

Welsh School of Architecture

STUDENT HANDBOOK

B.Sc and M.Arch Programmes



1. Welcome to Cardiff University

At Cardiff you are studying in a successful, vibrant, multicultural, bilingual and diverse University, set in the capital city of Wales. Founded in 1883, Cardiff University is established as one of Britain's leading universities and our ambition is to be among the top 100 universities in the world and top 20 in the UK by 2017.

Our research has global impact and is led by internationally recognised staff who share their knowledge with you through their teaching. There are 26 Academic Schools organised into three Colleges (Arts, Humanities & Social Sciences, Biomedical & Life Sciences and Physical Sciences & Engineering). We have over 26,000 students, from over 100 countries of which:

- 18,685 are undergraduates,
- 7,584 are postgraduates,
- 5,090 are international students. *[2012/13 data from HESA]*

We have over 1,000 students volunteering in the local community each year and our graduates are sought after by employers, with 94% entering employment or professional training/postgraduate study shortly after graduating.

There is a strong sense of community that is characterised by the balance we achieve between our educational, social, cultural and sporting experiences, within a culture that fosters, promotes and respects equality, dignity and diversity. The Cardiff University community creates an environment where expectations can be met and ambitions realised. Your experience will be unique to you, based on the choices you make and your level of engagement with the range of opportunities available. We hope you take full advantage of your time here.

Welcome from the Welsh School of Architecture

At the Welsh School of Architecture (wsa) we have a passion for creating a built environment that will enhance people's lives without destroying the planet for future generations. As future graduates, we want you to be able to design beautiful buildings that respond to changing technological, economic, social, professional and cultural contexts. We want you to know how to bring your designs to life as real buildings. To do this, we will strive to equip you with a deep understanding of how to make great architecture. Much of that understanding and knowledge comes from our research.

The School has a distinctive portfolio of research across architectural science, low carbon building design, history and theory of architecture, interactions between people and the built environment, and research into design tools, practices and methods. As part of the College of Engineering and Physical Sciences, we strive to form a bridge between the technical rigours of making

buildings, with the social cultural aspects of inhabitation. Our research underpins the BSc and MArch degree programmes as well as the specialisms we teach through advanced Masters programmes, embracing environmental and sustainable design, conservation, energy modelling, urban design and professional studies.

These are exciting times for the School. We have started a major programme of investment in upgrading the Bute Building to improve facilities. This will include new design studios to integrate digital and fabrication facilities in traditional design studios such that conventional 'messy' paper and model based methods sit alongside new computer based tools rather than setting them apart in labs. We like mixing things up.

The distinctiveness of this School lies in its tradition of combining creativity with a focus on making, its research portfolio, in the calibre of its staff and in its unique location in a friendly and liveable capital city that is a gateway to the stunning landscape of Wales. We're not London, we're Cardiff, and that gives us easy access to diverse physical, social and cultural contexts we can explore in our teaching and research.

Being a student at the wsa is not an easy option. We set high standards for students and staff and expect great things from them. But we stand by the quality of our graduates and are proud of what they achieve. You will find them working around the world, and prospective employers keep coming back for more. That's the greatest reward for us. We are proud of our staff too, whether they are publishing in key international journals, conducting 'crits' on student designs, or helping to make the School run smoothly.

Our Partnership – The Student Charter

Our Student Charter, developed through a partnership between students, the Students' Union and the University, outlines what you can expect from the University and the Students' Union, what is expected of you and what to do if things do not meet your expectations.

www.cardiff.ac.uk/studentcharter

We want to hear from you

We pride ourselves on the high level of engagement that exists between our students, the Students' Union and the University, and we work together to enhance the Cardiff experience. We give students the opportunity to express their opinions and be partners in the decision-making of the University. In particular, we have Student Academic Representatives in every School who meet with Staff to feed back what you like and don't like about your programme. We hold a number of student surveys throughout the year to make sure we are always working in the best interests of our students. We also engage our students in the planning, implementation and evaluation of

their programmes, through which we continue to enrich the educational experience at the University.

www.cardiff.ac.uk/learning/engaging-students/

Communicating with your School and the University

You can expect the University to communicate with you clearly and accurately, and to respond in a timely manner to correspondence from you. You should check your official University student email regularly to ensure you are kept informed (we will not send emails to your private email addresses). Make sure you inform the University promptly of any changes to your circumstances, including changes to your mobile phone number in case we need to send you a text message.

Each year group has its own notice board on the landing of the second floor of the Bute Building. It is your responsibility to check this 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. 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. In addition there are notice boards for SAWSA and the Library.

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

A full list of staff in the School, and their roles can be found at:

www.cardiff.ac.uk/archi/people.php

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 (based in room 2.59).

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 – centered around the main weekly tutorial or crit.

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

For appointments to see the Head of School, Prof. Chris Tweed, you will first need to see his P.A. in room 2.57.

2. The Basics

Enrolment

It is essential that you complete online enrolment each year. Once you've completed enrolment you will be issued with your Cardiff University Student ID Card and have access to University facilities.

You will be contacted directly by the school with details of events you are required to attend during enrolment week.

Your Cardiff University Student ID Card

Your Student ID card is very important and should be carried with you at all times. The card has a number of uses, it is your:

- library card,
- security card to gain entry to various University buildings,
- proof of identity.

If your card is lost or stolen you will need to visit the Security Centre on Park Place to get a replacement, for which there is a small fee.

www.cardiff.ac.uk/secty/idcards/

There is 24-hour access into the Bute Building which is a concession on the part of the University. Entry to the Building outside the normal opening hours (term time - 0800 to 2130 Monday to Friday, 1000-1730 Saturday and 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.

Payment of Fees

You are required to pay tuition fees, or provide evidence of sponsorship, for each year of your programme. Further information about how to pay your tuition fees can be found at:

www.cardiff.ac.uk/fince/students/undergraduate/

Your Student Record

The Student Information Management System (SIMS) is our tool for managing all student records. As well as being the main portal through which you enrol, choose modules and pay fees, the system also enables the University to store the following information:

- Your personal/contact information,
- Your academic information/academic history,
- All module and programme information.

It is extremely important that we have up-to-date records for all students, including your mobile telephone number, home and term-time address, emergency contact information and changes to programme of study/modules. You can access and amend your student record or request confirmation of your student status via SIMS:

<https://sims.cf.ac.uk/>

For more information visit www.cardiff.ac.uk/regis/sfs/records/

Programme Information

Detailed information about your programme of study is available through SIMS <https://sims.cf.ac.uk/>. This includes information on how you will be taught and assessed, and the learning outcomes for the programme (learning outcomes set out what you should know, understand or be able to do when you have completed a learning activity or a programme of study). You will find detailed Module Descriptions in the relevant modules within Learning Central, our Virtual Learning Environment (VLE).

Because the School has to show that all students meet the requirements of the professional bodies who accredit our programmes (the Royal Institute of British Architects and the Architects Registration Board), all of our modules are compulsory. Unlike some schools in the University we are unable to offer optional modules.

The School aims to provide an inclusive curriculum and is able to make reasonable adjustments to its teaching provision in special circumstances. Further details can be found in the School's Teaching Handbook.

Programme Transfers

You have been admitted to study a specific programme. However, you may change to an alternative programme if the School(s) responsible for the programme you wish to leave and the programme you wish to join agree. A change of programme that includes changing modules can only be made within the first three weeks of each semester. Further details are available at the following link.

www.cardiff.ac.uk/regis/sfs/records/protra/

Academic Regulations Handbook

The Academic Regulations Handbook provides the formally approved academic regulations, applicable to all programmes of study offered by the University.

<http://learning.cf.ac.uk/quality/regs/>

WSA Teaching Handbook

The School produces a teaching handbook that outlines how we teach in the School together with our policies and procedures. The teaching handbook can be accessed from the school's website.

Semester Dates for 2014/15

Enrolment Week: Monday 22 September 2014 to Friday 26 September 2014

Autumn Semester

Semester Dates	Start: Monday 29 September 2014 Finish: Sunday 25 January 2015
Christmas Recess	Start: Saturday 13 December 2014 Finish: Sunday 4 January 2015
Examination Period	Start: Monday 12 January 2015 Finish: Friday 23 January 2015

Spring Semester

Semester Dates	Start: Monday 26 January 2015 Finish: Friday 12 June 2015
Easter Recess	Start: Saturday 28 March 2015 Finish: Sunday 19 April 2015
Examination Period	Start: Monday 11 May 2015 Finish: Friday 12 June 2015

Resit Examination Period: Monday 10 August 2015 to Friday 21 August 2015

Each year group in the school will be issued with a timetable outlining the key dates for their programme of study

Semester dates for future years can be found here:

www.cardiff.ac.uk/regis/sfs/dates/

3. Our Shared Expectations

Your Workload and Attendance

Your programme is made up of scheduled learning activities (including lectures, seminars, tutorials and crits) guided independent study and studio work. The proportion of time spent on different activities is outlined in the Key Information Set for this programme.

[<http://unistats.direct.gov.uk/Subjects/Overview/10007814FT-UFMRARCA/ReturnTo/Search>].

You are expected to actively engage in all the educational activities on your programme of study, to prepare for and attend all scheduled teaching activities, and to become an independent and self-directed learner.

Whilst design project work will take up the majority of your time in the School it is important that you allocate sufficient time to the non-design modules, which provide a vital understanding of the context of your design work.

What to do if you are sick or absent

If you are absent you should inform your School from the first day of absence or as soon as possible thereafter. If you are absent for more than ten consecutive working days you must speak to your Personal Tutor, Supervisor or a member of staff in your Academic School Office. You may need to apply for an interruption of study, unless you are transferring to another scheme, otherwise you will be requested to withdraw. If you have queries or want some advice about what action you should take speak with your Personal Tutor, or staff in your School Office. Further information regarding absence is available in the Academic Regulations Handbook.

<http://learning.cf.ac.uk/quality/regs/>

It is very important that you notify the University of any absences as non-attendance may result in:

- the initiation of Monitoring and Exclusions Procedures by the School,
- you being deemed to have withdrawn from the University,
- a sponsor being informed of non-attendance, which may result in the adjustment of financial support,
- the Student Loans Company being informed of non-attendance, which may result in the initiation of repayment proceedings.

For further information and advice please see www.cardiff.ac.uk/absence

What if you are considering withdrawing from your programme

If you are considering withdrawing from your programme you should discuss this in the first instance with your Personal Tutor, Supervisor, a member of staff in your Academic School Office, or someone in Student Support and

Wellbeing. They will be able to see if anything can be done to make things better for you.

If you live in University residences you will also need to advise your Residences Manager of your intention to withdraw. Please visit your Residences Reception or telephone the number on the front of your Residences Card. Information about leaving residences can also be found in the Policies & Procedures section on our website:

www.cardiff.ac.uk/for/current/accommodation/policies-procedures/pdf/Leaving%20residences.pdf

For International Students

If you believe that withdrawing or taking an interruption of study may be the best option for you, you are strongly advised to discuss your situation with an International Student Adviser before making your final decision:

www.cardiff.ac.uk/studentsupport/international/

If your decision is to proceed with withdrawal or an interruption of studies then as you were issued with a visa to study in the UK, UK Visas and Immigration will expect you to return to your home country. More information on what happens if you are reported to the UKBA is also available here:

www.cardiff.ac.uk/studentsupport/international/changestostudies/reporting

If you take an interruption of study you will have to make a new visa application to return to the UK when you choose or are able to resume your studies. You will need to make a new visa application even if you still have time left on your old visa. This is to ensure that you do not face any problems at immigration when you re-enter the UK, as the UKBA may have cancelled your old visa without informing you.

Welsh Speaking Students

We are committed to equality for the English and Welsh languages and if you are a Welsh speaker you may request to undertake your assessments through the medium of Welsh.

www.cardiff.ac.uk/for/prospective/undergraduate/applying/welsh-language-applicants.html

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. We will inform you of the estimated cost, if any, 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 are 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/>

4. University and School Facilities

IT Facilities

Registration

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. It is advised that you change your password to something different from the original password.

For information on how to change your IT network password please see:
www.cardiff.ac.uk/insrv/educationandtraining/faq/password.html

Connection options

Information on how to connect to the University's wireless network is available here:

www.cardiff.ac.uk/insrv/it/network/wireless/students/

If you are in a University Residence you can connect to RESLAN (Residences' Local Area Network), which provides both wired and wireless connections.

www.cardiff.ac.uk/insrv/it/network/reslan/

All students using our IT facilities are bound by the University IT Regulations.

www.cardiff.ac.uk/govrn/cocom/uniitregs/

Students are also bound by the Information Services Regulations.

www.cardiff.ac.uk/insrv/aboutus/regulations/

Your Cardiff University Email

You can access your University email from any computer through the Cardiff Portal.

<https://portal.cf.ac.uk/>

You can also access your University email on your mobile device.

<http://sites.cardiff.ac.uk/office365/mobile-access/>

Help and advice

Specific issues with our IT systems can be directed to **insrvConnect@cardiff.ac.uk**. Further help and advice is available at **<http://inform.cf.ac.uk/>**.

School computing facilities

The Media Lab (2.33) is located off the North corridor and contains 21 high specification PCs running the Autodesk Education Suite and the Adobe Creative Suite. Open access computer rooms are located around the University campus, including the Bute Library, although these do not run much of the CAD and Graphics software used in the school.

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. Students can register with Autodesk to get free student versions of their software.

The school provides a series of A1 Plotters an A1 laser cutter, a CNC router, scanners and various sizes of printer. The large-format plotters are contained in room 2.19. To print to these plotters use a workstation in the Plotter Room (2.19). Charges for each printer are displayed on the machine itself, and will be charged per meter, not per plot.

It is important that you familiarise yourself with the means to optimize files, as it is very easy to create log-jams that will cause inconvenience to yourself and your colleagues. See appendix 1 –How to Plot

The School's IT Technicians, James Birch and Carl Savage, are located off the Media Lab and can deal with issues related to School-specific software, as well as plotting work in the school. They can be contacted on ArchitectureIT@cf.ac.uk.

Learning Central

Learning Central is our VLE and provides a range of information and tools to support your programme, including:

- the posting of announcements,
- learning materials, such as lecture handouts, slides, reading lists and web links,
- discussion boards,
- the management of groups within modules,
- electronic submission of assignments,

Access is via your usual University username and password.

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

Library Services

Our library sites are conveniently located close to the Academic Schools, and you are entitled to use any of the University's libraries.

www.cardiff.ac.uk/insrv/libraries/locations/

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.

All libraries offer a wide range of information resources and provide networked computing, printing and photocopying facilities. LibrarySearch enables you to find and locate books and other resources held in the libraries, to see how many copies are held and whether they are available for loan. It also enables you to check when borrowed items are due back in the library and to renew any or all of the items.

<http://library.cardiff.ac.uk/>

There are a large range of electronic books, journals and databases available and a live chat service *Ask a Librarian* if you still can't find what you're looking for.

www.cardiff.ac.uk/insrv/libraries/

Reading Lists

Your Reading Lists are available through SIMS and Learning Central. Reading lists are also issued as part of the briefs for project work, and in lecture course information.

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

Workshop

The wsa model making workshop has been set up to give you the chance to make 3D models of your designs, be they quick sketch/conceptual models or fully detailed site models.

It is the role of the workshop staff to help and advise you throughout the process of making; from conception through planning, deciding on materials and construction, to final presentation.

In order to inform users of the workshop and the spray room of the dangers/hazards therein, all users must attend a safety induction.

All inductees must then sign an agreement that states they are happy to comply with the rules of the workshop/spray room, and that they understand their duty to protect themselves and others from the hazards they will be exposed to while using these facilities.

Copies of these rules are posted in the workshop itself, available on the wsa website and the workshop is staffed at all times for advice and support. Users are reminded of these rules by the use of signage, from the workshop supervisor and on the wsa website.

In addition to the induction, one-to-one tuition in the safe use of any tool or machine will be conducted as and when the user requires that tool. This, on-the-job tuition is the best way to ensure the user remembers all aspects of their tuition. During the tuition, the supervisor will gain an understanding of what the user aspires to achieve. The supervisor may be able to use his/her experience to advise a different approach to the job in hand.

The number of workshop users at any one time is capped at maximum 12 persons. Experience, space and facilities within the workshop determine this.

The workshop opening hours are: 9am- 5pm (Mon to Fri) and closed for lunch between 1pm and 2pm. Any changes will be posted at least a week in advance on the workshop door and all student notice boards. The workshop must be supervised at all times during opening hours.

If and when the supervisor has to step out for a few minutes, workshop users will be asked to switch off all mains powered machines until his/her return.

Deadlines

Sometimes workshop opening hours can be extended to help you meet your deadlines. Your Year Chair can organize this with the workshop supervisor for you.

Workshop/Spray-room Rules

Inductions will be organised by your Year Chair and will be given by the supervisor in the workshop (signup sheets will be posted on your notice board). Each session takes around 30/40 min and is restricted to a maximum of 12 inductees.

All inductees must sign the workshop induction agreement as an acceptance and commitment to the rules listed below.

As users of the workshop and spray room you have a responsibility to yourselves and those around you to conduct your work in a safe and responsible manner. The following list of rules will help you achieve this.

If anyone appears to be a danger to themselves or others while within the workshop, or are unwilling to follow the rules.

The supervisor will ask that person to leave. ALL USERS OF THE WORKSHOP MUST SIGN IN ON ARRIVAL.

And

1. Use the required safety equipment (respirator mask, dust and fume extraction, guards, goggles, ear defenders, etc,) whenever appropriate.
2. Alert those around you to any possible hazards that may result from your work. They can then equip themselves accordingly.
3. Keep walkways clear of obstruction, (trailing power leads, stacked materials etc).
4. Be able to demonstrate your understanding of the safe usage of the tool/machine you are about to operate.*
5. Respect and act on any advice the supervisor offers, (with reference to safety and/or conduct within the workshop and spray room).
6. Alert the supervisor to any second-hand materials that you intend to use (these must be checked for foreign objects, such as screws/nails, etc) before any cuts are made.
7. You must:
 - a. Wear suitable clothing, (e.g. nothing loose that could be caught in a moving part).
 - b. Long hair must be tied back.
 - c. No high heels, flip flops or bare feet.
 - d. No wearing head/earphones of any type.

*It must be stressed that all users will receive a one-to-one tutorial in the safe handling of any tool/machine as and when they require it. There may be times when a group tutorial is given, in that instance the supervisor will remain with the group until all members have demonstrated their understanding of the technique/equipment in hand.

Tools on loan

Hand tools can be borrowed from the workshop at the supervisor's discretion. You must ask the supervisor to book the tool out for you. *However, power tools cannot be loaned out as their use in studios is not permitted* (you may be asked to leave your I.D card as a deposit).

No tools to leave Bute Building. Maximum 24 hour loan.

Materials

All students are responsible for the supply of their model making materials. This includes glue, nails, screws, etc'.

The workshop staff can advise you of suppliers of relevant materials (be they local or on-line), although personal research is encouraged. Where possible leftover or spare materials and fixings are recycled through the workshop but these are very limited and only available on request

Conduct

We have a 'no-fault' reporting policy in the workshop, any accident or near miss should be reported immediately in order to continue to review our procedures and maintain a safe and good working environment for everyone.

All workshop equipment is regularly checked by workshop staff, in addition, if at any time you find a tool to be faulty, broken or blunt it is your responsibility to alert the workshop supervisor.

All workshop users are responsible of tidying up after themselves during and after their work session.

All tools and equipment must be returned to their given storage space.

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 and replacement dust masks for use in the workshop. 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.

Jewsons: Timber and sheet material (including sheet material suitable for the laser cutter). Provide student discount and free delivery. 02920 460511 discount code: CARU010.

Working in the studio

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.

Furniture

Tables are provided in the studios but you will need to bring your own A1 table top drawing boards into the studio. These can be collected 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

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 provided with 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. (see Workshop section)

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.

Health, Safety and Security

University Security Services are provided 24 hours a day, 7 days a week. They aim to encourage and ensure, as far as reasonably practicable, safe and secure environments for all users of the University. They also offer help and advice in a number of areas, including a Personal Safety and Security Guide. You can call the 24-hour control room on 02920 874444 or visit the Security Control Centre, which is located directly opposite 52-53 Park Place, or speak to the University's Campus Patrol Officers.

www.cardiff.ac.uk/security

The School's Safety Contact is Carole Creasey, Facilities Manager, based in room T.9 (CreaseyC@Cardiff.ac.uk). Any concerns about Health and Safety or Security within the School should be addressed to either the Year Chair or Carole Creasey.

As a student at WSA you have been granted 24 hours 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. Don't leave it to someone else to report something you believe to be a fault or hazard.

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, or leave lying around.
- 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.

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.

Hazardous substances

Familiarise yourself with the Modelling Materials 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. The list is on the wall in your studio, the spray room, and the workshop.

You are responsible for operating the required controls when using items on the Modelling Materials list. 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.

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 or any electrical appliance other than laptop computers. You are responsible for checking and maintaining any phone or laptop chargers you plug in around the University.

Spray Room – 2.27

This room has air extraction fitted and it must be switched on when using resins, aerosols or any substance that generates harmful fumes or as detailed in the Modelling Materials list in your studio.

This room also contains three wire cutters for working with polystyrene, you should wear a face mask as well as switch on the extraction when using the cutter.

The spray room is used by all students and space is limited so you must keep it tidy.

Fire Safety

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.

On hearing the fire 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.

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.

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 Guidance

The School does not have a history of any out of hours problems with security but we request students bear in mind a few common sense precautions.

- Tell friends when you are going to work late and what time you expect to be back.
- When using the side door to come in or out, make sure it is closed behind you.
- Store the 24 hour security number in your phone, 02920 874444 from a mobile, 74444 from any internal phone, this number is on your studio wall with First Aid information.
- Carry your mobile phone
- Familiarise yourself with your nearest fire exit and first aid kit
- Close the studio door or drop the latch on the lock if you wish
- Know your room number and any concerns call security. □

General

There is a no smoking policy on all University property including the grounds, so if you smoke, please go outside. At the front of the building, University property is within the bollards. Radios/music is not to be played during working hours. Personal systems with headphones are allowed but not at such a volume that they disturb other people.

5. Studio Projects

Each studio programme will contain a fairly detailed timetable and give indications of project activities and the stages of the design process that you will be expected to follow.

Projects:

In most cases the projects have been designed to build on skills that you have already acquired. In each project brief the aims and methods of assessment will be clearly stated. It is important to return to the brief again and again throughout a project to make sure that you are keeping on track.

You should try to do as much as possible of your project work, both for group and individual projects in the studio. You will benefit greatly by discussing your schemes with other students and staff, and from listening to their ideas and looking at their work.

Attendance

You must attend all tutorials and meetings formally timetabled for your group or yourself as an individual. If circumstances make this impossible ask the project tutor in advance if it is possible to change your time. If you will be delayed, for any reason, ring reception and ask for a message to be conveyed to your tutor.

Most formal teaching will be between 0930 and 1730 but there **will** be occasions when you may have to stay later, particularly on review days.

Process work

We believe that the work that you do in the process of designing is very important. When we look at it we can see the things that you have gone through on the way to producing your final scheme and we can give credit for thought, time, ambition and exploration that may not be apparent in the end product. It is for this reason that we value process work. This is why we ask you to keep all your 'rough' work and indeed any other material that has been a bearing on your projects for discussion. It is recommended that you make a folder for each project, and keep all project work together in a flat file drawer in studio.

Sketching

You must develop your ability in sketching. Sometimes people have great ideas but cannot express themselves on paper. Sometimes you can turn yourself off a perfectly good idea by doing a horrible drawing. From now on and for the rest of your career you must sketch as much as you can. To enable you to do this you should carry a small sketchbook, pencils and pens with you at all times. If you see something you like draw it – it may be useful for inspiration in the future.

Beginning the process of design

You will encounter a number of different ways of initiating the process of design as you proceed through the School. One way to start designing is by sketching, painting or modelling until you get some inspiration. Or you could collage together images of the kinds of spaces that you want to create. The process of using your hands releases your mind. Do not expect to come up with a fully developed idea immediately, you will need to work and rework your initial thoughts before you come up with a satisfactory answer. Butter paper, available from Graphic Services or some other transparent paper is good for working over initial sketches.

Presentation

It is extremely important that you take care with the way that you present your work. You must develop the ability to present your work professionally and you will only do that through practice. Ideally the way that you present your work should tell us something about the contents of the project. We suggest that you plan your presentation in advance. You may need to use backing paper or some other kind of board. You will need to have a coordinated approach to labelling your work. You need to think in advance about how your portfolio will look on the wall at the end of the year. We are not asking you to put all your work under perspex or to spend a lot of money; we just want to see you developing an ability to make the most of your work.

At the end of each project take down your work and look after it. You will need it for the final module exam at the end of the year. If it is large or fragile make sure you retain a photographic record of it. At the final exam you will have a limited amount of space in which to pin up your work for the whole year. It is a good idea to get into the habit of photographing all your work, including and especially rough models.

Please note that you will need to have all your work available for review and feedback at the end of the autumn semester and at the project work exam in the summer.

Crits/Reviews

Most projects, but particularly design projects, conclude with some form of "crit" also known as a review. At the review your work is publicly evaluated. In many schools this can be an alarming affair. We do our best to make them as unthreatening as possible and to keep the criticism at a constructive level.

You will be asked to explain briefly the ideas, which you wished to carry through in your scheme. You are asked to summarise these on paper before the crit session and to use these to help you in your presentation. **Attendance at Reviews is compulsory**

We expect you to contribute not only to your own review but also those of others. It is often on these occasions that the best discussions occur, especially

when there are visiting critics. Review times will not be pinned up in advance. You are expected to arrive at 9.30 on the morning of the presentations, and participate throughout the day.

Recording Reviews

You should keep your own record of the comments made about your work by the critics. We suggest this can be helped by asking another student to take notes during the discussion of your work in the crit, so that afterwards you can write up a summary, perhaps in your design file. Alternatively you could bring your own voice recorder so that a recording of the discussion can be made (but please ask permission from the tutors first). Written feedback from tutors will be given on the main projects.

Criting each other's work

We consider that observation and evaluation by peer group members to be invaluable in developing self-awareness and a mature attitude to your work.

Feedback

You will receive written feedback from your tutor at various stages during the term. You will also be given the opportunity to give feedback to us. At interim reviews you will receive an indication that your work 'Exceeds Expectations', 'Meets Expectations', is 'Below Expectations' or is of 'Serious Concern' rather than a specific grade.

Following some crits you will also receive a provisional grade as a guide to your performance. These are advisory only: they may go up or down at the final examination, depending on whether or not early promise has been fulfilled. They may change in the final examination if you do a poor job of presenting your work as a whole. The assessment grades are as follows

- Outstanding (90-100%)
- Excellent (80-89%)
- Comprehensive (70-79%)
- Good (60-69%)
- Fair (50-59%)
- Bare Pass (40-49%)
- Fail (30-39%)
- Insufficient (20-29%)
- Unsatisfactory (10-19%)
- Poor (0-9%)

Most design project work will not be formally assessed until the end of term portfolio reviews. In determining the overall mark for the module at the final examination of the design portfolio, examiners take into account both the provisional marks achieved and overall evidence of ability and progress in design. The school has assessment criteria that it uses to help it determine an

appropriate mark and all design work will be moderated by a team of examiners to ensure that marking is fair. *Please refer to the following section and to sections 5 and 6 of the Teaching Handbook for a more detailed description of the school's practice in marking and giving feedback to students*☐

Language

As you go through your education you will become more familiar with the kind of terminology that architects like to use. As you will discover in the library, much architectural writing is overly complex and difficult to read. We think that it is important to try to talk about architecture in a way that most people can understand, but sometimes we cannot help lapsing into jargon too. If you are confused by anything we say or do not understand the meaning of certain words please do not hesitate to ask.

6. Assessment and Feedback

The Purpose of Assessment

The purposes of assessment are to help both staff and students monitor and improve learning, to provide a measure of achievement, and to help assure our academic quality and standards. We hope that your learning will gain maximum benefit through effective and efficient assessment. Our assessments are designed on the principles that they are valid, reliable and explicit.

You will undertake both formative and summative assessments during your time here. **Formative assessment** is designed to help you learn more effectively through the receipt of feedback on your performance, indicating how you can improve. It does not count towards your overall mark. **Summative assessment** is used to indicate how well you have met the intended learning outcomes of a module or programme, and does count towards your overall mark. Feedback is provided on all assessments taken during the academic year.

Marking

Most assessment tasks require assessors to exercise their academic and/or professional judgement. Staff will use assessment criteria and/or mark schemes to support this judgement, which will be provided to you. Assessment criteria set out the knowledge, understanding, and skills that you will need to demonstrate in different assessment tasks. All summative assessments are marked anonymously, except in tasks where this is not possible, e.g. presentations. Schools also use a range of processes to ensure marking is reliable, consistent, and accurate. Results are overseen by examining boards, which include external examiners to help monitor and judge standards.

You must ensure that you adhere to any specified word limits and that you submit assessments in advance of scheduled deadlines. Summative assessments that are submitted late, where there are no accepted extenuating circumstances, will be given a mark of zero.

Details of the School's processes for assessment and moderation of student work can be found in the School's Teaching Handbook. Module Leaders and Year Chairs will issue you with assessment criteria when coursework is introduced.

Assessment Results

You will be given access to provisional marks on SIMS after an assessment has been marked. Provisional marks are subject to confirmation by the relevant Examining Board.

Please note that Design Project work is not officially marked until the end of year reviews. At this point your portfolio is reviewed as a whole. Therefore interim marks will not be placed on SIMS. You will receive *formative* feedback (see above) following crits and during tutorials.

Your Progress

The Year Chair will take an overview of your overall progress during the year. The Year Chair will meet regularly with Design Tutors and Module Leaders and discuss the progress of individual students based on assessment and tutorial feedback. Students who are of particular concern will be asked to meet with a member of the year team to discuss their progress. It should be noted however that it's not always possible to predict the likelihood of a student passing or failing a piece of work until the final submission has been submitted.

Feedback on Assessment

Academic feedback plays a crucial role in supporting learning at University and is a key element of your learning experience. You will receive feedback in a variety of different ways and learning situations. You should be aware of the range of feedback you could receive, including the oral feedback that you will receive from staff on an on-going basis (including during design tutorials).

The feedback you receive will be most useful when you use it to identify what you did well, why you got a particular mark, and what you need to do to improve. When you have done this, you need to ensure that you use this information to improve your future work.

Feedback on assessed work will be made available to you no later than four working weeks after the assessment deadline. In exceptional cases, where this is not possible, staff will notify students when they will receive it and give clear reasons for the delay. The University's approach to feedback is outlined in our Academic Feedback Policy.

<http://learning.cf.ac.uk/quality/assessment/feedback/>

Coursework

The deadlines for coursework are found in the coursework briefing documents issued to students when the work is set.

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 Jennifer Sutton 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. Where this is the case, please ensure that file sizes are not excessive, and have been appropriately compressed.

Late submission is not allowed (except in cases of illness or some other unavoidable reason). Students will 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.*

Examinations

Timetables for exams which are held during the main autumn and spring exam periods are published approximately five weeks before the start of the exam period.

www.cardiff.ac.uk/regis/sfs/exams/timetables/

You should be aware of the basic information and rules before sitting your first exam, including what you can and cannot take into an exam venue. These rules are available here:

www.cardiff.ac.uk/regis/sfs/exams/sittingexams/

A video of what to expect at an exam venue is available here:

www.youtube.com/watch?v=W_tLL-gRLmY&feature=youtu.be

Following a written examination, general feedback will be given to the entire year. It is your role as a student to interpret how this feedback might apply to your answers. Students who fail the examination will be given oral feedback from the relevant module leader/tutor.

Alternative Examination Arrangements

Support is available in examinations for students with disabilities, including learning disabilities such as dyslexia, where students request reasonable adjustments to be made in advance of the examinations. Students may also wish to request examinations through the medium of Welsh and adjustments to examinations due to Religious Observance Days. More details can be found here:

www.cardiff.ac.uk/regis/sfs/exams/altexamarrange/

Extenuating Circumstances

While preparing for or undertaking assessments, you may experience personal circumstances that impact on your studies. If this is the case then you must report these as extenuating circumstances to your School Office as soon as possible and before the deadline published by your School.

Extenuating circumstances are circumstances that:

- have prevented you from performing at your usual level in an assessment or examination, and
- are severe and exceptional, and
- are unforeseen or unavoidable, and
- are close in time to the affected assessment or examination.

There are a number of remedies available to Schools for students who have valid extenuating circumstances. These can apply only if you report your circumstances by the published deadline.

www.cardiff.ac.uk/ec

You should report your extenuating circumstances to your Year Chair as soon as you are aware of them and at least by the submission deadline for the relevant module. You must submit an extenuating circumstances form to the school office and include relevant evidence. The Extenuating Circumstances Committee meets at the end of each semester once marking has been completed. Your Year Chair will however, normally be able to authorise an extension once the extenuating circumstances form has been submitted (provided reasonable grounds and evidence exist).

We recognise that some extenuating circumstances that occur early in the year, may have a knock on effect on your performance later in the year. This is most likely to be the case with project work. In such circumstances the Extenuating Circumstances Committee will consider this at the end of the year.

Remedies for extenuating circumstances (where extensions have not been given) include discounting items of work from your overall mark calculation and allowing you to re-sit failed work as a first attempt. You should note that we are **not** able to raise individual student's marks or degree classifications as a result of extenuating circumstances. Details of our processes for dealing with extenuating circumstances can be found in the Teaching Handbook as well as the University Academic Regulations Handbook.

Academic Integrity

It is important that you approach assessment in an honest way and that you only submit assignments that are entirely your own work. Using the work of others without proper acknowledgement is cheating, or unfair practice, as you will have had an unfair advantage in your assessment compared to other students. Plagiarism (copying the work of others without permission or acknowledgement) and collusion (unauthorised collaboration with other(s)) will also reduce the confidence of others in your degree.

Properly referencing the work of others is an important skill in higher education, one that you will need to learn. Guidance and tutorials on how to reference in the [*the referencing style used by the school*] can be found here:

<https://ilrb.cf.ac.uk/>

The University uses a range of different tools and techniques to identify plagiarism and the penalties for students who are caught can be severe. Invigilators are also trained to identify misconduct in examinations. It is up to you to ensure that you don't commit an unfair practice, whether by accident or by design. It is an offence even when you did not intend to do it.

www.cardiff.ac.uk/regis/ifs/plag/

Issuing of Formal Results

Once your results are released you will be sent an email informing you they are available to view on SIMS. Your interim transcript (results letter) will also be sent to your home address. You are entitled to appeal against your results under specific grounds within fourteen days of these appearing on SIMS. You cannot request that your work is remarked and are not allowed to challenge the academic judgement of the assessors.

www.cardiff.ac.uk/appeals

External Examiner Reports

Your programme has an External Examiner whose role it is to ensure that quality and standards are upheld. All External Examiner Reports are available online for your information.

www.cardiff.ac.uk/studentvoice/ext-examiner-reports/

7. Academic and Personal Support

Your Personal Tutor

Your Personal Tutor is able to provide you with academic advice and guidance, and signpost you to the range of specialised central support services for any non-academic matters. Your Personal Tutor will often be your first point of contact, helping you to get the most out of your studies, or for any issues you may be facing. If you have any personal worries or problems that might affect your learning, you should discuss these in the first instance with your Personal Tutor. You have the opportunity to change your Personal Tutor should you feel this is necessary and you will not, at the first request, be required to state your reason.

At the start of the year you will be allocated a personal tutor from the academic staff in your year team. The school has an open-door policy and we encourage you to talk to your personal tutor when you need to. You may also feel it appropriate to talk to the year chair, rather than your personal tutor.

The Student Support Centre

The Student Support Centre, with locations on the Cathays Park (50 Park Place) and Heath Park (2nd Floor, Cardigan House) sites, offers a range of services dedicated to helping you to make the most of student life. The staff at the Student Support Centres offer confidential advice and support when you need it.

www.cardiff.ac.uk/studentsupport/

Specific services provided are:

- **The Advice and Guidance Service** offering free, impartial, non-judgemental and confidential advice on a wide range of personal, financial and academic matters.
- **The Student Counselling and Wellbeing Service** offers a range of support including practical wellbeing advice, face-to-face and online counselling, workshops and seminars, self-help books, as well as a face-to-face and online drop in service.
- **Financial Support** offers students help with bursary and scholarship queries or financial hardship, and practical budgeting advice.

- **The Disability and Dyslexia Service** offers support for students with specific learning difficulties, disabilities, medical conditions and mental health difficulties.
- **International Student Support (ISS)** provides confidential advice and support to International students on a wide range of personal, financial and academic issues, as well as specialised immigration advice and help with applying for visas.

It is essential that you register with a local doctor/General Practitioner (GP). You can find out about how to do this on the University website or by contacting any GP surgery.

www.cf.ac.uk/osheu/healthcentre/gpdent/

The Advice and Representation Centre

The Advice and Representation Centre, ARC, based on the third floor of the Students' Union provides independent advice and information on all University procedures, and advocacy, representation and support through a free, confidential, impartial and independent service to the members of the Students' Union. The service also undertakes other activities and events to develop awareness of rights and responsibilities and to promote health and wellbeing of students. The service can be contacted on 02920 781410 or via email on advice@cardiff.ac.uk.

www.cardiffstudents.com/advice

Multi-faith Chaplaincy

The Multi-faith Chaplaincy is a place of friendship, hospitality, reflection, support, and dialogue, welcoming those of all faiths and none.

www.cardiff.ac.uk/chaplaincy/

Support for Academic Skills Development

Academic and Skills Development Centre

The Academic and Skills Development Centre provides academic and study skills classes to assist the transition to university and enhance academic study skills. Names of those attending classes are not divulged to schools, hence the classes provide students with an open and impartial place to discuss academic queries and build on study skills.

www.cardiff.ac.uk/academicskills/

Maths Support Service

The Maths Support Service, located in the School of Mathematics on Senghennydd Road, is freely available to all our students and can support those that:

- have a phobia of maths or statistics,

- require refreshing in mathematical or statistical skills and techniques,
- need additional help with the maths element of your programme.

There are a number of additional classes and general drop-in sessions that are available to all students throughout the teaching weeks and access to a variety of online learning materials, on a range of mathematical topics, organised according to subject/discipline.

www.cardiff.ac.uk/mathssupport/

English Language Support

For those that don't have English as their first language the In-sessional Team is available to help, providing an Open Access programme of classes and tutorials to support you with advice on the skills you need for academic study in the UK.

www.cardiff.ac.uk/for/current/international/englishlanguagesupport/

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. These classes are compulsory.

University Residences

All residences have a Residences Management Team consisting of a Residences Manager, Assistant Managers, Housekeepers and Handypersons. The team provides support for students during office hours (generally 8.00am to 6.00pm), and you are welcome to visit them at your Residences Reception, or by calling the telephone number on the front of your Residences Card. If you need assistance outside of office hours, you can find support in the form of Student Wardens who live on site and the 24 hour University Security service. Contact details are displayed on the back of your Residences Card.

Detailed information about living in residences and policies and procedures, e.g. community living, health and safety, room transfers and leaving residences can be found at:

www.cardiff.ac.uk/livinginresidenc

Fitness to Study

We are committed to provide a safe and supportive learning environment for all our students, and equally students have responsibility for their own wellbeing. When a student is unwilling or unable to manage their own wellbeing and it is felt that there is good reason to intervene, the University will do so in line with our Fitness to Study Procedure.

<http://learning.cf.ac.uk/wp-content/uploads/2013/06/2.02-Students-Fitness-to-Study-Procedure1.pdf>

8. Student Engagement

We pride ourselves on the high level of student engagement and provide opportunities for you to engage on three different levels: through involvement, participation and partnership. The school's open door policy and regular year meetings provide opportunities for you to feed-back on your experience, and for us to respond to your immediate needs.

Student Surveys

We recognise the vital contribution opinions and feedback from our students make to the enhancement of the educational environment and the fulfilment of our strategic goals. We ask you to contribute to one University-wide or national survey each year (outlined in the table below). We expect you to take up the opportunities provided to express your opinions, and to recognise the importance of your contributions and how these build a legacy for the benefit of future students. Your views are extremely valuable to the continual enhancement of your experience here.

Survey	Year of Study
Welcome to Cardiff	Year 1
Study@Cardiff Survey	Year B.Sc 2,3 & M.Arch 1
Placement Learning Survey	For those on placement years
StudyAway Survey	For those studying abroad for a year
National Student Survey (NSS)	M.Arch 2

<http://learning.cf.ac.uk/engaging-students/student-surveys/>

Student Academic Representation

Student Academic Reps are the voice on your course. They provide feedback on positive or negative issues you may have about your academic experience to a range of different meetings. They are also a fountain of knowledge when it comes to other issues you may be facing at University and should be able to signpost you to the range of support services available to you. You can find out who your Student Academic Reps are here:

www.cardiff.ac.uk/studentvoice/rep-search/

You can also put yourself forward to become a Student Academic Rep each October, and will receive training and support to ensure you can be effective in this role.

www.cardiff.ac.uk/studentvoice/

Student-Staff Panels

Student-Staff Panels (SSPs) provide a formal channel for Student Academic Reps to meet with staff and to discuss issues related to their educational

experience. They also provide an opportunity for the School to consult with students and receive feedback on new proposals.

The Staff-Student Panels meet one or twice per term and are chaired by the current chair of the Students Association of the Welsh School of Architecture (SAWSA). SAWSA are responsible for setting the agenda in conjunction with the School's Director of Education and Students and for recording the minutes of the meeting.

Student representatives are also invited to attend the School's weekly Management Meeting, which takes place every Wednesday at 12.30. This is the opportunity to raise issues connected with facilities and timetabling.

Module Evaluation Questionnaires

Module evaluation provides feedback to your School at a detailed-level, leading to the enhancement of your educational experience. There is an evaluation for every module each year, which you complete anonymously. However you should feel free to provide feedback on your module or programme throughout the year to your Student Academic Rep, Personal Tutor, Year Chair or the module or programme leaders. The outcomes from your module evaluations will be considered by the appropriate Board of Study and shared with the relevant Student-Staff Panel. Any outputs and actions arising from module evaluation will be communicated to you.

Questionnaires will be issued by a non-academic member of staff, usually during a lecture at the end of each Term. This may seem a tedious process, especially when you have to complete multiple questionnaires. The written and numerical results are however important and they do inform teaching. Your Year Chair and Module Leaders should tell you in a year meeting/lectures how feedback has been used to develop teaching

Contributing to the Development of your Programme

In addition to the mechanisms listed above, the School holds regular teaching forums to which year representatives are invited. These forums are a place where staff discuss how the teaching in the School might develop. Student contributions form a vital part of these discussions.

Student representatives also attend the School's Board of Studies which meets once a term to discuss academic matters. In order to respect confidentiality, we have to ask students to leave the room if a matter related to an individual student is discussed.

SAWSA

SAWSA (Student Society of the Welsh School of Architecture) is the student run society for the architecture course at the Welsh School of Architecture (WSA). They aim to run not just social events, but also educational lectures by practicing architects, life drawing classes, staff-student meetings, external

meetings with local groups such as Design Circle or RSAW, and an annual ball for students, staff and external architects.

SAWSA helps to integrate the various years together, enabling the strong social culture that we share here to be maintained and to allow, help and support to be available throughout the school. SAWSA is also committed to raising awareness of architectural issues outside of the University by maintaining links with the local architectural community both in Cardiff and the UK.

SAWSA's main activity throughout the year is the fortnightly lecture series in which leading architects/designers come to speak about their work, philosophies and interests, giving the students an insight in architectural post qualification. They also organise a range social events including the annual architecture ball. The SAWSA committee is elected in the spring of each year and the chair of SAWSA chairs the Student Staff Panel.

Cardiff University Students' Union

The Students' Union is a crucial partner in enabling the University to provide a first class student experience, and we work with the elected officers on all student engagement projects. As soon as you enrol at Cardiff University you automatically become a member of the Students' Union. This means you have access to all the great services on offer, plus you have the right to make crucial decisions about what the Union does and how it is run. The Students' Union strives to help students enjoy their time here, make friends and leave University with skills for a future career. It is the recognised voice of students at Cardiff University and it offers advice, representation, training, skills development, student activities, sports clubs and societies, student media, student-led services, volunteering opportunities and employment. The Students' Union can be found at both Cathays and Heath Park Campuses.
www.cardiffstudents.com

9. Taking your Studies Further

The Careers and Employability Service

The Careers & Employability Service works with students, graduates, postgraduates, employers, and University staff, to deliver a highly respected and valued service. It offers a wide range of careers advice and information, workshops, employer events, careers fairs and many other activities, which are useful to you from your first year onwards.

www.cardiff.ac.uk/careers/

Career Central

Career Central is an online resource with information, advice and guidance to help you to identify your interests, skills & competencies and explore

everything to do with your career choice. Log in with your usual University username and password.

<https://careercentral.cardiff.ac.uk/>

Developing Employability Skills

The Skills Development Service (SDS) within the Students' Union provides a range of courses aimed at building your confidence, improving your transferable skills and increasing your employability potential. Certificates are awarded for successful completion of courses and are highly regarded by employers.

www.cardiffstudents.com/jobs-skills/skills-development-service/

Education in Practice and Work Experience

The MArch 1 is an academic year, but it is conducted whilst you are also working in an architectural practice. The School will provide you with lists of potential employers, but you will be ultimately responsible for applying for posts.

Guidance on finding work can be found on the Schools' jobs website

<http://wsa4.blogspot.com>

Careers and Employability can help you gain work experience through a range of schemes and opportunities.

<http://cardiff.ac.uk/careers/students/get-work-experience/>

Global Opportunities Centre and opportunities for international experience

In addition to School-based opportunities, the Global Opportunities Centre offers advice on the various options for international study, work or volunteering, and provides practical support for those planning an international experience.

www.cardiff.ac.uk/exchange

Languages for All

The Languages for All programme is freely available to all students and provides the opportunity to learn from an extensive range of languages, delivered in a variety of ways.

<http://sites.cardiff.ac.uk/modernlanguages/languages-for-all/>

Welsh Language Provision

The School of Welsh offers a series of 20-credit modules available to students in all years if you are interested in learning Welsh or upgrading your proficiency. If you require more intensive courses for learning or improving

your Welsh, the Welsh for Adults Centre delivers Welsh courses in Cardiff and the wider area.

www.cf.ac.uk/welsh/aboutus/beginnerswelsh/index.html

If you are a Welsh speaker you may be interested in the new Welsh Language Certificate. The Certificate offers you the opportunity to gain a qualification that demonstrates your Welsh language skills and enables you to provide employers with evidence of your ability to communicate confidently and professionally in both written and spoken Welsh.

<http://sgiliauiaith.colegymraeg.ac.uk/en/home/>

10. Volunteering

Student Volunteering Cardiff (SVC) is a charity run by the students at Cardiff University. You can volunteer in and around the city of Cardiff working with the elderly, young, disadvantaged and vulnerable members of the community on a wide variety of different projects, gaining new skills and experiences in the process.

www.svcardiff.org

In addition, the School has strong links with Orkidstudio, a non-profit humanitarian design organisation whose focus is to benefit young people and communities worldwide through innovative and sustainable architecture, art and design.

The Cardiff Award

The Cardiff Award is an employability award that encourages students to undertake work experience or get involved in extra-curricular activities, then recognises and rewards students for their efforts. It takes you through a process that will give you the confidence and skills to be successful in the world of work, after graduation.

<http://cardiff.ac.uk/careers/students/the-cardiff-award>

Cardiff University Enterprise

Cardiff University Enterprise can support you if you have an idea for a business or social enterprise, or want to gain new skills to help you become more enterprising.

<http://sites.cardiff.ac.uk/cuenterprise/>

Cardiff University Summer Internships

The Cardiff University Research Opportunities Programme (CUROP) offers a grant to support a student on a placement of up to eight weeks duration, working with supervision on staff-defined research projects. It is now one of

the largest undergraduate research opportunities programmes for undergraduates in the UK, funding over 140 placements in 2013.

www.cardiff.ac.uk/learning/curop/

The Cardiff University Professional Internship and Skills Development Programme (CUPID) provides summer internships for Cardiff University students (undergraduates and postgraduates) within the University itself. The internships are based in Professional Service environments, within Central Service Departments or Academic Schools.

<http://cardiff.ac.uk/careers/students/get-work-experience/cupid/>

School Awards and Prizes

LC Pitchard Prize is awarded to a student in the second year for the best performance in the History of Architecture modules

Colwyn Foulkes Memorial Prize is awarded to the best MArch 2 Design in Built Environment

T Alwyn Lloyd Memorial Prize is awarded for the best overall performance in MArch 2

T Alwyn Lloyd Memorial Travelling Scholarships which are awarded to the top four students in the final year of the Part 1 degree

Wyn Thomas Prize from White Young Green for the the final design project that responds best to site and context in MArch 2

Society of Construction Law Prize for the Best Adjudicator's Decision in the Part 3

Stanley Hall Cox prize for the best student at Diploma level (Part 3)

Working Part-time during University

We recognise that you may need to undertake some part-time work whilst you are here to generate additional income. You should ensure that any part-time work you do undertake does not impact negatively on your studies. The Students' Union and Cardiff University run Unistaff Jobshop can provide you with support in finding part-time work.

www.cardiffstudents.com/jobshop

International students should note that, due to visa restrictions, there is a limit on the number of hours that can be worked during term time.

www.cardiff.ac.uk/careers/students/international-students/

Getting a Job after University

The careers service can support you in identifying opportunities for graduate employment, through Careers Fairs run throughout the year, the 'Cardiff

University's National Vacancy Listings' and 'Jobs in Wales'. These are particularly relevant to those who decide to embark on a career beyond architecture. Further help and advice is available through the Careers and Employability Service.

<http://cardiff.ac.uk/careers/students/jobs-pages/>

Moving on to Postgraduate Study

At Cardiff University we have a thriving postgraduate community, which is known internationally for outstanding research and teaching, and could be the choice for you if you are considering continuing into further study. Your ambitions and abilities will be supported by world-class staff and dedicated resources and your career prospects will be enhanced by the qualities and capabilities you'll develop here.

www.cardiff.ac.uk/for/prospective/postgraduate/

Requesting a reference

If you require a reference for an application for a job or further study you should ask your Personal Tutor, Year Tutor or design Tutor. It is therefore important that you engage with your Personal Tutor so that they are well informed of your progress.

11. Should things go wrong

If things aren't meeting your expectations you should always seek to raise these at an early stage and seek advice if these are not resolved. You should inform us promptly if:

- there are any changes to your circumstances,
- your own experience is adversely affected by the behaviour of fellow students or staff,
- your academic progress, or any other aspect of your experience, gives you cause for concern.

The sooner we are aware of your concerns, or areas you are having difficulty with, the sooner we can work with you to explore how these can be addressed to improve your experience. Further information on the steps you should take in different circumstances are available here:

www.cardiff.ac.uk/expectations

Student Conduct & Discipline

We aim to provide students with a safe and supportive environment to study, learn and socialise. We expect you to treat it with care so that it is usable by all students and we have rules and regulations that look to make sure this happens. If you do not follow these rules, then you may be subject to the Student Discipline Procedure.

<http://www.cardiff.ac.uk/regis/sfs/studentcases/Studentcond&discipline/studentconductdiscipline.html>

University Complaints Procedure

We take all concerns/issues very seriously. As outlined above, if you wish to raise a concern/issue this should be first done informally within a matter of days of the problem arising. We expect that many concerns/issues can be dealt with successfully through the informal stage of the University's Procedures for the Resolution of Students' Concerns/Issues. However, if you are dissatisfied with the outcome of your concern/issue you may have recourse to the formal process. Further information is available here:

www.cardiff.ac.uk/govrn/cocom/student/

9. When things go right

We hold our graduation ceremonies in July each year, marking an annual highlight in the University's calendar. All ceremonies are held in St David's Hall, Cardiff. You will be sent information about graduation in March of your final year.

www.cardiff.ac.uk/graduation/

Verification of Study, Replacement Certificates or Transcripts

We can provide you with evidence that you have studied here or verification of your degree classification should this be required at any time. If your original degree certificate has been lost or destroyed, you can purchase a replacement. You can also request a copy of your student transcript.

www.cardiff.ac.uk/regis/formerstudents/

Graduate Advice & Support

Graduate Advice & Support is available to you after you have graduated and provides a first port of call to assess career needs. Services range from a face-to-face career consultation, mock interview and an e-guidance service to access a wealth of careers online resources, job specific information and online searchable vacancy board.

www.cardiff.ac.uk/careers/students/graduates/

Our Alumni Network

With over 130,000 current members, our Alumni Network offers exclusive ways to connect with fellow alumni across the globe, both online and in person. We support professional and social groups and events and produce a bi-annual magazine and monthly e-newsletter. All our students are eligible for automatic, free lifelong membership upon graduation

www.cardiffnetwork.cf.ac.uk/about

12. Useful Contacts

WSA Reception

Email: ARCHI-Reception@Cardif.ac.uk Tel: +44 (0)29 2087 4430

Kate Farbrace, Teaching Executive Officer

Email: FarbraceK@Cardiff.ac.uk Tel: +44 (0)29 2087 5970

A range of useful contacts for the wider University is available here:

www.cardiff.ac.uk/for/current/contacts/

13. Appendix 1: 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 practice 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.

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 and annotation 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.²
- 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.