



University of South Australia

Louis Laybourn Smith School of Architecture & Design

School Handbook 2009

This handbook is intended to be a useful reference to students and staff in the LLS School of Architecture & Design.

It documents policies and procedures that have been developed within the LLS School and it also highlights and explains important University policies in the context of the LLS School.

The handbook is accessible via the School Website: <http://www.unisa.edu.au/arc/students> and is available by request from the school office.



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University of South Australia

Louis Laybourne Smith School of Architecture & Design

This Handbook contains information for commencing and continuing students enrolled in:

DBAE

Bachelor of Architectural Studies

DMAE

Master of Architecture

DBIR

Bachelor of Interior Architecture

DBDI

Bachelor of Industrial Design

DBDM

Bachelor of Industrial Design,
Bachelor of Management

DMSD

Master of Sustainable Design



University of South Australia

This University came into existence on 1st January 1991 as a result of the amalgamation of the Underdale, Magill and Salisbury campuses of the South Australian College of Advanced Education and the North Terrace, Levels and Whyalla campuses of the South Australian Institute of Technology.

Louis Laybourne Smith School of Architecture and Design

The first architectural course was established at the South Australian School of Mines by Louis Laybourne Smith in 1906.

The School expanded to include Interior Design in 1966 and Industrial Design in 1995 which originally commenced in 1972 at the South Australian School of Art, North Adelaide.

The School has over 20 full-time academic staff and 650 undergraduate students in the 3 disciplines of Architecture, Interior Architecture and Industrial Design.

The address of the School is:

Louis Laybourne Smith School of Architecture
and Design
Level 3
Kurna Building
City West Campus
University of South Australia
North Terrace
GPO Box 2471
Adelaide 5001

T: (08) 8302 0366

F: (08) 8302 0211

www.unisa.edu.au/arc

School Office Hours:

Monday to Friday 9:00am to 5.00pm

How we fit into the University of South Australia

University of South Australia (UniSA)
Vice Chancellor Peter Høj

Division of Education, Arts & Social Sciences (EASS)
Pro Vice Chancellor Prof. Pal Ahluwalia

Louis Laybourne Smith School of Architecture & Design (LLS)
Head of School Prof. Mads Gaardboe
Program Program Director
Course Course Coordinator

Head of School
Professor Mads Gaardboe

School Manager
Jackie Knowles
jackie.knowles@unisa.edu.au

Program Directors
Program Directors are responsible for the academic programs of students. You can contact the Program Directors (PDs) by making an appointment with the School Administrative staff about the following:

- * Credit for previous studies
- * Deferring (taking leave) from the Program
- * Withdrawing from the Program
- * To discuss your progress through the Program
- * Academic counselling
- * Any other queries or concerns you may have about the Program

Bachelor of Architectural Studies (DBAE)

Master of Architecture (DMAE)

Mr Stephen Ward
T: 8302 0171
E: stephen.ward@unisa.edu.au

Bachelor of Industrial Design (DBDI)
Bachelor of Industrial Design, Bachelor of Management (DBDM)

Ms Esther Ratner (first half of year)
T: 8302 0418
E: esther.ratner@unisa.edu.au

Mr Peter Schumacher (second half of year)
T: 8302 0361
E: peter.schumacher@unisa.edu.au

Bachelor of Interior Architecture (DBIR)

Ms Joanne Cys
T: 8302 0202
E: joanne.cys@unisa.edu.au

Master of Sustainable Design (DMSD)

Ms Jasmine Palmer
T: 8302 0205
E: jasmine.palmer@unisa.edu.au



School Administration Team

Christine Kearney

Executive Officer: Projects
E: christine.kearney@unisa.edu.au

Jacinta Hughes

Program Support Officer
T: (08) 8302 0216
E: jacinta.hughes@unisa.edu.au

Pam Hart

Program Administrative Officer
T: (08) 8302 9040
E: pamela.hart@unisa.edu.au

Jan Wissell

Administrative Officer and School Timetabler
T: (08) 8302 9040
E: jan.wissell@unisa.edu.au

Sharee Kuchel

Clerical Officer
T: (08) 8302 0366
E: sharee.kuchel@unisa.edu.au

Portfolio Leaders

Portfolio Leaders are responsible for the School's Teaching + Learning, Research + Consultancy and Postgraduate Degrees. In 2009 these positions are filled by:

Teaching + Learning

TBA

Contact the School on 8302 0366

Research + Consultancy

Dr Christine Garnaut

T: 8302 0204

E: christine.garnaut@unisa.edu.au

Postgraduate Degrees

Dr Robert Crocker

T: 8302 0206

E: robert.crocker@unisa.edu.au



International Student Officer

The School has an active program of international student involvement. In order to support those students who may not be familiar with Australian systems of education, or of the School's approach to teaching and learning, we have a dedicated officer to ensure students' entry and progress through their programs are a rewarding experience.

The International Student Officer (ISO) is available to assist with any international students' queries about University studies, living in Australia, additional study skills training, &/or international publications.

You may contact the International Student Officer to arrange an appointment by phone or email. Appointments can be made with

Dr Linda Marie Walker

T: 8302 0746

E: linda.walker@unisa.edu.au

Academic Staff

Academic staff can be contacted for student consultations by appointment or set times either through the School office or email. The continuing staff in the Louis Laybourne Smith School are:

Coker Richard

T: 8302 0702

E: richard.coker@unisa.edu.au

Collins Julie

T: 8302 9235

E: julie.collins@unisa.edu.au

Crocker Robert

T: 8302 0206

E: robert.crocker@unisa.edu.au

Curry James

T: 8302 0687

E: james.curry@unisa.edu.au

Cys Joanne

T: 8302 0202

E: joanne.cys@unisa.edu.au

Davis Matt

T: 8302 0445

E: matt.davis@unisa.edu.au

Freney Martin

T: 8302 0271

E: martin.freney@unisa.edu.au

Gaardboe Mads

T: 8302 0230

E: mads.gaardboe@unisa.edu.au

Garnaut Christine

T: 8302 0204

E: christine.garnaut@unisa.edu.au

Geissler Michael

T: 8302 0317

E: michael.geissler@unisa.edu.au

Gordon David

Tel: 8302 0331

E: David.gordon@unisa.edu.au

Hurst Rachel

T: 8302 0913

E: rachel.hurst@unisa.edu.au

Kelly Steve

T: 8302 0364

E: Steve.kelly@unisa.edu.au

Lawrence Jane

T: 8302 0243

E: jane.lawrence@unisa.edu.au

Lam Cimone

T: 8302 0203

E: Cimone.lam@unisa.edu.au

Madigan Damian

T: 8302 0703

E: damian.madigan@unisa.edu.au

Morris David

T: 8302 0652

E: david.morris@unisa.edu.au

Oaten-Hepworth Jason

T: 8302 0367

E: jason.oaten-hepworth@unisa.edu.au

Palmer Jasmine

T: 8302 0205

E: jasmine.palmer@unisa.edu.au

Pickersgill Sean

T: 8302 0653

E: sean.pickersgill@unisa.edu.au

Ratner Esther

T: 8302 0418

E: esther.ratner@unisa.edu.au

Schenk John

T: 8302 0232

E: john.schenk@unisa.edu.au

Schumacher Peter

T: 8302 0361

E: peter.schumacher@unisa.edu.au

Schurer Gerhard

T: 8302 9229

E: gerhard.schurer@unisa.edu.au

Walker Linda Marie

T: 8302 0746

E: linda.walker@unisa.edu.au

Walker Sandy

T: 8302 9228

E: sandy.walker@unisa.edu.au

Wallace Andrew

T: 8302 0704

E: andrew.wallace@unisa.edu.au

Ward Stephen

T: 8302 0171

E: stephen.ward@unisa.edu.au

Course Coordinators

Each course has a Course Coordinator (CC) who is responsible for the delivery and administration of the course.

You should see **Course Coordinators** about the following:

* Applications for extensions for work which you are unable to complete within a given deadline.

* Academic problems eg inability to understand requirements.

Sessional Staff

The majority of the sessional staff (tutors and guest lecturers) are contracted to teach only for the duration of the tutorial/seminar plus a small amount of marking time. They are not full time employees of the University. It is important that students respect their limited contact time and come into every tutorial session prepared with work and acknowledge that these staff may have to leave immediately after the tutorial. Sessional staff are not usually available for consultation outside of contact time.

If you have any queries regarding work outside of tutorial sessions, you should contact the Course Coordinator unless otherwise instructed.

Student Representatives

Every year students in all Programs will elect a representative for their year group student body. This person will meet with the Program Director and other student representatives from the Program four times a year and once or twice a year with the Head of School.

Research and Consultancy

Staff in the Louis Laybourne Smith School are involved in research projects within the school and with colleagues in other schools within and external to the University of South Australia. A number engage in design competitions. Some are associated with the **Visual Art and Design Research Group** (VADRG).

Current areas of staff expertise include: architectural, urban design and planning theory and history; cultural design theory; sustainable construction for remote areas; environmental design and ecological sustainability; digital technologies; design management and theory of product design; heritage and conservation.

Collaborative research and consultancy practice between architecture, interior architecture and industrial design staff have produced a community housing development in Adelaide; a student designed, fabricated and built visitor facility for the Patjarr community in far north-west Australia; miners' memorial and visitors' centre at Broken Hill, and the design, fabrication and construction of visitor and emergency services facilities at Mt Franklin in the ACT.

Consultancy

The School is engaged in a range of entrepreneurial activities, and is always eager to discuss initiatives which could benefit both individuals and the School. Please direct any ideas regarding possible activities of this nature to:

Portfolio Leader Research & Consultancy

Dr. Christine Garnaut

T: 8302 0204

E: christine.garnaut@unisa.edu.au

Architecture Museum

The Architecture Museum is constituted within the School and acquires, collects and preserves documents and related material relevant to architects, planners and associated professionals. It houses approx. 200,000 documents including drawings, photos, colour slides, books, journals, practice records and personal papers. The Museum has an active research program and also holds public seminars and exhibitions. Students are encouraged to use this resource for research and reference. It is located on Level 2, Karna Building K2.21, City West and open to staff, students and general public on Mondays and Tuesdays 9-5 (closed for lunch).

The Director is:

Dr. Christine Garnaut

T: 8302 0204

E: christine.garnaut@unisa.edu.au

The Collections Manager is:

Dr. Julie Collins

T: 8302 9235

E: julie.collins@unisa.edu.au

Location and Facilities

The School's main office is located in Kaurna Building Level 3, Fenn Place.

The majority of staff are also in Kaurna Level 3

Studio Spaces are located in:

- Kaurna Building Level 5: K5.08; K5.10; K5.11; K5.12; K5.15
- Barbara Hanrahan Building, Level 5 and Level 3: BH5.09; BH5.16; BH3.11; BH3.12
- Hindley Studios, Level 1 City West 1BE1.16; 1BE1.17
- Roland Rees, Level 2: RR2.10

Computing Pools are located in Barbara Hanrahan Building Level 4 BH4.08; BH4.09; BH4.18; BH4.19

Students will have 24/7 access to the studio space in which their course/s are timetabled.

Architecture and Design Workshops

The Louis Laybourne Smith School of Architecture and Design provides extensive model making, prototype and architectural construction facilities.

It offers all LLS students the opportunity to gain valuable experience in 3D concept model making, product development, prototyping, furniture manufacturing, architectural prefabrication construction, along with practical based knowledge of material selection and manufacturing processes.

The workshop is located in Dorrit Black Building, DB3.15
George Street City West Campus

Workshop staff are:

Mr Gavin Spackman

T: 8302 9285

E: gavin.spackman@unisa.edu.au

Mr Peter Ottaway

T: 8302 9285

E: peter.ottaway@unisa.edu.au

Opening Times

The Architecture and Design Workshop is available for use Monday to Friday, between 9am and 5pm, with a set lunchbreak. Refer to the workshop timetable to confirm daily workshop open times. Workshop use may be restricted due to timetabled courses. The workshop timetable will be posted on <http://www.unisa.edu.au/arc/Workshop/default.asp>

Use of Workshop

Before operating any machinery in the workshop you must have been instructed in the safe and correct use of the equipment, or to have spoken to workshop staff for their

assistance. Training is usually done through group instruction relevant to your Program. For your personal safety and occupational health and safety requirements you must be correctly attired, that is wear clothing suitable for a workshop environment. Wear fully enclosed shoes when entering the workshop and using equipment. No sandals, thongs, open footwear or cycling shoes are allowed. Safety glasses, provided by the student, must be worn at all times when using machinery or where eye damage could occur.

Student Organisations

UniLife

UniLife role is to improve the quality of student life by:

- providing administrative support to Sporting & Non-Sporting Clubs
- providing a diverse range of events for students to enjoy throughout the year
- provide free advocacy & advice services
- producing the UniSA student newspaper 'Entropy'

With the introduction of Voluntary Student Unionism (VSU) legislation on the 1st July 2007, membership to the UniSA Students Association is now voluntary and students will no longer be charged a compulsory services fee. For this reason, students will not be considered members of the UniSA Students Association until they opt-in via the myUniSA Student Portal. Membership to the UniSA Students Association is FREE for all enrolled UniSA students. As part of this membership, the UniSA Students Association offers members a wide range of services, facilities and representation to make university life easier and more fulfilling.

Visit <http://www.unisa.edu.au/unilife/default.asp> for more information.

SONA

SONA the Student Organised Network for Architecture in Australia is the national student membership arm of the Royal Australian Institute of Architects.

SONA aims to advance the interests of architectural students, architectural education and of architecture through the development, promotion and appreciation of undergraduate student work, thinking and communication. Visit www.sona.com.au for more information

DIA

The Design Institute of Australia is a multi disciplinary organisation representing designers of all fields.

The organisation offers membership to students and benefits include representation, information, professional development, events and newsletters.

Visit www.dia.org.au for more information.

Learning Connection

Staff from Learning Connection provide a range of services to complement your studies. These include assistance in learning advice, personal counselling, career preparation, disability support and support for international students. Services are available from Learning Connection on each of the four metropolitan campus of the University or online at <http://www.unisanet.unisa.edu.au/learningconnection>

You should see a **Counsellor** about the following:

- *Personal problems which are affecting your academic progress and which you are unwilling or unable to discuss with your course coordinator.
- *Financial problems which are having a detrimental effect on your studies
- *Time management problems.

Staff can refer students to the Learning Connection using the E-Referral form: <http://www.unisanet.unisa.edu.au/ereferral/Default.aspx>

Learning Connection

City West Campus
Yungondi Building Y1-17
T: (08) 8302 0022
Or 1300 656 377
F: (08) 8302 0021
E: learningconnection@unisa.edu.au

Library

The library at City West Campus is located to the east of Kaurna building. It has an excellent collection specifically related to architecture and design including books, journals, online resources and computer aided design software. It is open 7 days per week. You will find it is a very useful resource providing you with new knowledge and inspiration which will be essential to your studies. Use the library – often. <http://www.library.unisa.edu.au/>

Lockers and Kitchen Facilities

Kitchen facilities for student use are located to the right as you exit the lifts on L5 Kaurna. Kitchen facilities are also located on L1 Hindley Studio for students who have access to the building.

Storage and lockers are located in or adjacent to each studio space. Apply at the school office for a key. Refer to Student Responsibilities section below for more information about management of lockers.

Security

Theft is an ongoing concern of universities. Please safeguard your property and do not leave valuables unattended. If you see any people in teaching spaces who may not be

enrolled students, or people acting suspiciously, contact security immediately. Security phones are located outside all buildings on City West campus. They are free and will connect you with the security officer on duty. Under no circumstances are students to physically restrain intruders – this can be assault. Security is able to escort students to nearby transport after-hours. Please contact Security for more information. Internal Line Ph:88888 The Security office is located on the ground floor of Yungondi Building.

After Hours Access

Access to studio spaces is by electronic card (Cardax) after hours. Students are required to activate their cardax each year at the security office on City West Campus.

There is 24/7 access to the CAD Pools BH4.08, BH4.09, BH4.18 and BH4.19; the soft model shop in the Architecture and Design Workshop DB3.15; and your studio space.

Do not allow friends, students or others who are not enrolled in the course into secure spaces for which you have Cardax access.

First Aid

All security officers and some staff have current certificates in first aid. They are to be contacted to administer all first-aid where necessary.

In the event of an accident on campus, LLS sanctioned field trips or events, an Incident Report must be filled out and submitted to the School for all injuries or near misses. Incident Report Forms are available on the University website: <http://ohsw.unisa.edu.au/main/forms>

Staff are committed to ensuring a safe working environment and can respond appropriately to any incident that has, or may have, the potential to cause injury. Incident forms need to be filled out to ensure injury or hazardous situations can be assessed and responded to, therefore minimising the risk of future occurrences.

Fire

Staff will notify you during your induction to each course of the specific evacuation procedures. If there is a Fire Alarm, you must leave the building immediately and wait in the designated assembly area. You are not permitted to re-enter the building until notified that it is safe to do so.

If an emergency occurs (e.g. fire, gas leakage) and there are no staff available, security should be contacted. You should inform security of the location of the risk and then wait in the allocated assembly area until the risk is over. You are not expected to put yourself at risk to protect property, nor to use fire extinguishers if you are not familiar with their use.

Reporting of Faults

Students have a duty of care to report to staff faulty equipment or breaches of health and safety procedures. Do not attempt to fix equipment which you believe is not operating normally, but notify staff immediately.

Electrical Appliances

No electrical appliances may be used on University property unless they have been electrically tested by Testel or similar, and tagged to confirm this fact. This includes radios, heaters, projectors etc. Untagged electrical appliances will be removed.

Student Responsibilities

By enrolling in a University program, and in order to satisfy its academic and practical requirements, you must undertake to attend all lectures, tutorials, seminars, studio/workshops and other activities provided for in the course specifications.

Full attendance is essential if you are to adequately demonstrate and advance your ideas and competence in a measurable, sequential way.

You are expected to establish dialogue with staff and students in every tutorial session as well as during critiques and assessments, in order to test and develop your concepts.

You should be able to make articulate verbal and visual statements in support of your practical work.

You should communicate courteously in writing, email and in person with peers and staff.

You should show evidence of the development of an efficient work habit through sustained productive output.

Content, emphasis and criteria for assessment will vary according to the level of the program and the area of study which you undertake.

If you are having difficulty meeting these requirements, you should seek prompt discussions initially with your course coordinator, and subsequently with your Program Director.

At times a referral to a counsellor or study skills adviser may be appropriate.

You are expected to carry out any tasks relating to your studies in a safe, responsible and ethical manner and you must follow the directions of staff in relation to this matter.

You must ensure that university equipment is not damaged and you should ask staff to instruct you if you do not know how to

operate tools, equipment and machinery safely.

There are three issues that are particularly problematic which you need to bear in mind;

Cutting with Knives

A utility knife is a very useful tool for a designer, but it can also be very dangerous – many people accidentally cut themselves with utility knives so correct use is essential: concentrate on what you are doing and keep your fingers out of the way. Make sure you have a cutting mat or a sufficient thickness of cardboard under the workpiece. This is to prevent damage to surfaces such as tables and floors. The workshop has workbenches which you can cut on if you there is not a cutting mat handy. All students are expected to purchase their own cutting mat.

Spray Glue

The use of spray-on adhesives in teaching spaces is banned with one exception: the Workshop's spray booth room.

Spray-on adhesives are useful for sticking drawings onto cardboard or foam boards to assist in presentation, however overspray causes damage to floors and tables.

A good alternative is "jac paper" which is a double sided adhesive sheet available from most art supply stores.

Collection of Your Work

When assessment of your work is complete, your Course Coordinator will advise you about how to collect it. If you fail to collect your work within the specified timeframe your work will be disposed of.

Student Representatives

Each year level, in each Program will elect a student representative at the beginning of the year. The Student "Reps" are required to attend occasional meetings with School staff approx 3-4 times per year. This is an important role as it provides a formal mechanism for student concerns to be reported and discussed.

Material and Equipment Costs

In undertaking study within the Louis Laybourne Smith School of Architecture and Design you are acknowledging that there are both material and equipment costs you will need to bear. Currently you should anticipate spending between \$300 and \$500 per study period for materials, readers and printing.

Additionally, as you move through the program, and prepare yourself for a professional career, you should anticipate purchasing the equipment that will enable you to operate as an independent designer. For example, all

students should consider equipping themselves with a laptop with wireless, Autodesk Viz, Adobe Creative Suite, Microsoft Office, AutoCAD, a USB key and a Digital Camera.

In general, materials and equipment are the responsibility of each student. Your Program Director or Course Coordinator can assist you to determine the most appropriate equipment for your needs for your level of study. Advice regarding computer hardware and software will be provided in the first week of classes.

Personal Work Spaces

Each student is expected to participate in any organised cleaning sessions of the studios they work in, and is responsible for the cleanliness of their personal work area. Sharps boxes are located in every studio for the safe disposal of blades etc.

Students must remove all work including drawings, sketches, samples, prototypes, models etc 2 weeks after the work has been marked. The School will not take responsibility for property after this period.

Personal belongings from lockers, studios, workshops and model making spaces must be cleared by week 17 of each study period unless otherwise instructed by your Course Coordinator. The School will not take responsibility for any work, belongings or equipment left in these spaces after that time. Where applicable, personal lockers are to be labelled with your name whilst in use and are to be emptied at the end of week 17 of each study period unless otherwise negotiated with your Course Coordinator.

Ethics and Studio Ethics

The University has a code of ethics which applies to members of its community undertaking study involving human subjects. Your Course Coordinator will assist you to understand how this may apply to your work and whether you need to fulfil certain requirements with respect to seeking approval from the Ethics Committee for undertaking and reporting your research.

Staff Responsibilities

Staff are required to maintain a standard of excellence in academic and creative input appropriate to each level of the program. They arrive at this standard by drawing on their knowledge and experience. This may include: study and teaching in a variety of situations related to their interest and specialisation; research activities; consultancy practices; overseas experiences; association with affiliations and industry and service to the community.

Staff are required to undertake research and consultancy in which they maintain currency with the profession and industry and related

fields and this new knowledge ultimately informs teaching practices. Some staff are undertaking postgraduate qualifications and community projects, and all staff are involved in administrative work for their program, school and university. An approximate ratio of 40:40:20 for Teaching/Research/Administration has been determined for staffs' workload in 2009, hence staff may be unavailable at certain times of the year, especially when they are undertaking research activities such as attending and presenting at conferences, writing academic papers, participating in exhibitions, etc.

Teaching Methods

The teaching procedures may include lectures, tutorials, critiques, workshops, field trips, studio practice, site visits, seminars and masterclasses.

Learning guides specific to studio teaching can be found at:

Studio in architecture and design
<http://www.unisa.edu.au/ltu/students/study/specific/studio.asp>

Making use of design critiques
<http://www.unisa.edu.au/ltu/students/study/specific/designcritique.asp>

Making the most of oral presentations
<http://www.unisa.edu.au/ltu/students/study/oral/presentation.asp>

Terminology & Abbreviations

Study Period 2	SP2 ("semester 1")
Study Period 5	SP5 ("semester 2")
Graduate Quality	GQ
Broadening Undergraduate Education Course (Elective)	BUGEs
Head of School	HOS
Program Director	PD
Course Coordinator	CC
Grade Point Average	GPA
Course Information Booklet	CIB

Basic Course Information

Courses of the University are measured in units according to their workload. In the Louis Laybourne Smith School of Architecture courses are either 3, 4.5, 6, 9 or 13.5 units.

Generally but not always, the unit loading is roughly equivalent to the hours of contact time. eg. 6 unit course = 6 hours contact time per week. A full time study load per study period is 18 units, or 36 units per year.

To graduate you must accrue the following number of units in your Program of study below. Without this requirement you will NOT be able to graduate and it is your responsibility to keep check on the units successfully

completed listed on your academic transcript issued at the end of each study period.

- Bachelor of Architectural Studies 108 units
- Master of Architecture 72 units
- Bachelor of Interior Architecture 144 units
- Bachelor of Industrial Design 144 units

Workload

The University's Code of Good Practice: Principles of Student Assessment specifies that student study time (including contact and non contact time) should not exceed 35 hours per unit for any course.

Contact time includes lectures, tutorials, seminars etc. as per the Program timetable. Non-contact time is self directed study outside of the timetable.

Study Time for a 3 unit course:

3 x 35hrs = 105 hours

Study Time for a 4.5 unit course:

4.5 x 35hrs = 157.5 hours

157.5 hrs ÷ 13 weeks = 12.1 hrs/ week.

Study Time for a 6 unit course

6 x 35hrs = 210 hrs

210 hrs ÷ 13 weeks = 16.1 hrs/ week.

Study Time for a 9 unit course

9 x 35 hrs = 315 hours

315 hrs ÷ 13 weeks = 24.2 hrs/ week.

Study Time for a 13.5 unit course

13.5 x 35 hrs = 472.5 hours

472.5 hrs ÷ 13 weeks = 36.3 hrs/ week.

In undertaking 18 units of study per week which constitutes a full study load = 48.4 hours of study per week.

For more information:

http://www.unisa.edu.au/policies/manual/2009/1_assessment_principles_requirements.pdf

This formula is a guide only. Students may indeed choose to spend much longer periods of time to achieve above average results.

Students will be issued a submission calendar at the beginning of study period 2 and study period 5 which provides submission times and weightings for each course in order to effectively manage study workload with external and personal commitments.

Course Information Booklets

When teaching commences staff are required to issue students with a Course Information Booklet (CIB) which outlines the value of the course, when it is offered, assumed knowledge (whether prerequisites apply), the academic program serviced by the course, key dates, background information, an outline of the course, its aims, objectives, theoretical concepts, lecture and tutorial topics, learning arrangements, textbooks and references, graduate quality weightings, assignment

details, assessment criteria and submission requirements.

Different assessment criteria are used, and details pertaining to each course and assignment will be included in the Course Information Booklet.

Course content, assessment practices and delivery are continuously reviewed in response to student evaluative mechanisms such as the CEI and SET.

Please ask for clarification from your course coordinator or program director if you are unclear about any of the matters covered in these booklets.

Copyright

The School requires a student's permission to publish their original work for marketing, promotion and/or academic and professional publications throughout the course of study. All published work will be acknowledged with the authors name and program. Students are asked to sign the copyright permission form and return it to the Program Administrative Officer within the first 3 weeks of Study Period 2. A copy of this form is included at the back of this handbook.

Graduate Qualities

The University has developed 7 Graduate Qualities (GQ's) which are used as a framework for knowledge, skills abilities and professional and personal development.

The content and assessment of all courses will address all or some of the Graduate Qualities. They are also used as a parameter for student assessment and evaluation of courses and teaching.

They expect a graduate of the University of South Australia to:

GQ 1. Operate effectively and upon a **body of knowledge** of sufficient depth to begin professional practice

GQ 2. Be prepared for **lifelong learning** in pursuit of personal development and excellence in professional practice.

GQ 3. Be an **effective problem solver**, capable of applying logical, critical and creative thinking to a range of problems.

GQ 4. Be able to **work autonomously and collaboratively** as a professional

GQ 5. Be committed to **ethical action and social responsibility** as a professional and a citizen

GQ 6. Be able to **communicate effectively** in professional practice and as a member of the community

GQ 7. Demonstrate **international perspectives** as a professional and a citizen

For more information:

<http://www.unisanet.unisa.edu.au/gradquals/>

Online teaching facilities

UniSAnet is the online teaching and learning environment at the University of South Australia. It hosts homepages for each course, program and enables staff to guide you through your learning, it also facilitates online discussion groups. Students can access the Course Information website and the associated Online Resources website via links on the MyUniSA Student Portal.

Pre-requisites and Co-requisites

Some courses have pre-requisites, you should not enrol in them until you have successfully completed the pre-requisite courses. If you do so, you must un-enrol, unless you have prior approval from your Program Director.

Electives

Electives are 4.5 unit courses offered within the Louis Laybourne Smith School of Architecture and Design and directly relate to the program of study. You can choose which courses to take.

BUGES (Broadening Under Graduate Elective)

BUGES are courses offered by Schools outside of LLS School. A list of BUGES is available on the Uni Webpage. Students seeking advice on an appropriate BUGES should check their Program's website or talk to their Program Director/Program Support Officer

Honours

Students in the Bachelor of Interior Architecture and Bachelor of Industrial Design programs with a Grade Point Average (GPA) of 5 and above are offered to undertake honours. To achieve a GPA of 5 or over you will need a Credit average for all your courses in the first 2 ½ years in your program.

Students take honours courses in lieu of electives and advanced electives in study period 5 of their penultimate year and study period 2 of their final year.

Students enrolled in the Master of Architecture program and who achieved a minimum GPA of 5 in their undergraduate degree are eligible to undertake Architectural Research 1 and 2 as electives.

Minors

Interior Architecture and Industrial Design Programs offer specialisations in Minor Streams.

Interior Architecture

Furniture Design Exhibition Design.

Students have the option to select one of these streams of study. For either, students must undertake a minimum of 18 units of courses

which focus on furniture or exhibition within the program of study in the 2nd 3rd and 4th years of the Program.

Industrial Design

Aesthetics and Form Furniture Design Sustainable Design

Industrial Design students must successfully complete 2 elective courses in the minor stream and an Advanced Independent study in level 3 under the guidance of the lecturer responsible for that minor stream.

Field Trips

The Louis Laybourne Smith School offers regular national and international field trips which are open to all students. These enable students to gain invaluable insights into international and national design and cultural events, conferences, leading contemporary and historical built work and design. Students are required to sign the Insurance Placement Form (FS23) and return it to the Program Administrative Officer one week prior to the field trip. A copy of this form is included at the back of this handbook.

Masterclasses

Master-classes are regularly run in all 3 Programs. They are conducted by renowned international and national practitioners or academics, on themes that are relevant to the current research and teaching areas in the Programs. Masterclasses are available to all students of the School and are free.

Exhibitions

At the end of each study period and prior to Moderation, studio projects will be exhibited in the studio spaces.

All spaces must be cleaned of preliminary and unwanted work, debris etc.

The **final year exhibition** for all 3 programs is a large public event for friends, family, the profession and industry. It is the venue where student prizes are awarded and usually held in the last week of November.

Computing

Facilities

The school's main computing facilities are located in BH4.09, BH4.18 & BH4.19. These are referred to as the "CAD Pools" and are especially for the use of LLS School – other students will not be able to login. For information about the hardware and software in these rooms visit this website:

<http://www.easit.unisa.edu.au/computerpools/CWE/BH4-09.asp>

Some teaching spaces are also equipped with a limited number of computers however, due to software licencing schemes and funding restrictions the range of software on these computers may be somewhat limited.

There are "Computer Barns" located in various places on the City West campus. These facilities can be used by all university students and are a good option if you just need to quickly check your email rather than do some CAD work.

Storage of work on "S Drive"

For your convenience the Louis Laybourne Smith School has created a network storage area where you can store up to 2GB of data. It is called "S Drive" and it can be accessed from the MAC and the PCs in the Specialist computing Suites in rooms BH4.08, BH4.09, BH4.18 and BH4.19. It should also be accessible from the various computers located in Studio areas. To access this storage space you will need to subscribe via this website <http://easstudents.cw.unisa.edu.au/>

Do not rely on this storage as your only copy of work, as network outages or server problems could prevent you from accessing your files. Backup to USB, CD or IPOD regularly! Accounts are deleted at the end of each year on 24th December. Please ensure that you have copied all work off your S Drive before this date. After the 24th December, all data will be irrevocably wiped and will be irretrievable.

Storing your Data

Each computer is fitted with a CD Burner and has Roxio Easy CD Creator Software. Ensure that you do not burn your CD faster than the rated speed; doing so may render it unreadable. The CD is an ideal medium to continuously archive your work. As always, keep more than one copy. It is recommended that you purchase CD-R media to store and archive your work.

Each computer also have a USB and Firewire ports where media such as USB keys, External drives, IPODs and other similar devices can be plugged in.

Exceeding Storage Limit

If you reach your storage limit on the server, you should move (or delete) old work from the server onto a CD/USB Key to create space. Exceeding this limit will result in your files being inaccessible. You are able to store a maximum of 2GB of data on the Server. You may notice the total at the bottom of the window showing many Gigabytes free. This is a total for everyone and not yourself.

To check how much storage space you have used, select all your files/folders, then use the appropriate command for the MAC or PC to determine the total sum. (If you are unsure how to select files and determine their total size, ask your tutor or lecturer to assist you). Enrolment in multiple courses does not entitle you to increased storage.

Backing up

Computers, at the best of times can be frustrating, and there is nothing worse than losing 6 hours of hard work. **SAVE** your work regularly, and always back up your work onto a CD/USB Key at the end of or during your session.

With the cheap price of CDs and their storage capacity, always keep more than one copy of your work. The server space is provided as a transitional space for your work while at University.

Communication

The primary means of communication between staff and students is via email. Each student is allocated 25MB storage on their email accounts.

Students will be issued a warning at 21MB
Students will be prohibited to send at 23MB
And prohibited to send and receive at 25MB
It is every student's responsibility to check their emails daily and to regularly empty the deleted box and store saved messages.

Wireless Setup

Most teaching spaces have provisions for wireless set up. Follow this link for instructions: <http://www.unisa.edu.au/ists/GettingConnected>

Consumable Supplies

Students are required to provide their own consumable equipment and material as discussed below. Many of these items are available in the UniBooks shop on campus. In addition, they are available in most computer retail outlets.

Students are strongly advised to purchase good quality known brands of the different items mentioned, Loss of work because of mistreatment of equipment is not considered an excuse for an extension. Always store pen drives and USB keys appropriately. Do not leave media in a hot car or other places where they can be

affected by the heat, and thus warp and become unusable and the data irretrievable.

Media

Each student must have a minimum of 2 CDs or a CD and USB Key to back up their work onto. Although your work will be stored on the file server, it is prudent to always keep a backup. All PCs have CD Burners.

All computers have USB 2 ports on the front/side. Most varieties of USB type memory sticks and keys should work. Keep in mind there are a huge variety and occasionally one may not appear to the system. You should treat your memory key as a transport medium and not work off it directly.

If you accidentally overwrite your file, you will not have a copy to use. As some files can take up a large portion of disk space, more disks may be required.

Also recommended is the use of CD-Rs instead of CD-RW. CD-Rs depending on brand tend to be more reliable and are better for archiving work. Though CD-RWs can be used, there tend to be a higher incident of compatibility problems and loss of work through faults, software incompatibilities or user error over the last couple years.

It is also possible to burn DVDs in the CAD Pools.

CAD Pool Access

The CAD Pools (BH4.08, BH4.09, BH4.18 & BH4.19) are open during normal University times. Out of hours access is available via swipe card access. Forms are available from security for this. Effectively, you have 24-hour access to the facilities.

Access Restrictions

You must carry your Student Card with you at all times, as there are regular security checks. From time to time access to the CAD suites will be restricted due to system maintenance and software and hardware upgrading.

Only students who are completing courses offered by the University of South Australia may use the CAD suites facilities. Therefore unauthorized persons are not permitted to have access to the CAD suite facilities.

Food and drink is not permitted in the CAD suites at any time.

For Log On or password related problems, ring the help desk on 25000 via the phone in the CAD suites.

Internet and Printing

All computers in the CAD suites are subject to Internet Quota Management and Print Quota Management. To check how much quota you have available, log onto MyUniSA to check.

Assessment

The information below is set out as stated in the University of South Australia's Assessment Policies and Procedures manual. Please note: policies and procedures may change. The most up-to-date information is available at this web site:

<http://www.unisa.edu.au/policies/manual>

Please note: students are required to keep copies of all assignments submitted, and in the case of 3D work it is recommended you keep photographic records.

Course assessment tasks

Course assessment tasks are established, approved and reviewed as part of the University's overall program development and review processes.

Schools are responsible for prescribing assessment tasks for courses they offer. Assessment tasks and weightings are approved by the appropriate Divisional Board or a delegated committee of the Board. Divisions are expected to establish processes to monitor approaches to assessment, particularly during program development.

Moderation

All studios undergo a **moderation process** either with internal assessors (other academics or local practitioners) and/or external assessors from other national or international universities. The moderation panel comprises Course Coordinator/s, tutors and academic staff from the Program along with invited assessors to review student work, the studio program and assessment practices to ensure parity of marking and to nationally benchmark LLS student work.

Informing students of assessment requirements

When teaching commences, the Course Coordinator shall provide each student with a course information booklet containing details of assessment methods, in particular:

* Details of the scheduling of assessment:

* Details of the format and the expectation of each form of assessment; the relationship to course aims and objectives and relationship to graduate qualities

* The weighing of each piece of assessable work towards the final grade in the course and the criteria and standards by which performance is to be judged;

* Any special requirements concerning particular parts of the course (for example, if a student must achieve a certain minimum level of competence in both the theoretical and

practical parts of a course, or any attendance requirements);

* Students are responsible for ensuring that they are aware of and understand the assessment requirements for each of the courses in which they are enrolled.

Variations to assessment tasks

It is the normal expectation that each student shall complete the assessment requirements for all courses in which they enrol no later than the end of the study period in which the enrolment occurs. Exceptions to this would be in cases where a student has been allocated a Deferred or Incomplete Assessment granted under special consideration.

Re-marking

Re-marking will be undertaken in accordance with UniSA's Assessment Policies and Procedures Refer

http://www.unisa.edu.au/policies/manual/2009/5_re-marking_re-submission.pdf

Supplementary assessments

Supplementary assessments will not be granted under any circumstances.

Re-submission

Each course information booklet will outline the extent to which re-submission will or will not be accepted. For further information:

http://www.unisa.edu.au/policies/manual/2009/5_re-marking_re-submission.pdf

Extensions

Extensions or reasonable adjustment for assignments are available under the following conditions:

- compassionate grounds
- medical grounds
- religious observance grounds
- community service (eg elite athletes, jury duty, Defence Forces leave)

Applications for extensions must be lodged with the Course Coordinator on an 'Application for Extension of Assignment/Tutorial Work' form before the due date for the assignment and supported by documentary evidence eg a doctor's certificate or recommendation from a University Student Counsellor.

Late assignments that do not have approved extensions will not normally be assessed. The extension form is included at the end of this document and is also available from the school office or via the school website.

Students without approved extensions are encouraged to submit incomplete work on the due date. Assignments submitted after the due date and time will receive a fail grade. All fail

grades carry a numerical weighting between 0-49. Refer assessment notations.

There may also be students with special circumstances who are granted 'special consideration on an individual basis' and these will be considered separately, following the guidelines set in

<http://www.unisa.edu.au/policies/manual/>

Occasionally assignments including models, original hand drawings etc go missing during submission and return. It is expected that students will make copies of all 3d and 2d work (photographic, prints or photocopies) and be able to provide these if required. Students should ensure that they burn CD back-ups of their electronic files at least every 2 days.

Students must notify their course coordinator immediately if submissions are affected by computer issues. Extensions due to computer failure will only be granted for a maximum of 2 days.

Important information about all assessment

All students must adhere to the University of South Australia's policies about assessment.

Key information can be found in the Assessment section of Extra course information at:

<http://www.unisanet.unisa.edu.au/extracourseinformation/>.

Late assignments for which an extension has been obtained

Submissions of late assignments must be arranged with the Course Coordinator.

Assignments must not be left in studio spaces without acknowledgement by the Course Coordinator or tutor.

Assignments handed into the School office must be date stamped by one of the School administrators unless directed otherwise by the Course Coordinator. Do not submit work 'un-receipted' in staff pigeon holes.

If your submission is not acknowledged or receipted in any way, the School will not take responsibility for failure to assess the work.

Students should note that academic misconduct which includes plagiarism is subject to penalties.

Return of Assignments

Turnaround times on the assessment of assignments should be timely and reasonable and take into account students requirements for feedback about progress. Normally this would be two weeks for work submitted during the study period and up to four weeks for work submitted at the end of the study period.

Assignments submitted during the study period will be returned at a subsequent tutorial/studio. Where an assignment is due at the end of study period, students are required to attach a self-addressed envelope with correct postage to the assignment for return by mail. Where a student fails to do this, the unclaimed assignment will be held by the lecturer/tutor for a maximum of four weeks following the return date.

Assessment notations

For courses with graded assessment, the approved assessment symbols are:

Grade	Notation	%
High Distinction	HD	85-100
Distinction	D	75-84
Credit	C	65-74
Pass level 1	P1	55-64
Pass level 2	P2	50-54
Fail level 1	F1	40-49
Fail level 2	F2	0-39

Non-graded courses are assessed only on a basis of pass or fail. The approved assessment symbols are:

Non-graded pass	NGP	50-100
Non-graded fail	F	below 50

Conceded pass	CP
Terminating pass	TP

Assessment indicators

HD 85 - 100%

An exemplary effort, excellent research and communication, clear understanding of the terms of reference, originality and a high level of clarity.

- * An exceptional outcome which exceeds the criteria of submission requirements;
- * Exhibiting highly innovative and sophisticated results through the culmination of extensive research, development and application;
- * Successfully integrates leading technologies/practices; assimilating global and local contexts;
- * Operates in an organised, motivated, professional and principled manner;
- * Outcomes technically exact, meticulously communicated and detailed.

D 84 – 75%

A distinguished effort, combining good research, communication an element of originality and a good level of clarity

- * A distinguished effort, demonstrating a high level of complexity well above the expectations of the submission requirements;
- * successful application and integration of research and development resulting in creative and detailed responses;
- * communicated with clarity and precision.

C 65 – 74%

A creditable piece of work, above normal expectations.

- * An accomplished piece of work fulfilling and in some areas goes beyond normal expectations;
- * Demonstrating a good understanding of key concepts/principles
- * A logical and developed response with a proficient/fundamental integration of research;
- * Effectively communicated.

P1 55 - 64%

A solid pass, fulfilling normal expectations

- * A solid pass, meeting expectations but not fully realising all possibilities;
- * Demonstrating an understanding of key concepts/principles but application is limited;
- * further development and/or research would improve outcomes.

P2 50 - 54%

A meagre pass, demonstrating limited understanding of the projects aims and objectives

- * A limited understanding of the terms of reference with no obvious application or integration of research and/or partially resolved outcomes
- * Basic or limited technical understanding and or proficiency
- * Ineffectively communicated.

F1 40 - 49%

A fail, combining poor understanding of relevant issues and insufficient effort and/or incomplete,

- * Lacking in research and innovation clearly misunderstanding key concepts with little or no technical resolution;
- * Inadequately communicated;
- * Incomplete

F2 0 -39%

An unequivocal fail, with little or no understanding and application and/or incomplete.

- * Totally deficient in research and effort;
- * Insufficiently and/or inaccurately communicated;
- * Incomplete or not submitted.

Conceded and terminating passes

Conceded or terminating passes will be awarded under consideration by the LLS Academic Review Board and in accordance with the guidelines set out in the University's assessment policies and procedures manual.

A **conceded pass** permits the student to use the course as a prerequisite for another course.

A **terminating pass** does not permit the student to use the course as a prerequisite for another course.

To be eligible for a conceded pass, the mark for the course will be in the range of 45-49% and the grade point average (GPA) for the semester will be at least 3.75.

For part-time students, or a student with an alternative assessment agreement, the school board may override the requirements of a 3.75 GPA in the semester under review.

To be eligible for a terminating pass, the mark for the course will be in the range of 45-49% and the grade point average (GPA) for the semester will be at least 3.4.

For part-time students, or a student with an alternative assessment agreement, the school board may override the requirement of a 3.4 GPA in the semester under review.

Please note: for the most up-to-date detail, refer to the University of South Australia's Assessment policies and procedures manual, 'conceded passes' and 'terminating passes' This information can be found at:

<http://www.unisa.edu.au/policies/manual/>

Withdraw notations

Withdraw – Not fail (W)

Indicates that the student withdrew from the course (without penalty) on or before the date prescribed by the Registrar.

Withdraw – Fail (WF)

Indicates that the student withdrew from the course after the date prescribed by the Registrar.

Interim notations

There are a number of interim notations in use within the University. The two most used by the School are:

D: Deferred Assessment

Indicates that the student has been granted a deferred assessment on medical or compassionate grounds.

I: Incomplete Assessment

Indicates that the assessment for the course is incomplete and an extension of time has been allowed on the grounds detailed in University's assessment policies and procedures manual.

Unsatisfactory progress

As part of good teaching practice, academic staff will endeavour to identify students at risk as soon as possible and shall make adequate time available for giving advice and assistance to students or recommending that they seek appropriate counselling.

Definition

The University identifies a student as making unsatisfactory progress if that student:

*Fails a course for a second time

*Failing courses resulting in a grade point average during the academic review period of less than 2.80

For more information about unsatisfactory progress and the associated University processes refer to:

http://www.unisa.edu.au/policies/manual/2009/10_academic_review.pdf

Academic Integrity

The Assessment Policies and Procedures Manual states: Academic misconduct, whether inadvertent or deliberate, shall include the following:

Presentation of data with respect to laboratory work, field trips or other work that has been copied, falsified or in other ways obtained improperly;

Inclusion of material in individual work that includes significant assistance from another person in a manner unacceptable according to the assessment guidelines for the course;

Providing assistance to a student in the presentation of individual work, in a manner unacceptable according to the assessment guidelines for the course;

Falsification or misrepresentation of academic records Plagiarism;

Other actions not covered by the above clauses that may be judged to be acts of academic misconduct.

Plagiarism

Plagiarism is specific form of academic misconduct. Deliberate plagiarism is regarded as a serious act of academic misconduct. Whether inadvertent or deliberate, plagiarism includes the following:

Word-for-word copying of sentences or whole paragraphs from one or more sources (the work or data of other persons), including visual materials such as photographs drawings or designs;

Presenting substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, lecture notes or tapes, without clearly indicating their origin.

Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;

Submitting another student's work in whole or in part;

Use of another person's ideas, work or research data without acknowledgement; Submitting work that has been written by someone else on the student's behalf;

Copying computer files, algorithms or computer code without clearly indicating their origin;

Submitting work that has been derived, in whole or in part, from another student's work by a process of mechanical transformation (eg changing variable names in computer programs).

The School has an Academic Integrity Officer who will consider all cases where plagiarism is suspected.

The Academic Integrity Officer is:

Martin Freney

T: 8302 0271

E: martin.freney@unisa.edu.au

Plagiarism in student assignments can be detected through web-based programs such as Turnitin [Turnitin.com](http://www.turnitin.com).

Please note: for the most up-to-date detail, refer to the University of South Australia's Assessment policies and procedures manual, 'Academic misconduct'. This information can be found at: http://www.unisa.edu.au/policies/manual/2009/10_academic_review.pdf

Penalties

A student found guilty of academic misconduct shall be subject to a range of penalties based on the severity of the misconduct, the year level of the students, and various other factors. Typically a student guilty of academic misconduct will fail the assignment which may subsequently lead to failing the course – failure in one assignment necessitates excellent results in other assignments although this will be determined by the weighting of each assignment.

If the academic misconduct is deemed to be inadvertent, the penalty will not be as severe and a likely outcome is that the student will be able to resubmit their assignment for a maximum of a P2 grade.

For a full explanation of the range of outcomes to academic misconduct refer to: http://www.unisa.edu.au/policies/manual/2009/9_academic_integrity.pdf

Inclusive Language

University policy states: Inclusive language will be used in all academic and administrative written and verbal communication. Please follow this policy when preparing your assignments. This policy can be accessed online at: <http://www.unisa.edu.au/policies/policies/corporate/C01.asp>

Students with disabilities

The University acknowledges that it has a responsibility to provide a flexible framework for curriculum within which students with a

disability may study and perform to the best of their ability, as with other students

Students with disabilities or medical conditions may be entitled to reasonable adjustment to assessment arrangements including extra time and alternative forms of assessment.

This will involve exploring alternative curriculum and assessment pathways and creative options, without compromising the essential skills or knowledge required for a particular course. Any changes to the curriculum are a valid alternative and will carry equivalent marks for assessment. Please note: for the most up-to-date detail, refer to the University of South Australia's Assessment policies and procedures manual at <http://www.unisanet.unisa.edu.au/extracourseinformation/disabilities.asp>

Information is also available from the Equity and Diversity Unit and Learning Connection.

Students with disabilities may be entitled to a variation or modification to standard assessment arrangements. Policy for students with disabilities is available at: <http://www.unisa.edu.au/policies/policies/corporate/C07.asp>

Student Evaluation Mechanisms

Throughout the course of study students will be required to complete a variety of evaluations related to teaching and learning.

It is extremely important that all students take the time to complete these questionnaires in order to get a reliable sampling of responses. These evaluations generally occur towards the end of each study period and are confidential. They are the mechanism which the staff and School use to improve teaching, course content, delivery, assessment practices and workload. Some of these instruments are designed to focus on specific teaching and learning issues in a course.

The main instruments are the Course Evaluation Instrument and the Student Evaluation of Teaching.

Course Evaluation Instrument (CEI)

This questionnaire is issued online towards the end of each study period and asks students to evaluate course content, delivery and assessment. It is primarily used to improve the quality of the course.

Core CEI questions

1. I have a clear idea of what is expected of me in this course.
2. The ways in which I was taught provided me with opportunities to pursue my own learning.
3. The course enabled me to develop and/or strengthen a number of the [qualities of a](#)

[University of South Australia graduate](#) (link opens in a new browser window).

4. I felt there was a genuine interest in my learning needs and progress.
5. The course developed my understanding of concepts and principles.
6. The workload for this course was reasonable given my other study commitments.
7. I have received feedback that is constructive and helpful.
8. The assessment tasks were related to the [qualities of a University of South Australia graduate](#) (link opens in a new browser window).
9. The staff teaching in this course showed a genuine interest in their teaching.
10. Overall I was satisfied with the quality of this course.

The CEI also includes 2 text response items and can include additional Likert items and text questions.

Student Evaluation of Teaching (SET)

This is also issued online and requires students to provide feedback on the effectiveness and performance of each academic staff member (both lecturers and tutors) teaching in the nominated course.

The core SET items are

The following 10 core questions are included in all Student Evaluation of Teaching questionnaires. They have been developed by UniSA's Teaching and Learning Committee (TALC) based on teaching and learning principles and policies within UniSA. The core questions cannot be omitted or edited. This is so they can provide a common set of information across courses and over time.

1. The staff member made the aims and objectives of the course clear from the outset.
2. The staff member made the subject interesting.
3. The staff member motivated me to do my best work.
4. The staff member provided adequate opportunities for me to pursue my own learning.
5. The staff member helped me to develop my understanding of concepts and principles.
6. The staff member displayed a genuine interest in my learning needs and progress.
7. The staff member gave me helpful feedback on how I was going.
8. The staff member used up-to-date teaching and learning approaches.
9. The staff member made it clear how her/his teaching developed the [qualities of a University of South Australia graduate](#) (link opens in a new browser window).

10. Overall, I was satisfied with the performance of this staff member.
11. 11. What were the best aspects of this staff member's teaching?
12. 12. How could this staff member improve their teaching?
13. 13. Any other comments?

TellUs

This is a customised survey mechanism to evaluate specific issues relating to teaching and learning. It can be published online any time throughout the study period.

Student Experience Questionnaire (SEQ)

This questionnaire is issued every second year to enrolled students and is used to evaluate broader issues that impact on student satisfaction.

Graduate Course Experience Questionnaire (GCEQ)

This is a national evaluation mechanism sent to all graduates of every University in Australia in April. It seeks to evaluate graduates' experience of the overall quality of their Program. The data is used to nationally rank the University and Program and the results are published annually in the Good Universities Guide.

Complaints

Talk with your Course Coordinator first, or if you feel uncomfortable with this, talk with your Program Director or Head of School. If you are not satisfied with the outcomes of your discussions with school staff you should follow the University's procedures for dealing with complaints <http://www.unisa.edu.au/policies/policies/corporate/C17.asp>.

For minor complaints of a non-personal nature you should have a discussion with your Student Representative.

If after following these procedures you are still unhappy with the outcome you may contact the Student Ombud either by phone (83020175), email (ombud@unisa.edu.au) or in person (22 Currie St).

The Ombud is usually a last resort but you may contact the Office for advice, or if you think that you have been harassed or discriminated against you can go there for help. The Ombud is independent and your contact with the office is confidential. Check the website at www.unisa.edu.au/ombud. Note that the Ombud does not usually become involved in assessment issues.

Within UniLife there are also Student Advocates to whom you may go for advice and assistance if you have a complaint or are

having difficulties with University procedures.
Go to: <http://www.unilife.edu.au/>



Accreditation Council of Australia as an accredited professional architecture program. In Australia, graduates must complete two years of practical experience on completion of their professional degree before they can apply to become registered architects.

Bachelor of Architectural Studies

The three year Bachelor of Architectural Studies provides an education in the field of architecture through practical and academic training in a design studio environment. Subject areas include design, design history and theory, environmental studies, technical systems, and design communication.

This program introduces students to technical and communication skills in areas such as architectural construction, science, visual communications, design theory, creativity and environmental awareness. These skills are developed through the program to include contract documentation, digital communication and sustainable design. As students progress through the program more time is spent in the design studio where emphasis is placed on solving increasingly complex design problems through the application of skills developed in integrated courses.

Master of Architecture

The two year Master of Architecture is a professionally recognised coursework based program in architecture which requires prior completion of the Bachelor of Architectural Studies program or equivalent for entry. Subject areas include design studio, cultural studies, and practice and project management.

This program develops skills in areas such as architectural construction, communications, design theory, urban design, sustainable design and architectural practice management. Students are able to develop specialisation in fields such as urban design, sustainability, conservation, design theory and digital media through the selection of electives, or pursue individual research.

Professional recognition

The Bachelor of Architectural Studies is a pre-professional architecture program, providing the first three years of a full five year architectural education. Students who complete this program are eligible to apply for entry into the two year Master of Architecture, which is nationally recognised by the Royal Australian Institute of Architects (RAIA) and the Architects

Program requirements

Bachelor of Architectural Studies

See

<http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DBAE>

Master of Architecture

See

<http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DMAE>

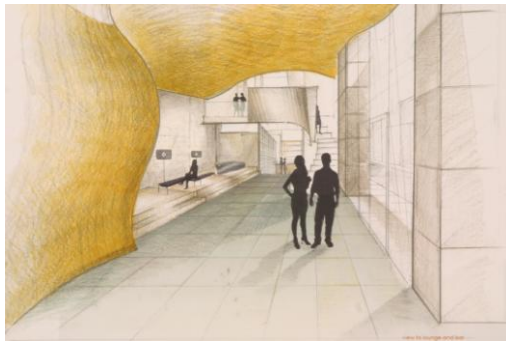
Program contact

Mr Stephen Ward

Program Director

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Bachelor of Interior Architecture

First year foundation studio courses introduce students to the nature, meaning and intention of design, and to the skills and strategies used in the composition of three-dimensional forms and spaces. Students establish a foundation in the areas of design theory, creativity and environmental awareness, as well as communication and technical skills.

Second and third year courses aim to extend students' knowledge of the significance of human, environmental, cultural and philosophical issues through applying a range of design processes, strategies and practices to a variety of interior architecture projects. Second and third year courses also include a compulsory work placement component.

Fourth year studio courses allow students to master the integration of theoretical, technological, behavioural and environmental issues in interior architecture. Students will develop a design proposal incorporating research and will be expected to demonstrate a mastery of the integrative processes of interior architecture, benchmarked to national and international standards. Courses will also enable students to recognise the wider cultural, philosophical, social, representational, ethical and political issues affecting interior architecture, architecture and artefacts.

A mentor scheme is offered to students in the final year of the Program. Students are paired with an Interior Design practitioner whose expertise and experience in practice match the skills, interests and career plans of the student.

Professional recognition

The Bachelor of Interior Architecture is recognised for the award of Associate Membership of the Design Institute of Australia.

The Bachelor of Interior Architecture does not confer qualifications in architecture and the South Australian Architects Act legislation (1939) restricts the use of the title 'Architect' to those registered by the Architects Board of South Australia.

Program requirements

See <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DBIR>

Program contact

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Program Director

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Bachelor of Industrial Design

The Bachelor of Industrial Design is divided into three levels; introductory, foundation and professional.

In the first year, students are introduced to the basic skills and concepts in design theory, creativity, environmental awareness, communications and technology.

Throughout second and third years, students further develop competence in core course streams and broaden awareness through electives. Studies in fourth year expand the intellectual and professional areas of the program and provide scope for specialisation through advanced electives.

The program offers three minor streams of study for students who choose to focus on specific professional directions: furniture design for manufacture; aesthetics and form; and design for sustainability.

In addition, two levels of elective courses are offered, and designed to extend and expand students' intellectual and professional abilities in core and cognate areas of the design curriculum. They also provide scope for individual development in particular areas of professional and academic interest.

Program requirements

See <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DBDI>

Professional recognition

The Bachelor of Industrial Design & the Bachelor of Industrial Design, Bachelor of Management are recognised for the award of Associate Membership of the Design Institute of Australia.

Bachelor of Industrial Design, Bachelor of Management

The Bachelor of Industrial Design, Bachelor of Management double degree begins with a focus on acquiring design skills, knowledge and experience shifting in the later years to focus on theories of Australian and international management, factors affecting business performance, and ways to improve leadership and productivity.

In first year, students will be introduced to the elements and principles of design in project-based studios. This is supplemented by studies in the basic skills and concepts in design theory, creativity, environmental awareness, communications and technology.

In second year, students will broaden their knowledge with courses such as design history and ergonomics, and gain an understanding of design methods, materials, manufacturing processes and introductory engineering principles.

In third and fourth year, students will continue with design projects at higher levels of complexity while commencing studies in management in accounting, economics, information systems, communications, law, management, marketing and statistics.

Fourth and fifth years offer students a choice from a range of Management and Logistic and Supply Chain Stream electives.

Program requirements

See <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DBDM&Plan=INDES-DBDM>

Program contact

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Program Director (2nd half year)
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Prizes and Awards

The Louis Laybourne Smith School of Architecture regularly awards prizes and awards for outstanding achievement.

Architecture Prizes and Awards

Architects Board of South Australia Prize

Armstrong Award in Architecture

BHP Steel Lysaght Award for Outstanding Achievement

Dean W Berry Prize in Architecture

Boral Architectural Awards

The Concrete Institute of Australia and Precast Manufacturers Association of South Australia Prize

IMAGINiT Technologies Prize for Presentation in Architecture

Nicholas Opie Travelling Award in Architecture and Design Award

Royal Australian Institute of Architects Prize

Level 1 communications course.
Level 2 communications course.
Level 1 construction course.
Level 2 construction course.
Level 2 history and theory course.
Level 1 history and theory course.

Woods Bagot Scholarship in Architecture



Interior Architecture Prizes and Awards

Caroma Dorf Prize in Interior Architecture

Schiavello Prize

CIDA Technology Prize in Interior Architecture

Design Institute of Australia Professional Encouragement Award (Interior Architecture)

Interior Architecture Theory Prize

ImaginiT Prize in Interior Architecture

Living Edge Prize in Interior Architecture

Armstrong Award in Interior Architecture

Nicholas Opie Travelling Award in Architecture and Design Award

Woods Bagot Scholarship in Interior Architecture

Prize in Interior Architecture

DIA Modelmaking Prize in Interior Architecture

Industrial Design Prizes and Awards

Design Institute Australia Award

Consultancy Award:

Manufacturers Award: Technical Achievement



NON-EXCLUSIVE LICENCE

1. STUDENT DETAIL

(name)

(address)

(Student ID and Program enrolled)..... (the 'Student')

2. OWNER OF COPYRIGHT

The Student is the owner of copyright in all design work generated by the Student during and relating to their study in the Louis Laybourne Smith School of Architecture & Design including, but not limited to drawings, plans, models, prototypes, images, photographs ('the Work').

3. WARRANTY

- 3.1. The Student warrants that the Work is original and does not infringe the copyright of any other person and that the Student has the necessary rights to grant this Licence.
- 3.2. The Student indemnifies the University of South Australia ('University') against any loss arising from the University's reliance on the above warranty.

4. RIGHTS GRANTED

- 4.1. The Student grants the University an irrevocable non-exclusive licence to communicate, reproduce, modify and/or amend the Work, including reproduction of the Work upon the internet, for the University's educational, academic, marketing and promotional uses only ('Licence').
- 4.2. The University is not granted the right to assign or sell the Licence or Work.
- 4.3. The Work shall otherwise remain the property of the Student.

5. UNIVERSITY'S OBLIGATIONS

- 5.1. If the Work is used in any of the University's educational, academic or promotional uses, the University must acknowledge the Student as the creator of the Work.
- 5.2. The University agrees that in the event that the Student notifies the University in writing following the execution of this Agreement that the Student wishes to keep the Work or any part of it confidential for the purposes of protecting a registrable interest the University will not take any further action to publish the Work until further written notice is received from the Student PROVIDED HOWEVER that if the Work or any part of it is already committed to publication, the said publication will not be prohibited under this Clause 5.2.

6. DURATION AND TERRITORY

- 6.1. The Licence is granted for the period of copyright protection over an unlimited territory.

The Student hereby grants this Licence upon these terms and conditions:

Signed Student (Parent/Guardian If Student under 18 years of age).

Signature.....

Date.....