The School gratefully acknowledges the staff and students whose works and photographs are pictured in this Student Handbook. Graphic design by Jasmine Henkel.

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WELCOME TO THE SCHOOL OF ARCHITECTURE & DESIGN

The University of Tasmania’s School of Architecture & Design is committed to a future in which social responsibility and environmental sustainability are seen as key elements in the design of new places and essential qualities for a successful career in design (interior design, furniture design, architecture and landscape architecture).

This book contains information about our courses, staff and facilities, and generally how to study, work and play at the UTAS School of Architecture & Design.

This book also provides rules, guidelines and key dates related to assessment, enrolment and studying at the School, as well as information about stress management, counselling and health services.

We hope your time studying in the School is fantastic—a time of learning, making lifelong friendships, experimenting, communicating and designing.

Here is a quick snippet of some of the exciting things you can look out for this year:

The Castle project, as featured in The Australian newspaper and on Radio National: The Castle is an innovative, flat-pack, mobile accommodation for homeless youth in Tasmania.

Guest lectures: This year, as per normal, there will be a number of international and national guests giving free lectures at the School and all are welcome to attend. These are usually held in the Lecture Theatre. Exact dates and times will be advised throughout the year.

And of course there will be a number of student-organised events such as balls, competitions and more!
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Mr Phil McLeod  
Ms Maria Perez-Pulido  
Ms Sabrina Sequeira  
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Ms Jen Smit  
Ms Kerry van den Berg

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Mr Warren French  
Mr Richard Hall  
Mr Mathew Hinds  
Mr Michael Jirku  
Ms Jen Smit  
Mr John Streeter  
Ms Poppy Taylor  
Ms Sharon Turner-French
OUR RESEARCH

Sustainability and design

Current research within the School of Architecture & Design addresses the environmental impacts associated with the built environment. This is now regarded as being of global importance since scientific research has confirmed that global warming, perhaps the largest threat to continued human existence, is a consequence of human activities. The construction and operation of cities has been identified as one of the most significant of those activities. One major national collaborative project has led to the development of a Building Environmental Rating System. This will assist designers and government authorities to improve the performance of buildings, thereby reducing their greenhouse gas emissions, their depletion of non-renewable resources and their emission of pollution to the biosphere.

Centre for Sustainable Architecture with Wood (CSAW)

The Centre for Sustainable Architecture with Wood is an industry-focused, strategic research facility of the School of Architecture & Design. The Centre’s aim is to foster the use of timber as a building material that is efficient, economic, environmentally sustainable and socially responsible. The Centre is active across several research areas, namely: sustainable architecture with wood; use of plantation and re-growth eucalypts in building and structures; optimising value and material recovery from plantation and re-growth eucalypts; and research extension and technology transfer.

Architecture and design history and theory

The School of Architecture & Design conducts research in the history and theory of architecture and design, particularly pertaining to the 19th and 20th centuries. Research is undertaken in areas including: Australian and Tasmanian architectural history and historiography, colonial and settler histories, urban histories and theories, heritage, conservation and adaptive reuse, as well as contemporary architectural and design practice. A particular area of research strength in the School is in experimental digital architecture, in particular digital fabrication and human computer interfaces. A number of researchers are also producing work in the nexus between architecture, art and science, especially in interdisciplinary research involving biology, health, communities and ethics. Other research work involves the production of architectural works, and in recent years these have received recognition through the Australian Institute of Architects Awards program and been published in national journals.

Design research

Research within the School of Architecture & Design also examines design as research and creative works and creative production in design. This field of design research includes specialisations in exhibitions, performance, new definitions for furniture and interiors, remote area housing and prefabrication. It extends to extensive research on design teaching scholarship including design and technology education, learning-by-making, workplace-integrated-learning, and experiential learning.
OUR COURSES

73EA: Bachelor of Environmental Design (Architecture)

The Bachelor of Environmental Design (Architecture) is a three-year full time course serving as a qualifying course for the Master of Architecture. It also leads to opportunities in other disciplines such as urban design, planning and landscape architecture. In order to qualify as architects, students need to complete a further two years of full time study at Masters level.

D7C: Master of Architecture and D7D: Master of Architecture (Honours)

Both the Master of Architecture and Master of Architecture (Honours) are two-year pre-professional degree courses offered full time by the Faculty of Science, Engineering & Technology through the School of Architecture & Design. The courses are undertaken on campus in Inveresk, Launceston and are aimed at the needs of the architectural profession. They equip students with the knowledge, skills, competencies and awareness necessary for a graduate to practise architecture. Architectural education requires students to undertake the Bachelor and Masters consecutively, as this fulfils the academic requirements for membership of the Australian Institute of Architects (AIA).

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td><strong>73EA: Bachelor of Environmental Design (Architecture)</strong></td>
<td><strong>73EA: Bachelor of Environmental Design (Architecture)</strong></td>
</tr>
<tr>
<td>1st Year</td>
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<tr>
<td>KDA111 Design Studio 1 (12.5%)</td>
<td>KDA114 History &amp; Theory in Design 1 (12.5%)</td>
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<tr>
<td>KDA115 Building Technology in Design 1 (12.5%)</td>
<td>KDA116 Design Communication 1 (12.5%)</td>
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<tr>
<td>2nd Year</td>
<td>3rd Year</td>
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<tr>
<td>KDA211 Design Studio 3 (12.5%)</td>
<td>KDA214 History &amp; Theory in Design 3 (12.5%)</td>
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<tr>
<td>KDA215 Building Technology in Design 3 (12.5%)</td>
<td>KDA216 Design Communication 2 (12.5%)</td>
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<td>KDA314 History &amp; Theory in Design 5 (12.5%)</td>
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<tr>
<td>KDA315 Building Technology in Design 5 (12.5%)</td>
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</table>

| **D7C: Master of Architecture / D7D: Master of Architecture with Honours** | **D7C: Master of Architecture / D7D: Master of Architecture with Honours** |
| 1st Year | 2nd Year |
| KDA711 Design Studio 7 (25%) | KDA714 History & Theory in Design 7 (25%) |
| KDA715 Building Technology in Design 7 (25%) | KDA716 Design Communication 2 (25%) |
| 2nd Year | Elective (25%) |
| KDA721 Design Studio 8 (25%) | KDA724 History & Theory in Design 8 (25%) |
| KDA725 Building Technology in Design 8 (25%) | Elective (25%) |
| 3rd Year | Elective (25%) |
| KDA731 Design Studio 9 (25%) | KDA734 History & Theory in Design 9 (25%) |
| KDA735 Building Technology in Design 9 (25%) | Elective (25%) |

D7C: Master of Architecture / D7D: Master of Architecture with Honours

<table>
<thead>
<tr>
<th>1st Year</th>
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<tbody>
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<td>KDA711 Design Studio 7 (25%)</td>
<td>KDA714 History &amp; Theory in Design 7 (25%)</td>
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<td>KDA715 Building Technology in Design 7 (25%)</td>
<td>KDA716 Design Communication 2 (25%)</td>
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<td>KDA721 Design Studio 8 (25%)</td>
<td>KDA724 History &amp; Theory in Design 8 (25%)</td>
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<td>3rd Year</td>
<td>Elective (25%)</td>
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<td>KDA731 Design Studio 9 (25%)</td>
<td>KDA734 History &amp; Theory in Design 9 (25%)</td>
</tr>
<tr>
<td>KDA735 Building Technology in Design 9 (25%)</td>
<td>Elective (25%)</td>
</tr>
</tbody>
</table>

KDA754 Professional Project 2 or KDA764 Professional Project 2 (Hons) (50%)
73EI: Bachelor of Environmental Design (Interior Design)

This three-year course is offered full time by the Faculty of Science, Engineering & Technology through the School of Architecture & Design in Inveresk, Launceston. The course prepares graduates for professional practice as interior designers, either as independent designers or within interior design consultancies or multi-discipline based architectural consultancies. Graduates may also choose to work within large organisations, both retail and public, that employ professional interior designers. The course also provides opportunities for students to develop specialist skills in design for areas such as health care, education and workplace environments. These areas are supported by the focus within the Interior Design degree on sustainable design practices, healthy environments and social responsibility.

D4C: Bachelor of Environmental Design with Honours (Interior Design)

This one-year course is offered full time and part time by the Faculty of Science, Engineering & Technology through the School of Architecture & Design in Inveresk, Launceston. The Honours course provides research training and develops more specialised knowledge in selected areas of design. It is aimed specifically at students who wish to continue further studies in a related research field, and graduates of the course are eligible to enter a research higher degree in most related fields.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td><strong>73EI: Bachelor of Environmental Design (Interior Design)</strong></td>
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<tr>
<td>KDA111 Design Studio 1 (12.5%)</td>
<td>KDA121 Design Studio 2 (12.5%)</td>
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<td>KDA114 History &amp; Theory in Design 1 (12.5%)</td>
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<td>KDA115 Building Technology in Design 1 (12.5%)</td>
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<td>KDA137 Design Communication 2 (12.5%)</td>
</tr>
<tr>
<td>KDA209 Interior Design Studio 1 (12.5%)</td>
<td>KDA215 Interior Design Studio 2 (12.5%)</td>
</tr>
<tr>
<td>KDA210 Interior Materials &amp; Components (12.5%)</td>
<td>KDA216 Furniture for Interiors (12.5%)</td>
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<tr>
<td>KDA212 History &amp; Theory in Design 3 (12.5%)</td>
<td>KDA222 History &amp; Theory in Design 4 (12.5%)</td>
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<tr>
<td>Elective (12.5%)</td>
<td>Elective (12.5%)</td>
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<tr>
<td><strong>D4C: Bachelor of Environmental Design with Honours (Interior Design)</strong></td>
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<tr>
<td>KDA312 History &amp; Theory in Design 5 (12.5%)</td>
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<tr>
<td>KDA319 Interior Design Studio 3 (12.5%)</td>
<td>KDA325 Interior Design Studio 4 (12.5%)</td>
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<tr>
<td>KDA326 Interior Lighting &amp; Acoustics (12.5%)</td>
<td>KDA320 Healthy Interior Environments (12.5%)</td>
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<td>Elective (12.5%)</td>
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<td>KDA402 Interior Design Studio 5 (12.5%)</td>
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<td>KDA403 Professional Practice for Interior Design (12.5%)</td>
<td>KDA407 Interior Design Studio 6 (25%)</td>
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<tr>
<td>KDA404 Brief Writing for Human Needs (12.5%)</td>
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<tr>
<td>KDA405 Research for Interior Designers (12.5%)</td>
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</table>
### OUR COURSES CONT’D

#### 73EF: Bachelor of Environmental Design (Furniture Design)

This three-year course is offered full time by the Faculty of Science, Engineering & Technology through the School of Architecture & Design in Inveresk, Launceston. The course prepares graduates for professional practice as furniture designers, either as independent designer/makers, or working collaboratively within furniture manufacturing companies. Graduates may also work as furniture designers within a multidisciplinary design team, interior design consultancy, or architectural practice. Sustainable design practices, production practices, craftsmanship and the value adding of materials are intrinsic to the values of the course.

#### S2F: Associate Degree in Furniture Design

This two-year course is offered full time by the Faculty of Science, Engineering & Technology through the School of Architecture & Design in Inveresk, Launceston. The course gives graduates a solid foundation in the design and fabrication of furniture, including hand skills and advanced joinery and machinery techniques.

<table>
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<td>KDA130 Design Workshop 1 (12.5%)</td>
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<td>KDA305 Design Workshop 5 (12.5%)</td>
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<td>KDA307 Professional Practice 1 (12.5%)</td>
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<tr>
<td><strong>S2F: Associate Degree in Furniture Design</strong></td>
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<td>KDA114 History &amp; Theory in Design 1 (12.5%)</td>
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<td>KDA130 Design Workshop 1 (12.5%)</td>
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<tr>
<td>Elective (12.5%)</td>
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</tr>
</tbody>
</table>
### 73EL: Bachelor of Environmental Design (Landscape)

The Bachelor of Environmental Design (Landscape) will officially commence in 2012, as a three-year full time course serving as a qualifying course for Masters study in landscape architecture. In order to qualify as landscape architects, students need to complete Bachelor plus Masters studies in landscape architecture. Tasmania offers a wide range of diverse bioregions, with access to many ‘wild places’ or urban environments. Projects will vary from large-scale land management to small-scale urban initiatives.

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td><strong>73EL: Bachelor of Environmental Design (Landscape)</strong></td>
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<tr>
<td>KDA111 Design Studio 1 (12.5%)</td>
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<td><strong>1st Year</strong></td>
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<td>KDA203 Landscape Design &amp; Technology Studio 1 (12.5%)</td>
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<tr>
<td>KDA204 Landscape Design &amp; Technology Studio 2 (12.5%)</td>
<td>KDA205 Landscape Ecology &amp; Horticulture (12.5%)</td>
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<td>KDA222 History &amp; Theory in Design 4 (12.5%)</td>
<td>KDA206 Landscape Structures &amp; Materials (12.5%)</td>
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<td><strong>3rd Year</strong></td>
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<td>KDA332 Site Engineering (12.5%)</td>
<td>KDA329 Landscape Architecture: Documentation &amp; Professional Practice (12.5%)</td>
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<td>KDA333 Landscape Design Studio: Master Planning (12.5%)</td>
<td>KDA334 Landscape Design Studio: Collaborative &amp; Community Design (12.5%)</td>
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</table>
K5E: Graduate Certificate in Timber (Processing and Building)

The Graduate Certificate in Timber (Processing and Building) is a four-unit part time course that provides advanced skills in the design, construction, maintenance and management of timber-rich buildings and structures, or the production of timber and wood products. Students will learn the basics of wood science and the role of timber and wood products as a renewable resource for society before selecting areas of study relevant to their areas of expertise and interest: timber’s use as a building material, timber board or engineered wood product manufacture, or a mixture of these fields.

<table>
<thead>
<tr>
<th>K5E: Graduate Certificate in Timber (Processing &amp; Building)</th>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Core timber unit</td>
<td>KDA503 Timber, Its Origin &amp; Characteristics <em>(offered in both semesters)</em></td>
<td>KDA503 Timber, Its Origin &amp; Characteristics <em>(offered in both semesters)</em></td>
</tr>
<tr>
<td>Other timber units</td>
<td>KDA506 Timber &amp; Durability in Exposed Applications</td>
<td>KDA504 Timber in Building Construction</td>
</tr>
<tr>
<td></td>
<td>KDA507 Engineered Wood Products</td>
<td>KDA506 Board Processing: Hardwood &amp; Softwood</td>
</tr>
<tr>
<td>Elective unit</td>
<td>JNB517 Management <em>(optional)</em></td>
<td></td>
</tr>
</tbody>
</table>

*Note:* Students must complete KDA503 before any other timber units can be undertaken. KDA503 is offered in semesters 1 and 2 so students can commence study in either February or July. Students must take at least three timber units throughout the course but can take four timber units if preferred. Students can take from one to three years to complete the course.
IMPORTANT DATES FOR 2012

Semester 1
Monday 20 – 24 February Orientation week
Monday 27 February Semester 1 commences
Friday 9 March Semester 1 fees due
Friday 23 March Semester 1 Census date
Thursday 5 April Easter break commences
Thursday 12 April Semester 1 classes resume
Friday 11 May Semester 1 examination timetable released
Friday 1 June Semester 1 ends
Monday 4 – 8 June Study period
Saturday 9 June Semester 1 examinations commence
Tuesday 26 June Semester 1 examinations end
Wednesday 27 June Semester break commences
Wednesday 11 July Semester 1 exam results released
Wednesday 11 July Semester 1 deferred and supplementary timetable released
Friday 13 July Semester break ends
Wednesday 18 – 20 July Supplementary and Deferred Ordinary examinations
Wednesday 25 July Supplementary and Deferred Ordinary results released

Semester 2
Monday 9 – 13 July Orientation week
Monday 16 July Semester 2 commences
Friday 27 July Semester 2 fees due
Friday 10 August Semester 2 Census date
Monday 3 September Semester 2 mid-semester break commences
Monday 10 September Semester 2 classes resume
Friday 28 September Semester 2 examination timetable released
Friday 19 October Semester 2 ends
Monday 22 – 26 October Study period
Saturday 27 October Semester 2 examinations begin
Tuesday 13 November Semester 2 examinations end
Friday 30 November Semester 2 results released
Friday 30 November Semester 2 Deferred and Supplementary timetable released
Thursday 13 – 20 December Supplementary and Deferred Ordinary Examinations
Friday 11 January 2013 Supplementary and Deferred Ordinary results released
GETTING STARTED: CHECKLIST

☐ UTAS email account. Have you logged into your UTAS email account? Remember to check your UTAS email account regularly (each day if possible). This is the primary form of communication used between staff and students. You will be at a disadvantage if you do not check your UTAS email regularly.

☐ eStudent Centre. Do you have access to your eStudent Centre? Have you logged in to check your personal details and enrol in your units? To log into the eStudent Centre, go to the UTAS homepage: http://www.utas.edu.au then click on ‘Current Students’. The eStudent Centre login will appear on the right-hand side of the screen.

☐ Enrolment (core units). Have you enrolled in your core units using your eStudent Centre, as per the instructions on page 15 of this book?

☐ Enrolment (elective units). If you are going to undertake elective units this year, have you chosen your electives and enrolled in them as per the instructions on page 16 of this book?

☐ Student ID card. Have you got your student ID card? If not, you will need to go to the Student Centre at the Newnham campus to have your photograph taken and your student ID card issued to you.

☐ MyLo. MyLo is the online learning system used at UTAS. Have you logged into MyLo? You can do so at this link: https://mylo.utas.edu.au/webct/entryPageIns.dowebct

☐ Workshop induction. Have you completed the online workshop induction through MyLo?

☐ Accountable Persons Training and After-hours Access card. Have you completed the Accountable Persons Training online through MyLo? Once you have done so, present the Certificate of Completion to Nicole at reception and she will give you a form that you will need to take to Security on the Newnham campus. Security will then issue you with your After-hours Access card, which will allow you access to the School of Architecture & Design building after-hours, which means any time between the hours of 7.30am and 10pm, 7 days per week. Normal business hours are 9am to 5pm, Monday to Friday. If you are in the building outside these times, you MUST have your after-hours access card and your student ID card on you. The Security Officer on duty will ask you to leave the building if you are unable to present these cards when in the building after-hours.

☐ Timetable. Have you looked at the School of Architecture & Design timetable and worked out where and when your classes are? The timetable is available to download as a PDF from the School’s homepage: http://www.arch.utas.edu.au

☐ Library. Have you visited the library at the Newnham campus?

☐ Materials. If you are studying first year units, have you looked at the Materials List for Design Communication 1/2 and Design Studio 1/2? Have you purchased the necessary materials as per the list? The Materials List is on page 15 of this book.

☐ DArch Side. DArch Side is the student association in our School responsible for organising many events for students. If you would like to join DArchside you can do so by attending one of their membership sign-up BBQs.

MATERIALS LIST

Materials needed for Design Communication 1/2 and Design Studio 1/2

You will be required to purchase some materials for your first year of study at the School of Architecture & Design. We recommend that you buy good, professional quality items as they last a lot longer and you will get more use out of them during your time at the School. We recommend purchasing items from Philcam Art Supplies, which is on Invermay Road, opposite the Inveresk Precinct. You can also purchase items from Birchalls in the Brisbane Street mall and Officeworks in town. Shop around and compare prices.

The following materials are required for your first classes in week 1:

- A4 or A5 sketchbook/visual diary (unlined cartridge paper only)
- Graphite pencils – one each of HB, 2B, 4B, 6B (this range may be extended later on)
- Good quality pencil sharpener (e.g. Brunzel from Philcam)
- Black felt tip drawing pens – one each of 0.2mm and 0.6mm
- Plastic eraser – e.g. Pelican or Staedtler
- A 300mm width roll of white/yellow trace paper (sold at Philcam)
- Scale ruler (make sure it has 1:10, 1:20, 1:100 and 1:200 scales on it)
- Retractable tape measure – 8 metres, in millimetres (sold at hardware stores. An inexpensive one will be sufficient)
- Metal ruler – 300mm (for model making)
- Cutting knife with snap-off blades (good quality as cheap ones are dangerous)
- A3 rubber cutting mat (optional but very useful)
- Roll of narrow masking tape
- Architect’s clutch pencil and H and HB leads

The following materials are not required until week 6. Please do not purchase these materials until you have received purchasing advice from the lecturer in class prior to week 6, because quality and suitability of the following items varies greatly:

- Small adjustable set square
- Sharpener for a clutch pencil (this is not the hole in the back of the clutch pencil)
- Artist quality coloured pencils
- A small T-square with the arm about 500mm long (clear plastic T-squares are sold at Officeworks)

Please see the next page for a list of recommended books.
MATERIALS LIST CONT’D

Books

As design books are very expensive, there are no set texts for purchase. Specific readings will be provided with project handouts throughout each semester.

However, if you wish to purchase some books, the following are highly recommended and will be useful beyond 1st year:

ENROLMENT

What is Census date?

Census date is the date on which ALL your enrolment details must be finalised. You cannot add another unit to your enrolment, or withdraw from a unit without academic and financial penalty, after the Census date. It is every student’s responsibility to check their enrolment details to ensure they are correct by Census date. If necessary, you must change your details, by the Census date for a given semester. There are different Census dates for semesters 1, 2, summer, spring and winter schools and are listed on the UTAS Course & Unit Online Handbook. If you want to withdraw from a unit before the Census date you must follow the correct procedure and withdraw online using your eStudent Centre or speak to administrative staff in the School office. It is not sufficient to simply tell your lecturer that you are not attending anymore.

If you withdraw after the Census date the following applies:

- You will receive a ‘Withdrawn Deemed Failed’ result (WN), which will appear on your academic transcript. If you wish to make a case that it should be recorded as ‘Withdrawn Without Academic Penalty’ (WW) you must complete the appropriate form and submit it to the Faculty Office in Hobart. The form can be obtained from student administration or downloaded at: http://www.students.utas.edu.au/forms-directory
- Only the Associate Dean (Teaching and Learning) is authorised to convert this grade.

In both cases you will be liable for HECS fees. In extreme circumstances you may apply to the ATO for reimbursement of the fee. You will find the relevant form at the Student Centre. Students are encouraged to frequently check their enrolment status.

What units do I enrol in?

The courses at the School of Architecture & Design contain core units that must be completed each semester in order to qualify for the degree. For details of the core units taught in each semester, refer to the course structure tables on pages 8 to 12 (these tables are based on a full time study load of four units per semester – if you wish to study a lighter load, or if you need to repeat units, please contact the School office staff for advice on how to structure your enrolment). If you have any questions about what units to enrol in, speak to administrative staff in the School office. You will also be required to complete elective units during your degree. For information on electives see the next page.

How do I enrol in core units?

It is your responsibility to go online and enrol in your core units as soon as you can once enrolment has opened. You must enrol in your units for the entire year, not just for the next semester. To enrol in units you will need to login to your eStudent Centre using your user name and password. Click on ‘Manage Enrolment’ on the left-hand menu and follow the prompts through to the screen that allows you to add units to your enrolment. Make sure you check that the unit code and semester are correct, choose your major for each unit, and be sure to click ‘Submit’ at the end to ensure that your changes have been successfully processed. The online enrolment system only allows you to submit one change to your enrolment per 24 hours, so once you have clicked ‘Submit’ you cannot go back in and make further changes until 24 hours has passed. Different processes apply for enrolment in electives. For information on electives see the next page.
ENROLMENT CONT’D

How do I enrol in electives?

1. Find out what electives are being offered and choose which ones you would like to do:
   • A list of electives being offered by the School of Architecture & Design for the year ahead will be EMAILED TO ALL STUDENTS by School staff in October. If you do not receive this email ask School reception to provide you with the electives list.
   • If you are interested in enrolling in an elective outside of the School of Architecture & Design, you can use the UTAS website to search for elective options in other schools and faculties. See #3 below for further information on enrolling in electives outside of our School.

2. Consider the following BEFORE enrolling in electives:
   • The UTAS website lists electives but they are NOT all available every year – always check the availability of an elective with the School before enrolling it.
   • Some electives require you to put your name on a list or register your interest BEFORE enrolling online on your eStudent Centre. Check this before enrolling.
   • All School of Architecture & Design electives have quotas applied, so you need to act quickly to secure yourself a place.
   • Electives may clash with your core units on the timetable. If this happens you will need to choose a different elective.
   • Some electives have prerequisites. Check this before enrolling.
   • Electives can only go ahead if a minimum number of students enrol. The School may need to cancel electives if the minimum quota is not reached in time for the beginning of semester. If this happens with an elective that you are enrolled in you will need to choose a different elective.
   • If you want to enrol in an elective outside of the School, it must first be approved by the Degree Coordinator (see #3 below).

3. Enrol
   • Electives within our School:
     When you have considered the above points and are ready to enrol in your chosen electives, you can do so online using your eStudent Centre (see page 15).
   • Electives outside our School:
     To enrol in an elective outside the School, print a Variation of Enrolment form from your eStudent Centre and bring it to the Degree Coordinator for approval and processing. It is your responsibility to make sure that the elective you’ve chosen has places available and does not clash with any of the other units on your timetable. It is also a good idea to check that the elective does not require you to have completed a prerequisite. Staff in the school offering your chosen elective can give you this information.

   Note: If you have enrolled in an elective incorrectly you may be asked to withdraw from it.

   It is YOUR responsibility to ensure that your enrolment is correct – it is NOT the responsibility of School staff. If you have any queries about enrolment please see administrative staff in the School office.
Enrolment in Master of Architecture / Bachelor of Environmental Design with Honours (Interior Design) / Master of Architecture with Honours

If you have finished 3rd year and wish to continue onto the Master of Architecture (D7C), the Bachelor of Environmental Design with Honours (Interior Design) (D4C), or the Master of Architecture with Honours (D7D) you cannot simply re-enrol because you will be going onto a separate course.

Admission requirements

**Master of Architecture:**
You will be eligible to apply for entry into the Master of Architecture if you have completed all units in the Bachelor of Environmental Design, with an average score of 65% across all core units in year 3. You will not be eligible to be invited into the Master of Architecture with Honours until you have completed the first year of the Master of Architecture.

**Bachelor of Environmental Design with Honours (Interior Design):**
You will be eligible to apply for entry into the Bachelor of Environmental Design with Honours (Interior Design) if you have completed all units in the Bachelor of Environmental Design (Interior Design), with an average score of 60% across all core units in year 3.

**Master of Architecture with Honours:**
Master of Architecture students who have completed the first year of the Master of Architecture will be invited to enrol in the Master of Architecture with Honours if they achieve an average score of 70% across all units in semester 1, year 1 of the Master of Architecture.

Admission and enrolment procedure for domestic students

All domestic students wishing to go on to the MArch or the BEnvDesHons(IntDes) need to apply for entry into the course. Apply online at: [http://www.studentcentre.utas.edu.au/admissions/](http://www.studentcentre.utas.edu.au/admissions/)

Once your application is received by the Admissions Office it will be assessed and, if you are successful, you will receive an Offer of Place which will show up in the online application system. You can view it by logging in with your user name and password. You can then accept your Offer of Place electronically. Once you have accepted your place you must enrol in your units online using your eStudent Centre. See the course structure tables on pages 8 to 12 to see what units you need to enrol in. You must enrol for the whole year, not just for semester 1.

If you have completed the first year of the Master of Architecture you will be invited to enrol in the Master of Architecture with Honours for the second year. If you wish to do so you will need to print a Variation of Enrolment form from your eStudent Centre and submit it to administrative staff in the School office.
Enrolment in Master of Architecture / Bachelor of Environmental Design with Honours (Interior Design) / Master of Architecture with Honours Cont’d

Admission and enrolment procedure for international students

**If you do NOT yet have a Confirmation of Enrolment (CoE) and Conditional Offer for the Master of Architecture:**

If your visa expires in March 2012, you will need to apply for entry into the Master of Architecture. Applications can be made online or on paper and are available at:

http://www.international.utas.edu.au/static/ApplyNow/

You will not need to attach any supporting documents, as your application will be assessed on your results from the Bachelor of Environmental Design. If you receive an offer, you will need to accept it, so that we can issue a new CoE so you can apply for a new student visa.

**If you DO already have a CoE and Conditional Offer for the Master of Architecture:**

If you have a visa that expires in March 2014, you have already applied for and accepted a Conditional Offer for the Master of Architecture. You will not need to apply again for the MArch. Once results are released, you will know whether you have met the conditions to continue on to the MArch program.

Please note that you will not be able to enrol in any units in the Master of Architecture until you are advised that online enrolments are available to you (your enrolment access is different to your Aussie class mates).

For information about fees for the MArch, please refer to:

http://www.international.utas.edu.au/apps/courses/show/8

If you have any questions about the application process for international students please contact Ginni Woof at International Services:

Ms Ginni Woof, International Student Adviser
International Services, University of Tasmania

ginni.woof@utas.edu.au

Locked Bag 1338 LAUNCESTON TAS 7250 AUSTRALIA
Tel: +61 3 6324 3506 | Fax: +61 3 6324 3924 | Mobile: 0419 330 360
http://www.international.utas.edu.au
ASSESSMENT

Eligibility for assessment

It is a School of Architecture & Design requirement that a student enrolled in a unit must perform to the satisfaction of the assessors any tests, exercises and practical work that are set by an assessor – unless exempted by the Head of School.

Student Attendance + Participation in units

In the School of Architecture & Design it is your responsibility to attend and participate in all sessions, such as lectures, tutorials and workshops. It is also your responsibility to participate in all group or team activities and tasks. Failure to attend all sessions may result in poor comprehension of subject matter and the possibility of you failing the unit. Most lectures are retained on MyLo or Lectopia. Please contact the Degree Coordinator if you are experiencing extenuating circumstances that are affecting your attendance.

Late submission of work and penalties:

To ensure fairness, transparency and equity in the process of assessing student work, late submissions will receive a penalty. The following procedures and late penalties will apply to students studying in the School of Architecture & Design:

<table>
<thead>
<tr>
<th>First year students only</th>
<th>Second to Fifth year students</th>
</tr>
</thead>
<tbody>
<tr>
<td>5% of the maximum mark available for the assessment task will be deducted for each day, or part thereof, it is late (including weekend days and public holidays), unless an extension had been granted before the relevant due date.</td>
<td>10% of the maximum mark available for the assessment task will be deducted for each day, or part thereof, it is late (including weekend days and public holidays), unless an extension had been granted before the relevant due date.</td>
</tr>
<tr>
<td>eg. If an assignment is due on Tuesday at 4pm, but not submitted until:</td>
<td>eg. If an assignment is due on Tuesday at 4pm, but not submitted until:</td>
</tr>
<tr>
<td>• Tuesday 7pm a 5% late penalty will be applied</td>
<td>• Tuesday 7pm a 10% late penalty will be applied</td>
</tr>
<tr>
<td>• Wednesday 4pm a 5% late penalty will be applied</td>
<td>• Wednesday 4pm a 10% late penalty will be applied</td>
</tr>
<tr>
<td>• Wednesday 5pm a 10% late penalty will be applied</td>
<td>• Wednesday 5pm a 20% late penalty will be applied</td>
</tr>
<tr>
<td>This process is only valid for assessment tasks, which are up until ten days late. No assessment tasks will be accepted if it is submitted more than ten days after the due date. A zero grade will be awarded for the assessment task.</td>
<td>This process is only valid for assessment tasks, which are up until five days late. No assessment tasks will be accepted if it is submitted more than five days after the due date. A zero grade will be awarded for the assessment task.</td>
</tr>
<tr>
<td>Academic staff do not have the discretion to waive a late penalty – but may approve an extension subject to the requisite extension policy, following.</td>
<td>Academic staff do not have the discretion to waive a late penalty – but may approve an extension subject to the requisite extension policy, following.</td>
</tr>
</tbody>
</table>
ASSESSMENT CONT’D

Extensions
Applications for an extension should be made prior to the due date and to the unit coordinator by email. Students may be granted extensions of up to two weeks to accommodate unforeseen circumstances, where the student’s capacity to complete required work by the due date has been affected by significant factors beyond their control.

For an application to be considered, it must contain:
- Your full name and student identification number
- Accepted forms of documented evidence from health professionals
- How many days the extension is being requested for

The unit coordinator will determine whether or not your extension request has been granted and confirm by email. Normally the extension will be awarded according to the number of days indicated to by the certificate. If you have a long-term or permanent condition refer to the Learning Access Plan.

Learning Access Plan (LAP)
UTAS provides specialist services, study and assessment accommodations for students with a disability and/or health condition in order to facilitate equal access to learning. Students who need support and study adjustments are required to provide documentation. Refer to the following website:

It is recommended that students make an appointment at the Support and Equity office or an application, before the beginning of the semester, to allow for processing and arrangements.

It is the responsibility of the student to present the LAP to the Degree Coordinator and Unit Coordinators within the School at the beginning of the semester.
Moderation Process

The moderation process takes place at three different levels: at the unit, at the school and at the faculty.

Unit moderation process

All assessment tasks are subject to a process of moderation by the unit coordinator and may include one or many of the processes outlined below, to ensure consistency of grades between assessors:

• Meeting of assessors to agree on the standards prior to marking, examples may be discussed

• Unit coordinator checks all grades at the NN and HD level and a sample from other grade levels and moderates grades if necessary

• Where there is more than a 10% discrepancy between assessors of the same piece of work, another assessor may be invited to mark the work blindly or the unit coordinator will make a determination.

When there is only one assessor of a unit, all NNs and a sample of each grade will be checked with another academic staff member.

School moderation process

The School moderation process occurs at the end of semester once unit coordinators have submitted their results to the School. Results that are reviewed and discussed will include:

• Unusual grouping of grades within a unit

• Students receiving NN, NS or WT grades, including a review of the moderation process employed in the unit.

Faculty moderation process

The Faculty reviews the School’s results and may request further information or clarification of unusual results from the Degree Coordinator. In addition, the Faculty makes determinations on awarding supplementary grades (NS).
ASSESSMENT CONT’D

Assessment grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HD</strong></td>
<td>Higher Distinction – Pass with High Distinction (80-100%)</td>
</tr>
<tr>
<td><strong>DN</strong></td>
<td>Distinction – Pass with Distinction (70-79%)</td>
</tr>
<tr>
<td><strong>CR</strong></td>
<td>Credit – Pass with Credit (60-69%)</td>
</tr>
<tr>
<td><strong>PP</strong></td>
<td>Pass – Pass grade (50-59%)</td>
</tr>
<tr>
<td><strong>UP</strong></td>
<td>Ungraded Pass – Pass awarded in units where the student can only pass or fail.</td>
</tr>
<tr>
<td><strong>NS</strong></td>
<td>Failure, Supplementary Exam Granted – NS will only be awarded in exceptional circumstances, and where the mark is greater than 45%.</td>
</tr>
<tr>
<td><strong>NN</strong></td>
<td>Failure (0-45%)</td>
</tr>
<tr>
<td><strong>AN</strong></td>
<td>Absent Deemed Failed – Student did not attend examination or complete major assessment, or withdrew after the commencement of the relevant examination period.</td>
</tr>
<tr>
<td><strong>FP</strong></td>
<td>Faculty Pass – Pass granted at Faculty discretion, in exceptional circumstances, and beyond the circumstances in which supplementary or deferred examination might be considered.</td>
</tr>
<tr>
<td><strong>WT</strong></td>
<td>Withheld Result – Result has not been submitted by the School. To be finalised by following Deferred/Supplementary examination period.</td>
</tr>
<tr>
<td><strong>NE</strong></td>
<td>Not Eligible – Not eligible to sit examination in unit due to non-completion of internal assessment (a failure result). Advice is sent to students 2 weeks prior to the start of the exam period.</td>
</tr>
<tr>
<td><strong>ND</strong></td>
<td>Non-Degree – Used when a student does not study a unit to count towards a degree, but for interest only.</td>
</tr>
<tr>
<td><strong>NC</strong></td>
<td>Unit Not Completed – Used for result in first semester of enrolment when student is enrolled in same subject over 2 semesters or calendar years. Should not be used when there is no further enrolment in the same unit; i.e. not in lieu of WT.</td>
</tr>
<tr>
<td><strong>DO</strong></td>
<td>Deferred Ordinary – Student granted permission by Examinations Office to defer an examination due to personal circumstances. Used only for ordinary, not supplementary, examinations.</td>
</tr>
</tbody>
</table>

Supplementary grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SP</strong></td>
<td>Supplementary Pass – Pass after supplementary examination (no higher grade of pass is awarded from supplementary examinations)</td>
</tr>
<tr>
<td><strong>ST</strong></td>
<td>Terminating Pass – Granted after supplementary examination; unit cannot be used as a prerequisite.</td>
</tr>
<tr>
<td><strong>SF</strong></td>
<td>Faculty Pass – Granted by Faculty following supplementary examination and taking exceptional circumstances into consideration.</td>
</tr>
<tr>
<td><strong>SC</strong></td>
<td>Not Complete – Unit not complete following supplementary assessment.</td>
</tr>
</tbody>
</table>
SA  Absent Deemed Failed – Absent from a supplementary examination (used when original grade is NS)

SN  Failure, After Supplementary Examination (used when original grade is NS)

TA  Absent Deemed Failed – Absent from a supplementary examination (used when original grade is TS)

TN  Failure – After supplementary examination (used when original grade is TS)

How your supplementary grade is determined

In 2009, the Academic Senate approved changes to the Rule of Assessment, which deleted the previous grades of the Terminating Pass with Permission to Enter a Supplementary (TS) and Terminating Pass (TP). As a consequence of these changes, the only grade, which provides a student access to the supplementary system, is Failure with Permission to Enter a Supplementary (NS). This Guide provides information for staff and students on how the supplementary grade is determined by Schools and how the Faculty’s Assessment Committee processes them. The NS grade is to be recommended only where a student can obtain a full pass by an improved performance in the examination component. It is not usually possible to provide for a supplementary in the internal component of a unit.

<table>
<thead>
<tr>
<th>Achieve minimum performance level in:</th>
<th>Internal</th>
<th>Examination</th>
<th>Recommended grade</th>
<th>Mark to show?</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%+</td>
<td>Yes</td>
<td>Yes</td>
<td>HD</td>
<td>Yes</td>
</tr>
<tr>
<td>70%-79%</td>
<td>Yes</td>
<td>Yes</td>
<td>DN</td>
<td>Yes</td>
</tr>
<tr>
<td>60%-69%</td>
<td>Yes</td>
<td>Yes</td>
<td>CR</td>
<td>Yes</td>
</tr>
<tr>
<td>50%-59%</td>
<td>Yes</td>
<td>Yes</td>
<td>PP</td>
<td>Yes</td>
</tr>
<tr>
<td>≥50%</td>
<td>Yes</td>
<td>No but ≥35%</td>
<td>NS</td>
<td>No</td>
</tr>
<tr>
<td>≥50%</td>
<td>Yes</td>
<td>No and &lt;35%</td>
<td>NN</td>
<td>No</td>
</tr>
<tr>
<td>≥50%</td>
<td>No</td>
<td>Yes</td>
<td>NN</td>
<td>No</td>
</tr>
<tr>
<td>45%-49%</td>
<td>Yes</td>
<td>Yes</td>
<td>NS</td>
<td>Yes</td>
</tr>
<tr>
<td>45%-49%</td>
<td>Yes</td>
<td>No but ≥35%</td>
<td>NS</td>
<td>Yes</td>
</tr>
<tr>
<td>45%-49%</td>
<td>Yes</td>
<td>No and &lt;35%</td>
<td>NN</td>
<td>Yes</td>
</tr>
<tr>
<td>45%-49%</td>
<td>No</td>
<td>Yes</td>
<td>NN</td>
<td>Yes</td>
</tr>
<tr>
<td>&lt;45%</td>
<td>Yes</td>
<td>No</td>
<td>NN</td>
<td>Yes</td>
</tr>
<tr>
<td>&lt;45%</td>
<td>No</td>
<td>Yes</td>
<td>NN</td>
<td>Yes</td>
</tr>
<tr>
<td>&lt;45%</td>
<td>No</td>
<td>No</td>
<td>NN</td>
<td>Yes</td>
</tr>
</tbody>
</table>

For Level 1 / Introductory Level units only:

| 40%-49%                              | Yes      | No but ≥30%  | NS                 | Yes           |
| 40%-49%                              | Yes      | No and <30%  | NN                 | Yes           |
Supplementary grades cont’d

Note: For all units above Level 1 / Introductory Level, the NN grade will be awarded for a total mark 40%-44% unless there are special circumstances to warrant a NS grade. For this to occur, the minimum performance level must have been met for the internal component. Schools will normally only make a recommendation for a supplementary grade if the student has achieved the published minimum performance level for a unit in the internal component of the assessment. In units where examinations do not form part of the assessment, Schools may make recommendations for supplementary grades if the student has completed all assessment tasks and has achieved a mark total in the defined supplementary range. The table above provides information on the grades that will be recommended for various combinations of internal and examination marks in a unit. A student will not be awarded a full pass grade (PP, CR, DN, HD) if the minimum performance requirement has not been achieved in both the internal and examination components even if a total mark of ≥50% has been achieved. The minimum performance levels will be published in unit outlines/handouts.

Decision by Faculty’s Assessment Committee

The Faculty’s Assessment Committee will determine if the recommended NS grades are to be confirmed. The current practice is that a student will usually have to gain clear passes in 50% of the units being assessed to retain any recommended NS grades. Where a student has not gained clear passes in 50% of units being assessed, the recommended NS grades will revert to a Failure (NN) grade. The guidelines above will be varied for the last unit required by a student to complete an award. In this case the Faculty’s Assessment committee will normally substitute a NS grade for a recommended NN grade provided the student has achieved the minimum required performance level in the internal component of the assessment.

Determining the results of supplementary examinations

The mark for the supplementary examination will replace the original examination mark in the algorithm to calculate the total mark. A total mark of ≥50% is required for the supplementary to be passed; a grade of Pass after Supplementary Examination (SP) will be reported. Where the recalculated total mark is below 50%, the grade of Failure after Supplementary Examination (SN) will be reported.

Application of these guidelines

These guidelines apply to all units being undertaken by a student for an award managed by the Faculty of Science, Engineering & Technology, including this Faculty’s component of combined degrees. Units from within this Faculty but being undertaken for an award managed by another Faculty will be subject to any guidelines in relation to the award of supplementary grades determined by that Faculty. The guidelines will apply to all unit assessments from Semester 3, 2010 onwards. Performance in each unit will be assessed by the marks achieved in the assignments, consistent with the learning objectives and stated criteria as listed in the unit outline and on the assignment handouts. The unit coordinator will then make a recommendation to the Head of School who will submit the proposed grade to the Faculty for determination. University policy requires the Registrar to be the only person who can provide information to students regarding the outcomes of the assessor’s deliberations.
Review of Assessment

If you are not satisfied with your result:

Your lecturer or another academic can be present to provide feedback while you look at your assessed work. You should submit a request for a Review of Assessment in writing to the School. For feedback on your overall academic performance in a unit, you should contact your lecturer. Review of Assessment forms can be downloaded at:

http://www.students.utas.edu.au/forms-directory

You may apply for a Review of Assessment up to 10 working days after the release of results. Students who have passed a unit must pay a fee of $50 for the review. If the mark or grade result goes up, the application fee will be refunded. Results cannot be lowered as a result of a Review of Assessment.

Requests for reviews are sent to the Head of School, who will organise for another assessor to re-mark the assessment item and check that all results have been included in the final mark. If you are requesting a review of an assignment, please include a copy of the assignment with the application.

The School has up to 4 weeks to undertake a Review of Assessment. If you have requested a review for a unit for which you have been granted a supplementary grade, please be aware that it is highly unlikely that you will receive the outcome of the review before the date of your supplementary examination.

Faculty Probation

‘Faculty Probation’ is a condition imposed by the Faculty when students are deemed to be at risk, in terms of their study. This has no negative stigma, nor is it public knowledge. It is done as a means of alerting the student and the Degree Coordinator that the student might require a reduced load or additional support.
SETL

What is SETL?
SETL is the University of Tasmania’s Student Evaluation of Teaching and Learning program, which was introduced in 1993. SETL is a system designed to gather feedback from students to assist academic teaching staff in developing and formulating their unit organisation and teaching.

Why complete SETL forms?
It is very important that all students complete SETL forms for every unit that they study. This is because the SETL program is the University’s primary source of student feedback on teaching and learning. It serves as the main systematic way for students to let the University know what they think about units they study and the teaching they receive, while also offering academic staff customised evaluations of their teaching and of the unit as a whole. Without the constructive feedback from students through the SETL program the University does not have all the necessary information it needs to develop and improve its teaching and learning.

Completing and submitting SETL forms
SETL forms are questionnaires that include ‘standard’ and ‘optional’ sections for questions and invite open-ended comments from students.

SETL forms will be given to you in class, however they will be available online later in 2010. The SETL program is administered centrally where all questionnaires are analysed and results reported by staff in the Student Centre. Personal information such as a student’s name or ID number is not collected during the process of evaluation. The handwritten comments made by students when completing SETL questionnaires are entirely confidential and anonymous, however it is important for students to know that the original questionnaires will be returned to the academic staff member who ordered the evaluation following the release of examination results for the unit.

A summary of all unit and teaching evaluation results will be made available to the students through their respective Union Presidents and the University Library at the end of each semester.

In order to protect the integrity of the SETL process it is important that student responses are honest and serious with respect to their personal teaching and learning experiences. The University strongly discourages comments of an harassing or libellous nature.

In the cases of unit evaluation, honours course evaluation and postgraduate (coursework) course evaluation the University is seeking feedback on the whole unit/course rather than any one specific part of a unit such as lectures and tutorials. Teaching evaluations relate to the person whose name is printed on the front page of each questionnaire and students are asked to take only that person’s teaching into consideration when completing the questionnaire.

If you wish to make other comments or want to know more about the SETL program please contact Michele Groombridge in the Student Centre or michele.groombridge@utas.edu.au. You may also wish to visit the SETL website: http://www.studentcentre.utas.edu.au/setl/
IT AND TECHNICAL SUPPORT

Computer Systems Officer

The School Computer Systems Officer is located near the computer labs.

You can ask the Computer Systems Officer for help with:

• Logging onto the School computers
• Software or hardware problems in the School computer labs
• Printing and plotting problems
• Any problem not covered by the Library Service Desk

Library Service Desk

The Library Service Desk is located in the Library on the Newnham campus.

Staff are on hand to assist with most computing queries, but they specifically help with:

• Putting money into print accounts and questions about your balance
• MyLo problems and support
• Problems logging into email/Webmail

Computers

The computer labs contain over 50 computers, and another 20 are distributed throughout the School.

Usernames and passwords

Usernames and passwords can be the most confusing thing for new students. This is because the University has many different computer systems each of which require you to log on. Some of the different systems include printing, email, internet and architecture. Students should only need to remember one username and two passwords. Your email username and password should be printed on your University Enrolment Form.

The username is the bit of the email address before the @ sign. For example, if the email address is student@postoffice.utas.edu.au then the username would be student. The password printed on the confirmation slip is the password for email, internet, MyLO and CAPS (printing). If this does not work see the Library Help Desk or the School Computer Systems Officer.

Printing

Before printing, you should put money into your account (which is called a CAPS account). The fund in your account is protected by your email password and PIN code. You can put money into your account at the Library Service Desk, the Student Association
IT AND TECHNICAL SUPPORT CONT’D

or the coin machine in the front foyer (front entrance of the School of Architecture & Design on the left). To print use your email username and email password.

The charges are as follows (at time of printing):

- A4/A3 – B/W  11c/15c per page
- A4 page – colour $1.00
- A3 page – colour $1.50
- A1 $10 per plot

USB memory sticks

USB memory sticks are easy to lose and can sometimes become corrupt. If you use a memory stick make sure it is labelled with your name or student ID number in case you lose it. Also, DO NOT use the stick as the only place that you store your work. If you lose it or if it corrupts, you will lose all of the work on it that you have done. The best way to use a memory stick is to work from your School account and store work on that, then copy the work onto the stick so that you can take the work home with you. It is advisable to use a USB memory stick as a way of transporting and transferring data, rather than as a storage device.

Always have your work saved in at least two different places, for example, USB stick and home, or USB stick and School.

Wireless network

The School of Architecture & Design uses the University wide UConnect wireless network. See http://uconnect.utas.edu.au

IT dos and don’ts

All students should be aware of the University’s conditions of use of IT facilities. See http://www.its.utas.edu.au/policies/usage_guide.html

Students should be aware that:

- All computer use may be monitored
- Downloading of copyrighted material (music, movies etc.) is not permitted
- Use of file sharing software is not permitted e.g. Bittorrent, Limewire etc.

Accessing or downloading inappropriate material (such as pornography, content which is racist or sexist, sites with offensive images and content etc.) from the internet is not permitted. Serious penalties will apply for inappropriate use of the University computer network and computers.
USING THE WORKSHOP

Basic workshop fundamentals and Workshop Induction

You will need to complete a Workshop Induction before you are able to use the workshop facilities at the School of Architecture & Design. For information on how to complete a Workshop Induction, look for the Workshop Induction link on MyLO: https://mylo.utas.edu.au/

The architecture and furniture workshops in the School enable Architecture, Interior and Furniture students to perform a variety of tasks from model making to building small pavilions and furniture. The workshops are equipped with a variety of woodworking tools and machinery and students will need to acquire permission and or sign-off to use certain machines during the course of their studies.

The most important aspect of performing in an accident free manner in the workshop environment is to be aware that every action you make has the potential to cause injury. Good work practices, thinking ahead, planning and anticipating the consequences of an action form the fundamentals of operating safely.

Remember:

• We are the softest things in the workshop and everything bites.
• Personal protective equipment must be worn at all times, including sunscreen and hats when outside. Protective clothing is to keep you safe, not clean.
• Appropriate clothing for the workshop means: no extremely loose-fittings clothes, loose jewellery or scarves.
• Sturdy leather shoes that cover the upper foot and heel, such as boots, must be worn.

Students must:

• Conduct themselves in a reasonable manner.
• Inform staff of any medical condition that could affect their work.
• Look out for each other, lend a helping hand, inform surrounding workmates of any action that may affect their health, e.g. welding, using a nail gun etc.
• Not attempt any material handling if you perceive there is any risk of injury.
• Assess the risk and if it feels unsafe, don’t do it!

It is the University’s Duty of Care to provide a safe working environment for students. Remember that:

• By their nature, workshops require users to change the shape of materials through a cutting process. This process requires there to be a difference in hardness between materials so that when energy is applied the harder material cuts the softer material. In a wood workshop most of the cutting is done with high-speed knives and saws with the operator holding the material in place. It is important that the material being cut is held firmly against the fence. Failure to do this could result in the saw grabbing the material and hence the possibility for a serious accident.
• As the operator performs the cutting action they must keep all body parts out of the line of cut, where practical use a push stick, keep the longest face of the material against the fence, and hold the material in such a way that it will not jam against the cutting face.
USING THE WORKSHOP CONT’D

• Be aware that the waste material will fall somewhere and can often lead to the operator being put off balance or struggling to control the material, leading to an accident.

• When cutting timber with other materials of similar density, there should be no forcing of the plant; if there is, something is wrong.

• Have only sufficient people to do the task safely. People tend to gather around machines and watch: spectators can end up getting in the way or can be too helpful. Too many fingers around the cutting face can cause potential danger!

• When using hand power tools always inspect the leads. If the outer insulation is cut to the inner insulation, the cord will be condemned and cannot be used.

• Good housekeeping means being tidy, keeping clearways clear and eliminating trip hazards by putting tools away.

• If it feels unsafe, don’t do it and don’t rush or run in the workshop!

Material handling

Materials will need to be moved around the workshop. Before attempting any lift, you must perform a risk assessment. You must ask the following questions:

• Is there another option: sliding, pushing, rolling or using a mechanical device e.g. forklift or trolley?

• Is the load safe to lift?

• Is the load too heavy or awkward for one person?

• Has a clear route been made?

Dangerous goods

You cannot bring dangerous goods into the School. The definition of dangerous goods will be elaborated on at a later date by Robin Green. Please ask him if you have any questions regarding this matter.
HELP AND SUPPORT

What kind of help and support is available to students?

Whether academic or personal, there are plenty of people who can support you on campus. Below are some of the different kinds of help and support available to students:

• For personal issues, make a free appointment with a professional counsellor by visiting or phoning the Support & Equity Unit, or visiting the Support & Equity home page: http://www.support-equity.utas.edu.au. You could also browse and borrow books from the counselling resource library.

• You may wish to visit the Support & Equity Unit to browse the careers resource library or to speak to someone about your career/employment options.

• If you have a disability that may affect your study, we strongly encourage you to discuss this with your lecturer/s and/or see the Disability Service in the Support & Equity Unit for information and advice, or visit the web page: http://www.support-equity.utas.edu.au/disability

• There is a diversity of faiths within the University community and visiting religious representatives are available to provide spiritual support. For more information contact the Support & Equity Unit on 6324 3787.

• Student bodies provide student representation and advocacy, welfare support, social interests and entertainment. To find out more, attend their activities during orientation or visit their websites at: http://www.tuu.com.au (Tasmania University Union, Hobart).

University counselling service

Counselling is a process of talking, listening and working issues through which may help to creatively resolve problems. This is usually done on a one-to-one basis. The kinds of issues students often discuss with counsellors are:

• Feelings of anxiety and/or depression

• Concerns about university work (adjusting to uni life, concentration and motivation difficulties, course changes, academic grades, etc.)

• Relationship problems (family, partner, friends, housemates etc.)

• Stress at home, work or university

• Managing life with disabilities or health problems

• Loss or trauma

• Worries about lack of confidence, body image, self esteem etc.

Any student currently enrolled at the University of Tasmania may use the Counselling Service. Individual counselling and workshop programs are provided free of charge. It is a policy of the Counselling Service to provide strict confidentiality to all its clients.

All contact with a counsellor is confidential. Records of your counselling sessions are kept on a secure database only accessible by the counsellors and these records do not become part of your University records.
HELP AND SUPPORT CONT’D

Managing stress

What is stress?
Stress is part of everyday life. Examples of stressful situations for university students may include meeting high academic demands, being in new social settings, being away from home for the first time, returning to study after a long time, sitting examinations or public speaking. While mild stress can actually be beneficial as a motivator, higher levels of ongoing stress can lead to medical, psychological and social problems.

Stress refers to the demands, pressures or forces applied to us. Stress also involves our perception of threat about internal or external events. Threat stimulates the release of stress hormones, which produce the ‘fight-flight’ response. The fight-flight response prepares us for physical, emotional and mental action and is essential for survival.

When the stressors we face are psychological, the fight-flight hormones are still activated. As we do not respond physically to these stressors, the hormones remain in our bodies leading to ongoing feelings of tension and anxiety. Positive management of stress results in positive emotions such as enjoyment, relaxation, satisfaction, enthusiasm and excitement. However, too much stress can be debilitating when it causes detrimental changes in how we think, feel and behave.

Stress is generally in response to known pressures, whereas anxiety is often anticipatory in nature and may be characterised by worry or fears about perceived threats or danger in the future. Anxiety is often triggered when stress levels are already high and this may make it difficult to separate the two, or to identify what we are anxious about.

What are the symptoms of stress?
Below is a list of symptoms you might experience with stress. People vary in the ways they experience stress, so not all of these are relevant to every person.

**Physical symptoms of stress:** Increased heart rate, muscle tension, sweating, difficulty breathing, headaches, dizziness, dry mouth, nausea, diarrhoea, constipation, frequent urination. Remember that physical symptoms might be caused by things other than stress, so if in doubt; always check with your GP.

**Psychological symptoms of stress:** Difficulty concentrating, distractibility, forgetfulness, worry, negative self-talk, anxiety, nervousness, fear, moodiness, depression, sadness, apathy, fatigue, guilt, shame, low self-esteem, low self-confidence.

**Behavioural symptoms of stress:** Sleep disturbance, emotional outbursts, irritability, withdrawal, crying easily, increased smoking/drinking, excessive eating or appetite loss, changes in activity level.

What are the sources of stress?
Stress can come from both positive and negative events in our lives. However, major life changes are the greatest contributors of stress for most people as they place the greatest demand on resources for coping.
How does stress affect performance?

When stress is too low, a person may be under-stimulated, resulting in boredom, poor motivation and low levels of activity. As stress increases, it may help a person to perform at their optimal level, for example when an assignment is due, motivation to complete the assignment increases. When stress rises above a certain level, performance becomes impaired. If stress continues to increase, performance is likely to deteriorate. So, it is important to become aware of your optimal stress level and work at maintaining it.

What are some practical ways to cope with stress?

The key to stress management is to reduce the magnitude of the fight-flight response by increasing our ability to manage stress and/or to predict that we will have a measure of control over stressful events. Many stressors can be changed, eliminated or minimised. Following are some things you can do to manage your stress levels.

Become aware of your own reactions to stress:

- Recognise your sources of stress
- Understand how stress affects you
- Find your optimal level of stress tolerance
- Recognise and accept your limits
- Remember everyone manages stress levels differently

Learn to use your time wisely:

- Evaluate how you are budgeting your time
- Anticipate and plan for ‘busy’ periods
- Set realistic goals
- Eliminate procrastination
- Make a weekly schedule and try to stick to it
- Practice rational thinking and use positive self-talk, e.g. ‘I’m ok, I just need to slow down and pace myself’
- Focus on your good qualities and accomplishments
- Avoid passive worrying, self-criticism and unnecessary competition
- Develop assertive behaviours and learn to say ‘no’
- Get a hobby or two, relax and have fun
- Exercise regularly to keep your body healthy and burn off excess stress hormones
- Eat a balanced diet daily, drink plenty of water and avoid excess caffeine and alcohol
HELP AND SUPPORT CONT’D

Learn and practice relaxation techniques:

• Use breathing techniques to calm you down
• Release muscle tension by alternately contracting and relaxing muscle groups
• Meditate to balance your mind/body
• Establish and make use of good social networks
• Talk with someone you can trust
• When studying for an exam, study in short blocks, gradually lengthen the time you spend studying, take frequent breaks, try and maintain a balance between study and leisure and attend exams skills workshops.

Help! Where can I find it?

For help with your studies, visit the ‘Learning Support’ website at: http://www.utas.edu.au/assignmenthelp/ or call 6226 1905 (Hobart), 6324 3504 (Launceston) or 6430 4931 (Burnie). Self-help information is available on the Student Services website. Follow the links to the Counselling Service. Seek counselling through the Counselling Service to discuss your concerns, address issues, learn about relaxation techniques, help you see the positive side of yourself, help you identify and change negative thinking patterns and treat an anxiety disorder. You could also browse or borrow books from the Student Services counselling resource library. If anxiety is severe and/or prolonged, consult your general medical practitioner.

Student groups

SONA

Student Organised Network for Architecture (SONA) is the student division of the Australian Institutes of Architects (AIA). AIA and SONA aim to advance the interests of architecture students, architectural education and architecture through the development, promotion and appreciation of undergraduate student endeavours. The site is designed and managed by students of architecture and contains links, information and news relevant to students. See http://www.sona.com.au

DArch Side

The Architectural Students Association (DArch Side) is responsible for organising many of the social events in the School of Architecture & Design at UTAS, including the annual School Design Charette BBQ, Iron Chef Competitions, bowling evenings, film nights, the fabulous annual Architecture Ball and various BBQs through the semester. There are DArch Side representatives in most year groups.

Student/staff liaison meetings

Each year group will have 2 nominated student representatives who will report issues of concern to their Year Coordinator.
USEFUL AND INTERESTING WEBSITES

UTAS websites

- University of Tasmania home page
  http://www.utas.edu.au
- School of Architecture & Design home page
  http://www.utas.edu.au
- First year at UTAS: services and support
- Information for current students, including access to eStudent Centre and MyLo login
  http://www.utas.edu.au/students/index.html
- First year at UTAS: study assistance
  http://www.learningsupport.utas.edu.au/
- First year at UTAS: using the library
  http://www.utas.edu.au/library/
- Referencing at UTAS
  http://www.learningsupport.utas.edu.au/Resources/referencing.htm
  (Check your unit outline to confirm which referencing system you should be using)

- The Co-op Bookshop
- Services and support
  http://services.admin.utas.edu.au/
- IT support
- Businesses and services

External websites

- School of Architecture & Design Facebook page
  http://www.facebook.com/utas.architecture.design
- DArchSide Facebook page
  http://www.facebook.com/groups/59245152255/
- [DIA] Design Institute of Australia
  http://www.dia.org.au
- [AIA] Australian Institute of Architects
- [AILA] Australian Institute of Landscape Architects
- [UIA] International Union of Architects
http://www.uia-architects.org/

- [CAA] Commonwealth Association of Architects
  http://www.comarchitect.org/
- [NZIA] New Zealand Institute of Architects
  http://www.nzia.co.nz
- [RIBA] Royal Institute of British Architects
  http://www.architecture.com/
- [RAIC] Royal Architectural Institute of Canada
  http://www.raic.org/
- [AIA] American Institute of Architects
  http://www.aia.org
- [APESMA] Association of Professional Engineers, Scientists and Managers
  http://www.apesma.asn.au
- [PIA] Planning Institute of Australia
  http://www.planning.org.au
- Butter Paper
  http://www.butterpaper.com
- NATSPEC
  http://www.natspec.info
- Standards Australia
  http://www.standards.com.au
- The Pritzker Architecture Prize
  http://www.pritzkerprize.com
- Awards for Emerging Architecture
  http://www.architecturalreviewawards.com/
- Dulux Colour Awards
- RIBA Awards
- Death by Architecture
  http://www.deathbyarchitecture.com
- Papers Invited (Call for Papers)
  http://www.papersinvited.com
- Archinect
  http://www.archinect.com
- Smart Architecture (ESD network)
  http://www.smartarchitecture.org/
- Building Blog (BLDGBLOG)
  http://bldgblog.blogspot.com/
OVERSEAS EXCHANGE

Currently, the institutions below have active exchange programs with our School:

- **Denmark**: Royal Academy of Fine Arts (4th year only) and Aarhus University
- **Poland**: Krakow University of Technology
- **Sweden**: Lund University and Malmo University

Procedure for applying to study on overseas exchange

- Carefully read through the steps on this website: [http://www.international.utas.edu.au/static/StudentMobility ExchangeforUTASstudents.php](http://www.international.utas.edu.au/static/StudentMobilityExchangeforUTASstudents.php)
- Prior to filling out your *Outgoing Exchange Application Form* (available from the above website), make an appointment with the Degree Coordinator to discuss your interest in studying on exchange. **Note:** It is School policy that at least one of your referees must be the Degree Coordinator, and you need to have a minimum of 65% CR average across all units in all previous years of study at the School of Architecture & Design.
- Fill out your *Outgoing Exchange Application Form* plus the *Academic Reference Form* and present them to the Degree Coordinator to be signed. You can then submit the form as per the instructions on the above website, to the Study Abroad and Exchange Coordinator.
- If the Faculty approves your application, approval will then be sought from the overseas host institution that you have chosen. **Note:** The approval of the initial application (approved by the Faculty) does not automatically guarantee acceptance into the host institution. You may not be successful in obtaining your first choice of institution, and you may not be successful in receiving a place on exchange at all. If applying to an institution with limited places (e.g. Copenhagen), applicants will be ranked according to grades.
- If your application is approved by the Degree Coordinator, the Faculty, and your host institution, you then need to make an appointment to see Ian Clayton or the Degree Coordinator to choose your units and fill out your *Course Approval Form* (available from the above website).
- Once your have submitted your *Course Approval Form* and had your units approved, the Faculty will assist you in finalising your enrolment at UTAS for the time that you will be away.
- You can then prepare for departure as per Step 4 on the above website.
- If upon arrival at the host institution you find that you need to change the units that you put on your *Course Approval Form*, you MUST contact the School administrative staff as soon as possible to advise of the changes. School administrative staff will check the units with either the Degree Coordinator or Ian Clayton, who will work out the UTAS equivalencies and fill out a new *Course Approval Form*. Administrative staff will then send the form to Dr Fiona Taylor in the Faculty Office.
- When you return to UTAS you must ensure that your academic transcript from your overseas institution is received by Dr Fiona Taylor in the Faculty Office as soon as possible so that credit towards your UTAS degree can be processed.

**Application deadlines**

15 March 2012 (for commencement in August/September 2012) and 15 August 2012 (for commencement in January 2013).
INTEGRATED WORKPLACE LEARNING

Launceston Assistance and Research Centre (LARC)

The University of Tasmania in partnership with the Launceston Assistance and Research Centre Pty Ltd (LARC) has developed an exciting new integrated workplace learning programme that provides students with the opportunity to work in a professional office environment on real-life projects. LARC is located in the Launceston CBD. It offers street-front office space that will significantly enhance public interaction with both the projects undertaken by the students and the students themselves. The real-life projects that run through LARC are being offered to students as elective units that are assessable towards their degree courses. This gives students the opportunity to gain valuable office experience in parallel with their academic studies.

A vocational training centre and community engagement mechanism

A portion of LARC’s office space operates as a vocational training centre for students of architecture, urban design, furniture design, interior design and landscape architecture. Running entirely as a professional office in every respect, the LARC elective units will offer participants the chance to be involved in all aspects of practice, from client meetings, through design and documentation, to accounting and management. The integrated workplace learning programme will specifically target projects that hold a particular benefit to the broader community or community groups. It will offer its design, documentation and project management services to projects that would not otherwise benefit from such assistance. The work will include involvement in projects that may not gain professional support or input due to funding constraints. In addition to these specific commissions, students may undertake speculative or hypothetical projects that offer possible solutions for design problems that currently attract the public interest. Through this mechanism it is envisaged that LARC and the student body may be able to broaden public debate on matters related to the built environment. Through the integrated workplace learning programme, LARC will have the financial capacity to undertake a wide range of important design and construction projects on a pro bono basis. Such projects may be either locally generated or sourced through, for example, Architects Without Frontiers, and other similar organisations.

Continuing professional development

Substantial difficulty exists in smaller regional centres, such as Launceston, in obtaining appropriate material for the continuation of professional development. LARC will organise and facilitate broad industry engagement for this purpose. Additionally, these events will offer both students and practitioners, of all related disciplines, the opportunity to network, forge and maintain both professional and social relationships. In each of the above examples, students would be responsible for the bulk of the work under the guidance and mentoring of senior LARC staff. A requirement for registration as a chartered architect is the successful completion of a log book recording the range of practical experience undertaken by the candidate. Students enrolled in learning programmes through LARC will be given the opportunity to record their experiences in the AACA log book and have this experience signed off by the ‘supervising architect’, to this end.

*If you are interested in undertaking an elective unit in the LARC Office, please ask School staff what is available in a given semester.*
UTAS CODE OF CONDUCT FOR TEACHING AND LEARNING

The University undertakes to provide a secure, supportive yet challenging environment for teaching and learning and research supervision – an environment in which students will be stimulated to reach a high level of intellectual attainment. To achieve this, the University will strive to provide appropriate resources (including libraries and computer facilities), teaching and study facilities. The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The following Code of Conduct for Teaching and Learning sets out the responsibilities and expectations the University of Tasmania and its students can legitimately and fairly expect of each other.

This Code is comprised of two sections:

A. Responsibility of the University to students

B. Responsibilities of students to the University

A. Responsibility of the University to students

1. The University will make information about ordinances, rules, policies and codes of practice accessible to students in a user-friendly form.

Admission

2. Prior to the enrolment period, potential students will upon request be provided with current and accurate information about available University courses, entry procedures and financial implications.

3. Students will be selected for entry to the University by fair and open procedures with published criteria outlining access for all levels of candidacy. The principles upon which selection decisions are made will be stated clearly and adhered to by the University.

Unit information

4. The University will, in its several handbooks, publish information (a Unit Description) about each unit or subject, during the year preceding their commencement. The information will outline unit weight, unit objectives, teaching pattern, lecturers, assessment procedures, and other requirements of the student, including any compulsory practicum placements. If the course is subject to a minimum enrolment this will be noted, and units that are run in alternate years and as summer schools will also be included and this fact noted. Unit Descriptions, including titles of required reading texts and required readings, will be published on the Course & Unit Database a minimum of 6 weeks prior to semester to facilitate timely availability of texts and readings for all students immediately prior to start of semester.

5. Within the first week of the academic timetable, the handbook information will be supplemented by written information about each unit (a Unit Outline), including rationale for the unit, teaching and learning processes, details about required and recommended readings, assessment details such as nature of assessment tasks, weighting of each task and assessment criteria, specific attendance and performance requirements for the unit, and a timetable of internal tests and assignments and other assessment deadlines. The information
UTAS CODE OF CONDUCT FOR TEACHING AND LEARNING CONT’D

will also include information on how the assessment procedures relate to the objectives of the unit. The consequences of failure to meet the attendance requirements, assessment deadlines and word limits will also be specified. Unit information will include information about the required referencing system, about what constitutes plagiarism and about how plagiarism will be dealt with by the University. Course requirements will not be changed, unless for exceptional circumstances in which case students will receive adequate warning and consultation.

Assessment and progression

6. Students enrolled in a particular course can normally expect to complete that course in the format as described in official university publications at the time of their initial enrolment, providing they make satisfactory progress on an annual or semester basis in line with University rules on student progression and complete within the normal period of full-time candidacy. Where changes to courses are made during the period of candidacy, these will not disadvantage students.

7. Assessment requirements will be consistent with published unit outlines, and therefore must be linked with course and unit objectives as well as with realistic workload expectations for students.

8. Students can expect fair and helpful comment and feedback on their academic work to be provided by the most appropriate means. Mechanisms will exist for students to be made aware of their standard of performance and progress during the period of study of a unit or course. Where necessary, they will be counselled and/or referred to the appropriate educational support services.

9. Assignments will be returned, and examination results will be made available, as expeditiously as possible after their completion. Students have the opportunity to formally question their results in any course or unit. A student may apply in writing for formal review of assessment within 10 days of the notification of the final result. This review will include, where practicable, a remark by an alternative examiner of any examination paper and a check to ensure that all relevant work has been assessed and marks totalled correctly. Students may also request a check that all work has been included in the final mark. If not satisfied with the outcome of this formal review, the student may request the matter be reviewed under the Ordinance of Student Complaints, by writing to the Director, Governance & Legal.

Access to Staff

10. Apart from their scheduled lectures/tutorials, students will have access to members of staff, by appointment or within specified times, to discuss relevant study issues and problems.

Intellectual property

11. The University will have equitable policies relating to intellectual property generated in the course of study, and will ensure that these are respected and observed throughout the University community.
A. Responsibility of the University to students cont’d

Access to equipment, resources and support services

12. The University will ensure that all equipment to be used by students is functional and safe to use, and that students have adequate access to such equipment to meet the requirements of their courses.

13. The University will ensure the provision of adequate and current library/information resources and user support services to allow students to meet the requirements of their courses.

14. The University will encourage the maintenance and/or development, either on its own responsibility or by the Student Union or other appropriate bodies, of a network of support for all students, in areas such as health, childcare and other support services, recreational facilities, personal, study and career counselling, and advice on financial, accommodation and related matters.

Student participation

15. The University will provide opportunities for students to participate in the functioning of the University, to have representation on policy-making committees at various levels of the University, and to provide feedback on the teaching/learning environment.

Harassment and discrimination

16. The University will endeavour to provide an environment for students which is free from harassment and discrimination as set out by relevant Federal Anti-discrimination legislation—Racial Discrimination Act 1975 and Sex Discrimination Act 1985. Where alleged harassment or discrimination occurs, procedures will be available to students to facilitate expedient and just resolution of problems. The relationships that University staff develop with their students will not provide any basis for the abuse of the power that staff have over students in the University environment nor of the trust that students may legitimately expect to place in staff.

17. The University will endeavour to address the reasonable needs of all of its students regardless of gender, ethnicity, age, disability or diversity of background.

Confidentiality

18. At all times students can expect the University to hold confidential all personal information and to release it outside the University only with student consent and knowledge or when legally required to do so.

Access to personal files

19. The University will grant students access to their personal files in accordance with the law.
Concerns and grievances

20. The University will provide an environment in which concerns and complaints will be treated seriously, attended to and resolved as quickly as possible. A student may lodge a complaint without fear of disadvantage. A set of clear procedures will be provided for complaints in relation to academic matters, library matters and disciplinary decisions. See: http://www.admin.utas.edu.au/ac_serv/complaints_info.html

21. The University will seek to ensure that staff are fully aware of their responsibilities under the University ordinances, rules, policies and codes of practice.

B. Responsibilities of students to the University

22. Students are expected to make themselves aware of all University ordinances, by-laws and policies pertaining to their rights and responsibilities as students and to abide by the rules and regulations in the ordinances and by-laws. The ordinances, by-laws and policies are published in the University’s Calendar and the several Handbooks of the University, available for purchase and for perusal in the University libraries.

23. For the units in which they are enrolled, students should make themselves aware of all unit information made available in the appropriate handbook, distributed information, in the Unit Description in the Course & Unit Database, and in the Unit Outline in the first week of the academic timetable and should raise any questions or concerns with the appropriate academic staff member in a timely manner.

24. Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

25. Honesty, ethical behaviour and professionalism are required from students in all of their dealings with the University. Cheating, plagiarism, allowing another student to copy work for an assignment or an examination, damaging or defacing books or other library materials may be dealt with as an offence under the Ordinance of Student Discipline punishable by sanctions such as exclusion from the University or cancellation of marks.

26. Students are responsible for monitoring their own progress within the teaching/learning environment and the academic program. They should contact staff for assistance promptly if they have concerns about particular aspects of their learning and/or progress, and should also make use of the counselling and other support services available as the need arises.

27. Students will be invited to participate in the functioning of the University and to provide feedback on the teaching/learning environment. Student participation is important as students represent a key constituency within the University and provide a useful perspective on its operations. Accordingly, when they accept appointment to committees of the University, they should fulfil, to the best of their abilities, the responsibilities attendant on such appointment.

28. Students are expected to act at all times in a way that demonstrates respect for the rights and privileges of other members of the University community, both fellow students and staff, and show commitment to the ideals of a university with special reference to excellence in performance and freedom of expression.

Version approved by Academic Senate 3 November 2006
GENERAL INFORMATION

Academic feedback

Receiving feedback on your progress can be a challenging task at university. You will need to find ways to assess your own understanding of the material and ensure that you are ‘on the right track’. Look for study partners and consult academic staff. The Centre for Advancement of Learning and Teaching (CALT) provides workshops and a range of resources to help you improve and assess your academic progress. If you feel you need more intensive help, consider enrolling in selected units from the University Preparation Program (UPP) prior to commencing your degree. Remember, you can request feedback on your work at any time. Reviews and critiques are also an excellent way to seek and receive constructive feedback from peers and staff. You can also visit The Student Learning Space opposite the Co-op Bookshop on the Newnham campus.

Academic referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University as a serious offence. There are multiple referencing styles, and different units may require different styles. Check with your Unit Coordinator to find out which referencing style you should be using for a particular unit. For information on presentation of assignments, including referencing styles: http://utas.libguides.com/referencing

Accountable Persons Training and After-Hours Access Card

Have you completed the Accountable Persons Training online through MyLo? Once you have done so, present the Certificate of Completion to Nicole at reception and she will give you a form that you will need to take to Security on the Newnham campus. Security will then issue you with your After-hours Access card, which will allow you access to the School of Architecture & Design building after-hours, which means any time between the hours of 7am and 10pm, 7 days per week. Normal business hours are 9am to 5pm, Monday to Friday. If you are in the building outside these times, you MUST have your after-hours access card and your student ID card on you. The Security Officer on duty will ask you to leave the building if you are unable to present these cards when in the building after-hours.

Changing your course

It may be possible to change your course once you have commenced study. You will need to discuss this with the Degree Coordinator and/or your Program Director. Be aware that all changes must be completed by the Census dates to avoid HECS liability and academic penalty.
Consumption of alcohol in the School

UTAS has a Safe Consumption of Alcohol Policy (University By-Laws Part II, Section 4), the intent of which is to ‘support the responsible and regulated consumption of alcohol at events held on University property’. However there are certain strict, State Government-controlled requirements related to the consumption of alcohol on University property. The School of Architecture & Design is part of the University campus, and is therefore University property. Subsequently the following security measures will be undertaken:

• Any student wishing to sell alcohol (as part of a school function or event) must apply for a license (see Poppy Fay). Staff members are required to do the same. Students cannot, therefore, bring their own alcohol onto School or University property and consume it.

• Any student wishing to consume alcohol that is not purchased at a School function, must have, or be covered by a permit (that is, for example, when the School holds a function or event where alcohol is supplied). Staff members are required to do the same.

• The request for students to provide their student ID to Security officers should be complied with, and does not call for abuse or rudeness.

• If students are caught consuming alcohol in the School, without license or permit, or they abuse Security Officers, they will be required to explain their behaviour to the Head of Security and the Head of School.

Disclosure of medical condition

During the course students may be required to attend site visits or undertake field trips. It is the student’s responsibility to disclose any medical condition or medication requirements and whether or not this will pose any additional risk to themselves or others when undertaking site visits or field trips.

Emergency information: For assistance phone Security on ext. 3336

In the event of fire, calmly leave via the nearest safe exit. Do not use the lift. Move well away from the building and unless otherwise instructed, proceed to the nearest safe evacuation assembly area. Remain there and await further instructions.

Late submission

Any work submitted late MUST have a pink late submission form attached. These are available from the School office and must be dated and signed by one of the School’s administrative staff. Late submission penalties:

• BEnvDes – 5% after the first hour of submission date and time then 5% per day (this penalty is also applied for Saturday and Sunday), except if the project brief stipulates that late submissions will not be assessed.

• MArch – 5% after the first hour then 10% per day except if the project brief stipulates that late submissions will not be assessed.

Learning expectations and strategies

Note: This may be varied in Unit Outlines. The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.
The University’s Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time. If you need assistance in preparing for study please refer to your lecturer or tutor.

For additional information refer to pages 38 to 41 of this book, or visit the Learning Support website: [http://www.learningsupport.utas.edu.au/](http://www.learningsupport.utas.edu.au/)

**Learning skills support**

Students with recognised learning difficulties should inform the lecturer of these issues at the beginning of the semester and use the services provided to assist throughout the year. International students can obtain language assistance through EnglishAssist Tutor:

Lucy Sun  
Email: [englishassist.launceston@utas.edu.au](mailto:englishassist.launceston@utas.edu.au)  
Phone: 03 6324 3735

You can also visit the new Student Learning Space which is opposite the Co-op Bookshop on the Newnham campus.

For the first major written assignment of the semester, international students are advised to submit a draft of their work to the EnglishAssist tutor at least a week before the submission date for feedback and guidance. This may be required for all subsequent assignments depending on the recommendation of the unit co-ordinator or EnglishAssist tutor.

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, or have disability or illness which may affect your course of study, you should discuss these with your lecturer and/or one of the following Support & Equity staff as soon as possible: Student Counsellor; Learning Skills Adviser; Careers Adviser; or Disability Adviser. The Support & Equity Unit is located in the Kerslake Student Centre on the Newnham campus in Launceston.

**Occupational health and safety**

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University’s policy at:


**Overload**

Students will only be allowed to enrol in more than 100% load under exceptional circumstances. All overloads are to be authorised by the Degree Coordinator who will review the student’s overall progress and current enrolment.
Plagiarism and academic misconduct

Plagiarism is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own, for example:

- Using an author’s words without putting them in quotation marks and citing the source;
- Using an author’s ideas without proper acknowledgment and citation; or
- Copying another student’s work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at [http://www.academicintegrity.utas.edu.au/](http://www.academicintegrity.utas.edu.au/) The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct. The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

Presentation requirements

All submitted work should be referenced. For information on how to reference work and on presentation requirements generally please refer to [http://www.learningsupport.utas.edu.au/index.html](http://www.learningsupport.utas.edu.au/index.html). All student work will be graded on the same basis of academic merit. Assignments that do not demonstrate appropriate levels of grammatical competency and English expression may be returned to the student for correction and re-submission. This will attract the usual penalty for late submission. All assignments should be submitted with a signed cover sheet (available from the School office).

Purchasing of materials for use in the workshop

There are workshop materials available to students for purchase at the School. If you wish to purchase materials for use in the workshop, please follow the procedure below:

- Go to the School of Architecture & Design homepage: [http://www.arch.utas.edu.au/](http://www.arch.utas.edu.au/)
- Click on OneStop Online Payments.
- Select the item that you wish to purchase and click Submit Payment. If you wish to purchase multiple items, click Submit Payment then the Back button, and then choose your next item. Do this each time you wish to add another item.
- Once you have selected all the items you wish to purchase, submit your payment using your bank/credit card.
- A tax invoice will be emailed to your UTAS email. Print this tax invoice and present it to reception to be signed and verified. Once signed, present your tax invoice to Robin Green in the workshop to collect the materials you have purchased.
- **Note:** If you wish to purchase products with cash, please see Nicole Dobber at reception. Correct change is preferred and you will need to know exactly what you wish to purchase.
Reading Room

The Reading Room is located on the 1st floor opposite the Sky Lounge. This room is accessible from 8.45am to 5pm weekdays to all students who hold a current UTAS ID card. All library contents must be used in the Reading Room and not removed. There is a scanner and computer in the room so that articles can be scanned or emailed. This will run as an honesty system and if items are removed or damaged the Reading Room may be closed. The Reading Room contains: a wide range of journals, an architects library, a landscape architects library, trade and material literature, Master and PhD theses, reference books, models and other past student works and general design texts. Students can also peruse the University Library catalogue from the computer in the Reading Room for further texts or e-journals. The Reading Room can also be used for quiet study. For any queries on the Reading Room please contact Dr Catriona McLeod: catriona.mcleod@utas.edu.au

Resolution of complaints

If you have serious concerns about the management of a unit you should contact the unit coordinator in the first instance. If this proves unsatisfactory, or you have concerns about the wider course or other management issues, these should be addressed to the Head of School, Professor Stephen Loo. Detailed advice about the process for managing serious concerns and complaints, about both academic and non-academic matters, can be found at: http://www.utas.edu.au/governance-legal/student-complaints

Requests for extensions

If you need to request an extension for any assignment you must do so BEFORE the assignment is due. All requests for extension should be submitted on the appropriate form available from the School office. You must provide the School reception office with a copy of a supporting letter (such as from a medical practitioner or counsellor). In general you may expect to be granted the same number of days extension as identified on your supporting documentation.

School archive

The School is obligated to maintain an archive of current student work for accreditation purposes and also for mounting exhibitions that in turn assist graduates in gaining employment. Each semester the School will retain examples of student work from each unit for inclusion in the archive. Therefore you should always submit copies or prints of your work, NOT the originals. The School will treat all submitted work as if it was a copy and students assign to the University rights to that copy. If your work is selected for inclusion in the archive you will receive notification and in two years time another letter will be sent to the most recent mailing address that you have given the School asking you to collect the work. Work that is in a standard A2 or A1 format will be professionally mounted at no cost to the student. If your work is included in the archive the School will pay for replacement prints to be printed on the School’s printer. No other reproduction facilities are available. Never submit original drawings for the archive, only prints or copies.
School of Architecture & Design Newsletter

The School of Architecture & Design produces a newsletter frequently throughout the year. It is intended to give readers a feel for our School and to help promote connectedness between our staff and students. The School Newsletter is produced entirely in-house and we aim to make it both interesting and entertaining. The School Newsletter is electronic only—it is sent out via email and also accessible from the School website and Facebook page. Everyone is welcome to contribute to the newsletter, i.e. a past or upcoming event, awards won, an interesting project or a staff or student profile. If you would like to contribute to the School Newsletter please contact Nicole Dobber on nicole.dobber@utas.edu.au or see her at reception. All feedback is greatly appreciated.

Staff accessibility

Academic staff members are available for tutorial advice and assistance within the studio hours indicated on the timetable. Outside these hours, and in exceptional circumstances, it will be possible to see the unit coordinator by appointment.

It is not possible to see tutorial staff outside studio hours unless specific arrangements have been made by the studio coordinator. Academics have a busy teaching, research and administration load and are often not in their offices. It is therefore best to contact staff by email rather than telephone.

White Card training

White Card training is organised by the Housing Industry Association (HIA) and is necessary for all students who wish to access a building site while not being supervised by the builder the entire time. The training is open to all students, but your unit coordinator will notify you at the start of semester as to whether you will be required to hold a White Card to complete the unit. Students will be informed at the beginning of the year when the training will take place and the cost is subsidised by UTAS, which makes it $70 for students. Sign-up for White Card training will take place with Nicole at reception for cash payment, or online at OneStop payments. For more information about White Card training please contact Associate Professor Greg Nolan: gregory.nolan@utas.edu.au or the HIA: http://hia.com.au/