address or emergency contact details) you can log on to SIMS Online and make amendments yourself, or you can correct your academic data (eg programme of study, modules/units) by completing a Notification of Change to Academic Details form, available from the school reception, Registry, Student Support Centre and Student Advice and Representation Centre.

Noticeboards

It is your responsibility to check the notice board on a daily basis, as this is the primary source of communication between teaching staff and the students. They also highlight any changes to schedules. Each year has its own notice board on the landing of the second floor of the Bute Building. This will carry general information as well as notices from the school office. These boards not only inform members of the year but also allow students from other years to keep in touch with events. You should get into the habit of seeing what other years are doing, particularly the announcements of open lectures and reviews which you should try to attend.

Notice boards for SAWSA, the Architectural Library, MSc Research, work opportunities, plus general information, are located on or near the landing.

Email

Increasingly we will be emailing you with project notices and other information. It is very

important that you check your **University email** post-box on a regular basis. We will not send information to private email addresses.

Mail

Student mail will be placed in drawers at front of WSA reception

Learning Central

Learning Central is the University's system for e-learning. Generally it is used in the School as a repository for information and as a place where written work can be submitted.

Learning Central can be accessed at

<http://cue.cf.ac.uk/>

University Web Portal (<http://mwe.cf.ac.uk>)

The University now has a web portal through which you can access a range of IT facilities from outside the University. These include access to your University email, your network file storage (H & S drives), Learning Central, on-line collaboration tools, and other electronic resources. The portal also allows you to change your password, and set security questions so that you can retrieve your password if it gets forgotten.

You can log onto the web portal using your University network username and password.

Submitting/collecting work

Design project work is typically submitted by pinning up work in the appropriate location in the School.

There is a formal system for submission/collection of written work at the

School. Your tutors will inform you of deadlines by which written work must be submitted for marking.

You must submit /collect written work between 9am and 3pm at the School Reception.

To submit written work, you must complete a receipt, (which is available at the School Reception). The receipt asks you for the following details; student name, number, degree course, year of study, module title, title of work and signature. This receipt must also be signed and dated by a member of administrative staff, as witness to receipt of the work. This will be Jan O'Brien or Janine Jones the School Receptionists. You will retain a copy of the receipt for your records. The other two copies are attached to your submitted work for our records. Once the work has been marked, your tutor will confirm the work is ready for collection from the School Receptionist. She will ask you to sign a year list as confirmation that you have collected the work. **Any work that remains uncollected after the end of year reviews may be destroyed.**

You may be asked to submit an electronic PDF copy of your work. This will usually be to Learning Central, but may be on a CD. Details will be provided in each project brief.

Late submission is not allowed (except in cases of illness or some other unavoidable reason). **Students may be penalised, or receive zero marks if work is not submitted by the deadline without a bona-fide reason:** *Please refer to section 6 of the teaching handbook for details of the School's general policy on the late submission of work.*

4.00 Facilities and Resources

The School Reception

This will be your first point of call for anything you are uncertain about. You will soon discover the valuable role which the reception plays in the School: distributing project briefs and handouts, receiving illness certificates, acting as the submission point for your written papers etc.

The Architecture Library

The architecture library is located within the School. Its opening hours are posted outside the door on the 2nd floor landing. On some occasions the door to the architecture library is closed, in which case access can be made through the Bute Library on the 1st floor. Further information on library policies and procedures (including fines for returning books late) will be included in information issued by information services.

Subscriptions to Journals

We strongly recommend that you subscribe to the **Architects Journal** and if possible the **Architectural Review**. It is vital that you become familiar with what is going on in Contemporary Architecture and the Profession. The Royal Society of Architects in Wales (RSAW) offers free membership to students.

You are advised to browse the current journals rack in the library on a weekly basis

Computers

The Media Lab (2.30) is located off the North corridor. This is equipped with PC's, A1 Plotters, scanners and various sizes of printer. Problems with system software and hardware should be directed to ArchitectureIT@cf.ac.uk Open access computer rooms are located around the University campus, including the Bute Library. Students who bring laptops to the School can connect to the University wireless network, provided they have an approved virus checker installed on their computers. Further details can be obtained from information services.

Food and Refreshments

Sandwiches, drinks etc. can be purchased from the ground floor coffee shop.

Materials and Reprographics

Graphic Services in the entrance to the Bute building provide large format A1 photocopying and printing. They also sell drawing paper, including tracing rolls. Outside the School the following suppliers also supply materials:

- **Blackwells Bookshop:** Students Union
- **Pen & Paper:** Royal Arcade: full architectural and art supplies, a student discount is available with a student card.
- **Service Point:** 49 Charles Street, Cardiff CF10 2GD (029 2066 4420): reprographics, and some art supplies. Student discount available with a student card.
- **Inkspot:** the Old Church, Newport Road, Roath, Cardiff CF2 1PU. Tel: 029 20490254 has an Art Shop, a Graphics Shop and a Hobby Shop all under one roof. Inkspot has the advantage of being open on Saturday (9-5:30) and Sunday (11- 4). Student discount available with a student card.

Building Access

There is 24-hour access into the building which is a real bonus and a concession on the part of the University. Entry to the Bute Building outside the normal opening hours (0800 to 2100 Monday to Friday, 0900-1600 Saturday, closed Sunday) is through the South side doors of the building. Your ID Card also acts as a swipe card once it has been activated at the beginning of the year. If you are working in the middle of the night, please be courteous and helpful to the cleaners. If you do not want your things to be thrown away make sure they are on your desk and not on the floor.

Working in the studio

Furniture

Tables are provided in the studios but you will need to bring your own A1 table top drawing boards into the studio. These you will be expected to purchase from the School. Drawing boards with legs are not allowed in studio as there is not enough space. Plan chests/drawers are provided for keeping drawings safely. These you may have to share. There are three pin sockets available if you want to bring a desk lamp. **All electrical equipment for use in studio must first be checked and approved by the IT Administrator.**

There is a computer in each studio together with a scanner and a light box which are shared between the rooms.

General Studio Rules

Studio Contract: All WSA students (excluding 4th year) are asked to sign a Studio Contract and are requested to pay a £25 deposit as an agreement to keep the architecture studios in good condition. This deposit will be returned at the end of the year providing that the expectations of the studio contract have been followed.

To keep the studios in good condition there are a few important requirements which everyone is asked to respect:

Drawing Boards: The first and most important point to make is that the drawing boards in the studios are the personal property of each student. It is therefore your individual responsibility to look after them. They fit into the plan chest drawers. Never use the straight edge, on or off the board as a cutting guide.

Care of boards and tables: Please do not use any cutting implement on the surface of either a drawing board or a white topped table. Whilst the tables may show scars of inconsideration, you are asked to show a responsible, professional attitude in the care of materials. Use your green cutting mats, which ensure a good quality cut as well.

Model Making: You will be expected to purchase, from the School, safety office

approved model making tools. Light model making may be undertaken in the studios but power assisted tools must be used only in the supervised workshop.

After any model-making activity, please clear up the waste cards, paper etc. and put it in the waste bins/sacks provided. We can tolerate a lot of mess during a project, but please clear it up afterwards. The University cleaners will agree a studio cleaning strategy with us – the general rule is that anything on the floor will be cleared away by them, so ensure that models, drawings, or anything that is to be retained is kept on the table tops or window sills. Do not use spray mount or other toxic chemicals in the studio, the ventilation is not adequate. Room 2.27 has been specifically designed for this activity.

Noise and Privacy: Please do not play music in the studio. Other people may be trying to concentrate. We do not want to make students feel that they have to go and work in their room because they cannot stand somebody else's taste in music and they cannot concentrate. Similarly you are asked not to use mobile phones in studio. There are offices and teaching spaces close by and please respect the need for relative quiet when studio tutorials and seminars are taking place. Please also respect the quiet and privacy of researchers and other staff who may be working in the building at any time of the day or night.

Windows: Care should be used in operating the windows. Try to follow these simple operating instructions: the windows will open narrowly at the top, when the handle is moved from pointing down to horizontal, or more widely at the side when the handle is pushed up to vertical position. It is essential to close the window and pull the handle right down before attempting to change the opening from one state to the other. Windows left open at night can result in damage to drawings and models as wind and rain enters the studio.

Kettles: are allowed in the studio only if they have been tested for safety. Please make sure you leave them in a safe place and that you do not leave washing up lying around.

Energy: If you are the last to leave, ensure that all lights and ceiling fans are turned off.

Stewardship: Access to the studio is a privilege. You are expected, in return, to keep it neat within reasonable bounds. This means appropriate use of the rubbish and recycling bins, storing materials out of the way, keeping pathways clear. Do not write/draw/ or in any way mark on any surfaces. Do not cut on the tables without a cutting mat. This will be your home-away-from-residences for the year, and you should treat it as the design professional you hope to become.

Overseas study visits

Study visits are typically carried out in all residential years and are a compulsory part of the course. You must provide the travel documents (passports, visa) needed for this visit where necessary. We urge Non-EEC passport holders to make enquiries now regarding your need for a visa. Students are expected to fund their study visit although a contribution is often made by the School. We will inform you of the estimated cost of the visit early in the session. *For further information on the nature of the study visits in the school, see section 4 of the Teaching Handbook.*

Insurances: travel insurance arrangements will be made by the University and included in the overall cost. For time-tabled field work, site visits and other visits as required by project work you are covered by the University. You are advised to obtain insurance cover for the more valuable personal possessions which you need during your work in the School. On the overseas study visit it is also necessary for EEC residents to get an European health insurance card (EHIC). These can be obtained from the post office, or online at <https://www.ehic.org.uk/>

How to Plot

Successful plotting takes time, preparation and knowledge. Know what you're doing to reduce stress, save money and keep our plotters in action.

Plotting Checklist

1. Keep file sizes as small as possible

- The smaller your file, the faster it will print. Most of the time you spend waiting is for your file to be sent from the server to the printer.
- Check the resolution of your files: we recommend sending files no higher than 200 dpi.

150 dpi should be fine. Higher resolutions mean greater file sizes and dramatically increased printing times.

2. Plot from PDF

- Best practise is to save or export a copy of your work as a PDF (from whatever program you are using), and then open the PDF in Acrobat to print.
- It is quickest to print directly from the D: drive of the pc, so save a copy of the PDF which you wish to print onto the D: drive, whilst saving the original to your personal H: drive or portable hard drive.
- 'Optimize' your file size in Acrobat Pro to further reduce the file size before printing (**File > Save as... > save as type Adobe PDF Files, Optimised (*.pdf) > Settings**).

3. Check Print Settings

- Most problems result in the print being rotated or cut off.
Double-check paper settings, page layout and print-preview options before printing.

4. Collect your work

- Please collect your plots in a timely manner and discard all scrap paper and draft prints into the green recycling bins. You are responsible for your own cleanup.

5. Give yourself enough time to plot

- Allow plenty of time for plotting as it always takes longer than you would expect. Chances are everyone else will wait to plot at the last minute; do not make that mistake yourself. Plot at least 24 hours before your deadline. If necessary, do test plots days in advance to check colour, quality, or to familiarise yourself with plotting from a new application.

6. Seek help if you need it

- Ask other students who are more experienced for help if you're out of your depth. It is very likely that they have experienced the same problem as you, and will know a solution.
- Problems related to equipment in the computer labs or the plotter room should be directed via email to ArchitectureIT@cardiff.ac.uk, or to the IT administrator based in the media lab.

Useful to know

The plotter room: The plotter room and media lab are both 24 hour access. The WSA is unique in permitting 24 hour plotting, so please do not abuse this privilege.

Printing dimensions: Plotters A, B, E + F are A1. The roll is A1 width: 594mm. Plotter C is A0. The roll is A0 width: 841mm.

Checking the print queue: Open the print queue by going to *Start, Settings: Printers and Faxes*. Double-click on the correct printer to see the jobs in that queue. If you see an error in your print job, or it seems to be taking a long time, then click *Cancel* and send your job again. Once a job disappears from the server print queue it will be stored in the plotter's own Job Management Menu.

Topping up your print account: To check the balance or add credit to your print account, go to: <https://myprint.cf.ac.uk:9192/user> or top up with cash in any university library (the closest is in Bute Library on the 1st floor).

Changing the roll and print cartridges: If the plot roll or print cartridges run out then please replace them with the supplies provided in the plotter room, following the instructions on the wall. Treat the plotters with care and ask for help if you need it. Report any problems immediately via email to ArchitectureIT@cardiff.ac.uk, or to the IT administrator based in the media lab.

Sheet feeding: Sheet feeding is only possible on plotters E + F, does not require removing the plotter roll, but simply 'unloading' it. Follow the instructions on the wall.

Printing files from: It is important to know the difference between VECTOR-based and PIXEL-based files. Vector drawings are usually much smaller in file size than pixel-based files. It is best to create your presentations in Illustrator / InDesign and place your Photoshop images, adding text/annotations in the layout programme. Avoid making whole presentations in Photoshop. Files will be much smaller and your job will plot much faster.

Photoshop

- **Control the printing resolution** with 'Image Size' under the 'Image' menu. Plotting higher than 240 dpi will not result in a noticeably better quality print; 150 dpi is normally adequate.
- **Flatten all layers** before printing. This will reduce the time it takes to spool the image. Save this as a copy as you won't want to lose your layers in the original file.
- **Convert images to 'CMYK'** Mode in Photoshop rather than RGB for printing, since it corresponds exactly to the print cartridges and will ensure optimum quality for your print.
- You can print PDF, jpg and tif files directly from Photoshop, but it is best to save your file as a PDF to the D: drive and to open this file in Acrobat to print.
- To add additional memory using external media (USB stick or external HDD) go to **Edit > Preferences > Plug-Ins and Scratch Disks...**
- To clear some memory go to **Edit > Purge**, then choose to purge either the Undo, Clipboard, Histories or all of these features. Warning – once purged the data used by these features up to this point will be irretrievable.

Illustrator

- **Control the printing resolution** when you save to PDF under the 'Compression' settings. Plotting higher than 240 dpi will not result in a noticeably better quality print; 150 dpi is normally adequate.
- **Format your linked images** in Photoshop to your final desired output size and to our suggested resolutions (150dpi). Try not to scale the images in Illustrator, which creates unnecessarily large files and potential printing problems.
- You can print PDF files directly from Illustrator, but it is best to save your

file as a PDF to the D: drive and to open this file in Acrobat to print.

InDesign

- **Control the printing resolution** when you save to PDF under the 'Compression' settings. Plotting higher than 240 dpi will not result in a noticeably better quality print; 150 dpi is normally adequate.
- **Format your linked images** in Photoshop to your final desired output size and to our suggested resolutions (150dpi). Try to keep all of the imported images at the same resolution as this will allow the files to print quicker.
- It is best to export your file as a PDF to the D: drive and to open this file in Acrobat to print.

AutoCAD

- To lay out your sheets, use the 'Layout' tabs. Use the 'Page setup' settings (right click on the layout tab) to set paper size and orientation. This is also where you select the desired plotter (or plot to PDF), and define your line weights.
- Make sure you define a viewport (or 'plot window') on your layout, and zoom to the correct scale.
- If you have use the free educational version of AutoCAD (downloaded from <http://students.autodesk.com/>), plots will bear a watermark which says 'Produced by an Autodesk Educational Product'. It is best to plot to PDF from AutoCAD, and then open this file in Illustrator to remove the watermark, before plotting the edited PDF from Acrobat.

IT Guide: For new students

Logging on

You will have been given your user name and password upon registration you may use this user name and password to login to any school computer or any other computer across campus.

Do not divulge your password to anybody else or allow any other person to use your account for any reason whatsoever.

To access CU-WiFi network

To access CU-WiFi from a laptop or smartphone it must first be registered with INSRV. To register your device, please take it to either the Julian Hodge Study Centre or the IT Clinic in the Students Union (open 1pm-3pm Monday to Friday). Visit <http://cardiff.ac.uk/insrv/it/network/wireless/register.html> for more details.

Email

Please check your Cardiff email account on a regular basis as this is the only way that we can get in touch with large groups of students to pass on important information.

You can access your email from any internet-connected by opening a web browser (e.g. Internet Explorer) and navigating to <https://portal.cf.ac.uk>. Login with your university username and password and then click on the **Email** tab to view your inbox.

Alternatively, redirect your mail to your regular email address (e.g. Gmail account). Instructions for doing this can be found at

<http://mwehelp.cf.ac.uk/cardiffmail/cmfaq.html>

Software

Most of the software delivered by the school can be found on the hard drive of every PC in the Media Lab (Room 2.33) – this includes the Autodesk Education Suite and the Adobe Creative Suite found under **Start > All Programs**. Additional software is available under **Departmental Software** and **General Software**.

Departmental software

This software is specific to the school of architecture and can be accessed by clicking on the **Start** button and then select **Networked Applications > Departmental Software > Architecture**. You will then have various options to choose from.

General software

These are applications provided by INSRV and can be accessed by clicking on the **Start** button and then select **Networked Applications > General Software**. You will then see various sub headings please take the time to browse through the various headings to familiarise yourself with the applications available.

Printing your work (see separate How to plot guide)

Several large-format plotters are contained in room 2.29. To print to these plotters, use a workstation in the Media Lab (2.33) or the Plotter Room (2.29).

Printer	location	function
BUTE-229A-PLOTTER	2.29	Colour A1 plotter
BUTE-229B-PLOTTER	2.29	Colour A1 plotter
BUTE-229C-PLOTTER	2.29	Colour A0 plotter
BUTE-229E-PLOTTER	2.29	Colour A1 plotter
BUTE-229F-PLOTTER	2.29	Colour A1 plotter
BUTE-233-BLACK	2.33	Black and white A4 (single-sided)
BUTE-233-COLOUR	2.33	Colour A4 and A3 (single-sided)

Please note that the charges for each printer are displayed on the machine itself, and A1 and A0 will be charged per sheet, not per plot.

Q+A

If you encounter problems with the above or have any questions please feel free to

contact the IT Administrator
ArchitectureIT@cf.ac.uk, or INSRV
insrvconnect@cf.ac.uk, 02920 874487).

5.00 Safety and Security

School Safety Contact: Carole Creasey, Facilities Manager room T.12

As a student at WSA you have been granted 24 hour access to the School and your studio by the University, this is a privilege that must be treated with respect if it is to be retained.

To retain this level of access, the University requires the School to demonstrate that all activity is carried out responsibly and any associated risk is managed. This is not the responsibility of any one person but of everyone in the School, staff and students, so please familiarise yourself with these basic requirements and refer any questions or concerns to your Year Chair, the Facilities Manager in T9, or WSA reception. Do not leave it to someone else to report something you believe to be a fault or hazard.

Studio Practice: The studio is a creative workspace and it is your collective responsibility to manage this space, and yours and others safety, by co-operating with the School on certain issues.

Use of Scalpels: You will be given instruction in model making and the use of scalpels and craft knives; do not use them until you have received this tuition.

Always wear safety glasses when using with tool, the tips of the blades have been known to snap off when

pressure is applied causing nasty accidents.

Always cut away from the body and never towards you, and use a cutting mat.

Always retract or cover the blade when not in use, (it is easy to forget where you put it) i.e. in your bag or hidden amongst materials.

Ensure you are totally confident in the fitting and removal of blades; this is often when accidents happen.

Dispose of all waste blades in the sharps bins provided, do not under any circumstances put them in the waste bins.

Be particularly careful when tired, do not rush your cutting and do not allow yourself to be distracted when cutting, a momentary lapse of concentration can result in a visit to A&E.

First Aid Boxes

Know the location of the First Aid kit in your studio and what you should do in the event of an accident, particularly when working out of hours.

All emergency numbers are located with your First Aid kit, including the 24 hour security number.

If you have an accident you will need to fill in an accident reporting form, which is available from T9 or WSA reception.

Security: Your student ID card will allow you 24 hour access outside of normal building opening hours, via the side door at the end of the bike racks. When entering the building outside hours, wait for the door to close behind you to keep the building secure and read the Lone Working guidance in this section of the handbook.

You should keep your studios locked when unoccupied and be aware of thieves at all times. Do not leave valuables unattended. Lost items are handed in to reception so mark your things with your name and mobile number.

The University has a 24 hour control centre on Park Place, report urgent incidents to them, the number is on your First Aiders list with your First Aid Box in each studio. Use your mobile or the internal phone on reception or by the front door.

Hazardous Substances: You are responsible for reading the list of hazardous substances and operating the required controls when using items on the list.

Familiarise yourself with the list of substances accepted for use in studio and if you wish to use a substance not on this list you must notify your Year Chair and await their approval and handling requirements. You must not bring into studio or use in the School anything not on this list or approved by your Year Chair.

Keep all aerosols in the yellow cabinets in studio; they must not be left in the spray room or your bag.

Spray Room – 2.27: This room has air extraction fitted for using resins, aerosols, such as spray mount and paint, or any work that generates harmful fumes.

It also contains two wire cutters for working with polystyrene.

It is used by all students and space is limited so you must keep it tidy

Fire

In addition to the general information available in the University, the School of Architecture has specific modus operandi which also need to be addressed.

The corridors, for instance, are used to display work for examination purposes. It is imperative that the displays do not obstruct the fire escape route and that drawings etc. are securely pinned to the walls to minimise the fire hazard. All work must be removed as soon as possible after the examination.

Deadlines for the removal of work will be displayed on the Year Notice Boards. These deadlines must be strictly adhered to or the work may be at risk of disposal.

During model making, all 'dirty' work, such as the use of sprays, paints and solvents must be undertaken in the designated room and not in the studios or corridors. This room (2.27) is situated in the west corridor. It is equipped with a powerful extract fan to dissipate potentially harmful fumes.

Managing the Risk

Familiarise yourself with the location of fire exits.

Keep flammable waste to a minimum, particularly in studio.

Do not store paper etc, beneath stairs in studio; it could prevent the stairs being used to exit in the event of a fire.

Do not leave furniture or work in the corridors or near stairs. Return chairs to studio and pin down work immediately after crits. Leaving work on walls increases the fire risk and chairs are a hazard when using the corridors to escape.

You are required to keep all spray cans etc in the yellow cabinets in studio. In the event of a fire this will prevent an explosion. See hazardous substance list for more information.

Do not wedge fire doors open.

Do not use electric heaters in studio

On hearing the alarm: Leave the building by the nearest available exit

Do not stop to collect personal belongings. Do not use the lifts. Go to the front of the building and do not re-enter the building until told to do so

Accident

First Aid for any minor injury is available, during office hours from Susan Bowden in room 2.53 and Bute Receptionists on the ground floor. A First Aid box is also kept in each studio. Alternatively you may seek help from the Student Health Centre at 47 Park Place (tel: 2087 4810) which

is open from 0900 to 1700 Monday to Friday.

An accident whether it causes injury or not, should be reported to Carole Creasey either personally or by Email on CreaseyC@Cardiff.ac.uk.

24 hour access is allowed to the Bute Building and therefore if an accident occurs after normal working hours and you require attention, phone Security on ex 74444. (029 2087 4444)

Security.

The University does not take responsibility for, or insure, the safety of items of equipment which you own and use in the School. You must take care of your own possessions at all times. If you are the last person to leave the studio, please make sure that you shut the door behind you. There is a good community spirit in the School and the studios are open all day. Therefore they are vulnerable to opportunistic pilfering by people who may look like students. Do not leave your valuables lying around. If something of value has been stolen from you anywhere in the School, report it to Carole Creasey immediately and alert other students.

Please also take responsibly for your own safety and inform security of any unusual circumstances, or strangers. Security can be contacted on ex 74444 (029 2087 4444)

Please be aware that the studios are cleaned and cleared on a daily basis (prior to 8 a.m.) and therefore it is extremely important that your work is left on your work surface and not left lying around elsewhere. The cleaners take every reasonable care but it is sometimes difficult to identify genuine rubbish.

Any concerns about Health and Safety or Security within the School should be addressed to either the Year Chair or Carole Creasey.

Smoking

There is a no-smoking policy on all University property so if you smoke please do this off University premises.

Cleaning

Keeping the studios clean is a mammoth task and our cleaning staff clean the whole School in very limited time.

Black and green bins are provided in every studio, please recycle as much as possible into the green bins (paper, card, drinks bottles and cans). Put your rubbish in the bin; don't leave it on the floor.

Studio's floors are swept early, every Monday morning; you are required to lift work and materials off the floor to make this possible.

Lone Working in WSA Studios'

Remember to be safe and secure when using the building outside office hours. Bear in mind the context for these safety instructions, the School does not have a history of any out of hours problems with security, however there are things students can do to help maintain this position.

- Use common sense and the sort of things you would do when going out at night.
- First of all aim to work in pairs.
- When using the side door make sure it is closed behind you before entering the building when you are going in and out.
- When entering via the side door please sign-in on the clipboard on the wall and indicate where you will be working.
- Tell someone the time you got to studio and what time you expect to be back.
- Close the studio door; drop the latch on the lock if you wish.
- Carry your mobile phone
- You can contact University security on extension 74444, 02920 874444 put it in your phone.
- Know your room number, any concerns and please call security

See Control of Substances Hazardous to Health list (COSHH List)

Personal Tutoring

In each year you will be allocated one of the core members of staff as your personal tutor. Their role is to keep an eye on your general academic progress and to help you with any difficulties that you experience during your course, whether these might be academic or connected with your personal circumstances. If you have any personal worries or problems which might affect your educational progress you should tell these to your personal tutor. Such consultations are entirely confidential.

Further information on the personal tutor system in the school, can be found in section 8 of the Teaching Handbook.

Other sources of advice

There are other sources of advice available outside the School such as the Dean of Students' office, 47 Park Place, Cardiff and the student advice centre on the 3rd floor of the Students' Union. The University has its own Health Centre also at 47 Park Place where you can seek medical advice although you must register with a General Practitioner. All guidance is free and confidential.

Personal and Professional Development Planning

Personal and professional development planning (PDP) compliments your academic modules by giving you the opportunity to record and reflect upon your achievements and skills, think about how you learn, consider your future plans and plan and review your personal, academic and career development. *Opportunities exist for PDP at all levels of the school, and these are detailed in section 8 of the Teaching Handbook*

Disability & Dyslexia

If you have a disability, dyslexia or a long term medical condition, and want to talk to someone about making any adjustments to the way in which the course is delivered, or the way in which you fulfil the assignments or any other issue, please do not hesitate to talk to your year chair,

any member of staff, the WSA Disability Contact or The Disability and Dyslexia Service about it at any point in the year. We are committed to providing an accessible environment and therefore encourage anyone who may have specific requirements which arise as a result of a disability or medical condition, to contact us as soon as possible, in order that appropriate arrangements can be made. The University can provide a variety of services, including Disability advisers, Dyslexia tutors, note-takers and a mental health adviser and support worker service. To access these services, call into the Disability and Dyslexia Service.

You can reach the WSA Disability Contact, Kate Docker, at DockerKA1@cardiff.ac.uk, ext 75970, room 2.58. The Disability and Dyslexia Service in the University Student Support Centre at 50 Park Place can also be contacted any time on ext 74528, disability@cardiff.ac.uk, and dyslexia@cardiff.ac.uk. As well as appointments, the Disability and Dyslexia Service offer an open drop in service from 1pm-4pm every Tuesday, Wednesday and Friday, and also provide a range of informational leaflets in their reception area.

If you choose to make a disclosure of a disability the information you disclose to the University will be treated with the strictest confidence and normally, will only be passed to staff members who are directly involved in planning a response to your requirements once you have given permission. If you have any difficulties, even if they seem trivial, please do come forward.

If you wish to request specific provision for Examinations and Class Tests, it is essential that you contact the Disability and Dyslexia Service as early as possible, as specific provisions for Examinations and Class Tests can only be made on request via the Disability and Dyslexia Service.

Full details on the Schools procedures for dealing with disability and dyslexia can be found in section 9 of the Teaching Handbook.

7.00 General conduct and procedures you should know about

Illnesses and Absences

Short absences You must become familiar with the procedure for 'self-certification' of absence due to illness. If your work has been interrupted or delayed by illness for longer periods, and especially at important stages of a project, you should obtain a certificate or a note from your Doctor or the University Health Centre (even if your Doctor charges a fee). Hand in this certificate to Reception and let your Year Chair know. Significant interruptions of your work for other personal reasons should be explained as soon as you can do so to your Personal Tutor. **You** are responsible for letting your Module Leader/Year Chair know of any absence and if you have any medical or personal circumstances that will affect or disrupt your studies. Refer also to the University academic regulations which can be found online on the main University website.

Interruption of Study The University will grant a "period of absence" to students who meet certain situations which are likely to disrupt their studies for an extended period. If any such situation should occur which seems likely to seriously affect your studies, then tell your Personal Tutor, or contact the Student Advisory service, as soon as you can. All advice about your situation, and that of others involved, will be confidential. Formal requests for an interruption of study should be made to the Chair of the Board of Studies.

You should note that the grounds for being granted a period of absence are limited to those outlined in the University academic regulations. These are: ill health, parental leave, exceptional professional work commitments, compassionate grounds and financial hardship resulting from a change in circumstances.

Retention of drawings and exhibitions

All drawings, theses, etc prepared in the School or submitted for degrees or prizes are

considered to be the property of the School, and students are admitted on this understanding.

The public display of work of both students and staff is an important part of the life of the School and you will be expected to play an active role in mounting exhibitions in and out of the School.

Copyright of student work

The Welsh School of Architecture reserves the right to take photographs of student work and use it in producing the staff and student handbooks, advertising events, the exhibition catalogue, the Website, general advertising and any other related purposes.

Students whose First language is not English

All students who speak English as a second language will be required to do a test to find out whether they will need to attend extra English classes which will take place within the School.

Recording of Lectures

Lectures may be taped only with the permission of the Lecturer, as it will be at their discretion. Any recording will be for revision purposes only and not for broadcast or publication elsewhere.

If you wish to change to a different course

If you decide that you prefer to study a different subject within the University you should firstly consult your Personal Tutor and then submit a written request to the Chair of the Board of Studies.

With first year students, this must be done within three weeks of the start of the autumn term. For continuing students this will need to be within one week of the start of the autumn term/semester

8.00 Unfair Practice and the avoidance of plagiarism

Unfair practice is defined as a situation where a person might obtain for him/herself or for another, an un-permitted advantage leading to a higher mark or grade than his/her abilities would otherwise secure. Examples of unfair practice might include:

- The introduction into an examination room any unauthorised source of information;
- Communication with any other person during and class test or examination;
- Copying or the use of unauthorised materials or the work of any other candidate:
- The impersonation of an examination candidate
- Engagement in plagiarism by using other people's work and submitting it as though it were your own work
- Claiming to have carried out any form of research which has not been carried out by you or fabricating results.

Plagiarism¹

It is an essential feature of good academic practice that ideas or words taken from any source should be properly acknowledged. Students must follow this practice in all formal written and graphic work.

The declaration of sources gives authority to a statement; it shows that the author is not just making an unsupported assertion, but has researched the topic by referring to previous published work and has chosen information from a range of reliable sources.

It is common in architectural design to reference the work of other architects and we will often encourage you to study and analyse precedent to inform your design projects, and to provide inspiration. Nevertheless, where this is done, it is important that you clearly state the sources of any references made.

¹ Text based upon notes provided in handbooks issued to students in the School of Computer Science, Cardiff University

Any careless use of the ideas or words of others without acknowledging them as such is bad academic practice. Written work which is found to contain a careless unacknowledged quotation may be marked at a lower level. The mark for written work in part reflects your understanding of the subject being studied. If you have merely repeated the words of another, it is difficult to assess your understanding and so to award marks for it. Plagiarism, the unacknowledged use of the words, images or ideas of others, with the intention of passing them off as the author's own, is deceitful, dishonest and totally unacceptable. Although our purpose here is to help you to avoid plagiarism, you should be aware of the consequences of being found guilty of plagiarism. The Senate Regulations covering unfair practice indicate the procedure to be followed for cases of suspected plagiarism and the penalties involved for cases of proven plagiarism (see the *Academic Regulations Handbook*). It is sufficient to emphasise that the penalties for proven plagiarism are severe.

To avoid plagiarism make sure that:

- you cite references correctly. You will be provided with guidelines on how to reference correctly. Guidelines are also provided in the library.
- you enclose in quotation marks any material greater than four or five consecutive words quoted verbatim from the source even if it is unpublished
- you ensure that in written work you use your own words wherever possible
- you cite sources for design ideas and images/drawings used.
- you do not leave the completion of coursework to the last minute thereby increasing the pressure to cheat.

The university is able to analyse written work for evidence of plagiarism electronically. If a tutor suspects plagiarism, they will arrange for such checks to be made.

9.00 Assessment Procedures

Please note that University's Senate Regulations that relate to assessment and the classification of awards are currently under review. You will be notified of any changes that impact on your Programme of Study in due course.

The procedures for the assessment of your work are described in section 6 of the Teaching Handbook. In addition each year you will be given a document which lists the modules you will be taking and outlines the principal methods of assessment for each module.

The Teaching Handbook also contains a set of examination conventions which are the rules by which Examining Boards determine the results for each candidate including:

- whether a candidate has passed or failed;
- the opportunities for retrieval of failure available to candidates;
- the classification of final awards.

These conventions are in accordance with the approved regulations for this scheme of study, a copy of which can be found in the appendix to this handbook, and with the Senate Regulations for Modular Undergraduate Degrees, which can be downloaded from the university web site.

Examinations through the Medium of Welsh

Any candidate who wishes to be examined through the medium of Welsh is required to notify the Director of Registry in writing by the end of week five of each semester.

Religious Holidays

Any student who anticipates that he or she will be unable, on religious grounds, to take examinations on certain days is required to inform the Director of Registry in writing within three weeks of the start of each semester.

Examination Timetables

Timetables for class tests and/or examinations will be displayed on the second floor notice boards

Open Book Examinations

Where the method of assessment is shown as an open book examination, candidates will be notified in advance by the School which approved books, materials and documents they will be permitted to take into the Examination Hall/Room. These will also be indicated on the front of the examination paper. Such items shall bear no marks other than underlining, highlighting, the name of the owner and anything which is regarded as normal in their nature or construction.

Use of Dictionaries and Calculators in examinations

The use of non-electronic translation dictionaries between English or Welsh and a foreign language are permitted in all class tests within the school

The use of electronic dictionaries is not permitted. All dictionaries used in examinations may be subject to scrutiny by invigilators. If you wish to use a translation dictionary in an exam, firstly take the dictionary to your Year Chair who will initial and date it, then take it to Jan

O'Brien or Sue Bowden who will stamp it with the School and date stamp.

The use of scientific calculators is permitted in all class tests within the school

The calculators which students may use in an examination must be noiseless, battery or solar powered, scientific calculators with numeric displays only. Programmable calculators, or calculators with alphabetic keyboard and/or the ability to store and retrieve text are not permitted in any examination or class test.

All calculators used in an examination may be subjected to detailed scrutiny by invigilators.

Marking by Numbers

It is not possible to anonymously mark design project work. However when marking class tests and examination scripts, the identity of the candidate remains unknown to the marker.

In an examination or class test, you are asked to write your student number on the front of your examination script. You should write your name in the top right hand corner of the cover of their answer booklet(s) and you should then fold over the corner of the cover where indicated and secure with the label provided.

Penalties for the non-submission or late submission of assessed Work

All project work and coursework must be submitted on the dates prescribed in the project/course work documentation. Students may be penalised, or receive zero marks if work is not submitted by the deadline without a bona-fide reason: *Please refer to section 6 of the teaching handbook for details of the school's general policy on the late submission of work.*

Pass Mark

The pass mark for examinations is 40%.

Special Circumstances

Where special circumstances have been properly reported, the Board of Examiners

will take them into account as detailed in section 6 of the teaching handbook

Determination of degree classification

The final degree classification for each student is determined by the Examination Board. Guidance on how these are determined can be found in the scheme regulations

Re-Assessment

Candidates maybe referred for further examination in not more than 30 credits See *Examination Board Conventions, in the Teaching Handbook for further details.*

Appendix 1: Scheme Regulations

REGULATIONS FOR THE MODULAR SCHEME OF STUDY LEADING TO THE CARDIFF UNIVERSITY MASTER OF ARCHITECTURE (M Arch)

1. GENERAL

These Regulations cover the second part of a five-year scheme of study in Architecture. The first degree, BSc in Architectural Studies, and the second degree, with which these Regulations are concerned, combine to provide a five-year programme of study comprising four years in residence and one year of study predominantly in a supervised work placement, punctuated with short courses at the School.

These Regulations are to be read in conjunction with the Senate Regulations for Modular Undergraduate Programmes of Study.

2. DEFINITIONS

These shall be in accordance with the Senate Regulations for Modular Undergraduate Programmes of Study.

3. ENTRY REQUIREMENTS

3.1 All candidates for admission to the programme shall satisfy the University's General Entrance requirements and shall in addition:

(i) have obtained the degree of BSc in Architectural Studies from Cardiff University with a minimum Second Class Honours; or

(ii) have obtained an equivalent degree qualification in Architecture of an approved academic institution and have satisfied the University that they are competent to undertake a programme of study for the degree of M Arch.

3.2 A person who is not a graduate may at the discretion of the Head of the Welsh School Architecture be admitted to candidature for the Master of Architecture where the candidate is considered to be of the required academic standard to pursue a scheme of study for the M Arch.

4. STRUCTURE OF THE PROGRAMME

4.1 The programme shall extend for two years and shall comprise twenty four modules (240 credits), including the following:

Graduate Diploma in Architectural Education

A period of time, equivalent to two semesters, of professional experience (Education in Practice) in an approved organisation under the supervision of the Welsh School of Architecture (120 credits at Level 3);

MArch

Two semesters of academic study at Cardiff University (120 credits at Level M);

- 4.2 The Board of Studies may authorise the substitution of a year in residence for any candidate who in the opinion of the Board of Studies has been unable, due to circumstances beyond his/her control, to arrange suitable professional experience as described in 4.1(i), or for whom, having already had professional training, a period of academic work would be more advantageous.

5. TIME LIMIT

The maximum time limit during which a full-time student may accumulate credit for the award of a Cardiff University Master of Architecture shall be four years. The time-limit may be extended in exceptional circumstances.

6. PROGRAMME OF STUDY

6.1 Year One: Education in Practice

- (i) The period of professional experience is to be approved and supervised by the Welsh School of Architecture.
- (ii) During Year One the students shall undertake the modules detailed in the Module Timetable schedule, all of which require the students to attend courses in the School and to submit coursework.
- (iii) A candidate who has been granted exemption from the professional experience period under paragraph 4.2, shall be required to complete an academic session in residence and during this time to prepare and submit academic work as determined by the Board of Studies.

6.2 Year Two: Academic Study Period

- (i) The programme of study for Year Two shall comprise the modules detailed in the Module Timetable.
- (ii) The Candidates may be required to undertake visits, study tours or field courses.

Examinations and Assessments shall be conducted in accordance with Cardiff University Senate Regulations.

The method of assessment for each module shall be determined by the Board of Studies and shall be specified in the approved programme documentation.

8. PROGRESSION

8.1 General

A candidate shall be permitted to register only for modules in accordance with his/her programme of study.

8.2 Year 1

(i) In order to proceed to the next academic stage of the scheme, candidates must have completed the period of professional experience and passed all the component modules to the satisfaction of the University, for which they will receive a total of 120 credits at level S.

(ii) At the discretion of the Examining Board, a candidate who does not complete a placement to the satisfaction of the University may be required to repeat the placement concerned on one occasion only.

(iii) At the discretion of the Examining Board a student withdrawing from the Programme after successful completion of 120 credits at level 3 or above, in MArch 1, will be eligible for an Exit Award of Graduate Diploma in MArch

9. AWARD OF MASTER OF ARCHITECTURE

9.1 In order to qualify for the award of a Masters of Architecture, a candidate shall be required to have obtained a minimum of 240 credits including at least:

- a minimum of 120 credits at Level 3 or above; and

- a minimum of 120 credits at Level M

The classification of degree shall be determined by the Examining Board at the end of the Spring Semester in the final year of the scheme.

9.2 The final award for each candidate shall be determined by:

(i) calculating a weighted average mark for each module, as described in regulation 9.5 below, subject to the condition that, where a candidate has failed or been referred in a module, the mark credited shall be the minimum pass mark;

(ii) in addition the Board of Examiners may award a pass with distinction or commendation in accordance with examination conventions 9.4 below

9.3 The classification shall be determined in accordance with the procedures described in Senate Regulations for Modular Undergraduate Programmes of Study and shall be based upon the performance of each student in the Year Two modules, specified in the Module Timetable and in accordance with the weightings

Subject to the following restrictions:

(i) the overall time limit of four years for the completion of the Masters of Architecture,

(ii) In order to be awarded credit for AR5001 Design Thesis, candidates must achieve a mark of 40% or higher in the Final Design Project element of this module (this element accounts for 75% of assessment for the module).

- (ii) AR5002, the Dissertation module, will be assessed at the end of the Autumn Semester, and the Examining Board (which includes all the Dissertation External Examiners) at that time will award a pass or fail decision for that module. Normally Students who have achieved a mark of between 35% and 39% will then have the opportunity to resubmit their dissertation for assessment prior to the Spring Semester Examining Board. The three MArch External Examiners, plus one representative of the Dissertation External Examiners, will look at the dissertation prior to that Board meeting. The Examining Board shall determine whether the candidate has passed or failed the module. The 40% maximum rule applies.

9.4. The final degree classifications for each student shall be determined by the Examining Board by applying the students overall result, which is calculated in accordance with the weightings, to the below:

9.4.1 Normally, to achieve the award of commendation, a student must gain a mark of 70% or more in the Final Design Project element of AR5001 Design Thesis or in AR5002 Dissertation, as well as having an overall average of 65% or more.

9.4.2 Normally, to achieve the award of distinction, a student must gain a mark of 80% or more in the Final Design Project element of AR5001 Design Thesis as well as having an overall average of 70% or more.

9.4.3 In order to pass AR5001 Design Thesis, candidates must achieve a mark of 40% or higher in the Final Design Project element of this module (this element accounts for 75% of assessment for the module).

9.5 The Examining Board shall determine whether a candidate:

- (i) has qualified for the award of a Cardiff University Master of Architecture;
- (ii) has qualified for the award of a Cardiff University Master of Architecture with Commendation;
- (iii) has qualified for the award of a Cardiff University Master of Architecture with Distinction;
- (iv) has not qualified for an award;
- (v) has qualified for a Graduate Diploma in Architectural Education, at the discretion of the Board of Examiners

A candidate who fails to qualify for the Master of Architecture shall be dealt with in accordance with paragraph 10 below.

10. FAILED CANDIDATES

A student who fails to qualify for the award of degree with a distinction, commendation or a pass degree shall be dealt with in accordance with Senate Regulations for Modular Undergraduate Programmes of Study.

Once the Examining Board has determined the result of each candidate in each resit/repeat module it may further determine whether:

(i) he/she shall be advised to withdraw from the programme of study;

(ii) he/she shall be required to withdraw from the programme of study.

A candidate who passes a module in which he/she has previously failed or been referred shall be credited with the minimum pass mark only.

A candidate shall only be permitted to continue to pursue the Master of Architecture providing that he/she is able to complete the programme, and do so within the overall time limit of four years.