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INTRODUCTION

This booklet is designed to cover the policy and procedural information that casual staff employed in the Faculty of Architecture, Landscape and Visual Arts (ALVA) need to know in order to successfully fulfil their position. It is by no means an exhaustive coverage of university procedure, and indeed attempts not to duplicate information freely available from other sources.

This booklet will at times refer you to the ALVA website for full policy details. This website can be found at: http://www.alva.uwa.edu.au You can also contact the Faculty Administrative Officer, Phone: 6488 1550, E-mail: alva.admin@uwa.edu.au for further details on any of the information contained in this booklet, or contact the staff member appropriate to the enquiry. A full list of AVLA staff and their contact details is available at http://www.alva.uwa.edu.au/contact_us/staff_profiles

RESPONSIBILITIES AS MEMBERS OF THE FACULTY

As casual members of the Faculty of Architecture, Landscape and Visual Arts you will need to ensure that you comply with all University policy. It should be noted that in accordance with University policy, the resources provided by the Faculty must only be used for teaching and learning purposes. If you require further clarification please contact the School Manager.
THE BASICS

CASUAL STAFF INDUCTION

In order to ensure high-quality teaching standards, and to familiarise casual staff with key personnel and procedures within the Faculty, all new casual staff are required to attend an induction session with the School Manager and appropriate Administrative staff. Inductions for new staff will be scheduled prior to the beginning of the semester in which you commence your teaching contract.

FACULTY SESSIONAL STAFFING AND TIMETABLING POLICY

In order to ensure high-quality teaching standards within the Faculty, the Deputy Dean has developed a policy that outlines minimum experience required of potential casual coordinators, lecturers, tutors and assistants so that they are able to successfully undertake their role, and has developed timetabling guidelines to best meet the needs of students and staff. If a potential casual staff member or their proposed contract does not meet the criteria below their employment is at the discretion of the Deputy Dean.

1. Sessional Staff can teach up to 60% of a full-time teaching/administration workload in any one semester (i.e. equivalent to 85 workload points for a permanent staff member).
2. Teaching times:
   a. Level 1 – 8am-6pm
   b. Level 2/3 – 8am-7pm but all students must be given the option of a 6pm finish.
   c. Level 4/5 – 8am-8pm
3. Permanent staff generally teach design on Mondays and Thursdays, sessional staff may vary these days with approval of the Deputy Dean. Timetabling sets theory unit teaching times.
4. Experience required to coordinate design: Staff member must have assisted in two studios before coordinating a studio, with at least one of those assistant roles being at the same level of the studio to be coordinated. Level 5 students may only teach at level 1, and only in an assistance role. One year graduates can teach (coordinator or assist) levels 1-2, two year graduates can teach levels 1-3, three year graduates can teach levels 1-4, four year graduates and above can teach at any level.
5. Tutor: Level 5 students may tutor level 1 only, one year graduates can teach levels 1-2, two year graduates can teach levels 1-3, etc (see 4. above)
6. Lecturer: Must be a suitably qualified professional or have previously tutored in an appropriate unit, and meet the requirements of 5 above. Any variations to the guidelines in 1-6 must be approved by the Deputy Dean
WHO TO ASK:

Faculty/School Manager: Joy Gilsenan  
Ph: 6488 2590, E-mail: Joy.Gilsenan@uwa.edu.au, Room: G.07  
For information about CONTRACTS, SALARY, and any other PERSONNEL issues.

Faculty Administrative Officer: Bianca Howells  
Ph: 6488 1550, E-mail: Bianca.Howells@uwa.edu.au, Room: 1.14:  
For information about STUDENTS (i.e. enrolments, withdrawals, students’ contact details) and RESULTS (i.e. marking sheets, submission of results, ‘missing’ grades etc.).

Manager, Student Office: James Mitton  
Ph: 6488 4649, E-mail: James.Mitton@uwa.edu.au, Room 1.21  
For further information about STUDENTS (including all EXTENSION applications) and University and Faculty rules and policies applying to students.

Administration Assistant: Jennifer Ferguson  
Ph: 6488 2582, E-mail: alva.admin@uwa.edu.au Room: G.06 (front office)  
For information about ROOMS, TUTORIAL ALLOCATIONS, BUILDING ACCESS, TIMETABLES, FIRST AID AND THE CULLITY GALLERY.

Administrative Officer (Dean’s Assistant): Rosanna Marchesani  
Ph: 6488 1881, E-mail: Rosanna.Marchesani@uwa.edu.au, Room: G09  
For information about POSTGRADUATE STUDENTS or to CONTACT THE DEAN.

Associate Dean: Bill Taylor (Semester 1) and Philip Goldswain (Semester 2)  
Bill: Ph: 6488 2580, E-mail: Bill.Taylor@uwa.edu.au, Room 3.04  
Phil: Ph: 6488 2586, E-mail: Philip.Goldswain@uwa.edu.au, Room 3.14  
If you need any assistance with difficult students, problems or issues you don’t know how to resolve or need any information to do with Teaching and Learning contact Bill or Phil.

Senior Technician and Workshop Technician: Graeme Warburton and Jim Duggin  
Ph: 6488 1551/1350, E-mail: Graeme.Warbuton@uwa.edu.au and James.Duggin@uwa.edu.au  
Room: Student Workshop  
For information about the WORKSHOP and SAFETY AND HEALTH, KEYS or MAINTENANCE.

Resource Officer and Resource Assistant: Raymond Gristwood and Linda Clarke  
Ph: 6488 3714, E-mail: Raymond.Gristwood@uwa.edu.au; Linda.Clarke@uwa.edu.au; Room: G.24
For assistance with PHOTOCOPYING, PRINTING, SLIDES, and to LOAN EQUIPMENT or ACCESS REFERENCE MATERIALS.

Computer Systems Administrator: Jamie Graham  
Ph: 6488 3721, Website: www.alva.uwa.edu.au/helpdesk, Room: 4.07  
For help with IT.

Accounts Officer: Bev Koay  
Ph: 6488 2135, E-mail: Beverly.Koay@uwa.edu.au, Room: 1.13  
For information about INVOICES, REIMBURSEMENT or other financial services.

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KEYS AND PIGEONHOLES

See the Senior Technician in the Workshop for office (where appropriate), studio and after hours keys. For card access to the building after hours see Raymond in the Resource Room.

Changing of Locks: On folio submission day the Technician will change the locks of all studios to ensure that students cannot access the rooms after folios have been submitted. Staff will still be able to access studio rooms with an ‘exam lock’ key – see the Senior Technician or the front desk for details.

Pigeonholes: The Faculty will provide pigeonholes for casual staff who are coordinating a unit or studio. If you would like a pigeonhole please see Jenny in the front office (G.06).

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FINANCE

Each semester a budget is allocated to each studio coordinator for purchase of studio consumables. In order to be reimbursed for any items that you purchase for your studio you will need to complete a requisition form, which is available from the Accounts Officer. Please ensure that receipts are taped to an A4 piece of paper and attached to the completed requisition form. The form can then be submitted to the Accounts Officer.

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RESOURCES AVAILABLE TO CASUAL/SESSIONAL STAFF

Causal staff have access to the following equipment/resources:  

**Photocopying:**  
Resource Room photocopier – Resource Room staff can assist with large photocopying jobs  
1st floor photocopier – this copier should only be used for small jobs, or flat bed jobs.  

**Printing:**  
Resource Room printer – Resource Room staff can assist with large jobs.
Colour printing/plotting/laser cutting – staff can access a range of other printing facilities in the 4th floor computing labs.

**Equipment:**
Staff can borrow equipment such as laptops, projectors, cameras etc. from the Resource Room.

**Building access:**
Raymond in the Resource Room can organise 24 hour access to the ALVA Building, workshop area, computer labs and resource room.

**Other resources:**
Student management – the Faculty Administrative Officer is available to assist casual staff with the administration of their units as appropriate.

The Resource Room has a large collection of slides and other reference material available for use by staff and the invaluable expertise of the Resource Room staff.

Please note that you may be charged for some printing and photocopying services – check with the Resource Room if you are unsure.

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**WORKSHOP**

**Senior Technician: Graeme Warburton**
**Workshop Technician: Jim Duggin**

**Workshop Induction:**
All staff and students must undertake a workshop induction before being given access to the student workshop area. Inductions occur during the first two weeks of semester.

Induction dates and times will be listed on the notice boards beside the Ground Floor lift.

**Workshop Access:**
Fill in a workshop induction form and submit with access card at a Workshop induction course. On completion of the course, access cards can be activated for workshop entry.

**Workshop rules/safety:**
See the Workshop Survival Guide available from the Senior Technician, or from the ALVA Website for information about safety and health in the workshop, and workshop rules.

Chemical and Acid Handling Facilities and Spray Painting booth (for spraying small models) are located in the Print Room – 1.10 (at the end of the Fine Arts studio.)

Remember – workshop rules apply to **everyone**, staff and students alike.

**Cost of Materials:**
Individual projects – cost met by the students.
Group projects – studio funds provide a subsidy for materials, additional costs are met by the students.

**Workshop bookings/group projects**
If staff have a design project which will require all students to use the Workshop they must provide a **project brief** to the Senior Technician at least 2-3 days prior to the project start (include list of materials required). It is also a good idea to organise with the technicians to have a **project introduction** in the workshop for the whole studio group. Please ensure that you give Workshop staff sufficient notice if a large group of students will be coming down to use the facilities.

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**CULLITY GALLERY**

The Cullity Gallery is available for use by staff, students and the general public. Staff are welcome to use the gallery for studio exhibitions, crit sessions and individual group displays when the gallery is not being used for a public exhibition.

**Gallery Bookings:** To book the Cullity Gallery contact the front office on 6488 2582. You will need to provide the following information:
- Who will be exhibiting
- Preferred date and time of the exhibition
- No. of gallery bays required

For a timetable of Cullity Gallery bookings for the coming months, please see front reception.

For materials required for hanging the work, contact the Senior Technician for a **Material Request form**. This form should be submitted to the technicians at least one week prior to the exhibition, and they can then provide the materials and assist in the hanging.

Please do not assume that you will be able to use the Cullity Gallery space when you need it. As it is heavily booked through most of the year, you will need to think ahead and book the gallery significantly in advance.

**End of Semester Student Exhibitions:**
At the end of each semester student folio work is exhibited in the Cullity Gallery. All studios will be represented in the exhibition and each studio is allocated a space in the gallery. The allocation list is available from the front office approximately one week prior to the exhibition opening.

The Senior Technician will provide all studio coordinators with a Material Request form for the end of semester student exhibitions which must be submitted at least one week prior to the exhibition opening. The technicians will assist studio coordinators in hanging/exhibiting their students’ work.

Please note: No double-sided tape is to be used on the gallery walls.
FOR MORE INFORMATION ABOUT THE CULLITY GALLERY PLEASE CONTACT THE FRONT OFFICE

IT AND HELPDESK

Contact Details

Service Desk:

lthelp-alva@uwa.edu.au

Non-urgent enquiries should be e-mailed to the above and you will be able to keep track of the status of your enquiry using the IT Service Desk self-service portal.

In order to ensure you are able to use the portal you should make sure:

- that your Pheme credentials are up-to-date;
- that you have the correct e-mail address recorded in the HR ESS system; and
- that your e-mail client (Outlook, Entourage etc) has the same ‘From:’ address as that entered in to the HR ESS system.

If your enquiry is urgent you are welcome to contact:

Computer Systems Administrator: Jamie Graham

Ext 3721

Jamie.Graham@uwa.edu.au

Room: 4.07

Helpdesk (ext. 7001)
The ALVA Helpdesk is located in the computing labs on the 4th floor of the ALVA building. This facility is staffed by students who are usually in their 3rd, 4th or 5th year of study in the Faculty.

The Helpdesk is available to help with simple software, hardware and printing related problems

Hardware and Software Orders
IT staff will only advise staff and postgraduate students on what hardware and software is the best option to buy.
RESOURCE ROOM

The Resource Room is responsible for holding a range of reference material such as product catalogues, building codes and standards to complement the EDFAA Library. In addition it includes an extensive slide collection and digital image database, honours theses from past students, various research papers and a growing archive documenting the work produced at ALVA. The Resource Room is also responsible for receiving inter-semester assignments from students and holds master copies of course/unit guides and readers. The Resource Room is responsible for equipment loans and for print credits.

Submission times:
When writing unit guides, staff should note that student work may be submitted up to 5.00pm. Work will be submitted to the Resource Room until it closes at 4.00pm, after which time and until 5.00pm it can be submitted to the front office. Assessment dates for final assignments should generally be no more than two weeks after folio submission. Please note that the Resource Room does not store models.

Slides:
Slides are available for borrowing by academic staff. Please return slides as soon as possible after use as there are many cross-currents in the teaching programs. If you are having the slides scanned, please put this into effect soon after the lecture.

The database of digital images is available on the ALVA intranet at \ALVA-w2k1\Helpdesk\Slide Scanning.

Course materials:
There are deadlines for the submission of course materials for photocopying. If a reader is needed for a unit, please give a copy-ready master to the Resource Room assistant at least two weeks before the start of semester. Please note that staff must comply with Copyright laws when compiling course readers. Guidelines are available from Resource Room staff. It is also possible to make your reader available on-line through the Library, see Resource Room staff for details.

Equipment Loans/Bookings
Equipment can be borrowed, free of charge, from the Resource Room. This includes: projectors, laptops, digital still and video cameras, lights, tripods, DVD players, microphones, and minidisk player/recorders.

Please observe the following guidelines regarding equipment loans:

1) Bookings for any equipment must be made at least two days in advance. For long term bookings, semester long bookings and travelling studios refer to sections 2, 3, and 4 respectively.
   a) A loan of seven days or more is classed as a long term booking and needs approval by the Dean and the Computer Systems Administrator.
2) Long Term Bookings:
   a) Long Term bookings for equipment can be made by Staff or Postgraduate students for research and teaching purposes:
      i) A minimum of four weeks’ notice must be given for an extended loan.
         (i) This notice must include: pickup and return dates/times, destination details, contact details, reason for the extended loan and be signed and approved by the Dean and the Computer Systems Administrator.
      ii) If an item already has a booking during the period you have requested for your long term booking then this booking cannot be fulfilled.

3) Semester long bookings for teaching purposes:
   a) Notice of this must be made in writing at least two weeks prior to the beginning of semester.
      i) This must include: tutor name, week number, the beginning and end times, location and the equipment required for each class.
   b) There is no guarantee on the availability of equipment on the day of your class if you do not follow this procedure.

4) Travelling studios:
   a) Extended bookings for equipment for a travelling studio can be made.
      i) A minimum of four weeks’ notice, in writing must be given for an extended loan for travelling studio purposes.
         (i) This notice must include: pickup and return dates/times, list of equipment required, contact details, location of studio/classes, and be signed and approved by the Dean and the Computer Systems Administrator.
      b) If this procedure is not followed, we cannot guarantee that any of the requested equipment will be available for the travelling studio.

5) Late returns, missing or broken equipment:
   a) When a staff member has returned equipment late on more than three occasions, they will temporarily have their borrowing rights revoked and will be referred to the Dean of the Faculty.
      b) Repairs and replacement parts will be purchased by the Faculty on the day of return and you will be invoiced for the cost of the replacement. This can be paid in cash or from your project grant account if you request.

Scanning
Scanning of mounted slides and books for lectures is done in the Resource Room. This is a long process and it can take up to two weeks to have your slides scanned. Scanning images from books may take longer.

When you bring your slides to the Resource Room you will need to fill out a form listing the details of the slides. When the scanning is completed you will be notified by email and the slides will be returned to the Resource Room along with a CD containing the images. In the near future we will have all of these slides available on the Internet in an image database to make it easier to create lectures in PowerPoint.
Please be aware of copyright issues associated with re-using images from books before using these images.

**USING THE UWA LIBRARY**

UWA has several subject libraries located across the campus. Casual/sessional staff in ALVA are most likely to use the Education, Fine Arts and Architecture (EDFAA) Library, located downstairs at the eastern end of the ALVA/Education building. Check the Library website for opening hours.

The Library has a wide range of resources that you may find useful while working at ALVA.

If you want to borrow items you need to have

- a staff Campus Card and
- a UWA email account *(The Library cannot accept private ISP email addresses.)*

You then need to ensure that your email address is on your HR staff record. To do this you need to go to [http://www.hr.uwa.edu.au/hr/user_support/applications2/web_self_service](http://www.hr.uwa.edu.au/hr/user_support/applications2/web_self_service)

To obtain a UWA email account please see Jamie in the computer lab on the fourth floor. They will provide you with a form to fill out for e-mail access. This is also an ideal time to familiarise yourself with the Faculty’s computing facilities.

For information about the Library or assistance in locating materials to support your teaching please contact:
EDFAA-ref@library.uwa.edu.au
Tel: 6488 1962
OCCUPATIONAL HEALTH AND SAFETY

Emergency Phone Number: ext 2222

Safety Officer for the Faculty of Architecture, Landscape and Visual Arts: Graeme Warburton, Rm G.15, ext 1551

Building Evacuation Procedures:
Do Not Use Lifts when evacuating building. All staff and students must evacuate the building when the alarm sounds or when directed to do so by Fire Wardens.

Meeting Area is the Grass on the north side of the ALVA building.

Studios:
All staff are responsible for their studio space, and are required to keep a safe working environment throughout the semester.

First Aid Kits:
Located in G:07 (School Managers office) and Rm G.15 (Senior Technicians office) and Student Workshop. The portable kit kept in G:07 must accompany all Faculty Field Trips.

Corridors/Cleaners and Studios
Cleaners only remove material that has been placed in bins.

It is the studio coordinators responsibility that studios and the passage ways outside studios remain clear and tidy. Passage ways must not be used as storage areas for studio work – this is a fire hazard.

Building Maintenance:
Any problems report to the School Manager.

Injuries/Accidents:
Any injuries or accidents must be reported to the Safety Officer, and the incident/injury report form completed. The form is available from the Safety officer

UWA Office of Safety and Health has a comprehensive website at: http://www.safety.uwa.edu.au

Testing and Tagging:
All electrical equipment in the Architecture & Fine Arts building must be tested and tagged before being used. Any new equipment that you purchase for use in the building must be reported to the senior technician before being used. The technician keeps a number of tested computer leads in his office so that new equipment can be plugged in before its leads are tested and tagged. This requirement includes any kitchen equipment (i.e. kettle, toaster etc.) and students must be made aware that they cannot bring equipment into studio rooms unless it has been tested and tagged.
TEACHING AND LEARNING

STUDENT POLICIES

For information about policy and procedure relating to students at ALVA please contact the Manager, Student Office or Faculty Administrative Officer (FAO) in the first instance. The faculty has a policy to cover almost every situation, so please check before advising a student on a course of action.

It is usually best to refer students to appropriate permanent staff members including the Faculty Administrative Officer, Manager Student Office, Associate Dean or a Level Coordinator.

The Faculty has policies for the following:
  - Extensions
  - Late Work
  - Digital Submissions
  - Credit for previous study
  - Special Approval
  - Appeals
  - Admission to the Honours/Higher Award program
  - Academic Misconduct and Plagiarism

The University also has policies for the following:
  - Appeals
  - Admissions
  - Approved Leave
  - Charter of Student Rights and Responsibilities

The UWA Handbook (www.handbook.uwa.edu.au) contains the official course rules (General University rules, and Faculty Rules) for every course offered at UWA. All other policy/procedural documents are expansions of these rules.

If you would like hard copies of any of the above policy documents they can either be downloaded from the web or can be obtained from the Faculty Administrative Officer.

Students have access to a ‘survival guide’ called Vade Mecum (translates to ‘essential book’) which contains information about all of the policies and procedures of the Faculty as well as other important information to assist them with their degree. These guides are available from the front office.
UNIT AND STUDIO GUIDES

If you are coordinating a unit or studio you will be required to submit a unit/studio outline prior to the commencement of the semester in which you are teaching. The Discipline Chair or Level coordinator with whom you discuss your teaching role should explain to you the deadlines for these guides and the requirements. If in doubt, contact the FAO.

Unit guide and Studio guide checklists are available from the Faculty Administrative Officer.

Outlines are generally due 3-4 weeks prior to the commencement of semester to allow time for checking, processing of assessment mechanisms, and then printing and posting on-line by the commencement of semester (as required by University policy).

You should also be aware that the library requires the lodgement of a Course Materials Online (CMO) form prior to semester commencing, in order to organise closed reserve lists. Staff coordinating a unit should ensure that a recommended reading list is passed to the resource room assistant as early as possible for their assistance with this form. Your level coordinator or discipline chair may also need to see the unit guide ahead of time to check for assessment date clashes.

Casual Staff should not print and/or copy their own unit/studio outlines. All guides must be submitted to the FAO who will organise printing once checking is complete. The Resource Room will not copy any unit guides that do not come from the FAO.

TEACHING A UNIT

Unit coordinators are responsible for the organisation of the lecture series, ensuring that all lecturers/tutors involved in a unit are fully aware of their duties, preparation of the unit guide and assessment mechanisms, communicating to students any change in published materials and coordinating any field trips/site visits etc. If a lecture has to be cancelled, postponed or moved for any reason all effort should be made to contact students by email as far in advance as possible. Signs must also be prominently posted, and both the front desk and the FAO informed of any change to the lecture schedule. Changes to the structure of the course as set out in the unit guide should only be made if absolutely necessary, and again students must be informed in writing.

Tutorials and keeping accurate lists
The Faculty uses the On-Line Class Registration (OLCR) service provided by the university to allow students to select preferred tutorial times on-line. The computer system then allocates students to tutorials according to their preference.
Based on group sizes of 16-20, numbers of tutorial groups required for units can be estimated by early Feb (semester 1) and early July (semester 2) when student numbers will be reasonably accurate. The Administration assistant will liaise with unit coordinators to finalise tutorial times a number of weeks before semester commences. Information on student numbers can be supplied at any time by the FAO or Administration assistant (front desk). Tutorial allocations will occur either in the week prior to or the first week of semester (tutorials start week 2). Students who enroll late will be allocated a tutorial time by the front desk, students who wish to ‘swap’ studio or tutorial classes will be required to complete an ‘Application to Transfer’ form available from the front desk and the unit coordinator is responsible for approving or declining the transfer application.

In mid-semester the front desk will circulate ‘draft’ Marking sheets which will contain all enrolled students and will request the unit coordinator to ensure that there are no anomalies between this list and their tutorial lists. After the census date (Semester 1 - 31st March, Semester 2 – 31st August) final Marking Sheets will be circulated to each unit coordinator (see section on submission of results).

If a student informs a staff member of their intention to withdraw from a unit they must advise the student to see the FAO, and must also advise the FAO that the student intends to withdraw. This ensures that the student completes the formal process. If a student is attending classes but does not appear on class lists provided by the school the coordinator/tutor must inform the FAO as soon as practicable to ensure that the student is enrolled and is entitled to be undertaking the unit.

Design Studio (Semester 1: Levels 1-4; Semester 2: Level 1 only in Environmental Design, Levels 1-4 in Landscape Architecture) and Art Practice class lists are prepared by the front desk in the week prior to the commencement of semester. Level coordinators are responsible for the management of students ‘swapping’ groups once semester has commenced, students who enroll late will be assigned a studio by the front desk. The front desk will liaise with level coordinators to update studio lists at the census date. In Semester 2, Level 2, 3, 4 and 5 architecture design studio students are given the opportunity to choose which studio to undertake at a selection meeting held on the first day of the semester. In Semester 1 this opportunity is for level 5 students only. All relevant coordinators must attend these meetings and make a short presentation on their studio for that semester.

Field Trips and Site Visits
If a unit requires a field trip or site visit the unit coordinator is responsible for the organization of the visit/trip and must ensure that all OH&S guidelines are adhered to. The university can provide proof of indemnity insurance for students if this is required by hosts of any site visit/field trip but need at least 2 weeks notice. If the field trip is a compulsory part of the unit any costs must be covered by the school. Unit coordinators should liaise with the School Manager to ensure that field trips and site visits are successfully organised to comply with university requirements.
ASSESSMENT

All staff responsible for the coordination of a unit within the Faculty of Architecture, Landscape and Visual Arts must provide an Assessment Mechanism form at the beginning of each Semester (usually contained in the unit outline). The university requires that all units have an assessment mechanism published within two weeks of the commencement of semester.

The following guidelines should be followed when setting assignment deadlines

- Assignment deadlines may be NO LATER than two weeks after folio submission (ie at end of first week of examination period) and then only if there are no examinations during the university examination period for other units in that level. Assignments can be due at any time during the Faculty opening hours of 9am to 5pm. Work will be submitted to the Resource Room until it closes at 4pm, after which time and until 5pm it can be submitted at the front office. Assignments will only be considered late if they are handed in after 5pm on the due date, regardless of any time specified for submission.
- There must be no assignment deadlines in Weeks 12 and 13 of any semester. These weeks are reserved for folio preparation.
- Friday afternoons are generally set aside on the timetable for honours crit sessions, presentations etc. Staff teaching Level 4/5 units should try and take this into consideration when setting assessment deadlines.
- FAO/Associate Dean in consultation with Discipline Chairs reserve the right to request that unit coordinators move deadlines where there is a concentration of submissions.

Semester assignments

- Unit coordinators are responsible for keeping track of whether students are enrolled in a unit. If students do not submit work, an assignment feedback (cover sheet) should be issued with a mark of ‘0’, so that there is a written record of students’ non-completion of that work. If students are unavailable to receive this sheet in person, it should be handed to the FAO for mailing to the student (so that students are aware of their non-performance in a unit) and the coordinator should enter a mark of ‘0’ on the Marking Sheet provided.
- Please be aware that all work assessed must be returned to students within 4 weeks of submission (this is University policy) or one week before the next assessment in the unit is due, whichever is sooner. Work submitted and/or returned after the end of the teaching period should be placed in a box clearly labelled with unit code and name in the Resource Room.

Final Folios:

- The Faculty considers legible A3 submissions to be an appropriate minimum submission requirement for printed final folios. Studio Coordinators are asked to be mindful of the printing requirements they place on students when specifying prints larger than A3, or by specifying colour. Coordinators should set submission requirements that are appropriate to the project, and are encouraged to have A3 submissions specified where this will not affect the legibility of the final print. Studio Coordinators are encouraged to introduce digital submissions where appropriate.
ACADEMIC MISCONDUCT

PROCESS FOR MANAGING CASES OF ACADEMIC MISCONDUCT

1 DISCOVERY

Suspected case of misconduct is discovered by Unit Coordinator (or by tutor, who hands over to coordinator)

2 COMMUNICATION TO STUDENT

Unit Coordinator informs the student (verbally or in writing) of the suspicion of misconduct at the same time (or preferably before) assessed work is returned to other students. Unit coordinator should keep a copy of the suspect material.

3 CONSULTATION

Unit Coordinator consults Associate Dean who decides firstly whether misconduct has occurred, and if so at what level and instance. If it is concluded that no misconduct has occurred, the case is dismissed.

4 OUTCOMES/ACTIONS

Associate Dean informs Unit Coordinator of outcome and appropriate action.

(a) MINOR FIRST 48 POINTS

If misconduct is minor, at Level 1 and the first instance of misconduct for the student, the Unit Coordinator will offer the student academic counselling and complete the Notice of Academic Counselling form available from http://www.teachingandlearning.uwa.edu.au/page/149618, a copy of which is provided to the Associate Dean. Penalty: The Unit coordinator may ask the student to re-submit or complete a different assignment but no other penalty may be imposed. Counselling provided.

(b) MINOR AFTER 48 POINTS

If misconduct is minor, higher than Level 1 but the first instance of misconduct for the student, the Unit Coordinator will offer the student academic counselling and complete the Academic Misconduct Investigation and Reporting form available from http://www.teachingandlearning.uwa.edu.au/page/149618. Penalty: The Unit coordinator will suggest an appropriate penalty (as per the UWA Guidelines) to the Associate Dean who will make the final determination.

(c) MODERATE & MAJOR

If misconduct is moderate or major the Unit Coordinator will refer the case directly to the Associate Dean. The Associate Dean will interview the student, complete the Academic Misconduct Investigation and Reporting form and make a determination about penalty. The Unit Coordinator will be notified accordingly. If a proposed penalty is greater than a fail in the unit concerned the Associate Dean will refer the matter to the Dean.

More information on the range of proposed penalties and procedures for the various levels of misconduct is available in the University’s Flow Chart of Proposed Levels, Penalties and Procedures in Cases of Academic Misconduct which academic staff should familiarise themselves with. The Flow Chart is available from http://www.teachingandlearning.uwa.edu.au/page/72852.

5 FILING

In all cases a copy of the academic conduct interview form, any other correspondence with the student, and the assignment and evidence of misconduct should be passed to the Manager, Student Office for confidential filing once the case has been resolved.

N.B. In ALVA, the Associate Dean is the Academic Conduct Adviser and Head of School delegate for the purpose of applying the University’s Academic Conduct Guidelines.
GUIDE TO ACADEMIC COUNSELLING

Academic Conduct forms are available from the ALVA StaffNet in the Policies and Procedures section and should be obtained prior to interviewing students. Where the Unit Coordinator and Associate Dean determine that a case of academic misconduct exists for a student in the first 48 points of study for whom this is their first case of misconduct, the Unit Co-ordinator is responsible for providing the academic counselling.

Counselling should be educative rather than punitive. In interviews students must be informed:

- that the process is COMPLETELY CONFIDENTIAL and that no record will appear on their formal university transcripts;
- that a record of the incident will be kept on a confidential file in case of repeat offences;
- that only the Unit coordinator and Associate Dean will be aware of the allegation of misconduct until or unless it is substantiated;
- of their right to appeal any decision – in the case of a penalty determined by the Associate Dean the student may appeal to the Dean in the first instance.

At Level 1 and in cases of minor misconduct it is recommended that students are referred to Student Services to undertake essay writing and referencing workshops.

GUIDE TO PLAGIARISM

The following scale has been adopted across the University for the purposes of preliminary classification in cases of plagiarism:

- less than 10% plagiarised text within a assignment- minor
- 10-25% - moderate
- more than 25% - major

GUIDELINES and MORE INFORMATION

The University’s Academic Conduct Guidelines and other useful information are available from http://www.teachingandlearning.uwa.edu.au/tl4/for_uwa_staff/policies/student_related_policies/academic_conduct. Academic staff should familiarise themselves with this information.

Staff are also encouraged to contact the Associate Dean or Manager, Student Office if they have further queries about academic conduct processes.
EXTENSIONS/SPECIAL CONSIDERATION/APPEALS AND SPECIAL APPROVAL

Applications for an Extension to a submission deadline
Details of the ALVA Extension Policy are available at:

Unit or Studio Coordinators or tutors should not under any circumstances approve a request for an extension. Only the Manager, Student Office can approve or reject applications for extension.

Extensions will not normally be given for issues of workload, submission date clashes, or difficulties in accessing resources (computer, library books etc) as these are issues that all students face and must manage.

Extensions will normally be granted on medical grounds, provided the student can produce a medical certificate. In no case can the extension of time be greater than the time missed by illness as certified by a medical practitioner.

Other acceptable grounds for extension to submission deadlines are detailed in the FALVA Extension policy.

Late Work
Work which is submitted late without an approved extension will be subject to a marking penalty of 5 points (marked out of 100 points) for each day late, 10 points for a weekend. For example, if an essay is considered worthy of a raw mark of 75% but was handed in a day late it will receive a mark of 70%. An assignment more than 10 days late will receive a mark of 0 but feedback must always be provided regardless of the date of submission. Full details of the policy are available at:
http://www.alva.uwa.edu.au/studentnet/policies/assessment/late_work. Any assignment submitted late will be date stamped by Resource Room staff and given to the unit coordinator (not the tutor). It will be the responsibility of the unit coordinator to pass the assignment on to the appropriate marker and ensure that the marking penalty is imposed before returning the work to the student.

Special Consideration
Students may be granted Special Consideration in a number of circumstances, and it may be applied in a variety of ways. Students complete the form available at: http://www.studentadmin.uwa.edu.au/welcome/forms/special_consideration and requests are considered on a case by case basis by the Manager, Student Office. In cases where special consideration is granted the Manager, Student Office will inform the unit coordinator and specify how special consideration should be applied (i.e. an extension, consideration of circumstances when assessing a particular assignment, deferred examination, or consideration granted when collating final results for the unit.)
**Appeals against Academic Assessment**

Students have 20 University working days after the official release of results on the web to appeal an academic assessment. Details of the process are available at: [http://www.secretariat.uwa.edu.au/home/policies/appeals](http://www.secretariat.uwa.edu.au/home/policies/appeals)

If a student disagrees with a mark given for a particular assignment they are encouraged to take it up with the unit coordinator or tutor as soon as the mark is known, rather than waiting until results are released. In this way we hope to minimise the number of formal appeals made by students, by resolving marking issues as they arise throughout the semester.

**Special Approval**

Students must gain special approval from the Manager, Student Office to enrol in any program of study which differs in any way from the degree structure set out in the Faculty Rules. Students must gain Special Approval for any prerequisites to be waived, to overload in any semester or to undertake a special unit. Students also require special approval to add a unit more than three weeks after the commencement of semester. Any enquiries from students about non-standard enrolments should be referred to the Manager, Student Office.

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**FEEDBACK**

Students are entitled to written feedback on all assessable work. In addition the Faculty provides interim feedback for studio units. Feedback forms are available at [http://www.alva.uwa.edu.au/staffnet](http://www.alva.uwa.edu.au/staffnet) or in the Staff Resources folder on the server.

The objectives of written feedback are:

- to inform students of their progress relative to published assessment criteria aligned with learning outcomes;
- to provide constructive feedback that is positive and educative which enables them to learn from and improve with each educational experience; and
- to help students understand the marks they receive.

In order to achieve these objectives, it is most important that all markers and coordinators observe the following principles in the completion and distribution of written feedback.

**In General:**

For all types of feedback staff should use the following guidelines:

- Ensure consistency between comments and numerical grades (or indications of performance levels in the case of studio)
- Be accurate when making comments and indicating level of performance
- Make specific comments against assessment criteria that are relevant and constructive: avoid generalizations, do not offer comment that is misleading or ambiguous. Avoid comments which may be construed as a personal attack.
- Ensure that forms are completed in a consistent and equitable manner for all students within a group. (For example, if student (A) receives a lower mark than student (B), then student (A) MUST receive comments (and indications of level of performance for studios) that are comparably lower than those of student (B) with the higher mark.)
Theory Units
In addition to the above:
- Where there are a few grammatical or spelling errors in the work, the marker should note the errors in the body of the assignment – if they are continuous throughout the work, the marker is not expected to correct all errors, but should alert the student to the fact that there are many errors and/or that they are not acceptable at this level and/or that they have resulted in the assignment receiving a lesser mark. It is recommended that in this case the marker corrects the first few errors and after this notes that the rest have not been corrected.

Studio Units
In addition to the above:
- Where an assessment criterion is not relevant to a particular studio or project, simply write NA and make no indication of level of performance.
- Include precise numeric marks on assessment forms where the submission is a formal part of continuous assessment.

Studio Units - Interim Feedback and Studio Assessment forms
There are three types of written feedback forms used in studio units:
- Assessment Form – to be used for continuous assessment at Levels 1 to 3 for in-semester project submissions which are marked
- Interim Feedback Form – to be used at Levels 1 to 5 during the semester for feedback on work which is not marked
- Final Folio Feedback Form – to be used at Levels 1 to 5 for end-of-semester final folio submissions. These are for comments, but do not include marks.

In every case, comments (and marks where applicable) are to be aligned with indications of level of performance relative to assessment criteria.

Feedback requirements for Studios:
- LEVELS 1-3: Students must receive a total of THREE written feedback forms across the studio unit. This must consist of TWO written forms during the semester (at least one of these forms must be an assessment form (with mark) upon submission of continuous assessment item/s) and ONE final folio feedback form.
- LEVELS 4-5: Students must receive a total of TWO written feedback forms across the studio unit. This must consist of ONE interim feedback form and ONE final folio feedback form.

Distribution of Forms:
- LEVELS 1-3: Written feedback forms should be appropriately spaced throughout the semester – the first (usually an assessment form) around week 4/5 and the second (usually an interim feedback form) not later than week 10 of semester.
- LEVELS 4-5: The interim feedback form must be distributed not later than Week 9 of Semester.
- The final folio feedback form must be placed inside folios (and/or emailed to all students) as soon as possible after the folio marking session and not later than the date on which folios are to be collected.
- Folios with long extensions must also receive final folio feedback - it is the responsibility of the studio coordinator to ensure that this is completed and
issued to the student. Where sessional coordinators are not available for the late marking session, Level coordinators are to take responsibility for ensuring that forms are completed and distributed to students.

- Electronic or hard COPIES of ALL assessment and feedback forms are to be lodged with Administration assistant (front desk) for central filing as soon as they have been completed.

For all units staff should be aware that all work assessed should be returned to students in class within 4 weeks of submission (this is university policy). Work submitted and/or returned after the end of the teaching period should be placed in a box clearly labelled with unit name and code in the ALVA Student lounge on the 2nd floor for collection.

**END-OF-SEMESTER SUBMISSION OF RESULTS**

These guidelines are designed to assist in the process of submitting final results to Administrative Staff in an efficient and timely manner at the end of each Semester.

**General:**
- Unit coordinators are responsible for completing all requirements for their units and must submit complete and accurate results to the FAO, including making provision for students who have been granted extensions for assignments, before departing from the university at the end of each semester.

**Design studio: folio marking**
- The roster for folio marking will normally be distributed in Week 9 of each semester. All studio coordinators must be present for the marking of their studio.
- Each level will have a Level Moderator (usually the level coordinator) appointed for the folio marking process.
- **The Studio coordinator or level coordinator must submit all final studio results to the FAO on the Marking Sheet provided in the column headed ‘Final marks’.** Results should be submitted AFTER the tabling session has been completed and by the end of the folio marking week.
- Submission of marks for late folios: for late folios other than those that are submitted in time for regular marking sessions there will be ONE marking session conducted approximately two weeks after folio hand-in date.
- Please note that for studios where there is a combination of interim and final folio submissions, **students must pass the final folio to pass the unit. If they do not pass the final folio component, they will receive a mark of FC (Failed Component) for the unit.**

**All other units:**
- It is the responsibility of the Unit Coordinator to compile a correct and complete list of final marks on the Marking Sheet/s provided for students enrolled in a unit before submitting results to the FAO. Unit Coordinators should keep accurate records if tutors are marking exam papers to ensure all
papers are marked. The marking process is the responsibility of unit coordinators and they must therefore be available on campus until the final marks are submitted. Exam scripts and copies of marking sheets should be kept until all results are finalised and should be kept for at least one year.

**Deadlines:**
- The FAO will circulate the deadlines for the submission of results in around Week 9 or 10 of each semester. Deadlines are staggered to allow for efficient uploading of results and are set based on the assessment mechanism submitted by the unit coordinator at the beginning of semester. Please be aware that the Faculty has to adhere to strict deadlines for the uploading of results to the student system and that failure to submit results on time may result in serious delays to students accessing their grades and significant extra work for the Faculty’s Board of Examiners.

Any questions about the process for the submission of results or the marking process please contact the Associate Dean or the Faculty Administrative Officer.

**SUPPLEMENTARY AND DEFERRED ASSESSMENTS**

Supplementary assessment must be awarded to students receiving a mark of 45-49% in a unit which is the only unit required to complete requirements for a Bachelor's degree (or the Master of Architecture by Coursework.) If a student is entitled to supplementary assessment the unit coordinator will be informed by the Board of Examiners and will be asked to recommend the most appropriate form of assessment. Supplementary assessment does not have to be in the form of an exam. The unit coordinator will be asked to write the assessment task for the supplementary assessment, set a reasonable due date (if not an exam) in consultation with the Faculty Administrative Officer, and mark the work when it is submitted.

Deferred Examinations may be offered to students who are unwell in the days leading up to the exam, or who fall ill during a timetabled examination. In this case, unit coordinators will be asked to set the exam for the student (either write a new exam, or agree to the use of the original), who will sit the exam at a time determined by Student Administration.

**FOLIO SUBMISSION**

All Studio staff need to be aware of the following policies/procedures to do with final folio submission at the end of each semester.

Folios are due on the Friday of Week 13 in each semester from 3-4pm. Room allocations for folio submissions will be advertised in the week prior to folio submission. Studio Coordinators must be present for final folio submission to sign in all student work.

Week 13 is a non-teaching week to allow students to prepare for folio submission.
Printing for folio submission is the responsibility of the student, and extensions/consideration will not be granted to students whose work does not print by the deadline. Students should be made aware of the pressures on the printers in the ALVA Computer Labs during folio week and encouraged to either print early, or use external printing services. Students may not replace A4/A3 prints in their folio with larger or better prints after the deadline unless the failure to print assessable quality work in time meets the criteria specified in the ALVA “Submission of Late Work” or “Digital Submissions” policy. Studio coordinators must not give students permission to add or replace pieces of work in a folio after the deadline, regardless of the reasons, without first consulting the Manager, Student Office.

To allow folios to be easily identified by general staff, the studio coordinator must ensure that students place the provided labels on the backs of their folio folders, models and any other loose pieces of work when submitting their folio. Labels should also be placed on individual pieces before they are hung for the exhibition. To maintain confidentiality in marking labels must be placed on the underside of any work.

Studio coordinators are encouraged to introduce digital submissions or A3 submissions for final folio assessments where appropriate.

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**SPOT AND SURF SURVEYS**

Each year at UWA students are given the opportunity to provide feedback both on units and on individual teaching.

SURF surveys are designed to allow student evaluation of units. It is a compulsory survey of 6 questions regarding the clarity of course objectives, the organisation of the unit, the resourcing of the unit, assessment and the overall quality of the unit as an educational experience. It does not ask directly about the quality of teaching in the unit. The SURF is administered by the Faculty Administrative Officer with the assistance of unit coordinators and is carried out toward the end of each semester. Results for each unit are reported to the Unit coordinator and the Head of School, and in aggregated form to Deans and the Deputy Vice-Chancellor.

The SPOT questionnaire enables student evaluation of an individual staff member’s teaching. It is voluntary in that it is the individual staff member who chooses to have SPOT administered. Results are reported in confidence to the staff member by the “Evaluation of Teaching Unit”. In particular circumstances the Dean may request a unit coordinator to undertake a SPOT survey.

Casual staff wishing to conduct a SPOT survey of their teaching in any unit should approach the FAO for advice. SPOT surveys may be undertaken at any time during the teaching period in a semester.