UNIVERSITY OF CAMBRIDGE
Department of Architecture

Course Handbook: 2016-2017

MPHIL IN ARCHITECTURE AND URBAN STUDIES

UNIVERSITY OF CAMBRIDGE
DEPARTMENT OF ARCHITECTURE

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Welcome!

Department of Architecture

http://www.arct.cam.ac.uk/

Since our beginning in 1912, we have established ourselves as one of the World's leading Schools of Architecture. We celebrated our centenary year in 2012 and are proud of our team of staff and students whose impressive performance is critical to sustaining and enhancing the national and international reputation created by our distinguished alumni.

The Department of Architecture is an exciting place to be. The Martin Centre constitutes the research arm of the Department. It is one of the leading architectural research units in Britain, with over four decades of successful global research for government and industry. We are situated in Scroope Terrace (1939) which incorporates extensions by Colin St John Wilson (1959). Cambridge itself is, of course, an architecturally stunning city to live and work. We have the Fitzwilliam Museum (1837 Basevi, Cockerell and Barry) on our doorstep, Wren's chapel at Pembroke (1665), Cambridge's first college building, Peterhouse (1286) and the Judge Business School which has evolved from buildings which originally formed part of Addenbrooke's Hospital just a short walk away.

We offer a portfolio of Masters' and research degree programmes. The programmes are unashamedly academic in their approach. Students are expected to master the technical subjects but are also expected to acquire a deep understanding of the theoretical, historical and cultural context of architecture.

Our graduates are recruited by world class organisations. We continue to develop strong connections through research programmes, consultancy and student placement and project schemes. We offer our students an excellent programme of training, transferable skills and careers advice. In so doing, the courses equip students with the skills, knowledge and experience needed for an architectural related career at the very highest level.

The Martin Centre for Architectural and Urban Studies

http://www.martincentre.arct.cam.ac.uk/

The Martin Centre is the research arm of the Department of Architecture at the University of Cambridge. The Centre was founded by Professor Sir Leslie Martin in 1967 as the Centre for Land Use and Built Form Studies, and formally became The Martin Centre in 1974.

The Martin Centre is the leading architectural research unit in Britain, with over four decades of successful research for government and industry, both nationally and internationally. The Centre was formed to undertake contract research, and has an active programme of postgraduate studies leading to PhDs and four Masters degrees.

Martin Centre projects typically cross traditional research boundaries: transportation and buildings, history and philosophy of architecture, digital media design and communication, risk assessment and mitigation in the built environment, and territorial conflict in divided cities. A rich environment of collaboration exists, with other Departments within the University, and with other institutions within the UK, Europe, the U.S, China, Africa and the Middle East. Research contracts, mainly funded by

research councils, within the Martin Centre currently amount to in excess of £10 million.

Getting Set Up

Graduate Induction Day

Graduate Induction Day takes place on your first day in the Department. You will meet the Head of Department, Graduate Directors, Graduate Administrators, Computer Officer, administrative staff and other students. You will also find out about the Department, your research programme, the Library, IT, health & safety and research skill development.

University Card

The University Card Office is run by Management Information Services on behalf of the University and Colleges. The University Card looks like a credit card containing the cardholder's name and photo, college scarf (students, Fellows and College members only) plus a barcode that is primarily used for University Library borrowing. It is issued by your college on your arrival.

Access - most University buildings are now using the University Card as a 'key' to gain entry. Your Card will need to be activated for this service and access to specific doors will need to be granted before you can gain entry.

Identification - the card identifies you as a University employee or student.

Library Services - all personal University Cards carry a barcode on the back, this barcode can be used by the Library to turn your card into a Library Card.

Additional Privileges - the University Card is recognised by many businesses in Cambridge and around the world. Production of the Card may entitle you to discounts.

For further information:

http://www.misd.admin.cam.ac.uk/services-and-support/university-card

Access & Accommodation in Scroope Terrace

In order to gain access to Scroope Terrace using your Cambridge University card, you will need to have you card activated at the Faculty Office Reception.

Many of the graduate students work in the attic space at Scroope Terrace, which is a relaxing and friendly environment. Working in the Attic provides a way for you to get to know others in the Department and to feel a part of a supportive community. The attic space has a small refrigerator, a microwave, a kettle, and, a coffee club for the regular coffee drinkers. Please check with the students in the attic to see which spaces are available or the Graduate Directors.

There are plenty of other workspace options if you would prefer to work elsewhere - some students prefer to work at home, in College or in a library. Most find it useful to keep in contact with the Department as working alone and away from the Department can be quite isolating.

Cambridge Student Information System (CamSIS)

CamSIS is Cambridge's system for handling student information, records and transactions, from initial contact and application all the way through to graduation. It is a single shared system, with one record per student.

All transactions, processing and updates to the student's record are either carried out directly in CamSIS by University and College staff, the students themselves, or are downloaded into CamSIS by external organisations. This makes maintenance of the record simple and straightforward and ensures the accuracy and integrity of the information.

Please make sure that you keep you contact details up to date!

Student Log in (you will need your Raven ID and password):

http://www.camsis.cam.ac.uk/cam-only/log_in_students/

For information on Raven, the University's central web authentication service:

http://raven.cam.ac.uk/

Graduate Student Information

For information about graduate student life in the Department (review of work, examinations, what to do if you are ill, working away and etc).

See: http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1

Moodle: Virtual Learning Environment (VLE)

The University uses Moodle as its VLE. Lecture notes and course materials will be available to you via Moodle. See:

https://www.vle.cam.ac.uk/login/index.php

Setting up your Personal Profile on the Department's Website

You will be able to set up your personal profile at the beginning of your first term and will be sent information on how to do this.

To see other student and staff profiles see:

http://www.arct.cam.ac.uk/people

Travelling to the Department

It is best to travel to the Department on foot or by bicycle. Bike parking is provided at the front of Scroope Terrace. Bikes must not be left at the rear of the terrace or in the car park. Do remember to lock your bicycle at all times, and, do not leave detachable lights and other fittings on an unattended bicycle. Bicycles left on the street overnight are liable to be vandalised. On no account may bicycles be brought into the Department.

The car park at the rear of Scroope Terrace is controlled via a barrier and is for **staff use only**. There is a designated space for students, staff or visitors who have a disability and require vehicular access to the Department. For further information about this, please contact the Faculty Administrator.

Students may exceptionally use the car park to unload and load large models and so on. The consent of a member of the academic staff, the Faculty Administrator or the Custodian must be obtained and the Faculty Office must be informed. A security barrier in the Engineering driveway prevents unauthorised users from entering or leaving the car park out of working hours: don't get caught out!

Information about visiting the University is available from:

http://www.cam.ac.uk/about-the-university/visiting-the-university?ucam-ref=global-footer

The University's Map is available from:

http://map.cam.ac.uk/?ucam-ref=global-footer

Information for New Students

http://www.admin.cam.ac.uk/students/gateway/new/index.html

Student Gateway (more information)

http://www.admin.cam.ac.uk/students/gateway/

Information for International Students

http://www.admin.cam.ac.uk/students/gateway/international/

University of Cambridge *Reporter*

The *Reporter* appears on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; proposals for changes in regulations for examinations; as well as brief information on awards, appointments, and job vacancies. See: http://www.admin.cam.ac.uk/reporter/

Graduate Administration – People & Policy

Graduate Representatives (Grad Reps)

At the beginning of each Michaelmas (Autumn) Term the graduate students elect a representative for each Masters' programme and the PhD degree. It is the graduate representative's remit to represent the concerns of their cohort and express them formally.

(Principal) Supervisor

Your main supervisor is known as your Principal Supervisor and is the main person appointed by the Degree Committee to oversee and help you with your study. If your research project is interdisciplinary you may also be appointed other supervisors who may or may not be authorised to formally report on your progress. For detailed information about your supervisor's role and responsibilities see the Code of Practice for Research Students: http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

Head & Deputy Director of Graduate Education

The Director of Graduate Education is Dr Ying Jin (ying.jin@aha.cam.ac.uk) and the Deputy Director of Graduate Education is Dr Felipe Hernández (fh285@cam.ac.uk). The directors are responsible for ensuring that members of your supervisory team are assigned and that necessary arrangements for academic and administrative support are available to you. They are supported by departmental and faculty graduate committees.

The directors of graduate education are a source of advice if you experience difficulties that cannot be resolved directly, and may act as intermediaries between you and your Supervisor if difficulties arise. If you experience difficulties with your Supervisor you are expected to raise these with the Director of Graduate Education without delay.

For detailed information about the directors' role and responsibilities see the Code of Practice for Research Students: http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

Graduate Administrator

The Graduate Administrator is Dr Nichola Tooke (nichola.tooke@aha.cam.ac.uk). Nichola is responsible for the graduate administration of the Faculty and works with the Graduate Assistant and other administrative staff in order to realise this.

Graduate Assistant

The Graduate Assistant works closely with Nichola to realise graduate administration in the Faculty.

Degree Committee

The Degree Committee is the highest tier of administration for graduate matters. The conduct and governance of each graduate course falls under the oversight of the Degree Committee for the Faculty of Architecture & History of Art. It is also responsible for the academic oversight of all graduate students and their supervisors. The Degree Committee reports to the Board of Graduate Studies on the following:

- recommending candidates for admission setting suitable entry criteria and special conditions;
- students' academic progress;
- recommending continuation to a research degree from a Master's or other course;
- recommending registration of a probationary research student to the PhD or other

qualification;
- recommending candidates for applications for allowances (such as intermission, or leave to work outside Cambridge) and exemptions;
- recommending candidates for qualifications other than the MPhil and MSt (on the recommendation of the Examiners concerned);
- approving MPhil and MSt students for their degrees;
- appointment of supervisors and assessors.

Board of Graduate Studies

The Board of Graduate Studies is charged with the admission, registration and approval of the University's graduate students; that is, those students studying for the PhD, MSc, MLitt or MPhil degree and other graduate qualifications. The Student Registry provides administrative support for the Board of Graduate Studies, located at 4 Mill Lane, which includes:

- admitting graduate students and formally registering them for graduate qualifications
- managing graduate students' progress, reporting (CGSRS), examinations and records (CamSIS)
- advising graduate students, staff and other interested parties on the University's regulations
- managing graduate student fee payments, funding and Research Council liaison
- administration of higher doctorates and the Ph.D. Degree by Special Regulations.

College Graduate Tutor

It is your college's remit to provide pastoral support and to act as your ambassador in pastoral matters (this is not the role of your Supervisor). The tutorial office will include an academic member of staff who will usually be called the Graduate Tutor and an administrative member of staff who will be usually referred to as a Graduate Secretary. A guide outlining what you can expect from your college is available:

http://www.graduate.study.cam.ac.uk/sites/www.2015.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf

The Guide sets out the common core of provision that all Cambridge Colleges make for their graduate students, including pastoral support. It explains how this provision works in the college setting, indicating at the same time the diversity that is built into the system. The document also sets out the responsibilities of graduates as members of Colleges.

The Graduate Union (GU)

The GU is the University-wide representative body for graduate students at the University of Cambridge. The GU is run by a Committee of elected officers and its focus is on four key areas:

- Representation
- Facilities / Services
- Welfare / Support
- Events

The Graduate Union offers a thesis binding service and is the only point in the city centre where you can arrange for hard cover binding.

http://www.gradunion.cam.ac.uk/

University's Statutes & Ordinances

The University's law relating to graduate students can be found in Chapters VI & VII of the University's Ordinances.

http://www.admin.cam.ac.uk/univ/so/

MPhil in Architecture & Urban Studies (MAUS)

The MPhil in Architecture and Urban Studies (MAUS) is a programme of advanced study on modern and contemporary architecture and the continued development of cities around the world. Students from a variety of academic backgrounds work in an interdisciplinary environment with urbanists, environmental specialists, architectural theorist and historians, as well as with design practitioners. In such an environment, students will explore a wide range of ideas, research methods and theoretical approaches in order to undertake critical and rigorous analysis of issues relating to both architecture and the challenges and complexity of the world's rapidly changing cities. The course entertains close connections with the Masters in Architectural and Urban Design enabling research-driven dialogue with designers.

The course offers a flexible structure that is tailored to the needs of individual student's research interests. Seminars and lectures are organised along two basic strands: 1) one focuses on the socio-political and cultural context of architecture and the city with an approach rooted in the humanities and social sciences; 2) the other emphasises sustainability and environmental design from a more technical point of view. Students may participate in both strands, but can also focus on one only. In the second term there is choice of more specialist seminars within both streams. Students are actively encouraged to explore issues across these basic disciplinary boundaries. The course asks students to expand upon their own experiences by pursuing research in their areas of interest.

Research Themes

There is also a range of activities in the Department of Architecture, and throughout the University, that will develop students' research interests and meet the programme outcomes. These include the Departmental History and Theory Seminars, the City Seminars (organised by CRASSH), as well as Martin Centre and ARCSOC Talks. Students may choose to attend units on the MPhil in Sustainable Engineering (Department of Engineering), with whom we have a reciprocal arrangement. MAUS students are welcome to be involved with MAUD in reviews and discussions. The programme includes research skills training designed specifically for the needs of our students.

Students receive specific guidance and general seminars on research methods, the use of libraries, and writing techniques. An initial selective bibliography is provided at the start of the course, which is supplemented by guidance on further reading in the seminars and supervisions. Guidelines on coursework essays and dissertations are given in general terms and more specifically in supervisions. Research methods, techniques and analytical skills are developed through the workshops and

coursework. The course also provides an opportunity for students to expand upon their own experiences by pursuing research in their areas of interest.

Teaching

Teaching is delivered through combination of lectures, seminars and workshops, which are supported by individual supervisions. Individual supervisions are an essential part of the programme, they help to assist, direct and monitor progress of students' work while, at the same time, help to provide continuous feedback throughout the course.

The weekly lectures and seminars, plus additional research workshops, provide a framework to explore a variety of research approaches from a range of relevant disciplines available in the Department. Students receive general seminars and specific guidance on research methods, the use of libraries, and writing techniques. An initial selected bibliography is provided prior to the start of the course to allow students to begin their preparation. Upon arrival to Cambridge, the bibliography is supplemented by guidance on further reading in the seminars and supervisions. Guidelines on coursework essays and dissertations are given in general terms and more specifically in supervisions. Research methods, techniques and analytical skills are developed through the lectures, coursework and a dedicated training course.

The teaching methodology also includes individual research activities, oral presentations and written essays to encourage students to identify and solve problems. These activities are supported by regular feedback sessions and in supervisions. This methodology, particularly through specialist supervisions, is built upon when the student embarks on their independent dissertation/ design thesis research programme.

Students are also offered a series of hands-on workshops on computer modelling, physical laboratory testing and receive guidance on the use of environmental sensors and loggers.
The course is intense and demands effective time management.

Seminar Timetable

Strand 1: Socio-Politics and Culture of Architecture and the City

Michaelmas Term

Core Seminar Course:

1. **Studies in the Socio-Politics of Architecture and the City**
   Professor Nick Bullock and Dr Felipe Hernández

Lent Term

Optional Seminar Modules:

1. **A Cinematic Approach to Everyday Life and Every Environment**
   Professor Francois Penz

2. **Peripheral Urbanisms**
   Dr Felipe Hernández

3. **On the Nature of Conflict in Cities**
   Professor Wendy Pullan

4. **The Open City**
   Professor Richard Sennett

Strand 2: Sustainability and Environmental Design

Michaelmas Term

Core Seminar Courses:

1. **Environmental Design Strategy: Towards a Recovery of Natural Environments in Architecture**
   Professor Alan Short

2. **Managing Urban Change: Theory and Practice**
   Dr Ying Jin

Lent Term

Core Seminar Course:

1. **Resilience, modelling and policy**
   Dr Emily So, Dr Minna Sunikka-Blank and Dr Yeonsook Heo

2. **Perception, Health and Wellbeing in Architecture**
   Prof Koen Steemers

Michaelmas Term

Research Methods Course

Lectures and Workshops
Dr Felipe Hernández et al

Monitoring your Progress

Logbook

Every graduate student keeps a logbook in which they record a personal programme of training each year. The logbook is also be used to detail the student's aims and objectives, the dates of meetings with supervisors, any conferences, lectures, classes, or courses which they attend, and the skills which they have acquired.

You will be issued with an electronic copy of the logbook at the start of your course or can download a copy from: http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-mphil-students/information-for-mphil-in-architecture-students/course-documentation

Please keep this on file (with regular backups) apart from the pages which your supervisor needs to

sign, which you should print out and take to every supervision meeting. Supervisors should be reminded to sign these pages after each meeting, to ensure that regular meetings take place, and to keep a record of what is covered on each occasion. At the end of each year you will be asked to print out the complete logbook, attach the signed supervision pages, and submit it for review. The logbook must be completed on a regular basis, as students must complete one in order to formally proceed to their degree. It also serves as a useful repository of your research activity for your curriculum vitae.

Assessors' Reports

You will receive a copy of your assessors' reports for essays and dissertations which will include a grade band in which your mark range within which your average marks fall.

Formal Reporting

Supervisors submit at least one formal report each term on their students via the Cambridge Graduate Supervision Reporting System (CGSRS).

You will be able to view your reports via your self-service account in CamSIS. See: http://www.camsis.cam.ac.uk/public/gradss/

Review of Work

Candidates will be asked to present their work once a term for review in the Faculty's Classroom:

Michaelmas Term:	Thursday 24 November 2016
Lent Term:	Thursday 9 March 2017
Easter Term:	Thursday 4 May 2017

The reviews are intended to be a constructive events which will benefit the writing up of both essays and the dissertation. The review also presents candidates with the opportunity to test out ideas with experts in a supportive forum.

Whilst candidates are not awarded marks for the review of their work, it is expected that their experience will impact on the work they submit for examination.

Examination

The scheme of examination for the one-year course of study in Architecture and Urban Studies for the degree of Master of Philosophy shall consist of:

- three essays or other exercises, each of between 3,000 and 5,000 words, on topics specified by the Degree Committee
- a thesis, of not more than 20,000 words in length, excluding appendices and bibliography, on a topic approved by the Degree Committee for the Faculty of Architecture and History of Art

The examination may, at the discretion of the Examiners, include an oral examination on the thesis or on the general field of knowledge within which it falls.

Best Research Practice

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics.

To maintain the high standards of research practice at Cambridge, the University upholds the commitments outlined in Universities UK's Concordat to Support Research Integrity.

The University expects all researchers, be they staff, students or visitors to the University, to abide by national, European and international standards of research integrity and includes:

- Honesty in all aspects of research
- Scrupulous care, thoroughness and excellence in research practice:
- Transparency and open communication:
- Care and respect for all participants in and subjects of research

In addition to these core principles, researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references and peer review.

For further information see: http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement

Plagiarism

Plagiarism (the passing off of the work of others as your own), is, depending on the intention of the writer, either poor scholarship or cheating. In either case, the work of both the student and the original author is severely devalued and, if plagiarism is detected by the assessors or examiners, the outcome of the examination will be in serious doubt. Cheating by deliberately plagiarising or by falsifying data is an offence against University discipline and will be treated very seriously.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include copying (using another person's language and/or ideas as if they are a candidate's own), by:

- quoting verbatim another person's work without due acknowledgement of the source;
- paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting from the internet to make a pastiche of online sources;
- submitting someone else's work as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks', 'paper mills' or other commercial 'ghost-writing' services, or not attributing research contributed by others to a joint project.

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work (that is; where collaboration is concealed or has been forbidden).

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code and so on;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students' work.

A candidate should always include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work. Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Clarification should be sought from the supervisor as appropriate.

Suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University reserves the right to require the submission of work in both electronic and paper format and to submit work to examination with plagiarism detection software.

Information on what constitutes plagiarism and how to avoid it, together with guidance for examiners on how to deal with cases of suspected plagiarism can be found on the University's webpages on plagiarism:

Good Academic Practice and Plagiarism
http://www.admin.cam.ac.uk/univ/plagiarism/

Research Office: Good Research Practice
http://www.admin.cam.ac.uk/offices/research/research/good_practice.aspx

Students are required to comply with these conventions. Ignorance of the rules will not be accepted as a defence, unless it is demonstrated that the relevant information has not been made available.

Essays

Three essays of 3,000 - 5,000 words including foot and endnotes but excluding the bibliography, on topics approved by your supervisor and the Faculty will be presented for examination. Essay 1 will be submitted by 12.00 (midday) on Thursday 8 December 2016 and Essays 2 & 3 by 12.00 (midday) on Thursday 23 March 2017 respectively. The three essays together represent 50% of the total mark.

You will need to submit two bound paper copies and one electronic copy of each essay, with a bibliography and any relevant illustrations to be submitted with the text.

The electronic copy of your essays will need to be uploaded to a drop box on Moodle. You will be instructed on how to do this.

Essay Format

Essays should be A4 in size, portrait in orientation, typed and bound. The title page of each essay should contain the following information: Name, College, Date, Title of Essay (e.g. "Essay 2: Technical Analysis") number of words *and the following words*:

"An essay submitted in partial fulfilment of the requirements for the MPhil examination in Architecture & Urban Studies".

Essays should be bound with plastic comb or spiral binding with a sheet of acetate at the front and a cover sheet at the back. A statement of the number of words must be included at the front of the essay. Candidates should note that the attention of assessors will be drawn to over-long essays.

Remember to:

- **allow enough time for formatting, printing and binding – it will take longer than you expect it to!**
- **produce copies of the essays for yourself**

Dissertation

Appointment of Assessors for your Dissertation

You will be requested to submit your dissertation subject at the beginning of the Easter Term in order for the Degree Committee to appoint examiners for you (at least one of your examiners must be external to the Department).

Submitting your Dissertation

The thesis must be a connected account of work written by the candidate, and must comply with the General and Special Regulations for the MPhil programme. The University's regulations for the MPhil in Architecture and Urban Studies which can be found in Chapters VI and VII of the University's Ordinances.

For further information see:

http://www.admin.cam.ac.uk/univ/so/

You will need to submit two bound copies of your dissertation by 12.00 (midday) on Thursday 18 May 2017 to the Faculty's Reception together with a Certificate of Dissertation Submission and your Logbook which will need to be signed off by your Supervisor.

The Certificate of Dissertation Submission can be downloaded from:
http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-mphil-students/information-for-all-mphil-students/course-materials-for-mphil-students

You will also need to upload one electronic copy of your thesis via a drop box on Moodle and will be instructed on how to do this.

An oral examination (viva voce) on the dissertation and on the general field of knowledge within which the work submitted falls may be required. Students must remain in or be prepared to return to Cambridge for such oral examinations, which will be held in June.

Format, Presentation and Binding

The dissertation should not be of more than 20,000 words and represents 50% of the overall mark. The word count includes foot and endnotes but excludes the bibliography. Permission to exceed the word limit will not be granted. The attention of assessors and the Degree Committee will be drawn to over-long dissertations. Any appendices will require the formal permission of your Supervisor who may consult the Degree Committee.

You are advised to carefully check your thesis for typing errors, spelling mistakes and poor grammar or written expression. The thesis, apart from quotations and recognised technical formulae, must be written in English.

Secured inside the thesis there must be:

- a title page containing the thesis title,
  your name as it appears on your passport,
  your College,
  the Date (optional) and
  a Declaration stating: **This dissertation is submitted in partial fulfilment of the requirements for the MPhil examination in Architecture & Urban Studies**
  a statement of word length

- a declaration page in the Preface stating: **This dissertation is the result of my own work and includes nothing which is the outcome of work done in collaboration except where specifically indicated in the text.**

A brief formal acknowledgement should be made to persons from whom information or suggestions have been received.

You will also need to upload one electronic copy of your thesis via a drop box on Moodle and will be provided with information on how to do this

The thesis must:

- be written in English, apart from quotations and recognised technical formulae
- be thoroughly checked to ensure clear, formal English has been used throughout and that there are minimal typing errors and/or spelling mistakes
- be typescript on A4 paper
- be portrait format
- use single sided or double-sided printing
- use one-and-a-half spaced type
- of a minimum font size for text of 11pt (12pt is preferred) and 10pt for footnotes. Easy to read sans serif fonts are preferred for example, Arial,
- not exceed 20,000 words
- only include appendices approved by your supervisor
- bound with plastic comb or ring binding, with an acetate sheet at the front and a cover sheet at the back.

Any photographs or other illustrations should be scanned or printed into the text. Originals (photocopies may not be used), must be secured permanently inside the thesis (not by use of adhesive tape).

Further information and guidance about printing and soft binding your dissertation can be found on the website of the Graduate Union. See: http://www.gradunion.cam.ac.uk/

And again, remember to:

- **allow enough time for formatting, printing and binding – it will take longer than you expect it to!**
- **produce a copy of your dissertation for yourself**

Bibliography and Footnotes

The dissertation should be provided with a bibliography of works actually consulted and, where appropriate, a table of bibliographical abbreviations. Footnotes should be used to give precise reference to particular documents or publications, and to expand points made in the text. References to books and periodicals should follow a recognised system such as that used in the Journal of the Warburg and Courtauld Institutes or the RIBA Dissertation Handbook. Whichever system is adopted, consistency is essential.

Illustrations

Illustrations (whether photographs, photocopies, plans or original drawings) are either to be digitally incorporated in to the print out of the text, mounted securely with the typescript or bound separately if their size makes mounting inconvenient or impossible. Care must be taken that every illustration has a caption and number to correspond with the reference in the text, and that the pages of text are numbered consecutively. A page of contents and a list of figures/plates should be included.

Penalties for Late Submission

An extension of a submission deadline will only be granted in exceptional circumstances. A letter from your Graduate Tutor and a medical certificate may be requested. Please note that **extensions are not granted for computer or printing problems**. You do need to factor in time to account for the physical production of the dissertation.

Penalties for late submission are as follows:

- up to 24 hours late after deadline: 5 mark deduction
- up to 48 hours late after deadline: 10 mark deduction
- up to 72 hours late after deadline: 15 mark deduction

Work submitted after 3 days will not be accepted, and the work will be recorded as a Fail.

Marking Scheme

Students need to achieve at least 60% in order to pass the degree and 75% in order to pass with distinction. If students have applied to read for the PhD degree in the Department of Architecture, they will need to achieve at least 70%. Continuation is also subject to the approval of the research topic and the availability of a University Teaching Office to supervise your work within the Department.

The marking scheme for the MPhil examination is

75% +	**A**	**Distinction**
68 – 74%	**B**	**Good Pass**
60 – 67%	**C**	**Pass**
55 – 59%	**D**	**Marginal Fail (viva required)**
Below 55%	**E**	**Fail**

Marking Criteria

75 % + Distinction	Uplifting to read, high level of originality in thought and expression, dense and relevant as to facts and showing excellent judgement in their selection. Full command of methodology and appropriate analytical and predictive techniques and their deployment in advancing a very clear and coherent argument. Excellent grasp of principles, very well written, argued, very clearly illustrated, all calculations correct. Suitable for publication, with minor amendments.
68 - 74% Good Pass	Original in thought or expression. Relevant as to facts and showing good judgement in their selection. Good command of methodology and appropriate analytical and predictive techniques deployed as necessary in advancing a clear and coherent argument. Very good grasp of principles, well written, clearly illustrated, all calculations correct. ***Please note that any candidate hoping to continue to doctoral study must obtain an overall average of at least 70%.***
60 – 67% Pass	A satisfactory over-all knowledge of the field and the existing literature, reasonably well presented and expressed. Awareness of appropriate methodology and analytical techniques deployed meaningfully to support a credible argument. Reasonable grasp of principles at least in the presentation of the central issues, if some errors in calculation.
55 - 59% Marginal Fail	An uneven performance, and less than convincing argument, or keeping up a steady level of conventional wisdom with little or no original contribution and some confusion of facts. Inaccuracies in calculation.
Below 55% Fail	Seriously incomplete work showing little understanding of the methods of argument. Calculations attempted but resulting in incorrect answers. Failure to find an appropriate focus at graduate level.

You must pass both components (essays and dissertation) of the examination. Candidates obtaining an average of below 60% in either the essays or the dissertation will be required to attend an oral examination.

It is expected that the examination process will be concluded by the end of September and your result will be communicated to you by the Secretary of the Degree Committee after the Degree Committee's September meeting.

Approval of Degree

Following the Exam Board, your assessors' reports are sent to your Degree Committee for consideration at their earliest meeting. The Degree Committee will email you its decision within two days following this meeting.

Please note that your degree is not unconditionally approved until the Degree Committee has formally confirmed this in writing.

The length of time it takes for approval will differ according to the Degree Committee's schedule of meetings which take place during term time.

The dates of the meetings of the Degree Committee and Board of Graduate Studies as well as Congregation dates are available from: http://www.student-registry.admin.cam.ac.uk/about-us/board-graduate-studies/meeting-dates-and-minutes

Conferment of Degree

Following unconditional approval for your degree you may choose:

- to have your degree conferred (granted) at one of the University's Congregations (graduation ceremonies)
- to delay receiving your degree until a time that is convenient for you and your family
- to receive your degree without attending a ceremony - known as receiving the degree in absentia

You will need to contact your college praelector or tutorial office to arrange any of these options. The Praelector will make all the necessary arrangements for the degree to be conferred in the University's Senate House and will tell you what to wear for the Congregation, how to get tickets, where to hire hoods and gowns and how the ceremony operates.

You must not make any travel arrangements or book airline tickets until it has been confirmed which congregation you will be attending.

For information on Degree Ceremonies see: http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremonies

Students admitted on a Tier 4 Student Visa:

If you are being sponsored by the University on a Tier 4 student visa it is important that you know the date your visa expires, as the time scale from submission to approval can be a lengthy one.

The stages following submission include time for your assessors to receive, read and write their independent reports, arrange and undertake your viva and write their joint report. Results are then considered at a meeting of your Degree Committee.

You are not approved for the MPhil degree until the Degree Committee has formally approved it in writing.

You must allow time for the completion of these examination processes if you need to receive notification of the outcome of your result by a certain date.

If you require advice regarding your visa please contact the International Student Team at: http://www.ist.admin.cam.ac.uk/

Degree Certificate

Candidates will receive a certificate confirming the degree they have been registered for once it has been conferred upon them at a congregation (graduation ceremony). If candidates have their degree conferred in absentia, they will receive their certificate will be sent to their college. Further copies of degree certificates are available from the Student Registry.

For further information about degree certificates see:

http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-certificates-and-transcripts

Extended Self-Service (ESS) on CamSIS

It is highly recommended that students apply for Extended Self-Service (ESS) on CamSIS when they leave the Department. ESS allows alumni to access their Self-Service account in CamSIS. It is the very best place to update contact information for all interested parties at the University and its Colleges.

It is available to any previous student who matriculated after Michaelmas term 1980 and access allows students to update contact details, view exam grades, view a copy of an unofficial transcript and apply for graduation.

It is only possible to access one view of CamSIS Self-Service at any one time. This will be EITHER standard Self-Service, OR Extended Self-Service OR Graduate Applicant Self-Service.

For further information see:

http://www.admin.cam.ac.uk/students/gateway/study/camsis/ess.html

Continuing your Graduate Studies

Any candidate wishing to continue to read for the PhD degree following the completion of their MPhil degree in this department should discuss the matter fully with his/her supervisor as early on in the academic year as possible.

Information about the Department's PhD programme, and how to apply for it is available from:

http://www.arct.cam.ac.uk/courses/phd-in-architecture

Please note that you will need to achieve at least 70% in your MPhil programme in order to meet the minimum academic criterion for admission to read for the PhD degree.

The final deadline for applicants seeking funding is 4 January 2017, but earlier deadlines will apply (for example if you are an overseas applicant from outside of the EU). Even if you are not seeking funding, we strongly recommend that you submit your application by 6 January, as no applications will be accepted once this competitive and popular programme is full. For information on funding deadlines see: http://www.graduate.study.cam.ac.uk/finance/funding

If places are still available on programmes beyond this deadline; self-funded applicants will continue to be considered until the final deadline of 31 May 2017. No applications will be considered after this deadline.

Residence Requirements

The academic year in Cambridge is divided into three terms, Michaelmas, Lent, and Easter. In each term, the teaching takes place only in the eight week period known as Full Term. All students have to carry out work in Cambridge for at least three terms to be eligible for a degree. Your college is obliged to confirm to the University that you have fulfilled the residence requirements. The dates for each academic year are available at http://www.cam.ac.uk/univ/termdates.html

University regulations require all full-time graduate students to live within ten miles of the centre of Cambridge (measured historically from the parish church, Great St Mary's), for the duration of their course. You may apply to live outside this area provided that you have good reason to do so; for example if your family home is near Cambridge but further than 10 miles away, or, if you need to work at another institution or in the field as part of your research (see section later on dealing with working away from Cambridge).

There are no residence requirements for part-time students, but the Department will need to be satisfied that you can attend supervisions and relevant lectures and seminar courses and be a part of its research culture. During the vacations, lectures and seminars do not occur and undergraduates are not in residence, but graduate students normally remain in residence throughout the academic year, and are expected to continue their work apart from reasonable holiday breaks.

What to do if you need to take time out (intermission of study)

There are all kinds of reasons why you may have to take time off from your course or research programme; for example, medical reasons, caring duties, an emergency situation at home and maternity leave. It is important that you make a formal application to take time off as soon as you know that you need to do so but to do this in consultation with your Supervisor and College Graduate Tutor. You may also find it useful to discuss your application with your Advisor, Course Administrator or Graduate Student Administrator. You may request to intermit for a maximum period of three terms.

If you are making your application on medical grounds, you will need to include a note from your medical doctor, counsellor or your College Graduate Tutor.

It is really important that you talk about any circumstances which are preventing you from working effectively with one or more of these staff from your graduate team.

Please note that it is not possible to apply for, and have agreed, retrospective terms of intermission, or to apply for intermission for the purpose of taking employment.

If you are an MPhil student, you may have to intermit three terms even if you require fewer so that you can join your programme at the point you left it in the forthcoming year.

Full information about intermission, its consequences and how to make an application is available from: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission

If you hold a visa to study, then you must consider the potential implications of applying for intermission on your visa. Please refer to the additional information for Tier 4 Sponsored Students on the above link.

If you require further information after consulting the link above. please contact: grad.enquiries:aha.cam.ac.uk. You may also find it useful to talk to staff at the Student Registry (student.registry@admin.cam.ac.uk) and the International Student Team (international.students@admin.cam.ac.uk).

You will need to state, on your application, the exact dates that you will be away from Cambridge

What to do if you need to Work Away from Cambridge

In order to meet the Higher Education Funding Council (HEFCE) requirements, immigration regulations and in order to be safe, the University needs to be able to report the whereabouts of all its graduate students. If you are going away, please let your College Graduate Tutor, Supervisor and friends and family know.

If you are going away to undertake research work as opposed to a holiday and will be away for more than two weeks, you will also need to apply for leave to work away via CamSIS and complete the Faculty's Risk Assessment Form. The Risk Assessment Form needs to be uploaded to your application for leave to work away once it has been signed off by the Head of Department.

Please do not travel unless your leave to work away has been approved by the University.

It is really important that you think carefully about the risks to your safety and the measures you need to take to minimise these risks once at the destination. Some destinations are not as safe as others. You must seek travel advice from the Foreign Office before you make you make your plans. You will also need to check for information whilst away. Foreign travel advice is available from: https://www.gov.uk/foreign-travel-advice.

- If you wish to return home to write up your thesis you will need to apply to work away. In these instances you will not be required to submit a risk assessment or acquire insurance.

- When you have submitted your dissertation and are waiting for the outcome of your examination, you are not required to apply to work away for this period. If you are later notified that you are required to undertake further work to your dissertation, such as corrections, revisions etc. you are expected to apply to work away if not in Cambridge

- You do not need to apply to work away for short periods, such as attending conferences.

- Students are not able to apply to work away for the purpose of employment. If you wish to

take a period of employment you must apply to be removed from the Register. For further information see: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/removal-register

- Applications are considered on a case by case basis and must have the support of your supervisor, Department, Degree Committee and College. You must also seek the permission of your sponsor if you are funded by a sponsor.

- If you are granted permission to work away you are considered still to be under the active supervision of your Cambridge Supervisor unless alternative arrangements have been approved.

If you have any questions about working away email: Grad.enquiries@aha.cam.ac.uk.

For information on working away, Tier 4 and how to apply see: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge.

You can download a copy of the Faculty's Risk Assessment Form from: . http://www.arct.cam.ac.uk/current-students/information-for-graduate-students-1/information-for-graduate-students/-1

University Fieldwork Funds

If you are funded by a Research Council you may be eligible to apply for additional fieldwork funds from them. If you require additional funding to complete fieldwork and have been granted permission from the Student Registry to work away, you may be eligible to apply for Faculty Fieldwork Funding. You may also be eligible to apply for funding from the Kettle's Yard Travel Fund which is also administered by the Faculty. Information about the fieldwork funding schemes will be forwarded to all students during the Michaelmas Term via email.

Eligible candidates are notified in November and invited to submit applications for both schemes by a deadline in February.

Successful applicants will be required to make use of their grants before the end of 2017 unless the Professor of Architecture waives this requirement.

For further information and application forms see: http://www.hoart.cam.ac.uk/current-students/information-for-graduate-students/information-for-all-graduate-students

Travel Insurance

You will need to show that you have adequate insurance for any period of working away unless:

- You are remaining in the UK
- You are applying to return home to write up your thesis or to undertake further work to your thesis, such as corrections).

Further details on the University's insurance scheme can be found at http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html

University insurance is not available for students who are return home to work on their thesis or for students who are away from Cambridge but remain in the UK.

Updating Personal Information and your Student Status

For further information on how to manage the items listed below see:

http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/gradprofile.html

Personal Information

- Changing Your Name
- Changing Colleges [.cam.ac.uk domain only]
- Applying for Person(s) to Join You in Cambridge
- Residing Outside the University's Precincts

Changing Your Student Status

- Changing Your Mode of Study (Full to Part-time, Part to Full-time)
- Withdrawing From the University
- Changing Your Course Registration
- Allowance/Exemption of Research Terms
- Removal from the Register for Graduate Students
- Reinstatement to the Register for Graduate Students
- Changing Your Department/Faculty
- Changing Your Supervisor
- Exemption From the University Composition Fee

Confirmation of Your Status

- Research Passports
- Confirmation of Study Letters

(Hardship) Funding

It is important to note that most fully funded opportunities at Cambridge are only available to students about to start a new course. Once you are registered as a student, there are few full scholarships available. However, if we do receive information about possible funding opportunities, it is circulated to eligible students with immediate effect. Do keep an eye on your email!

For information on funding for current students see:
http://www.cambridgestudents.cam.ac.uk/fees-and-funding/funding/funding-students-existing-course

Working While You Study

There are working restrictions that apply to all graduate students of the University. It is not possible to 'work through' a full-time degree at the University, except as a Research Assistant whose research employment activity matches that of the research degree. For further information see: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study

It is a requirement of the University that all full-time postgraduate students have their funding fully in place before they start their course. The University does not allow students to undertake paid work outside the University or a college while they are studying full-time, and you should not expect to accrue additional income in this way. However, academic-related work – especially teaching undergraduates – can provide postgraduate students with valuable transferable skills, and a limited amount of this type of work is encouraged, provided it does not interfere with your studies. If you are a research student, with the approval of both your supervisor and your college tutor, you may be able to undertake a small amount of academic work, such as supervising undergraduates, invigilating examinations, working in a university/college library, or demonstrating in a laboratory. However, you should not rely on such work to generate essential income for your studies. The University stipulates that no more than ten hours a week may be spent in such activities; please note that some grant-awarding bodies only allow a maximum of six hours per week. If you an overseas student, your visa may state that you can work up to 20 hours a week. However, to work more than ten hours a week is a breach of university regulations. Supervisors should not ask students to undertake work beyond the limits set out above.

Contributing to the teaching of undergraduates through, for example, supervising laboratory sessions and small-group teaching ('supervision') is a valuable transferable skill. Graduates who teach should receive appropriate support in developing their teaching skills. All graduate students who wish to teach should undergo basic instruction. The Graduate Development Programme offers opportunities both through departments/faculties and centrally. See: http://www.ppd.admin.cam.ac.uk/information-research-students.

Any student who takes other forms of work or exceeds the maximum hours must recognise that to do so may impair the progress of his or her studies and that he or she has done so against the express advice of the University.

Part-time students are not restricted in the hours they can work, but their admission interview will explore the extent to which they will be able to manage their work and study and the Supervisor is asked to keep the balance between these elements under review.

Full-time or part-time candidates who wish to take a break to take up full-time employment during their research will need to apply to come off the register to do so. Being employed full-time is normally incompatible with holding full-time student status (except in the case of Research Assistants employed by the University).

Students and supervisors should be aware that Research Councils do not recognise employment, even in the subject area of the thesis, as good reason for over-running and will not take account of this when calculating submission rates.

Masters students are not expected not to work during term-time. Students should consult their Faculty and Department for further details regarding official vacation dates.

Research Skills & Personal Development

There is a wealth of sources at Cambridge from which you can develop and consolidate the skills you need to produce a successful thesis and to pursue a career after your time here in Cambridge.

Supervisor/Course Director

With regard to individual research, your Supervisor's advice is crucial. Your Supervisor will also help you to acquire skills including the planning and delivery of a sustained piece of academic writing.

Your Supervisor will also alert you to new advances in the subject, recent bibliography, and where to gain advice from other experts.

Together with the help of your Supervisor, you are expected to plan a bespoke training package for yourself and to record this in your logbook (see above for Logbook).

Department/Faculty

In addition to the Department's research training programme, you are encouraged to attend relevant masters' seminar courses, research seminars and talks, peer monitoring within reading and discussion groups and any relevant skills training that is relevant to your research; for example, photography, building surveying and GIS. You are also welcome to attend any relevant events hosted by the Department of History of Art.

You are also encouraged, in consultation with your Supervisor and the Graduate Directors, to organise your own conferences, summer schools or workshops and can apply for funding to realise this. Information about funding for conferences is circulated to staff and students as soon as it is available.

College

Your college hosts a cosmopolitan community of scholars spanning all disciplines and a lively forum for intellectual exchange and personal growth. See your Graduate Tutor or Grad Rep to find out about events and activities for graduate students. You may wish to organise an event of your own!

University Lectures

You may find it useful to attend lectures relevant to your research held by other University departments and faculties. Most of the University's lectures are listed on the University's Timetable, see: https://www.timetable.cam.ac.uk/. Whilst you may attend any lecture, it is usual to ask permission from the relevant member of staff if you may attend.

In addition to scheduled lecture courses, there are also many one-off lectures and seminar presentations held by academics and visitors throughout the University. Keep your eye out for these in your email, noticeboards and websites!

Careers Service

The earlier you make use of the services offered by the University's Careers Service, the easier you will find it to make informed decisions about what you would like to do following your time as an MPhil student.

http://www.careers.cam.ac.uk/

Centre for Research in the Arts, Social Sciences and Humanities (CRASSH)

CRASSH facilitate interdisciplinary initiatives and host discussion groups for graduate students.

http://www.crassh.cam.ac.uk/page/3/research-programmes.htm

Personal & Professional Development – Researcher Development Programme

The University offers an excellent development programme where you can develop your professional, technical and personal skills.

http://www.ppd.admin.cam.ac.uk/information-research-students

Language Courses

You may undertake language courses according to your needs in the Faculties of Modern and Medieval Languages, Classics, Asian and Middle Eastern Studies or the University's Language Centre. Palaeography courses and mediaeval Latin are offered by the Faculty of History.

The Language Centre has language training opportunities for graduate students within this School. For information see: www.langcen.cam.ac.uk/graduates

http://www.mml.cam.ac.uk/
http://www.classics.cam.ac.uk/
http://www.ames.cam.ac.uk/
http://www.hist.cam.ac.uk/

Museums & Collections

Cambridge is home to the UK's highest concentration of internationally important museum collections outside London, housing over five million objects in one square mile.

http://www.cam.ac.uk/museums-and-collections

Social Sciences' Research Methods Centre (SSRMC) Training Programme

The SSRMC is an interdisciplinary initiative offering high quality research methods training to postgraduate students at MPhil and PhD level.
http://www.ssrmc.group.cam.ac.uk/

University Information Service (UIS) – IT Training

The UIS provides a full schedule of training courses for students of the University and Colleges, most of which are free of charge.

http://www.ucs.cam.ac.uk/training

University Library (UL) – Research Skills Programme

Cambridge has one of the greatest collections of books and manuscripts in Europe, housed in over 100 individual libraries. The UL offers information skills sessions for graduate students.

http://www.lib.cam.ac.uk/

Sport, Drama, Music, Societies, Volunteering

You will have a unique opportunity to develop skills for your research, personal development and a healthy work life balance.

http://www.admin.cam.ac.uk/students/gateway/cambridge/social.html

Your Sponsor

If you are sponsored by a research council or other organisation, you may be eligible for research skill training opportunities or funding to support your training elsewhere. You will need to check with your sponsor to find out.

Vitae – Realising the Potential of Researchers

Vitae is dedicated to realising the potential of researchers through transforming their professional and career development.

http://www.vitae.ac.uk/

Health & Welfare

Your College

It is your college's remit to provide pastoral support and to act as your ambassador in pastoral matters (this is not the role of your Supervisor). The tutorial office will include an academic member of staff who will usually be called the Graduate Tutor and an administrative member of staff who will be referred to as a Graduate Secretary. A guide outlining what you can expect from your college is available:

http://www.graduate.study.cam.ac.uk/sites/www.2015.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf

Accommodation Service

The Accommodation Service has hundreds of properties and over a century of experience. The Service has a definitive list of University accommodation, as well as hundreds of privately-owned properties and some college rooms.

http://www.accommodation.cam.ac.uk/

Assistive Technology Support

The Assistive Technology (AT) team is based within the University Information Service (UIS) and provides a wide range of assistive technology advice, training and support enabling students with specific requirements to make effective use of information technology.

http://www.ucs.cam.ac.uk/support/assistive-technology

Cambridge University Students' Union (CUSU)

CUSU exists to represent your interests and ensure that you have a say in your University experience. Whether you are an undergraduate or a postgraduate, every Cambridge University student is automatically a member of CUSU. CUSU works by bringing together students from all colleges and departments in order to campaign for positive change in Cambridge. As a student you will also be represented at College level by JCRs and MCRs, as well as by elected student representatives in your faculty. See: http://www.cusu.co.uk/

Childcare Office

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

The University has two day nurseries at Edwinstowe Close and at the West Cambridge site for children from three months to school age, as well as a Holiday Playscheme which operates during the state school holiday periods (excluding Christmas and Bank Holidays) for school-age children; although the venue at St Mary's Junior School is also open for some additional holiday periods.

The Childcare Office also operates an Information Service, which aims to support families of the University community. The service offers information on family related issues including childcare, schooling, health care, financial support and local community resources.

http://www.admin.cam.ac.uk/univ/childcare/

Counselling Service

The University's Counselling Service is just round the corner from the Department in Lensfield Road and has a team of professionally trained counselling staff who can help in a variety of ways; one to one counselling, groups and workshops, self-help brochures, student counselling faqs. Its website has some extremely useful information.
http://www.counselling.cam.ac.uk/

Dental Service

The University's Dental Service can be found at No 3 Trumpington Street opposite the Department. It was set up in 1968 as a service for students and provides National Health Service (NHS) treatment to students of the University.
http://www.dental.cam.ac.uk/

Disability Resource Centre (DRC)

The DRC provides resources for disabled students.
http://www.admin.cam.ac.uk/univ/disability/

The Disability Liaison Officers for the Faculty are Susanne Jennings on scj22@cam.ac.uk and Tanya Zhimbiev on tz212@cam.ac.uk . Their telephone numbers are: 01223 0332953 / 32967.

Doctors (Medical)

The University of Cambridge does not have its own medical practice, and all students are advised to register with a local general practitioner (GP) when they arrive. Your college should be able to provide a list of local practices, or you could use the NHS search facility.

http://www.nhs.uk/Pages/HomePage.aspx

Health & Welfare Guidelines

Every year the University issues health guidelines to staff and students. These include information on meningitis, vaccinations, anaphylaxes and sexual health. In the event of an epidemic or pandemic it may also release information on the advice of the Health Protection Agency.

http://www.admin.cam.ac.uk/univ/health/

Health & Safety

The University's Health and Safety Office also has a broad range of guidance documents that you may need to refer to during your time at Cambridge, for example cycle safety and security.

http://www.admin.cam.ac.uk/offices/safety/

Sport, Drama, Music, Societies, Volunteering

http://www.admin.cam.ac.uk/students/gateway/cambridge/social.html

University Centre

The University Centre offers a wide range of social facilities for graduate and research students, as well as University and College staff, alumni and their guests.

www.unicen.cam.ac.uk/

Faculty Facilities

Faculty Library

You will be introduced to the Library and its staff as part of the induction day programme where you will find out about the Library and libraries at Cambridge.

The Library admits members of the Faculty and others by arrangement. Graduate students may borrow up to 10 books for one month. Books may be borrowed for the whole vacation period but must be returned to the library during the first week of term.

The library holds:

- 40,000 volumes on art, architecture and related topics
- 300 periodical titles (reference only)
- a special collection of 2,000 16th - 19th century architectural books
- a product information collection maintained by the Royal Institute of British Architects (all now online)

The Perfect Desk is an introductory film to help you make sense of the libraries at the University of Cambridge. See: http://www.youtube.com/watch?v=3hjzNNvaELA&feature=youtu.be

For further information about the Faculty library including opening times see:
http://www.aha.cam.ac.uk/Library

For information about the University Library (UL) and other University and College libraries see:
http://www.lib.cam.ac.uk/

IT

The IT resources available to staff and students of the Faculty are managed by the Faculty Computer Officer, Stan Finney. If you have any specific questions, please contact Stan on:

- Telephone: 01223 332973 / 07879 116900 (x 51900)
- Email: swf23@cam.ac.uk

Students and staff have access to a range of IT resources within the Faculty. The Faculty's own network is connected to the Cambridge University Data Network (CUDN), which allows access to the local University Intranet and the Internet. The network provides 1Gbit connections to all "wired" desktop/laptop computers. In addition, the Faculty operates its own wireless network (AHA) that covers the whole of Scroope Terrace and the History of Art Graduate Centre at 4A Trumpington Street. Access to the wireless network can only be obtained using a username and password specific to the Faculty.

Servers and File Storage

A number of file servers provide in excess of 12 Terabytes of data storage space. These servers also provide for centralised administration of backups, user accounts, printing and the Citrix application servers.

Although we don't provide a dedicated Computer Room or suite, we do offer students access to our

Virtual Computer Room. In effect, this allows staff and students to connect to the system and run one of a number of software packages. Although these applications appear to be running on the desktop or laptop, they are in fact running on the Citrix Application Servers. This system can be accessed anywhere in the world, providing there is a reasonable speed link in between.

The Faculty runs a heterogeneous network of servers, workstations, thin clients and networked printers. Users in the Faculty are welcome to use the thin client terminals in the Library, or to bring their own laptop into the department. If you would like to use your own computer at Scroope Terrace there are some things you must do first:

All users must also undertake to take all reasonable steps to keep their operating system and anti-virus software up-to-date whilst their computer is connected to the Cambridge network. Cambridge has not been immune to the recent worm/virus outbreaks on the Internet and so routine computer maintenance is in everybody's interests.

You should ensure that your computer has an RJ45 Ethernet connector or wireless networking support (802.11a/b/g/n) and that your computer can accept the European standard 220-240V voltage. It may also be necessary to invest in a travel adaptor for a British standard plug with three square pins.

Disclaimer: Whilst we will do everything we can to support your computer, we cannot guarantee to support particularly exotic pieces of hardware and software.

Printing/Plotting/Photocopying

The Faculty has a number of black and white and colour photocopiers, printers and plotters that are available to staff and students. Laser copier/printers offer page sizes from A5 to A3 and for larger sizes a range of plotters are also available for use in the self-service Reprographics Room in the basement of the Faculty. Print credit must be added to a user account before printing can take place via the Faculty Office.

3D Printers and Laser Cutters

The Faculty also owns a ZCorp Z350 3D printer and two Laser Cutters that students have access to.

The 3D printer enables students to print models that they may have developed on the computer as solid models. The two laser cutters, an A1-sized machine with a 65Watt laser and an A2 with 75Watt can cut a range of materials and thicknesses. Please note however, that we do exert some control on exactly what can be cut for health and safety reasons.

Classrooms/Lecture Rooms

All classrooms and lecture rooms are furnished with permanently mounted digital data projectors and in addition, some rooms have slide projectors installed. The Faculty also has a number of mobile data projectors for use elsewhere in the Faculty.

Application Software

A number of application packages are utilised by students during their time with us. The mix and range of software is reviewed each year during the long vacation, but currently these include:

- Microsoft Office (Microsoft Word, Excel, PowerPoint, Publisher)

- Microsoft Project
- Sketchup Pro 2013
- Bentley MicroStation
- Illustrator
- Acrobat Professional
- Photoshop
- InDesign
- IES VE
- Autodesk Ecotect
- TRNSYS
- SPSS
- ARCGIS

Some packages are made available for the students to install on their own laptops; others are accessible via the Faculty's Application Servers.

Virtual Private Network (VPDN)

If you haven't already done so, you may want to get a VPDN set up on your computer. This allows you to access Cam-domain restricted online resources remotely. For information see:

http://www.ucs.cam.ac.uk/support/unix-support/vpdn

The Slide and Digital Image Resource

The Slide Room is a valuable resource for both Architecture and History of Art lecturers. It houses approximately 60,000 slides covering both areas of study. Primarily for the use of lecturers within the Faculty (students do not have access unless supervised by a member of staff), it provides visual material for some 30-35 lectures a week. Occasionally external loans are made to university staff in other faculties.

Health & Safety Policy in the Faculty

Fire

On discovering a fire you should operate the nearest fire alarm call point (small, red wall-mounted boxes) by breaking the glass as directed on the front.

Fire extinguishers are located around the building. You should only attempt to tackle the fire yourself if you have been trained in the use of fire extinguishers and are confident in your ability to do so safely, without endangering yourself or others. Fire extinguishers are provided for tackling fires in an emergency and are positioned by members of the Fire Safety Unit in the places where they will be of most benefit. They are not door-stops and they are not to be moved for any reason.

The fire alarms are tested on Thursdays between 9.00am and 10.00am, when they will sound for no more than one minute. If the alarm sounds for longer than a minute or at any other time, you should assume it is not a test and evacuate the building immediately.

On hearing the fire alarm, you should leave the building quickly, closing doors behind you as you go and choosing the safest exit route (signalled by the green 'running man' signs), according to where

the seat of the fire is believed to be. This may mean not using the route you normally use to enter and exit the building, **so do take the time to identify fire exit routes as soon as you can, rather than waiting until there is an emergency.**

If any of the access-controlled doors do not release automatically, lift the clear plastic cover on the front of the adjacent wall-mounted green box and break the glass as directed.

After leaving the building assemble:

- in the car park at the front of St. Peter's Terrace (on the left as you go out of the front of Scroope Terrace – on the far side of the Engineering driveway)
- or, in the car park at the rear of the Royal Cambridge Hotel (access via the Scroope Terrace car park).

Do not gather in front of the building – you may be putting yourself in danger (for example, from falling glass as the windows above you shatter in the heat), and you will certainly block others' safe exit and the access of the emergency services if they have to attend. Identified fire wardens will be on hand to provide direction. You must obey any direction that they give you, which will be for you own and others' safety. Do not return to the building until a fire warden has told you that it is safe to do so and do not leave the fire assembly point – if you have been seen in the building prior to evacuation but are not present at one of the assembly points, emergency services may have to risk their own safety to re-enter the building and look for you.

In the event of the discovery of a suspect package, the same evacuation procedures apply.

You are responsible for any visitors that you bring into the building and for ensuring that visitors know what to do in the event of an emergency. The Faculty Administrator (3)32593) and Custodian (Mr Alan Baldwin / (3)32991) must be informed immediately, via the Faculty Office, of any visitors who might experience difficulty in responding to a fire alarm and/or evacuating the building in an emergency, as we are required to produce a Personal Emergency Evacuation Plan.

The Faculty is required to carry out regular fire drills. Everyone is expected to take these seriously and to follow the above procedures as if there were a fire.

First Aid

First Aid boxes are located at various points around the building, including the Faculty Office and the Studio. Please make sure you familiarise yourself with their location. The First Aider at Scroope Terrace is Mrs Julia Pettman (contact via the Faculty Office or in the office next to the Faculty Office, room 2.2, (3)32966). All accidents, however minor, must be reported to the Faculty Office in the first instance.

In the event of serious injury you should summon an ambulance by dialling 1999 on a network phone. In the event of moderate injury the victim should be escorted to Addenbrooke's Hospital out-patients - the Faculty will refund the cost of any taxi.

Security

During normal working hours (9.00-5.15 Monday to Thursday; 9.00-4.15 Friday), any concerns with security should be reported to the Custodian, (Mr Alan Baldwin / (3)32991), the Faculty Office or the Faculty Administrator (3)32593) immediately.

Outside normal hours, concerns should be reported to the University Security Control Centre on the emergency number 101 (internal) / (7)67444 (external) or the routine number (3)31818, depending on the perceived severity of the matter. In the event of a serious emergency, call the Police by dialling 999.

Despite all reasonable security measures, thefts do occur: please take care of your valuables. The University is not responsible for the loss or damage that may occur to cars, bicycles or any other personal property on its premises. You are urged to purchase a suitable locking cable for your laptop. CCTV operates at Scroope Terrace and may be able to assist in identifying any intruders or thieves.

Visitors

If you invite a visitor into the Faculty building please could you arrange for them to:

- sign the Visitors Book held at Reception
- wear VISITOR badge which they must wear whilst in the building

Please also note that any visitors remain the responsibility of the person they are visiting whilst they are in this building and that visitors should have a genuine reason for being here. Please do not let anyone into either Scroope Terrace or 4a Trumpington Street (Department of History of Art) who you don't know. Unknown visitors should be accompanied to the Faculty Reception.

Smoking

Smoking is not allowed anywhere in the building at any time. The fire alarms are smoke sensitive.

Smoking is also not allowed outside the front of Scroope Terrace, in doorways or close to windows where smoke may drift into the building. The designated smoking area is at the rear of the site, under the walkway between the Architecture Lecture Room and the Studio.

Other Faculty Information

Department and Faculty

The Faculty of Architecture and History of Art consists of the two Departments; that is, the Departments of Architecture, and, History of Art.

The role of the Faculty Board is to oversee the work of the Faculty. It is responsible to the University's General Board for research in the subjects of the Faculty, preparing the teaching programme of the Faculty, and for ensuring the teaching given is of a high standard. Its duties include resource allocation to support its teaching and research, prescribing which subjects will be taught, and for overseeing the proper application of funds. Its membership includes internal academic staff, external members and three student representatives (two undergraduate student members, one from each of the Departments of Architecture and History of Art together, and one graduate representative who may be a member of either Department - these are elected each November. Student members attend only Unreserved Business i.e. items which are not personal to individual members of the Faculty, or, concerned with examinations.

The Degree Committee has the same membership as the Faculty Board (without the student members) and is concerned with the admission, progress, review and examination of graduate students. It is the highest tier of administration for graduate matters.

The Department of History of Art is located at the far (South) end of the Faculty (No. 5 Scroope Terrace), with the Department Secretary's Office and Lecture Room on the ground floor and staff offices and a Seminar Room on the first, second and attic floors. The Department also has a Seminar Room, supervision spaces and offices in premises across the road at 4a Trumpington Street.

ArcSoc

ArcSoc is the student Architecture Society. It provides a forum for students of architecture to pursue extra-curricular activities ranging from painting to parties, from life drawing to lectures. ArcSOC has its own pages on the Department's website where details of lectures and events are posted. ArcSoc is wholly supported by membership dues and sponsorship. See: http://www.arcsoc.com/

Scroope

The Department's journal *Scroope* has been running since 1989. If you are interested in becoming a part of the *Scroope* editorial team, please send an e-mail to scroope@aha.cam.ac.uk with 'Editorial Board *Scroope* ' in the subject line. Running a journal is very time consuming, so the editorial team is looking for people who have the energy to commit to the job. Our meetings can sometimes run up to three or four hours, but it is a very rewarding experience. You will learn about printing, publishing and distributing a small journal and learn what it means to be a content editor, copy-editor, and/or graphics editor. See: http://www.scroopejournal.com/

Graduate Handbook

Please email the Graduate Office on: Grad.enquiries@aha.cam.ac.uk if you have any comments or notice any errors in this handbook – thank you very much!

Staff Responsibilities 2016 – 2017

Chairman of the Faculty Board and Degree Committee:	Dr Rosalind (Polly) Blakesley
Secretary of the Faculty Board:	Mr Andrew Bennett
Faculty Administrator:	Mr Andrew Bennett
Faculty Administrator's Assistant:	Mrs Julia Pettman
Faculty Receptionist:	Miss Pilar Alonso
Secretary of the Degree Committee:	Dr Emily So
Degree Committee Administrator:	Dr Nichola Tooke
Head of Department:	Professor Wendy Pullan
Department Secretary:	Ms Sue Luxon
Graduate Administrator:	Dr Nichola Tooke
Graduate Assistant:	Miss Pilar Alonso
Deputy Head & Tripos Co-ordinator	Ms Mary Ann Steane
QA Officer:	Dr James Campbell
Undergraduate Admissions Co-ordinator and Chair of Directors of Studies:	Dr Max Sternberg
Director of Graduate Studies:	Dr Ying Jin
Deputy Director of Graduate Studies:	Dr Felipe Hernández
Chief Accounts Clerk:	Mr Neil Mayo
Faculty Computer Officer and Head of Digital Services:	Mr Stan Finney
Digital Services Co-ordinator:	Mrs Marisa Grove
Director of the Martin Centre:	Professor François Penz
Deputy Director of the Martin Centre:	Dr Emily So
Martin Centre Research Administrator:	Mrs Anita Gunadi
Martin Centre Secretary:	Miss Pilar Alonso
First Year Co-ordinator:	Dr Felipe Hernández
Second Year Co-ordinator:	Ms Mary Ann Steane
Third Year Co-ordinator:	Professor Koen Steemers
Third Year Case-study Co-ordinator:	Professor Alan Short
Senior Teaching Associate:	Dr Rob Foster
MPhil in Architecture and Urban Studies (MAUS) Course Directors:	Dr Felipe Hernández and Dr Ying Jin
MPhil in Architecture and Urban Design (MAUD) Course Director:	Ms Ingrid Schröder
MSt IDBE Course Director:	Dr Sebastian Macmillan

MSt IDBE Deputy Course Director:	Dr Alice Moncaster
IDBE Course Administrator:	Ms Becky Stanley
MSt Building History Course Director:	Dr Adam Menuge
MSt Building History Course Administrator:	Ms Alex Lumley
Part 3 Course Co-ordinator:	Ms Miranda Terry
Part 3 Course Administrators:	Ms Sue Luxon and TBC
Faculty Librarians:	Ms Susanne Jennings Ms Tanya Zhimbiev
Library Assistant:	Miss Sophie Fletcher
Faculty Disability Liaison Officers:	Ms Susanne Jennings and Ms Tanya Zhimbiev
Faculty Safety Officer:	Mr Alan Baldwin
First Year Studio Masters:	Ms Julika Gittner, Mr James Ross, Mr Raphael Lee, and Mr Francis Fawcett
Second Year Studio Masters:	Mr Jon Lopez and Mr Yuthika Hikaru (Hik) Nissanke Ms Mary Ann Steane and Mr Edmund Wilson Mr Doug Hodgson and Colette Sheddick
Third Year Studio Masters:	Mr Eric Martin and Mr Nikolai Delvendahl Mr Rod Heyes and Ms Amy Perkins Mr Peter Fisher and Mr Michael Tuck
MAUD Studio Masters:	Ms Ingrid Schröder and Mr Aram Mooradian
ARB/RIBA Co-ordinator:	Ms Mary Ann Steane
Practice Placement Co-ordinator:	Professor Alan Short
Chair of Technical Teaching:	Professor Alan Short
Chair of History and Theory Group:	Dr Max Sternberg
CAD Teaching Co-ordinator:	Dr Yeonsook Heo
Website Co-ordinator:	Mr Michael Ramage
Workshop Supervisor:	Mr Clive Tubb
Open Day Co-ordinator:	Ms Mary Ann Steane
Outreach Co-ordinator	Dr Anna Jenkin
Exhibition and Catalogue Co-ordinator:	Dr James Campbell
Chief Custodian:	Mr Alan Baldwin
Custodian's Assistant:	Mr Craig Baldwin