The Red Book
STUDENT HANDBOOK 2014
# The Red Book

STUDENT HANDBOOK 2014

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The School gratefully acknowledges the staff and students whose works and photographs are pictured in this Student Handbook.

The information in this book was correct at time of publishing. Last published November 2012.

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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 David Techau
Ms Kerry van den Berg

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Brit Andresen
Adrian Carter
Madeline Lester
Catriona McLeod
Anne Neal
Florence Soriano

Sessional Staff
In addition to our permanent staff sessional (casual) staff are employed each semester to assist with tutoring in various units. If your tutor is not listed in the Red Book please can contact your unit coordinator for their details.
In its staff and postgraduate research, as well as in its teaching, the School of Architecture & Design is committed to the University of Tasmania’s EDGE agenda: Excellence, Distinctiveness, Growth and Engagement. In our research, we aim for Excellence in our projects and their outcomes; for Distinctiveness in what we do and how we do it; for Growth in personal and collective terms; and for Engagement with our local, regional, national and professional communities.

The School has many active researchers on the staff, as well as post-graduate students. Our research involves a wide variety of projects and outcomes, ranging from complex computer and scientific modelling related to building design and performance, through scholarly publications in history and theory, to commercially related technical investigations and applications.

The complexity and inter-relatedness of the strands comprising the profession of architecture means that research in architecture and related fields is very often interdisciplinary in nature. There are three broad areas of research in which the School has a special interest: Ecologically Sustainable Development; History and Theory of Architecture, Landscape and Urbanism; and Timber in Design and Construction.

**Timber in Design & Construction**

CSAW is composed of a tight knit, highly experienced team of architects, engineers, wood products industry practitioners and support personnel who work closely with the building design professions throughout Australia and the Tasmanian & Australia timber industry. The Centre aims to foster the use of timber as a building material that is efficient, economic, environmentally sustainable and socially responsible. Originally stemming from an active research unit, CSAW now offers a wide range of research and educational skills to the timber industry, building design professions, building industry and beyond.

**History & Theory**

Current research in architectural and design histories and theories is concentrated in areas of indigenous interiority, colonial architectural history, Australian architecture, heritage and conservation, landscape and urban histories and theories.

**Sustainability & Design**

The School of Architecture & Design is committed to the advancement of environmentally and socially sustainable futures. The built environment, through its design, construction and operation, is now recognised as being one of the most significant contributors to global warming. The School has a long history of research into environmentally sustainable design with several staff actively researching in this area for more than two decades.

**Scholarship in Design Teaching**

This cluster of research activities is based on the development of teaching practice in both conventional studio-based environments and ‘live’ projects, where students are situated between the academic institution and a real community. Research in this area includes ‘design as research’, creative works, and innovations in design studio teaching.
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
The Master of Architecture is two-year pre-professional degree courses offered full time and part time by the Faculty of Science, Engineering & Technology through the School of Architecture & Design. The course is undertaken on campus in Inveresk, Launceston and prepares graduates for professional practice as architects. Its aim is to equip students with the knowledge, skills, competencies and awareness for professional practice and the process of registration. Professional registration requires that students undertake the Bachelor and Masters consecutively.

<table>
<thead>
<tr>
<th>Sem 1</th>
<th>Sem 2</th>
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<tbody>
<tr>
<td>1st yr</td>
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<tr>
<td>KDA111 Design Studio 1 (12.5%)</td>
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<tr>
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<td>KDA211 Architecture Design Studio 3 (12.5%)</td>
<td>KDA221 Architecture Design Studio 4 (12.5%)</td>
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<td>KDA212 History &amp; Theory in Design 3 (12.5%)</td>
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<td>KDA711 Architecture Design Studio 7 (25%)</td>
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<td>KDA712 Professional Studies (12.5%)</td>
<td>KDA722 Design Research Methods (12.5%)</td>
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<td>KDA713 Building Technology in Design 7 (12.5%)</td>
<td>KDA723 Building Technology in Design 8 (12.5%)</td>
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<td>KDA770 Advanced Design Research 1 (25%)</td>
<td>KDA772 Professional Project 2 (37.5%)</td>
</tr>
<tr>
<td>KDA771 Professional Project 1 (25%)</td>
<td>KDA773 Advanced Design Research 2 (12.5%)</td>
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</tbody>
</table>
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.
### 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>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td><strong>73EF: Bachelor of Environmental Design (Furniture Design)</strong></td>
<td><strong>73EF: Bachelor of Environmental Design (Furniture Design)</strong></td>
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<td><strong>1st Year</strong></td>
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<td>KDA130 Furniture Design Workshop 1 (12.5%)</td>
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<tr>
<td>KDA136 Design Communication 1 (12.5%)</td>
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<td><strong>2nd Year</strong></td>
<td><strong>2nd Year</strong></td>
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<td>KDA212 History &amp; Theory in Design 3 (12.5%)</td>
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<td>KDA231 Furniture Design Workshop 4 (12.5%)</td>
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<td>KDA238 Furniture Technology 3 (12.5%)</td>
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<td>Elective (12.5%)</td>
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<td><strong>3rd Year</strong></td>
<td><strong>3rd Year</strong></td>
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<td>KDA305 Furniture Design Workshop 5 (12.5%)</td>
<td>KDA306 Furniture Design Workshop 6 (12.5%)</td>
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<td>KDA307 Professional Practice 1 (12.5%)</td>
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| **S2F: Associate Degree in Furniture Design** | **S2F: Associate Degree in Furniture Design** |
| **1st Year** | **1st Year** |
| KDA114 History & Theory in Design 1 (12.5%) | KDA124 History & Theory in Design 2 (12.5%) |
| KDA130 Furniture Design Workshop 1 (12.5%) | KDA133 Furniture Design Workshop 2 (12.5%) |
| KDA136 Design Communication 1 (12.5%) | KDA137 Design Communication 2 (12.5%) |
| KDA131 Furniture Technology 1 (12.5%) | KDA134 Furniture Technology 2 (12.5%) |
| **2nd Year** | **2nd Year** |
| KDA212 History & Theory in Design 3 (12.5%) | KDA222 History & Theory in Design 4 (12.5%) |
| KDA230 Furniture Design Workshop 3 (12.5%) | KDA231 Furniture Design Workshop 4 (12.5%) |
| KDA238 Furniture Technology 3 (12.5%) | KDA239 Furniture Technology 4 (12.5%) |
| Elective (12.5%) | Elective (12.5%) |
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.

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>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Core timber unit</td>
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<tr>
<td>KDA111 Design Studio 1 (12.5%)</td>
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<tr>
<td>KDA125 Building Technology in Design 1 (12.5%)</td>
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<td>KDA136 Design Communication 1 (12.5%)</td>
<td>KDA137 Design Communication 2 (12.5%)</td>
</tr>
<tr>
<td>KDA203 Landscape Design &amp; Technology Studio 3 (12.5%)</td>
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<td>KDA212 History &amp; Theory in Design 3 (12.5%)</td>
<td>KDA222 Australian Architecture &amp; Materials (12.5%)</td>
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<td>KDA205 Landscape Ecology &amp; Horticulture (12.5%)</td>
<td>KDA206 Landscape Structures &amp; Materials (12.5%)</td>
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<tr>
<td>Elective (12.5%)</td>
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<table>
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<tr>
<th>Semester 1</th>
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<tr>
<td>Other timber units</td>
<td>Other timber units</td>
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<tr>
<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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<td>KDA312 History &amp; Theory in Design 5 (12.5%)</td>
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<tr>
<td>KDA332 Site Engineering (12.5%)</td>
<td>KDA329 Landscape Architecture: Documentation &amp; Professional Practice (12.5%)</td>
</tr>
<tr>
<td>Elective (12.5%)</td>
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</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.

### KEY ACADEMIC DATES FOR 2014

Summer, Spring and/or Winter Schools are offered by some faculties. Start and end dates may vary. For details of unit offerings consult the Course & Unit Handbook.

**Summer School**
- **Wednesday January 1** Semester 3 Commences
- **Friday January 10** Summer School exam timetable released (Semester 3 2014)
- **Friday January 10** Spring School results released (Semester 5 2013)
- **Monday February 3 - 14** Summer School examination period (Semester 3 2014)
- **Monday February 10** Royal Hobart Regatta Public holiday (South)
- **Friday February 21** Summer School results released (Semester 3 2014)
- **Sunday February 23** Semester 3 Ends

**First Semester**
- **Monday February 17-21** Orientation Week
- **Monday February 24** First Semester commences
- **Sunday March 9** Semester 1 Fees Due
- **Monday March 10** Eight Hour Public Holiday (Tas)
- **Sunday March 23** First Semester HECS census date
- **Thursday April 17** Easter Break
- **Thursday April 24** Semester 1 classes resume
- **Friday April 25** ANZAC Day (Public Holiday for all Staff and Students)
- **Friday May 9** First Semester Examination timetable released
- **Friday May 30** First Semester ends
- **Monday June 2-6** Study Period
- **Saturday June 7** First Semester Examinations commence
- **Monday June 9** Queens Birthday Public Holiday. (Students are required to attend scheduled examinations)
- **Tuesday June 24** First Semester Examinations end
- **Wednesday June 25** Semester Break commences
- **Wednesday July 9** Semester 1 results released
- **Wednesday July 9** Semester 1 Deferred and Supplementary Examination timetable released
- **Friday July 11** Semester Break ends
- **Wednesday July 16-18** Supplementary and Deferred Ordinary Examinations
- **Wednesday July 30** Supplementary and Deferred Ordinary results released

**Winter School**
- **Saturday, May 31** Semester 4 Commences
- **Wednesday July 16-18** Winter School Exam Period
- **Friday July 25** Winter School Results Released
- **Sunday, July 13** Semester 4 Ends

**Second Semester**
- **Monday July 7-11** Orientation Week
- **Monday July 14** Second Semester commences
- **Sunday July 27** Semester 2 Fees Due
- **Sunday August 10** Second Semester HECS census date
- **Monday September 1** Second Semester Mid-semester break commences
- **Monday September 8** Second Semester classes resume
- **Friday September 26** Second Semester Examination timetable released
- **Friday October 17** Second Semester ends
- **Monday October 20-24** Study Period
- **Saturday October 25** Second Semester Examinations commence
- **Tuesday November 11** Second Semester Examinations end
- **Friday November 28** Semester 2 results released
- **Friday November 28** Semester 2 Deferred and Supplementary Examination timetable released
- **Thursday December 11-18** Supplementary and Deferred Ordinary Examinations
- **Friday January 9, 2015** Supplementary and Deferred Ordinary results released

**Spring School**
- **Saturday October 18** Semester 5 Commences
- **Wednesday December 31** Semester 5 Ends
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 the Red 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 pages 15–16 of the Red 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://aaf1-idp.its.utas.edu.au/idp/Authn/UserPassword

- **After-hours Access card.** Access card training is available through OnGuard training: http://www.1300acepro.com/OnGuardACEPro/?schoolId=utas.edu. You must complete the training, then see Nicole at reception for a form to take to security at Newnham.

- **Workshop induction.** Workshop induction training is also available at: http://www.1300acepro.com/OnGuardACEPro/?schoolId=utas.edu. You are not permitted to use the workshop without this training.

- **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 or through: http://student.admin.utas.edu.au/coursesenrolment/timetable/

- **Library.** Have you visited the library at the Newnham campus? There is a return shoot for library items on the ground floor of the Architecture & Design building in the learning hub.

- **Reading room.** We have a reading room on the second floor with a collection of School specific material that you may find useful. You cannot borrow books from the room, but you can scan and email materials to yourself using the scanner in the room.

- **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?

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

- **School homepage and Facebook.** Have you visited:
  - Our School homepage? http://www.arch.utas.edu.au
  - Our Facebook page? http://www.facebook.com/utas.architecture.design
MATERIALS LIST

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

Materials

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 (available as a package from the front office)
- 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 (available as a package from the front office)

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.studentcentre.utas.edu.au/fees/domestic/dom_remission.html

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 11 (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.

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 in 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.

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:
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)

If you have finished 3rd year and wish to continue onto the Master of Architecture (D7C) or the Bachelor of Environmental Design with Honours (Interior Design) (D4C) 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 60% across all core units in year 3.

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.

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/

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 11 to see what units you need to enrol in. You must enrol for the whole year, not just for semester 1.
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 2014, 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 2015, 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</td>
<td>10% of the maximum mark available for the assessment task will be deducted for each day, or</td>
</tr>
<tr>
<td>deducted for each day, or part thereof, it is late (including</td>
<td>part thereof, it is late (including weekend days and public holidays), unless an extension had</td>
</tr>
<tr>
<td>weekend days and public holidays), unless an extension had been</td>
<td>been granted before the relevant due date.</td>
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<tr>
<td>granted before the relevant due date.</td>
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<tr>
<td>eg. If an assignment is due on Tuesday at 4pm, but not submitted</td>
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<tr>
<td>Tuesday 7pm a 5% late penalty will be applied</td>
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</tr>
<tr>
<td>Wednesday 4pm a 5% late penalty will be applied</td>
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</tr>
<tr>
<td>Wednesday 5pm a 10% late penalty will be applied</td>
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</tr>
<tr>
<td>This process is only valid for assessment tasks, which are up</td>
<td>This process is only valid for assessment tasks, which are up until five days late. No</td>
</tr>
<tr>
<td>until ten days late. No assessment tasks will be accepted if it</td>
<td>assessment tasks will be accepted if it is submitted more than five days after the due date.</td>
</tr>
<tr>
<td>is submitted more than ten days after the due date. A zero grade</td>
<td>A zero grade will be awarded for the assessment task.</td>
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<tr>
<td>will be awarded for the assessment task.</td>
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</tr>
<tr>
<td>Academic staff do not have the discretion to waive a late</td>
<td>Academic staff do not have the discretion to waive a late penalty – but may approve an</td>
</tr>
<tr>
<td>penalty – but may approve an extension subject to the requisite</td>
<td>extension subject to the requisite extension policy, following.</td>
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<tr>
<td>extension policy, following.</td>
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</tbody>
</table>
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:

http://www.utas.edu.au/students/disability/learning-access-plans

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 grades

HD  Higher Distinction – Pass with High Distinction (80-100%)
DN  Distinction – Pass with Distinction (70-79%)
CR  Credit – Pass with Credit (60-69%)
PP  Pass – Pass grade (50-59%)
UP  Ungraded Pass – Pass awarded in units where the student can only pass or fail.
NS  Failure, Supplementary Exam Granted – NS will only be awarded in exceptional circumstances, and where the mark is greater than 45%.
NN  Failure (0-45%)
AN  Absent Deemed Failed – Student did not attend examination or complete major assessment, or withdrew after the commencement of the relevant examination period.
FP  Faculty Pass – Pass granted at Faculty discretion, in exceptional circumstances, and beyond the circumstances in which supplementary or deferred examination might be considered.
WT  Withheld Result – Result has not been submitted by the School. To be finalised by following Deferred/Supplementary examination period.
NE  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.
ND  Non-Degree – Used when a student does not study a unit to count towards a degree, but for interest only.
NC  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.
DO  Deferred Ordinary – Student granted permission by Examinations Office to defer an examination due to personal circumstances. Used only for ordinary, not supplementary, examinations.

Supplementary grades

SP  Supplementary Pass – Pass after supplementary examination (no higher grade of pass is awarded from supplementary examinations)
ST  Terminating Pass – Granted after supplementary examination; unit cannot be used as a prerequisite.
SF  Faculty Pass – Granted by Faculty following supplementary examination and taking exceptional circumstances into consideration.
SC  Not Complete – Unit not complete following supplementary assessment.
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 a supplementary grade is determined

You cannot request a supplementary exam, it is granted by a Faculty Assessors’ Committee on the recommendation of the school. To be granted a supplementary grade (NS) conditions need to be met at both the School and Faculty levels.

1. School level

The school determines whether or not the student’s performance in a unit meets the minimum performance requirements as set out by University and Faculty guidelines. A supplementary grade (NS) in this school is awarded when the student has:

- attempted all assessment tasks;
- one aberrant result (a fail but greater than 30%) out of the series of assessment tasks; and
- achieved an overall grade for the unit within the 45%-49%. This range is further extended for first year / 100 units where the range is 40%-49%.

2. Faculty level

The Faculty’s Assessment Committee will determine if the School’s 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.

What does a Supplementary assessment involve?

Once a supplementary grade has been awarded students are to make contact with the School for advice without delay, as there is only a limited amount of time in which you can do your supplementary assessment. The supplementary assessment must take place in the supplementary period set by the University – see ‘Key Dates’ on page 12 and the current students’ webpage.

The unit coordinator will devise an appropriate supplementary assessment that allows the student to show that their area of weakness has improved. This may take the form of another piece of work, specific to an area of weakness, an oral examination, or in the case of a History and Theory unit, it may be another slide examination. The supplementary task should not involve a substantial review of work (not more than few days work).

The unit coordinator will provide a written description of the supplementary task and the criteria referenced assessment rubric to be used to assess a pass performance. A supplementary task can only be awarded a supplementary pass (SP), a fail (SN) or absent deemed failed (SA).

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:

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. 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.
eVALUate

What is eVALUate?
eVALUate is the new UTAS online student feedback system on learning experiences which replaces the old Student Evaluation of Teaching and Learning (SETL) system. The SETL Review advocated that the university move to an online survey system. The eVALUate system has been developed and tested at Curtin University and will be used at UTAS to collect data about student experience to improve learning and teaching.

Students can give feedback about both their unit and their teacher. All units will be surveyed at all offerings however the teaching eVALUate surveys are ordered by teaching staff when required.

There are two separate surveys.

• The eVALUate unit survey asks students their perceptions of what helps and hinders their achievement of learning outcomes, their motivation and engagement and their overall satisfaction with the unit.

• The eVALUate teaching survey asks students to give feedback to individual teachers on the students learning experience.

How eVALUate Works

The eVALUate unit and teaching surveys are available online for all units at UTAS. Currently they only survey coursework units, however, postgraduate research and honours surveys are under development.

Students:

• The eVALUate unit and teaching surveys will be sent to your email account and will also be available with your student login. Each survey is available for two weeks and non-responders will be encouraged with reminder emails during that time.

• In 2014 eVALUate surveys will become available through the MyLO system.

• Posters on campus and communications from staff will let you know how and when the surveys are available and remind you to fill them in.

• Students will be given feedback about the eVALUate process as we develop a conversation about what happens with the feedback you give, keeping students in the information loop.

All surveys are confidential and even though you have to log in to complete the survey all data is completely de-identified.

For more information about the Student Evaluation, Review and Reporting Unit (SERRU), contact Dr Frances Asha, eVALUate Officer: (03) 6324 5038; Email: evaluate.serru@utas.edu.au or serru.admin@utas.edu.au
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 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.
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 Laser Cutter training
To be entitled to use the Laser Cutter in the workshop you need to go here: http://www.1300acepro.com/OnGuardACEPro/default.asp?schoolId=utas.edu and complete the unit called 'Clean Technologies'. When you have completed this unit you are required to pay a levy of $50 per semester or $100 per year; this levy is for cost recovery of the laser tube. To pay for this levy and any other materials please go here: https://payments.utas.edu.au/cashiering/tranform.cgi?TRAN-NO=190.

When you have completed the training and paid your levy fees, you will be able to log in to use the computer for the laser cutter (without this authentication, you will not be able to use the laser cutter). Students are not to share University logins and passwords under any circumstance. You MUST have your own account.

Additional training may be required for specific tasks in the Workshop.

The architecture and furniture workshops in the School enable Architecture, Interior, Landscape 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.
• 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 house keeping 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.

**Purchasing Materials**

The School charges a cost-recovery fee for all workshop materials available to students for purchase at the School. Please ensure that you pay for required materials through OneStop Online Payments (see page 38 for more details). The Workshop Manager will not supply materials or laser cutting without a receipt for goods purchased.
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:

• Your Student Adviser is your first port of call for any issues impacting on your studies. Click here to find your Student Adviser and learn more about how they can assist you. Your Student Adviser can also help you access the Student Centre support services and resources.

• For personal issues, make a free appointment with a professional counsellor by visiting or phoning the Student Centre on the Newnham Campus, or visiting the Student Centre home page: http://www.utas.edu.au/students utas.edu.au/. You could also browse and borrow books from the counselling resource library.

• You may wish to visit the Student Centre 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 Student Centre for information and advice, or visit the web page: http://www.utas.edu.au/students/disability/students

• 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 Student Centre: 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 the Tasmania University Union website at: http://tuu.com.au

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.

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 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 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

**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 managing your studies, contact your [Student Adviser](#). Student Advisers offer individualised assistance to help you solve your problems or identify where you need to go for help with these issues. Your Adviser will refer you to specialised support if necessary and follow up to see how it’s all going. From simple requests for information, to more complex and serious matters, Student Advisers are your first point of contact.

You may also wish to 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 Centre 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](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 two 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 http://www.firstyear.utas.edu.au/index.html
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)
Services and support http://services.admin.utas.edu.au/
Businesses and services http://www.utas.edu.au/businesses/launceston.html

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
[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/
[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/
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:

- **Poland**: Krakow University of Technology
- **Switzerland**: Bern 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

- 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, 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 2014 (for commencement in August/September 2014)
- 1 August 2014 (for commencement in January 2014).
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 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.

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.utas.edu.au/governance-legal/student-complaints

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 and design 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
In 2014 there is a new process for obtaining an Access Card to access the School of Architecture & Design after hours. If you already have an Access Card or would like to get one please, complete the online training which can be found at:
http://www.1300acepro.com/OnGuardACEPro/default.asp?schoolId=utas.edu

If you do not have an Access Card, please complete the unit called ‘Access Card’. When you have completed this training, please see Nicole Dobber at the Front Office to get a form that you are required to complete and take to security at Newnham.

If you already have an Access Card, you must still complete the unit called ‘Access Card’. You can then see Nicole Dobber at the Front Office to get your card re-activated.

You are not permitted into the building after hours if you do not have an Access Card; if you are found in the building after hours without a valid Access Card, security will ask you to leave.

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.

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.

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 35 to 37 of this book, or visit the Learning Support website: 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 access the Student Learning services throughout the year. You can also visit the Student Learning Drop In space located on the Newnham Campus in the Student Centre, ground floor Monday to Thursday, 11am – 2pm during semesters 1 and 2. International students can obtain English language assistance by booking a consultation with a Learning Skills Adviser. For the first major written assignment of the semester, international students are advised to book a consultation 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 Learning Skills Adviser.

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 your Student Adviser as soon as possible. Your Student Adviser can also help you access a range of specialised support service including Counsellors; Learning Skills Advisers; Careers Advisers; or Disability Adviser. These services are located in the 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: http://www.utas.edu.au/work-health-safety/

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, images 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 designs, drawings, plans, photographs or artworks without proper acknowledgment or citation;
• Using an author’s ideas without proper acknowledgment and citation;
• Copying another student’s work;
• Colluding with another student to produce an assessment task; or
• Using material from another of your own assessment tasks.

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/

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 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/
• 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 Robin Green in the workshop to collect the materials you have purchased.

Note: From 2013, products can no longer be purchased with cash at reception.

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 David Tanton: dtanton@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:


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 $90 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/