

DESIGN COURSES AND THE USE OF STUDIO SPACES: GUIDELINES AND REQUIREMENTS

Please read this document carefully as it sets out most of the information you need in order to have a productive educational experience in the design studios. If you are unable to find the answer to your questions, please ask the staff member responsible for your Design course. If you encounter a continuing problem of any kind, please refer this to Kathy Waghorn, Associate Director: Design.

Key dates for Design courses are listed in the Topic Outlines. If changes to these dates need to be made, these will be posted on CANVAS.

Any damage to the studios or studio furniture should be reported to the Facilities Team Leader Ross Collinson, as soon as practicable. email: r.collinson@auckland.ac.nz or phone ext 84817

Any damage to, or loss of computer equipment, or faulty equipment should be reported to CAI IT Services support staff as soon as practicable. email: cai.itservices@auckland.ac.nz, phone ext. 85543 or visit Room 526, Level 5, Building 421, 26 Symonds Street.

PART A: USE OF STUDIOS AND STUDIO EQUIPMENT

DECLARATION REGARDING THE RULES FOR THE USE OF THE STUDIOS AND STUDIO EQUIPMENT

Students failing to comply with any of the rules below will be subject to disciplinary processes, which, in the first case may include the removal of login privileges to studio machines, or denial of access to the studios.

1. THE STUDIOS

The School remains absolutely committed to the central place of the Design Studios in your architectural education.

2. STUDIO WORKSPACE LOCATIONS FOR DESIGN YEAR GROUPS

The School seeks to provide an individual workspace for all students. However, in view of the large number of students enrolled, it may not be possible to provide every student with their own workspace. Students who are currently enrolled in Design courses will have priority.

In order to maximise access to a workspace and to digital design resources, it has been necessary to introduce a limited amount of 'shared desk' working arrangements.

Spatial arrangements for each semester will be displayed in Week 1 on plans posted throughout the studios. Please look at these carefully to work out the space you should be using for studio. **These spatial designations must be respected and maintained at all times. Any student not complying with these spatial designations may be subject to disciplinary action.**

Students not enrolled in a design paper will not have access to a locker in the studios, there may be limited additional lockers located in the corridor outside the computer labs.

3. USE OF STUDIOS FOR NON-DESIGN TEACHING

In addition to accommodating Design teaching, the studios will also be used for 'practical' or tutorial-based teaching for a number of other courses. These sessions will be outside scheduled studio sessions and will from time to time require Design students to forgo the use of some workplaces and computers.

4. DESIGN REVIEW AREAS

A number of review/crit spaces have been established in studios. These can be booked by staff for group meetings. At times they are used for tutorials for other classes. Please do not set yourself up to carry out studio or other making in these spaces unless your tutor has booked the space.

The bays of Level 3 Exhibition Studio have been set aside for group review and 'crit' spaces, and are not available as personal work spaces.

The layout of display screens and data projection screens in topic review areas is not to be varied except where students are directed to do so by staff.

Students are not to remove display screens from the design review areas for use in their individual workspaces.

5. RULES FOR THE USE OF LOCKERS

- Tall students are asked to use lockers at the higher level in each locker cabinet.
- Students in year 1 BAS are requested to share lockers if not enough lockers are available.
- Students are requested to place their name on the label provided at the lower right hand corner of each locker door. Additional labels are available from the School office.
- Students are not to claim more than one locker as this will result in your peers being disadvantaged through being denied a locker.
- Students should be considerate toward fellow students. If a locker has a name on it or appears to be occupied do not put your lock on this locker. If you do it will be removed without notice.
- Lockers will be cleared out and cleaned at the end of semester 2 each year, no responsibility will be taken for anything lost or stolen after the clean out date for studios.

NOTE: It is recommended that items of value are not stored overnight in lockers. These lockers are for daily storage only and should not be considered secure.

6. RULES FOR THE USE OF STUDIO FURNITURE

Students are asked to treat the furniture and the studio environment with the greatest respect. The following rules should be noted:

- The layout of furniture and lockers must not be changed.
- Personal furniture items, including free-standing drawing boards and/or machines, must not be brought into the studios. Any such items will be removed at the direction of the Facilities and Services Team Leader.
- Each studio workstation is supplied with an adjustable chair. These chairs should not be disassembled or removed from their workstation, other than for use by the particular student during project review sessions held in the adjacent review spaces. The removal of chairs from the studio space in which they are located will be treated as theft. Chairs are not to be used for carrying objects to/from the workshops.
- Table tops and drawing boards should not be used as cutting surfaces. Students must use the cutting mat supplied with each locker.
- Note: the university has an electrical compliance rule which advises that no electrical equipment should be brought into the university from elsewhere.
- Furniture needs to be respected, use workshops for any workshop activity and not studios. If there is any doubt ask a staff member.
- Any damage to the studios or the studio furniture must be reported to Ross Collinson the Facilities and Services Team Leader as soon as practicable. Any such reporting will assume no blame (unless evidence to the contrary is found). Not reporting such damage will be considered a breach of these rules.

6 RULES FOR THE USE OF STUDIO COMPUTERS AND ASSOCIATED EQUIPMENT

A large number of workstations are available in the studios. Students must not claim a computer for their own personal use. If a computer is available anyone may use it.

In order to maintain this resource for you and future students there are a number of rules that all students are required to follow:

RULES:

- No software is to be installed by students on any machine, unless approval granted by the IT Manager.

- No movies are to be played.
- No games are to be played, apart from those developed for design purposes.
- No occupation of computers nor any other facility for activities that are not directly related to academic work. In other words, if you are occupying a computer but not using it for purposes directly related to your studies, please vacate it immediately so that others can use the computer for their studies.
- No pornography or otherwise offensive material, is to be viewed, installed or stored on studio machines.
- No illegal music, movies or software to be installed, stored or distributed on studio machines. Tracks used for academic purposes must be credited.
- No physical tampering, abuse or 'removal' of equipment from the studios is permitted. If you see any suspicious activity report this immediately to the Open Media Lab support staff, CAI IT Service Desk or dial security on 373-7599 ext 85000
- No computers are to be relocated, or any cables to be re-routed or disconnected
- No studio machines are to be used by non-architecture students.
- All faults and viruses are to be reported immediately to the Open Media Lab or the CAI IT Service Desk.
- No food or drink is to be consumed while using computers.
- Do not delete or move other students' files.
- No computer is to be left unattended while logged on under a student account. (No single student can attend to more than one computer).
- No computer is to be locked under a student account. If a computer is locked, contact the CAI IT Service Desk support staff.
- Where possible, students should render locally.
- Students are responsible for file backup. No responsibility will be taken by the School for lost work. Backups can be achieved by saving to external media devices or saving to your personal home drive.
- Students are responsible for supplying their own external back up devices.
- NB: Local computer hard-drives are not backed up and could be wiped without notice, if there is a severe machine fault or a software re-image is required
- No responsibility will be taken by the School for lost work, digital or physical.

Note that the files in Scratch are deleted every two days.

'FILES' Network Storage SERVICE - CONDITIONS OF USE

If you work on a large or complex document from Files, then **copy it to the local drive and regularly save your work and copy it back to Files once completed.**

DO NOT work on Video files or 3D Renders straight off Files. These need to be saved to a local drive - this includes all scratch disks and cache files as well. Failure to follow this rule may lead to data corruption as well as slower access times.

'FILES' storage must only be used to store legitimate University study/research-related material. Storage of personal media files e.g. movies, music, images, games etc is forbidden and may be deleted without notice. Any storage of copyrighted material could result in disciplinary action

Any discovery of a breach of the above rules must be reported to the Open Media Lab support staff or CAI IT Service Desk within 24 hours, especially in the case of pornography, installation of software or physical tampering. Any such reporting will assume no blame (unless evidence to the contrary is found). Not reporting such material will be considered a breach of these rules. **Students failing to comply with any of the rules above will be subject to disciplinary action. In the first instance this may include the removal of login privileges to studio machines.**

OTHER RESOURCES

- **Digital cameras etc:** Equipment booking information for Archplan and Dance students can be found on <http://www.creative.auckland.ac.nz/itservices>
- **Faculty Labs:** In addition to these studio-based computers, there are computers, scanners and print facilities on Level 5. All holders of access cards for Building 421 have access to the Labs during the hours specified by the CAI Access Policy.

Printing Facilities:

CAI has several multi-function copiers available for student use. This use of these copiers is charged on a per-page basis through our 'Copy And Print Service' (CAPS). These printers are represented on our

computers as CAPS-colour' and CAPS-black' - more details on printing can be found at <https://wiki.auckland.ac.nz/display/NICAIHELP/Creative+IT+WIKI>

Printing is mainly concentrated in and around the Level 5 Computer Labs and in the CAI Student Centre on Level 2. Mono and colour laser printing is provided, as well as a number of high quality inkjet options,

for large format print jobs i.e. A2-A0 - Full details are available at <http://www.creative.auckland.ac.nz/en/about/facilities-and-resources/print-centre.html>

CAI printing is run on a cost recovery system .Money can be paid into your account at the CAI Student Centre on level two, or outside the CAI IT Service Desk on Level 5.

8. RULES FOR THE USE OF THE FABRICATION SPACE (BEHIND THE ROLLER DOOR ON LEVEL .1)

The fabrication space is an extension of the studio environment. It is a space where making and fabrication processes that are unsuitable for the main studios can occur. The fabrication space contains a range of hand tools and equipment that will enable and generally facilitate finishing and fabrication processes. There will be a limited range of fixing and finishing materials available.

As part of studio the fabrication space is subject to studio hours. What the school intends to provide in the fabrication space is another facility that helps students to materialise their designs. Because the space is not a supervised workshop and because of its isolated location there are protocols for its use that are necessary to make the space and its operations appropriately safe. The protocols are the requirements for using the fabrication space but most importantly is the generation and maintenance of a cooperative culture of respectful, safe and productive use of the facility.

The key ingredients to the generation of this cooperative culture is respect for other users, maintaining fair access to resources and respect and care for the space's tools and equipment. As part of ensuring fair access to the facility all work of significant scale or duration will be programmed so would other users can be strategically accommodated.

The following rules regarding student behaviour and use apply to this studio workshop:

- Other students' work must be respected.
- No tools or equipment from the fabrication space are to be taken from the fabrication space (There are no loan provisions for tools from the fabrication space).
- No aerosol paints or adhesives are to be used in the fabrication space. These products are to be used in the two painting booths in the Level 1 workshop courtyard.
- The personal safety requirements of the adjacent workshops also apply in the fabrication space
- Each student is responsible for cleaning up the mess and waste from their operations after each session of work. There are brooms, shovels and wheelie bins for this purpose. All tools used are to be replaced on the shadow board after use.
- Concrete work may only be carried out in the area separated by yellow tape
- Do not put plaster of paris / concrete / paint / chemicals down the sinks.
- Other than the cordless drills there is to be no use of power tools in the fabrication space. Organise your works so that machine cutting can be done during the day in the workshop.

Please note that the tools and shadowboard will be installed in the next few weeks

Students failing to respect this area and/or comply with any of the rules above will be subject to disciplinary processes which, in the first case, may include being denied access to this area.

9. 'GOOD HOUSEKEEPING'

The School wishes the studios to be intensively used. However, this will be possible on an ongoing basis only if everyone takes personal responsibility for their activities. The following should be noted:

Studio behaviour, and noise control

All students are requested to use the studios in a way that will minimise the disturbance to others.

The playing of sound/music on any device is not permitted unless used with earphones.

Prohibited materials and processes

The following materials and processes must not be used in the studios or on balconies:

- use of solvents, resins or glues (other than tube glue for cardboard models)
- use of latex
- use of plaster or cement
- any other materials or processes likely to damage studio surfaces, furnishings, finishes or computers.
- open flame
- use of power tools other than cordless drills and screw drivers
- painting, spray painting and spray gluing. **Spray painting of models must be carried out only in the two concrete bunkers in the Level 1 courtyard.**

If you are concerned about processes occurring please do not hesitate to draw this to the attention of a staff member.

Protection from injury

Students should take precautions to minimise the risk of injury. This includes wearing footwear in studios, labs and workshops at all times. All injuries should be reported to the CAI student Center as quickly as possible. Students should also make themselves aware of how to prevent the computer related permanent injuries of OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury). Information regarding these types of injuries is available through the Media Centre webpage.

First Aid

Any Student requiring assistance in the event of an injury should contact the school office who will direct you to a first aid provider. Do not hesitate to take yourself to a health provider or call an ambulance if you feel it is necessary. Other assistance is available through University Security on ext 966 (emergency) or ext 85000 (routine).

Food preparation

Limited food preparation facilities are provided on Levels 2 and 4. Students are expected to observe good food hygiene, and to clean up after using these facilities. To fail to do so is simply inconsiderate of fellow students.

Do not put noodles down the sink.

Removal of rubbish and recycling

All rubbish and recyclables should be placed in the appropriate bins provided, and not left on work surfaces or on the floor overnight. All work and materials to be retained should be stored in lockers overnight.

10. USE OF STUDIO SPACES

Studio Access:

Access to and from studios will require the use of an access card. Students should therefore carry their access cards with them at all times. Checks by security staff will result in anyone not having an access card being required to leave. Studios may be accessed using access cards during the following periods:

- Weekdays, weekends and public holidays: 7.30am – 11pm.

These hours also apply during the mid-semester and inter-semester breaks.

Getting an access card:

All students enrolled in a Design course are entitled to an access card. All returning students with an access card are requested to take their cards to the School Office to have them reactivated once enrolment is confirmed. New

students can obtain an access card from the CAI Student Centre (level 2). Please note: there is a \$15 non-refundable fee for lost cards.

Using the studios responsibly:

The electronic security system has been installed for your security when working in the building after hours. To assist us to maintain security of the building and those working in it, please observe the following:

- Wherever possible, do not work alone in studios and arrange to leave the building in the company of others during hours of darkness.
- Do not admit others who do not have an access card. Beware 'tailgaters' (ie: those who enter the building at the same time as yourself, without using an access card).
- When leaving the building, please ensure that the night doors close fully behind you, and the magnetic lock is engaged.
- There is limited pick up and delivery parking on level 3, entry off Symonds Street. There is no parking on level 1 outside the workshops.
- In the event of an emergency, University security staff can be summoned from the security phone on the exterior of the faculty building, alongside the Level 3 entrance closest to the Architecture building, from the column mounted phones adjacent to the 'kitchen' areas in the Levels 2 and 4 studio areas, and from the computer lab phone or by dialling **0800 373-7550**.

PART B: MANAGING YOUR DESIGN STUDIES

11. ENROLLING IN A DESIGN TOPIC

Outlines of Design topics are displayed in the Level 3 Exhibition Space and on and on Canvas. Students should carefully study these topics, and note any enrolment restrictions that may apply.

Ensure that you complete a Design Topic Preference form, ranking Design topics in your year in order of preference. Preference forms should be posted in the marked "assignment" boxes in the Level 6 corridor by the time indicated on the topic selection form. Students who do not complete their preference forms by the due time on the date indicated will not be able subsequently to enrol in topics with closed enrolments.

Students who return an incomplete form or fail to sign the declarations on the form will be placed on a provisional roll, and may not be enrolled in a Design topic. These students will need to personally negotiate their enrolment with individual staff members, who reserve the right to decline enrolment in their topic. (Late arrival does not entitle students to join their preferred topic.) Students who remain 'provisionally enrolled' at the end of the semester will not be eligible to have a grade recorded.

Students who make a late enrolment in a Design course should complete a Design Topic Preference form AND HAVE IT SIGNED BY THE STAFF MEMBER/S RESPONSIBLE FOR THE TOPIC THE STUDENT IS JOINING, then return it to the school office on level 6. Enrolments in each topic will be displayed in the studios.

All Design topics are subject to a maximum enrolment. In exceptional circumstances, it may be possible for students to change their topic where appropriate vacancies exist. Such changes must be made during the first week of the Semester and a Change of Design Topic Enrolment form completed and returned to the School office on level 6. This form requires the signature of the staff member whose topic the student is joining and that of the staff member whose topic the student is leaving.

Enrolment lists will be finalised and in studio by the Tuesday of week 1 at 1pm. **Students who do not appear on these lists are not eligible to submit work for that Design course. The School reserves the right to grade work submitted by such non-enrolled students as DNC (Did Not Complete).**

While every effort is made by the School to maximise the Design course choices available to students, and to accommodate each student in her or his first preference, in practice this is not always possible. Where a student is placed in a lower preference in a Semester 1 programme, every attempt will be made to give that student first preference priority in Semester 2.

Individual students may be counselled to undertake a particular kind of Design course in order to help remedy perceived deficiencies in previous Design work. Students advised of this requirement during the previous year should consult with the Associate Director: Design prior to completing their enrolment, and will be given a priority enrolment in the appropriate programme topic.

12. ATTENDANCE IN STUDIOS AND MAKING THE MOST OF DESIGN TEACHING STAFF

12.1 Staff Availability and Communication

Teaching staff will generally be available in the studios (or online) on the basis 12 hours per week (9 hours for Design 1 & 2). This level of staff-student contact exceeds that typically available in schools of architecture elsewhere. Studio availability will be reduced pro-rata for smaller groups. In such cases staff and students should confirm the periods when staff will be available.

The Associate Director: Design and the school admin team may communicate with students via announcements on CANVAS. It is recommended that you regularly check your Student Portal for any new announcements.

12.2 Student Attendance

It is of the essence of Design that one engages in an imaginative and (self-) critical exploration of the possibilities inherent in the conceiving and articulating of architecture. While the role of staff is to positively assist you in this, it is not their responsibility to tell you what to do. Discussion, debate, and exchange of viewpoints amongst students and between students and staff is therefore central to studio activity, with students developing an increasing capacity in this regard as their design education advances.

Attending to exchanges between staff or tutors and other students in group sessions (rather than attending merely to those involving oneself) is an important part of the educational process. All students are therefore urged to attend group tutorial and review sessions, and to use these as an opportunity for subsequent self-appraisal of one's own design work and the thinking which informs it.

Students are expected to attend scheduled studio sessions for a minimum of 9 hours per week. (Some students may have timetable clashes that prevent them from being in studio sessions for up to 3 hours per week). Sessions typically involve whole group activities or small group/one-to-one tutorials. Students seeking individual tutorials with Design staff or tutors should book an appropriate time on staff-provided tutorial timetables. Note that staff may need to assign students to a particular time in order to ensure that all students have equal access to tutorials. It is essential that students attend at the appointed times.

All students are expected to present their work at interim review sessions and to meet whatever submission requirements are expected by staff. If you are unable to do so, please advise the particular staff member of the reasons in advance of the review session or submission deadline. **The School reserves the right to mark as DNC (Did Not Complete) any student who does not keep reasonable attendance during the Semester, notwithstanding the fact that a final submission may have been made.**

Students who, for whatever reason, experience ongoing disruption to their studio work and attendance should advise the Design course staff member. See also 14.4 below, regarding Extensions of Time. Where a student is unable to complete a major part of the semester's work, it may not be possible to grant an extension of time.

13. SITE VISITS AND ACTIVITIES REMOTE FROM THE STUDIOS

An important part of Design work involves engaging in different ways with conditions outside of the studios. This may include School-organised site visits, field trips, meetings etc. In addition individual students may carry out similar activities as part of individual project work.

It is important that students undertake these activities in a responsible manner and in a way that reflects positively on both the University and the professional emphasis of the School's undergraduate programmes. Attention must be given to appropriate safety clothing & equipment.

Site visits that require access to private property should always be arranged beforehand with the appropriate person(s). Conduct on sites, and in particular on construction sites of any kind, should be consistent with accepted safety practices.

14. REVIEW AND ASSESSMENT OF DESIGN WORK

14.1 Formative and Summative Assessments:

Review and assessment of Design work is of two kinds – formative and summative.

Formative assessments are those carried out while design work is being undertaken during the semester. Their purpose is to provide feedback on work in progress, and this feedback may address both the stated learning objectives of the topic and the student's personal learning objectives. This kind of feedback is crucial to the self-directed learning which is at the heart of design education.

The timing and nature of formative assessments will generally be established by teaching staff, as appropriate to the year level, the nature of the work, and staff perception of student progress. Formative assessments include individual tutorials, group tutorials, reviews, 'crits', etc.

Summative assessments provide indicators of student achievement, in the form of grades or marks and comments. Summative assessments generally occur at the end of the semester. However, teaching staff may provide indicative marks or grades for components of work during the semester. All grades or marks awarded are provisional until confirmed at Design Grading Moderation Review sessions following the end of each semester. Students should refer to Design topic outlines for the basis of assessment in each case.

It should be noted that the final review (or 'crit') is not the occasion for summative assessment, but is intended as an opportunity for a formal presentation of design proposals and for dialogue and exchange of views between reviewers ('critics' – be they staff or visitors) and students. The design work provides the focus and stimulus for such an exchange of views.

While grading assessments may take account of discussions held during the final review, grading will also take account of many other factors. Teaching staff are individually responsible for final grading, and this is made within the context of the learning objectives as set and developed within each Design course. However, all staff offering topics within each year level will constitute a Design Grading Moderation Review panel, to review the student work submitted for each topic and confirm parity of grading in relation to the standard of student work in the other topics. Studios will be temporarily closed while this is carried out.

It is the School's policy not to reassess student work. Students who consider that they have a grievance in connection with the grade awarded are expected to consult with the Design staff member responsible for their topic. Where feedback (written or verbal) has already been given, staff may decline to comment further on the work, or the grade awarded.

Where students consider that their grievance has not been adequately dealt with, they should submit a brief written statement to the Associate Director: Design outlining the grounds for their grievance. Students should not approach the Associate Director: Design until they have discussed their position with the staff member responsible for their topic programme. The Associate Director: Design will determine what action (if any) should be taken.

14.2 'Crit Week' Exhibition and Review:

Each Design course culminates during crit week with the display and review of work done for that topic. The location of the display space for each topic will be distributed via CANVAS prior to crit week, together with a timetable for these final reviews.

Students are strongly encouraged to view the work undertaken for other Design courses and to attend other final review sessions where possible.

Please note the following:

- Each Design course will be reviewed during 'critweek'. Details of which programmes will be reviewed, when and where will be distributed via CANVAS at least one week prior to the commencement of critweek. Refer to the key dates indicated at the end of this document for deadlines for the display of work.
- All work for topics to be reviewed during these times should be displayed in the indicated crit space, (as above). Staff will note work submitted, and additional or late work will not be accepted. In the case of entirely electronic submissions, staff will advise their requirements regarding submission, but the same submission deadlines must be observed. Students should note that in some instances the task of recording work submitted may need to be undertaken by someone other than the Design topic staff member. **STUDENTS SHOULD THEREFORE NAME EVERY ITEM OF WORK SUBMITTED, UNNAMED WORK WILL BE UNABLE TO BE RECORDED** in such instances. Also refer to section 14.3 below.
- Students whose work has been reviewed must ensure that they remove their work from crit spaces and place it in the indicated studio space strictly in accordance with the crit week ('Public Review') schedule that will be circulated via CANVAS.
- The School will not accept any responsibility for loss or damage to work remaining in the studio crit spaces beyond the deadline for its relocation as specified in the crit week ('Public Review') schedule circulated via CANVAS
- On no account should work placed in studio work areas, or in areas set aside for storage of work in the Level 3 Exhibition Studio, be disturbed by any student.
- **Students who fail to make any submission by the due time will receive a DNC grade.** Therefore students who consider their work to be incomplete (including students granted an extension of time) should nevertheless display it.

14.3 Naming of student work

The School requires that students name all items of design work, including drawings, models and electronic disks. Work that is not named may not be included in assessment for grading purposes or may be lost.

Where a presentation involves a large number of drawings of small or variable size, it is recommended that such material be mounted on larger sheets or panels. Models should be designed in a way that ensures their inherent stability.

14.4 Extensions of Time:

Students are reminded that there are no provisions for aegrotat passes in Design courses. Students with incomplete submissions who consider they have legitimate grounds for an extension of time (either medical or personal) should follow the procedure outlined in the appropriate (either undergraduate or postgraduate) School Handbook. Extensions will be granted commensurate with the period of student incapacity, which should be indicated by a certifying health care professional. No other grounds for extensions of time will be considered.

Where possible, applications for extension of time, together with all necessary documentation must be

received before the submission deadline. Students should confirm arrangements for submitting such work with the staff member concerned.

Students with extensions of time will not be offered staff tutorials beyond the end of the teaching period of each semester. Students with such extensions are reminded that the display of their incomplete projects and their participation in the final review during critweek is obligatory. Only those students who have been certified by their health care professional as being unavailable during critweek will be exempted from this requirement. Students with extensions of time for design work are not entitled to, nor to expect, opportunities to present their work beyond the date scheduled for the final crit for their studio group.

14.5 WITHDRAWING FROM A COURSE

Withdrawing from any course after the enrolment period has finished constitutes a fail. Although recorded as W on your academic transcript a course withdrawal constitutes a fail of those points. This may effect your on going continuation in a programme as there are regulations dictating the number of points any student can fail in a programme before they are discontinued. Any student considering withdrawing from a studio course is urged to discuss this with the Assoc. Director Design.

15. REQUIREMENT TO RETAIN ALL WORK

Students are required to retain ALL work undertaken during the semester for possible resubmission at the end of the semester. This will enable the School to meet the requirement to justify grades awarded and in particular that C and C- graded work has achieved a standard acceptable to the profession's reviewing agencies.

Where a student is requested to provide a complete record of the semester's work and fails to do so, the final grade for that work may be withheld or the grade may be entered as DNC (Did not complete).

Staff will advise those students who are required to resubmit the whole of the semester's work following the final review session.

16. COLLECTION OF STUDENT WORK

Except where students are advised that their work is to be retained by the School, all student work and belongings must be removed **by 4pm Friday 17 November**. If you are unable to collect your work on these days, please arrange for someone to collect it.

The School will **dispose of all work** not collected by the final dates noted above.

All personal effects, including the contents of lockers, should also be removed when collecting Design work. The School will **dispose of all locker contents** not removed by the final dates for the collection of student work noted above. No responsibility will be taken for anything stolen or lost after these dates.

17. STUDENT EVALUATION OF DESIGN COURSES

The School may evaluate design teaching using the standard evaluative tools developed by the University's Centre for Academic Development.