

## Welsh School of Architecture

### MArch: Course Handbook

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## 1.00 Introduction

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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 Fran Simpson (Room2.59)

## 2.00 The M.Arch Degree

The MArch (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 MArch - 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 MArch 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

#### RESEARCH METHODS: 10 credits

Preparation for dissertation - scope, aims and objectives methodologies  
Critical readings and appraisals and literature review

#### 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

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

##### Graduates write brief

#### PRACTICE MANAGEMENT AND ECONOMICS: 10 credits

Process centred view of practice, management and economics  
Critical application of above applied to FDP

#### DESIGN THESIS: 80 credits

Study visit : major European city

Urban analysis and design.

Urban place: building group + open space

Primer project ; developing a THESIS

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. A Newsletter is posted to students, 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

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### Contact with staff

Each year group is managed by a Year Chair and Year Tutor from the full-time academic staff, assisted by a Graduate Teaching Assistant 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 secretary. 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

## Blackboard

Blackboard 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.

Blackboard 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), Blackboard, 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 10am 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, the School Receptionist or, in her absence, usually Susan Bowden.

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 Blackboard, 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.*

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## 4.00 Facilities and Resources

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### 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 Dom Sleeman, the IT Administrator. 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 Dom Sleeman 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

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/>

## 5.00 Safety and Security

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**School Safety Contact: Dave Bull, Facilities Manager room T.12**

### 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.

### 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 Dave Bull either personally or by Email on [Bulld@Cardiff.ac.uk](mailto:Bulld@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 Dave Bull 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 Dave Bull.**

### Smoking

This is not allowed on university property

### 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 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 3<sup>rd</sup> 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, Mhairi McVicar, at [McVicarM@cardiff.ac.uk](mailto:McVicarM@cardiff.ac.uk), ext 74634, room 3.25A on the mezzanine. 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](mailto:disability@cardiff.ac.uk), and [dyslexia@cardiff.ac.uk](mailto: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 8 of the Teaching Handbook.*

## 7.00 General conduct and procedures you should know about

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### Illnesses and Absences

**Short absences** You must become familiar with the procedure for 'self-certification' of a short 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. 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 absences.

**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 Web site, 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

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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.

### Plagiarism <sup>1</sup>

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.

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<sup>1</sup> 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

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*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.

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### **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 Hanbook for further details.*

## Appendix 1: Scheme Regulations

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### REGULATIONS FOR THE MODULAR SCHEME OF STUDY LEADING TO THE CARDIFF UNIVERSITY MASTER OF ARCHITECTURE (MArch)

#### 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 MArch.

3.2 A person who is not a graduate may at the discretion of the Head of the Welsh School of 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 MArch.

#### 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.

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