

# STUDENT HANDBOOK 2009

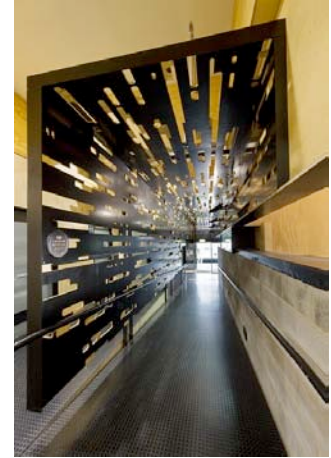
## Welcome to the School of Architecture & Design

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

This handbook provides:

- an overview of life and facilities at the School,
- rules, guidelines and key dates related to assessment, enrolment and studying at the School, and
- information about stress, counselling and health services.

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



Photograph supplied by Dianna Snape

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

- Thylacine installation created by the Learning by Making elective students with Chris Bosse and Jarrod Lamshed (Lava Team, Architects involved in the Water Cube, Beijing's Aquatics Pavilion) for the Queen Victoria Museum as a part of the Ten Days on the Island Festival ([www.tendaysontheisland.org/home.jsp](http://www.tendaysontheisland.org/home.jsp)).
- "Castle Project", as featured in "The Australian" newspaper and on radio national. The Castle is an innovative, flat-pack, mobile accommodation for homeless youth in Tasmania. Currently two have been sold and Youth Futures are building them. The next design evolution will take place as a winter elective studio (2009). Places will be capped so if you are in second or third year be quick to enrol in this elective!
- Guest Lectures: This year, as per normal, there will be a number of international and national designers giving free lectures at the School, and all are welcome. Typically, these are held on Tuesday evening at 5:30pm in the lecture theatre. To start the program this year:  
  
Thursday 26<sup>th</sup> February  
Neeson and Murcutt Architects (National, NSW) 12:30 to 1:30pm  
Jan Gehl, renowned Danish urbanist - (International, Denmark) 4 to 6pm.
- The popular, graduating students' furniture exhibition. Purchase a piece from an emerging designer.

And finally, not forgetting, a number of student organised events such as balls, movie nights, trips to the snow, Lego building competitions... etc

## School of Architecture & Design Philosophy

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

### Degree Programs Offered:

#### **Bachelor of Environmental Design;**



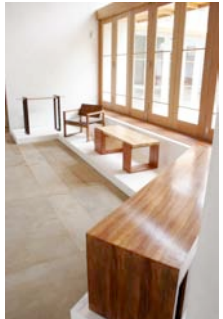
Photography: Ian Clayton

**Architecture** is a three-year full-time course serving as a qualifying course for students wishing to enrol in the Master of Architecture. It also forms the basis for Honours courses leading to postgraduate programs and opportunities to study in other disciplines such as urban design, planning and landscape architecture, and in the computer industry.



Photograph supplied by Phillip Kuruvita

**Furniture Design** is a three-year full-time course that prepares graduates for professional practice either as an independent designer/maker or working collaboratively within small to large furniture manufacturing companies in Australia or abroad. Graduates may also choose to work as furniture designers within a multidisciplinary design team, in an interior design consultancy, architectural practice, or as a designer for related disciplines such as Theatre Design. Sustainable design practices, production practices and the value adding of materials, identity and craftsmanship are intrinsic to the values of the course.



Photograph supplied by Phillip Kuruvita

**Interior Design** is three-year full time course that prepares graduates for professional practice either as independent designers or within interior design consultancies or multidiscipline based architectural consultancies. Graduates may also choose to work within large organizations, both retail and public (for example museums, national retail chains) that employ professional interior designers. In addition to developing professional interior designers for commercial practice (restaurants, retail, show house design etc), this course provides opportunities for students to develop specialist skills in design for areas such as health care, education and work place environments, these areas are supported by the underlying focus within the Interior Design degree of sustainable design practices, healthy environments and social responsibility.

The **Master of Architecture** or **Master of Architecture (Honours)** is a two-year course aimed at the needs of the architectural profession and equips students with the necessary skills, competency and awareness to successfully practise architecture. The teaching program emphasises an understanding of the context from which architecture is generated.

The University encourages international student enrolment in both undergraduate and postgraduate degree courses. Academic staff have considerable experience in teaching and supervising students from many countries including Malaysia, China, Thailand, Singapore, India and Indonesia. Small to medium class and tutorial sizes allows substantial contact between students and academics and permits greater individual student supervision. The School is gaining an enviable reputation for its highly successful Timber Building Workshop, Centre for Sustainable Architecture with Wood, and developments in experimental digital design and fine furniture design.

## **Research in the School of Architecture & Design**

In its research and teaching the School of Architecture & Design is committed to the University of Tasmania's EDGE2 agenda: Excellence, Distinctiveness, Growth and Engagement. In our research, we aim for Excellence in our projects and their outcomes; for Distinctiveness in what we do and how we do it; for Growth in personal and collective terms; and for Engagement with our local, regional, national and professional communities. The School has many active researchers on the staff supervising an active group of post-graduate students. The complexity and inter-relatedness of the strands comprising the architecture and design disciplines often lead to exciting interdisciplinary areas of research.

### **Ecologically sustainable development**

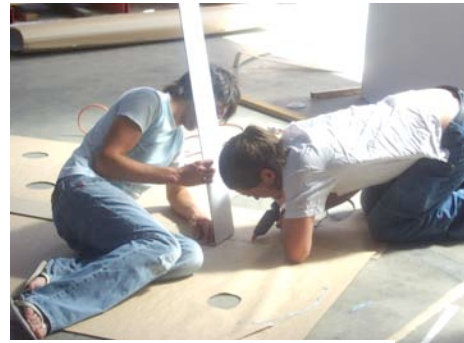
Research in this area includes investigations into the environmental impact and rating of buildings; design strategies and methods leading to improved building design; and building user issues. Other areas include regenerative tourism and retrofitting buildings to improve their environmental performance.

### **History and theory of architecture, landscape architecture and urbanism**

Research in this area includes architectural and art history and theory, and the history and theory of landscape, urban and garden design.

### **Healthy environment; body and mind**

This area of research is based in the Interior Design discipline, but with the aim of fostering a trans-disciplinary approach to project work, to provide design input into collaborative work across the university with disciplines such as nursing, business and education, for developments in the use of space in response to developments in relevant theory.



Photography: Catriona McLeod

### **Protohub**

The Furniture Design discipline is developing a design hub for individual practitioners to translate their designs into production ready pieces. Protohub will undertake and oversee the required research and development to successfully develop product design for manufacture. Protohub will, in addition, develop relationships with potential manufacturers, as part of its role in supporting and developing the Furniture Design industry in Tasmania and nationally.

## **Centre for Sustainable Architecture with Wood (CSAW)**

### **Timber in Design and Construction**

The Centre for Sustainable Architecture with Wood (CSAW) is an industry funded strategic research facility of the School of Architecture & Design. Its mission is to encourage the use of timber as a building material that is efficient, economic, environmentally sustainable and socially responsible. To achieve this, the Centre's multidisciplinary team of architects, engineers and computer specialists work closely with the building design professions throughout Australia and the Tasmanian & Australian timber industry. The Centre conducts a wide range of educational, research, testing and consultant activities including: research into all aspects of the use of timber in building; preparation of high quality educational and technical publications for practicing building design professionals and the general public, in hardcopy and on the Internet; designing & introducing electronic commerce techniques in the timber production industries & providing technical advice on the use of timber in building, on the phone, by e-mail and on the Internet.

See <http://www.csaw.utas.edu.au> <http://www.timberbuilding.arch.utas.edu.au>

# **IMPORTANT DATES 2009**

## **FIRST SEMESTER**

Monday February 16-20	Orientation Week
Monday February 23	First Semester commences
Monday March 23	First Semester HECS census date
Thursday April 9	Easter Break
Thursday April 16	First Semester classes resume
Friday May 8	Semester 1 Examination timetable released
Friday May 29	First Semester ends
Monday June 1 - 5	Study Period
Saturday June 6	First Semester Examinations commence
Tuesday June 23	First Semester Examinations end
Wednesday June 24	Semester Break commences
Wednesday July 8	First Semester Exam results released
Wednesday July 8	Semester 1 deferred and supplementary timetable released
Friday July 10	Semester Break ends
Wednesday July 15 - 17	Supplementary and Deferred Ordinary examinations
Wednesday July 29	Supplementary and Deferred Ordinary results released

## **SECOND SEMESTER**

Monday July 6 - 10	Orientation Week
Monday July 13	Second Semester commences
Monday August 10	Second Semester HECS census date
Monday August 31	Second Semester Mid-semester break commences
Monday September 7	Second Semester classes resume
Friday September 25	Semester 2 Examination timetable released
Friday October 16	Second Semester ends
Monday October 19 - 23	Study Period
Saturday October 24	Second Semester Examinations begin
Tuesday November 10	Second Semester Examinations end
Friday November 27	Semester 2 results released
Friday November 27	Semester 2 Deferred and Supplementary Examination timetable released
Thursday December 10 - 17	Supplementary and Deferred Ordinary Examinations
Friday January 8 2010	Supplementary and Deferred Ordinary results released

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## **School of Architecture & Design – guide to assessment, enrolment and study**

### **ASSESSMENT**

#### **Eligibility for assessment**

It is a School of Architecture & Design requirement that a student enrolled in a unit must: attend at least 80% of the lectures, tutorials and practical classes given in that unit; and perform to the satisfaction of the assessors any tests, exercises and practical work that are set by an assessor – unless exempted by the Head of School and/or Degree Coordinator.

#### **Review of assessment**

If you are not satisfied with your result:

- You may request to see your examination script. Your lecturer or another academic will normally be present to provide feedback while you look at the script. You should submit a request in writing to the school 5 working days in advance.
- For feedback on your overall academic performance in a unit, you should contact your lecturer.
- You may apply for a review of assessment up to 10 working days after the release of results. Students who have passed a unit (including Terminating Passes) must pay \$50 for the review. If the mark or grade result goes up, the application fee will be refunded. Results cannot be lowered as a result of a review of assessment.

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

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

#### **Moderation of assessment**

It is essential that processes are in place to ensure that the final grades awarded to students reflect their performance in the various components of assessment and are carefully moderated against school standards for the unit, other units and other Schools. Unit results are checked and moderated at three levels: the unit, the School, and the Faculty. The School moderation process occurs at the end of each semester, prior to the Faculty assessment meeting.

## Assessment Grades

- HD** Higher Distinction, Pass with High Distinction (80-100%)
- DN** Distinction, Pass with Distinction (70-79%)
- CR** Credit, Pass with Credit (60-69%)
- PP** Pass, Pass grade (50-59%)
- UP** Ungraded Pass, Pass awarded in units where the student can only pass or fail.
- TS** Terminating Pass, supplementary exam granted. The mark range for TS is 45-49% and the student has satisfied the assessors in the coursework requirements but not the examination component.
- TP** Terminating pass. The mark range for a TP is 45-49%, and the student has not satisfied the assessors in the coursework requirements. Note: Students cannot exceed 3 x TP (Terminating Pass) grades in either Bachelor of Environmental Design or Bachelor of Architecture to qualify for the degree, in each case.
- NS** Failure, supplementary exam granted. NS will only be awarded in exceptional circumstances, and where the mark is <45%.
- NN** Failure (0-45%)
- AN** Absent deemed failed, Student did not attend examination or complete major assessment, or withdrew after the commencement of the relevant examination period.
- FP** Faculty Pass, Pass granted at Faculty discretion, in exceptional circumstances, and beyond the circumstances in which supplementary or deferred examination might be considered.
- WT** Withheld Result, withheld - has not been submitted by School. To be finalised by following Deferred/Supplementary examination period.
- NE** Not eligible, Not eligible to sit examination in unit due to non-completion of internal assessment – a failure result. Advice is sent to students 2 weeks prior to the start of the exam period.
- ND** Non-degree, Used when a student does not study a unit to count towards a degree, but for interest only.
- NC** Unit not completed, Used for result in first semester of enrolment when student is enrolled in same subject over two semesters or calendar years. Should not be used when there is no further enrolment in the same unit; i.e. not in lieu of WT.
- DO** Deferred ordinary, Student granted permission by Examinations Office to defer an examination due to personal circumstances. Used only for ordinary, not supplementary, examinations.

## Supplementary Grades

- SP** Pass after supplementary examination (no higher grade of pass is awarded from supplementary examinations)
- ST** Terminating Pass, granted after supplementary examination; unit cannot be used as a pre-requisite
- SF** Faculty Pass, granted by Faculty following supplementary examination and taking exceptional circumstances into consideration
- SC** Not complete, Unit not complete following supplementary assessment
- SA** Absent deemed failed, absent from a supplementary examination (used when original grade is NS)
- SN** Failure, after supplementary examination (used when original grade is NS)
- TA** Absent deemed failed, absent from a supplementary examination (used when original grade is TS)
- TN** Failure, after supplementary examination (used when original grade is TS)

## ENROLMENT

### What is 'CENSUS DATE'?

**Census Date** is the date on which ALL your enrolment details must be finalised. You cannot add another unit to your enrolment, or withdraw from a unit without academic and financial penalty, after this date.

It is every student's responsibility to check their enrolment details to ensure they are correct and approved by Census date, if necessary, you must change them, by **2009 census dates 23rd March (Semester 1) and 10th August (Semester 2)**.

There are different census dates for summer, spring and winter schools. The Census Date is printed next to each unit on your enrolment form. The dates are also listed on the [Enrolments](#) website.

If you want to withdraw from a unit before the Census Date you must follow the correct procedure and withdraw online at [http://www.studentcentre.utas.edu.au/enrolments/current\\_students/guide\\_reenrol.html](http://www.studentcentre.utas.edu.au/enrolments/current_students/guide_reenrol.html) or speak to staff in the school office. It is not sufficient to simply tell your lecturer that you are not attending anymore. If you withdraw after these dates the following applies: You will receive a 'withdrawn deemed failed' result (WN), which will appear on your academic transcript. If you wish to make a case that it should be recorded as 'withdrawn without academic penalty' (WW) you must complete the appropriate form and submit it to the Faculty Office in Hobart. The form can be obtained from student administration or downloaded at: [www.utas.edu.au/students/forms/forms\\_dir.htm#withdraw](http://www.utas.edu.au/students/forms/forms_dir.htm#withdraw). Only the Associate Dean (Teaching and Learning) is authorised to convert this grade. Note: in both cases you will be liable for HECS fees. In extreme circumstances you may apply to the ATO for reimbursement of the fee. You will find the relevant form at Student Administration. Students are encouraged to frequently check their enrolment status.

### Enrolling in Electives

Enrolling in all electives must be completed by the date shown on your re-enrolment form, not in the week before semester commences. If you want to enrol in an elective outside the School, it must be approved by the Degree Coordinator (who will need to see a unit description) and it must not clash with any of the other units on your timetable. If you want to change an elective – it is your responsibility. If you have any doubt or queries about your enrolment please see the administrative staff in the School office.

### Master of Architecture: entry requirements

Completion of Bachelor of Environmental Design – students will be invited to enrol in the Master of Architecture if they have completed all units in the Bachelor of Environmental Design, with an average score of 60% across all core units in Year 3. Students will be invited to enrol in Master of Architecture (Honours) if they achieve an average score of 65% across all units in Year 1 of the Master of Architecture.

### Faculty Probation

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

## GENERAL SCHOOL & SCHOOL INFORMATION

### Behaviour

Students are expected to treat their peers and staff with courtesy and respect at all times. Offensive behaviour will not be tolerated. Security will be called to deal with extreme situations: this is University policy. If you feel you are being bullied or harassed, there are a number of University Contact Officers on campus, including Tammie Fair (the School Executive Officer). Members of staff are also required to follow University policy in terms of behaviour. The UTAS Code of Conduct for Teaching and Learning sets out: Responsibility of the University to Students and Responsibilities of students to the University. See <http://www.utas.edu.au/tl/policies/codes.html>

### Disclosure of Medical Condition

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

### Emergency Information: Assistance - phone Security 3336

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

### Academic feedback

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



Photography: Ian Clayton

### International exchange programs

There are opportunities for UTAS architecture students to study for a semester or a year (usually at 2nd or 3rd Year level) at a university overseas. Financial support, for travel and other costs, may be available. Currently, the universities below have active exchange programs with the School of Architecture & Design. Contact Ian Clayton for further information.

- Lund University, Sweden
- Robert Gordon University, Scotland (4<sup>th</sup> year only)
- Royal Academy of Fine Arts, Copenhagen, Denmark (4<sup>th</sup> year only)
- Krakow Technical University, Krakow, Poland

See: <http://www.international.utas.edu.au/static/exchangeOutgoing.php>

## **Late submission**

Any work submitted late **must have a pink late submission form attached**. These are available from the office and must be dated and signed by one of the School's Administration staff.

### Late Submission Penalties

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

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

## **Learning Skills Support**

Students with recognised learning difficulties should inform the lecturer of these issues at the beginning of the semester and use the services provided to assist throughout the year.

International students can obtain language assistance through English*Assist* Tutor: Lucy Sun [EnglishAssist.Launceston@utas.edu.au; Tel: 6324 3735]. For the first major written assignment of the semester, international students are advised to submit a draft of their work to the English*Assist* tutor at least a week before the submission date for feedback and guidance. This may be required for all subsequent assignments depending on the recommendation of the unit co-ordinator or English*Assist* tutor.

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

## **Overload**

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

## **Presentation requirements**

All submitted work should be referenced. For information on how to reference work and on presentation requirements generally please refer to the library's Presentation of Assignments Booklet available on the web at: <http://www.utas.edu.au/library/assist/index.html>

All students' work will be graded on the same basis of academic merit. Assignments that do not demonstrate appropriate levels of grammatical competency and English expression may be returned to the student for correction and re-submission. This will attract the usual penalty for late submission, set out elsewhere. All assignments should be submitted with a signed cover sheet (available from the school office).

## **Plagiarism**

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

Using an author's words without putting them in quotation marks and citing the source;

Using an author's ideas without proper acknowledgment and citation; or

Copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/ord9.pdf>

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

## **Resolution of complaints**

If you have serious concerns about the management of a unit you should contact the unit coordinator in the first instance. If this proves unsatisfactory, or you have concerns about the wider course, or other management issues, these should be addressed to the Degree Coordinator: Dr Catriona McLeod: [Catriona.McLeod@utas.edu.au](mailto:Catriona.McLeod@utas.edu.au). If you wish to take any issues further, you should contact the Head of School, Professor Roger Fay: [Roger.Fay@utas.edu.au](mailto:Roger.Fay@utas.edu.au). Detailed advice about the process for managing serious concerns and complaints, about both academic and non-academic matters, can be found at: [http://acserv.admin.utas.edu.au/complaints\\_info.html](http://acserv.admin.utas.edu.au/complaints_info.html)

## **School Archive**

The School is obligated to maintain an archive of current student work for accreditation purposes and also for mounting exhibitions that in turn assist graduates in gaining employment. Each semester the School will retain the best examples of student work from each unit for inclusion in the archive. Therefore you should submit copies or prints of your work – not the originals. The School will treat all submitted work as if it was a copy and students assign to the university rights to that copy.

If your work is selected for inclusion in the archive you will receive notification and in two years time another letter will be sent to the most recent mailing address that you have given the school asking you to collect the work. Work that is in a standard A2 or A1 format will be professionally mounted at no cost to the student. If your work is included in the archive the School will pay for replacement prints to be printed on the school's printer. No other reproduction facilities are available. You should never submit original drawings but only prints or copies.

## **Staff Accessibility**

Academic staff members are available for tutorial advice and assistance within the studio hours indicated on the timetable. Outside these hours, and in exceptional circumstances, it will be possible to see the unit coordinator by appointment. It is not possible to see tutorial staff outside studio hours unless specific arrangements have been made by the studio coordinator. Academics have a busy teaching, research and administration load and are often not in their office. It is therefore best to contact staff by email rather than telephone.



Photography: Ian Clayton

## Computer Support Officer

The school computer support officer is located near the computer labs.

Ask them for help with:

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

## Library Service Desk

The Library Service desk is located in the Library. Staff are on hand to assist with most computing queries, but they specifically help with:

- Putting money into print and questions about your balance;
- Email/Webmail problems;
- WebCT and problems logging into email.

## About the computers on the Inveresk campus; Architecture Labs

Both labs are open 24 hours a day, 7 days a week, other than for set classes or maintenance.

The teaching lab contains 40 computers

Studio Lab contains 25 computers distributed throughout the school

## Educational Technical Help or Support (ETHOS)

Senior students available to help you in the lab. Signs will be posted during semester, noting their availability.

## Username and Passwords

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

## Username

The username is the bit of the email address before the @ sign. For example, if the email address was student@postoffice.utas.edu.au then the username would be student. The password printed on the confirmation slip is the password for Email, Internet, MyLO & CAPS (printing). If this does not work see the library help desk.

## Printing

Before printing, you should put money into your account (which is called a CAPS account). The fund in your account is protected by your email password and pin code. Put money into your account at the Library Service desk, the Student Association or the coin machine in the Learning Hub (front entrance of the School of Architecture & Design – left). To print use your email username and email password.

The charges are:

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

## **Memory Sticks**

The popularity of memory sticks is growing. Because of their size they are also easy to lose. If you use a memory stick make sure your name, or student ID is written on the stick. Also, don't use the stick as the only place that you store your work. If you lose it, you will also lose all of the work you have done. The best way to use the sticks is to work from your school account, and to copy the work onto the stick so that you can take the work home with you. Always have your work saved in at least 2 different places, for example, stick and home, or stick and School.

## **Wireless Network**

The School of Architecture & Design uses the University wide UANA wireless network. See the notice in the computer lab for connecting.

Dos & Don'ts - All students should be aware of the University's conditions of use of I.T. Facilities. See [http://www.its.utas.edu.au/policies/usage\\_guide.html](http://www.its.utas.edu.au/policies/usage_guide.html)

## **Students should be aware that:**

- All computer use may be monitored.
- Downloading MP3s is not permitted.
- Use of file sharing software is not permitted eg. Limewire, Kazza, Gator etc.
- Accessing or downloading inappropriate material (such as pornography; content which is, for example, racist or sexist; sites with offensive images and content) on the Internet is not permitted. Serious penalties will be applied for inappropriate use of the University computer network and computers.

## Using the Timber & Furniture Workshops

These facilities enable Architecture, Interior and Furniture students to perform tasks from model making to building small pavilions and furniture. The workshops are equipped with a variety of woodworking tools and machinery; students will need to acquire permission and or signed-off to use certain machines during the course of the degree.



Photography: Ian Clayton

## Workshop Induction: Safety - an attitude of mind

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



Photograph supplied by Phillip Kuruvita

Remember:

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

Students need to:

- Conduct themselves in a reasonable manner
- Inform staff of any medical condition that could affect work
- Look out for each other, lend a helping hand, inform surrounding workmates of any action that may affect their health eg welding, using a nail gun etc.
- Don't attempt any material handling if you perceive there is any risk of injury

Duty of care - the University: To provide a safe working environment.

Duty of care - the student: Students need to assess the risk, if it feels unsafe, don't do it!

## Basic concepts in using the workshop

A reminder of some fundamentals when using any equipment:

- By their nature, workshops require users to change the shape of materials through a cutting process. This process requires there to be a difference in hardness between materials so that when energy is applied the harder material cuts the softer material. In a wood workshop most of the cutting is done with high-speed knives and saws with the operator holding the material in place. It is important that the material being cut is held firmly against the fence. Failure to do this could result in the saw grabbing the material and hence the possibility for a serious accident.

- As the operator performs the cutting action they must: keep all body parts out of the line of cut, where practical use a push stick, keep the longest face of the material against the fence, and hold the material in such a way that it will not jam against the cutting face.
- Be aware that the waste material will fall somewhere and can often lead to the operator being put off balance or struggling to control the material, leading to an accident
- When cutting timber with other materials of similar density there should be no forcing of the plant; if there is, something is wrong!
- Have only sufficient people to do the task safely. People tend to gather around machines and watch: spectators can end up getting in the way or try to be too helpful. Too many fingers around the cutting face: potential danger!
- When using hand power tools always inspect the leads. If the outer insulation is cut to the inner insulation the cord will be condemned: do not use.
- Good house keeping: being tidy, keeping clearways clear, eliminating trip hazards by putting tools away;
- If it feels unsafe don't do it; and don't rush or run!

## Material Handling

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

- Is there another option: sliding, pushing, rolling or using a mechanical device e.g. forklift or trolley?
- Is the load safe to lift?
- Is the load too heavy or awkward for one person?
- Has a clear route been made?

## Dangerous Goods

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



Photography: Catriona McLeod

## Starting at UTAS: The First Semester

You've been accepted, you're enrolled and you're all fired up! What next? The key challenge for you over the following weeks will be to work out what is expected of you at university. This is no easy task; so don't feel overwhelmed if it takes a little while. The following information will provide you with hints and tips to smooth the process of your first semester.

Along with the excitement of starting at a large campus you can sometimes feel unknown and insignificant. Welcome to the world of 'self-directed learning'! How much and how often you learn is essentially up to you. University can soon start to feel like home, but it's up to you to get involved and take advantage of the opportunities provided.

## Getting Started

Visit the First Year at UTAS website for a host of information relevant to you as you start uni. While you're there, subscribe to the First Year email list to keep up-to-date with what's on and what to do next. Click the link on the site to register at: <http://www.firstyear.utas.edu.au/>

## Getting your ID card

Your Student ID Card is used for a range of things including library borrowing and entry to examinations. Information on how to obtain your ID card will be posted to you with your Enrolment Statement. If you're not sure, phone 1300 363 864 for advice.

## Accessing your email

You automatically get a UTAS email account and access to computers when you enrol. Your enrolment statement lists your username and passwords for your email account and access to computer labs. You can use any computer with an internet connection to access your account. To get started, see the guide at: <http://webmail.utas.edu.au>, or phone the Service Desk on 1300 304 903.



Photography: Ian Clayton

UNIAccess can help you access online information and UTAS study materials off-campus through your local Online Access Centre or State Library Branch. For more information, talk to the staff there or go to: <http://www.utas.edu.au/uniaccess/>

For help with your studies, visit the 'Need Help With Your Studies?' website at: <http://www.utas.edu.au/assignmenthelp/> or call 6226 1905 (Hobart), 6324 3504 (Launceston) or 6430 4931 (Burnie).

## Changing Your Course

Courses don't always turn out to be what you expected and it is possible to change them. However, it's best to discuss changing courses with a Course Adviser or a Degree Coordinator. You can also contact Client Services Staff on 1300 363 864 for help. Be aware that all changes must be completed by the census dates to avoid HECS liability and academic penalty. Information on census dates can be found on the enrolment website – follow the links on the 'Current Students' home page at [www.utas.edu.au](http://www.utas.edu.au).

## **Support**

Whether academic or personal, there are plenty of people who can support you on campus. The key issue is ASK! For personal issues, make a free appointment with a professional counsellor – visit or phone your local Student Services office, visit the Student Services home page, or browse and borrow books from the counselling resource library.

Visit Student Services to browse the careers resource library or to speak to someone about your career/employment options.

If you have a disability that may affect your study, we strongly encourage you to discuss this with your lecturer/s and/or see the Disability Service in Student Services for information and advice.

There is a diversity of faiths within the University community and visiting religious representatives are available to provide spiritual support. For more information, follow the links from the Student Services home page at <http://services.admin.utas.edu.au/>

Student bodies provide student representation and advocacy, welfare support, social interests and entertainment. To find out more, attend their activities during orientation or visit their websites at: <http://www.tuu.com.au/> (Tasmania University Union, Hobart) or <http://www.studassoc.utas.edu.au/> (Student Association, Launceston & Cradle Coast).

## **What is a Counselling Service?**

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

- Feelings of anxiety, depression
- Concerns about university work (adjusting to uni life, concentration and motivation difficulties, course changes, academic grades, etc)
- Relationship problems (family, partners, friends, housemates)
- Stress at home, work or University
- Managing life with disabilities or health problems
- Loss or trauma
- Worries about lack of confidence, body image, self esteem

## **Who can use the counselling service?**

Any student currently enrolled at the University of Tasmania may use the Counselling Service. Individual counselling and workshop programs are provided free of charge. It is a policy of the Counselling Service to provide strict confidentiality to all its clients. All contact with a counsellor is confidential. Records of your counselling sessions are kept on a secure database only accessible by the Counsellors and these records do not become part of your University records.

## **Stress Management**

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

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

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

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

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

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

Thoughts: Difficulty concentrating, distractibility, forgetfulness, worry, negative self-talk.

Feeling: Anxious, nervousness, frightened, moodiness, depressed, sadness, apathy, fatigue, guilt and shame, low self-esteem, low self-confidence.

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

## **Sources of Stress**

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

## **Stress and Performance**

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

## **Practical ways to Cope with Stress**

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

Here are some things you can do to reduce your level of stress.

Become aware of your own reactions to stress:

- recognise your sources of stress;
- understand how stress affects you;
- find your optimal level of stress tolerance;
- recognise and accept your limits;
- remember everyone manages stress levels differently.

Learn to use your time wisely:

- evaluate how you are budgeting your time;
- anticipate and plan for 'busy' periods;
- set realistic goals;
- eliminate procrastination;
- make a weekly schedule and try to stick to it;
- practice rational thinking – use positive self-talk: "I'm ok, I just need to slow down and pace myself";
- focus on your good qualities and accomplishments;
- avoid passive worrying, self-criticism and unnecessary competition;
- develop assertive behaviours – learn to say "no";
- get a hobby or two – relax and have fun;
- exercise regularly – burn off excess stress hormones;
- eat a balanced diet daily and avoid excess caffeine and alcohol;

Learn and practice relaxation techniques:

- use breathing techniques to calm you down;
- muscle tension can be released through alternately contracting and relaxing muscle groups;
- meditate to balance your mind/body;
- establish and make use of good social networks – talk with someone you can trust;
- when studying for an exam: study in short blocks; gradually lengthen the time you spend studying; take frequent breaks; remember to keep a balance between study and leisure; attend exams skills workshops.

## **Help! Where can I find it?**

Self-help information is available on the Student Services website – follow the links to the Counselling Service.

Peruse/borrow books from the Student Services counselling resource library.

Seek counselling through the Counselling Service to discuss your concerns, address issues, learn about relaxation techniques, help you see the positive side of yourself, help you identify and change negative thinking patterns and treat an anxiety disorder.

Attend the gym, exercise or yoga classes.

If anxiety is severe and/or prolonged, consult your general medical practitioner.

## **UTas websites you might need to access**

FIRST YEAR AT UTAS: SERVICES AND SUPPORT

<http://www.firstyear.utas.edu.au/links/servicesandsupport.html>

INFORMATION FOR STUDENTS (timetable, etc)

<http://www.utas.edu.au/students/index.html>

FIRST YEAR AT UTAS: STUDY ASSISTANCE

<http://www.firstyear.utas.edu.au/links/studies.html>

for information on the following programs and resources to help with studying at UTas.

FIRST YEAR AT UTAS: USING THE LIBRARY

<http://www.firstyear.utas.edu.au/links/library.html> for info on using UTas libraries.

REFERENCING @ UTAS

[http://www.utas.edu.au/tl/policies/School\\_referencing\\_system\\_table.htm](http://www.utas.edu.au/tl/policies/School_referencing_system_table.htm)

check your unit outline to confirm which referencing system you should be using

THE CO-OP BOOKSHOP

<http://www.coop-bookshop.com.au/bookshop>

SERVICES AND SUPPORT

<http://services.admin.utas.edu.au/>

IT SUPPORT

<http://www.utas.edu.au/servicedesk/student/index.html>

BUSINESSES AND SERVICES

<http://www.utas.edu.au/businesses/launceston.html>

## Architectural Student Groups

### SONA

Student Organised Network for Architecture SONA, is the student division of the Royal Australian Institutes of Architects (RAIA). RAIA/SONA aims to advance the interests of architecture students, architectural education and of architecture through the development, promotion and appreciation of undergraduate student endeavours. The site is designed and managed by students of architecture and contains links, information, and news relevant to students.

See <http://www.sona.com.au/home.asp>

### DArch Side

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

### Some interesting design-related websites

[RAIA] <http://www.architecture.com.au/i-cms?page=1>

[UIA] International Union of Architects [www.uia-architectes.org](http://www.uia-architectes.org)

[CAA] Commonwealth Association of Architects [www.comarchitect.org](http://www.comarchitect.org)

[NZIA] New Zealand Institute of Architects [www.nzia.co.nz](http://www.nzia.co.nz)

[RIBA] Royal Inst. of British Architects [www.architecture.com](http://www.architecture.com)

[RAIC] Royal Architectural Institute of Canada [www.raic.org](http://www.raic.org)

[AIA] American Institute of Architects [www.aia.org](http://www.aia.org)

[AILA] Australian Institute of Landscape Architects [www.aila.org.au](http://www.aila.org.au)

[APESMA] Ass. of Prof. Eng., Scientists and Managers [www.apesma.asn.au](http://www.apesma.asn.au)

[DIA] Design Inst. of Australia [www.dia.org.au](http://www.dia.org.au)

[PIA] Planning Institute of Australia [www.planning.org.au](http://www.planning.org.au)

Butter paper <http://www.butterpaper.com/index.php>

NATSPEC [www.natspec.info](http://www.natspec.info)

Standards Australia [www.standards.com.au](http://www.standards.com.au)

The Pritzker Architecture Prize [www.pritzkerprize.com](http://www.pritzkerprize.com)

ar+d emerging architecture [www.arplsd.com](http://www.arplsd.com)

Dulux Colour Awards <http://www.dulux.com.au/html/colourawards/main.html>

RIBA Awards [www.riba-awards.com](http://www.riba-awards.com)

Death by Architecture [www.deathbyarch.com](http://www.deathbyarch.com)

Papers Invited [Call for Papers] [www.papersinvited.com](http://www.papersinvited.com)

Archinect <http://www.archinect.com/about.shtml>

Smart Architecture (ESD network) <http://www.smartarchitecture.org/>

Fat Architecture <http://fashionarchitecturetaste.com/>

### Disclaimer

Please note that every care has been taken to ensure that the information contained in this booklet was correct at the time of printing.