

Guidelines for the Bergen School of Architecture programme.

These guidelines are a supplement to the Regulations for the Master's Programme at Bergen School of Architecture. They cover programme delivery, assessments and exams. They do not provide information about admissions, learning outcomes or programme structure. These issues are covered in the regulations / programme description.

Regulations adopted by the board of Bergen School of Architecture 6 February 2013, entry into force 6 February 2013. The supplementary guidelines have been revised and adopted by the academic quality committee.

Completion and assessment

Hours

The Master in Architecture is a full-time programme, and students should expect to be working a minimum of 37.5 hours a week.

Attendance

All courses are obligatory. Introductions, lectures, reviews and tutorials are obligatory. The students should also be spending at least 50% of their time working in the studio. The students are themselves responsible for their own attendance and learning.

Non-attendance

The student must submit a self-certification note / sick note if they are unable to attend due to sickness. Courses that have not been completed due to illness or a valid exemption may be compensated for if practically possible by agreement with the main teacher / class teacher. Unauthorised non-attendance and missed learning outcomes may disqualify the student from taking the exam.

Special arrangements

Students with documented special needs may apply for special arrangements to be made.

Special arrangements do not exempt the student from the academic criteria.

Examples of special arrangements include physical adaptation, interpretation, exam format or deferred submission/exam. The student must co-operate, and doctor's notes / sick notes / medical reviews are important documents in allowing the school to make a decision on special arrangements.

Recognition and exemption of qualifications

Students who have completed courses at another institution may have their qualifications recognised/exempted by BAS. Recognition/exemptions may be granted:

when enrolling for Advanced Level, for a Bachelor in Architecture or individual theory subjects or when going on an exchange at a different institution.

Documentation

All projects should be documented as a general rule. Students must be able to produce all their past work at the exam. Ensure that you have digital documentation in case of unforeseen events.

You are not required to keep your works after you have passed the exam with the exception of Year 1. Nor is there space at the school for storing works after the exam.

Students should create their own portfolio for all courses at Advanced Level. It is an absolute requirement to be able to present the portfolio to the examiners in paper format at the diploma exam.

Completion and assessment of individual courses at Foundation Level

The students take a number of courses of varying lengths at Foundation Level. The students will receive an assessment/feedback for each course.

The feedback relates to the respective courses and is an internal and formative assessment.

Feedback is given verbally during the final review. The students are encouraged to write down the feedback they receive. They will receive written feedback on longer courses. The criteria for assessment and passing a course cover knowledge and acquired professional experience, methodical work and insights, and the student's attitude towards the subject. The assessment is based on participation, submitted individual and group exercises and presentation thereof.

The student should be expressly informed at the final review if they have not passed the course. The student should be clearly informed that they must carry out supplementary work on the course and of the deadline for submitting this work.

If there are "critical" cases, i.e. the class teacher feels that a student is not following the expected progression, the teacher must notify the student to that effect during the course. In the event of unsatisfactory progression/effort/level of attainment/participation, the student must carry out supplementary work or retake the course or part/all of the semester. The school may stop a student from proceeding with their studies in the event of unsatisfactory progression/effort/participation.

An appraisal of each student should be held during the Foundation Level programme. The topic of the appraisal could be progression/effort/level of attainment/participation/learning environment and well-being. The student, teacher or school can also request an appraisal during the academic year.

Completion and assessment of courses at Advanced Level

Advanced Level, Years 4 and 5, lasts two years.

Every semester the school offers a range of semester courses. The students choose their courses in order of priority. If possible, the students will be enrolled on their preferred courses. If there are more registered students than there are places, the students in Year 5 will be given priority. Any remaining places will be allocated to students in Year 4 by drawing of lots.

The school offers courses on the following subjects:

1. Restructuring of urban structures/buildings.
2. Restructuring of rural structures/buildings.
3. Developing countries / Architecture in different cultures.
4. Construction based on architectural design.
5. Complex buildings.
6. Exchanges / X-factor unknown.

The courses last one full semester and highlight a range of perspectives through workshops and longer units. During the courses there will be internal reviews and submissions combined with independent work and periods of group work. Active participation is required on group-based courses. On Advanced Level courses there is a joint, obligatory half-way review, and the semesters conclude with a final assessment / exam. The students are assessed on the basis of course attendance, effort and process in addition to the final project.

If there are “critical” cases, i.e. the class teacher feels that a student is not following the expected progression, the teacher must notify the student to that effect during the course. The school may stop a student from presenting themselves for the final assessment / exam in the event of unsatisfactory progression/effort/level of attainment/participation.

Students should create their own portfolio for all courses at Advanced Level.

Exchanges

Advanced Level students can apply for an exchange lasting up to 2 semesters at a different institution. The following criteria must be met for the exchange to be recognised as part of their BAS degree:

They must have passed the courses on the exchange.

The tuition fees for the semester(s) for which the student is seeking an exemption/recognition must have been paid.

At least 90 ECTS credits must have been acquired at BAS.

Course evaluations

All courses must be evaluated retrospectively by both students and teachers. Evaluation forms part of the school’s quality management programme.

EXAMS

General exam information

The overall formal assessment takes place during the exam. At Foundation Level BAS conducts formal assessments after every year. Each semester course at Advanced Level concludes with an exam. An exam pass qualifies the student for further study at BAS. The last semester, the diploma semester, concludes with an examination on an own-choice project.

Upon passing the diploma exam the candidate will be awarded the title of Master in Architecture.

Students who have not paid their tuition fees are not entitled to study or take exams at BAS. Satisfactory progression/effort/level of attainment/participation is required in order to take exams.

External examiners ensure that the candidates’ knowledge and skills are tested and assessed in an impartial and appropriate manner. Unless otherwise stated, exams will be conducted in English.

Exams are an overall assessment of the student’s attitude, effort, progression and level of attainment subject to the following three assessment criteria:

1. *Knowledge* – the student’s demonstrated knowledge

2. *Skills* – The student’s approach to the tasks and methodologies through independent systematic and critical reasoning

3. *General competencies* – The student’s academic attitude and approach to architecture and the architect’s practice in society

Exams are graded as follows: *Pass/Fail*.

The students may request grade transcripts of exams passed during the programme at any time. A diploma is awarded after passing the diploma exam.

In exceptional circumstances, a student may be granted a deferred submission/exam in the event of documented illness, other compelling reason for absence or supplementary work. Students who are legitimately absent from an ordinary exam have the right to sit a new exam. The new exam shall be held at the same time as next year’s ordinary exams or in connection with an equivalent exam.

Candidates at BAS may only attempt an exam twice unless dispensation is granted. Re-examination in the event of an appeal does not count as an attempt.

Theory exams

BAS students must complete and pass various theoretical subjects as an integral part of the programme. These subjects are obligatory and must be passed by the stipulated deadline. Students may apply for recognition/exemption of equivalent subjects taken at other educational institutions.

If a student lacks a theoretical subject, they may apply for dispensation to take the exam. They must then apply for leave from the programme in order to acquire the necessary qualifications required to proceed with their studies.

Year 1 exam

Students must pass Year 1 before they can proceed to Year 2. The **overall** formal assessment of work carried out during the year forms the basis for passing Year 1.

The assessment should determine whether the student maintains the minimum academic standard for commencing Year 2.

The basis for the assessment is the process throughout the year in terms of the student’s attendance, dedication to the task (effort) and exploratory approach (process).

Participation: All tuition, group work and collective work are mandatory

Effort: Leading up to the submission, the students must dedicate themselves to the task on every obligatory course.

Process: The students should take an investigative and exploratory approach to the task.

The assessment is carried out by two examiners, preferably the class teachers for Years 1 and 2.

Students may be instructed to carry out supplementary work before a grade is given. Candidates ordered to carry out supplementary work will be invited to a meeting to discuss the work. Any supplementary submissions must be completed by the given deadline and

approved by the examiners. Students may not start Year 2 until their supplementary work has been passed.

Students with significant shortcomings in terms of progression/participation/effort during the year cannot be assessed. This will be communicated to the students as early as possible in the academic year.

All material from Year 1 must be made available for the Year 2 exam.

Year 2 exam

Students must pass Year 2 before they can proceed to Year 3. The **overall** formal assessment of the students' work is made at the exam and results in a pass or a fail.

The assessment should determine whether the student maintains the minimum academic standard for commencing Year 3.

The assessment is carried out on the basis of a presentation of the student's work, models and drawings, drafts and preliminary work / collective work.

Exam exhibition

The Year 2 class exam is an exhibition/presentation of work carried out in Years 1 and 2.

All material from the two years must be made available at the exam, although only a selection of works will be exhibited. Work from all modules should be exhibited and demonstrate the personal development (profile) of each student.

The presentation should also provide an understanding of the school's working and teaching methods, didactic methods and alternative approach. The examiners will be informed that the school places particular emphasis on the students' approach to the subject and their attitude to wider society (accountability).

Work on the exhibition begins no later than 7 days before the exam and under supervision. Attendance is mandatory for the duration of the period. The last day before the exam is a mandatory rest day. The students will be notified of the format of the annual exhibition at the start of the exhibition period.

A selected main teacher and the class's teaching assistant (teacher III) will advise the students on the layout and structure of the exhibition.

Examiners

The students present their works to a group of three external examiners:

2 architects (1 with an overseas practice)
1 artist

Criteria:

The assessment is carried out on the basis of the presentation of the student's work, models and drawings, drafts and preliminary work / collective work.

An overall assessment is made of the student's attitude, effort, participation, progression and result in accordance with the following three assessment criteria:

1. KNOWLEDGE – The student's demonstrated knowledge

2. SKILLS – The student’s approach to the tasks and methodologies through independent, systematic and critical reasoning

3. GENERAL COMPETENCIES – The student’s academic attitude and approach to architecture and the architect’s practice in society

Examination

In the exam each candidate will be given 45 minutes for their presentation. The student should prepare a presentation lasting 20 minutes. The remaining time is allocated to questions and feedback from the examiners. The examiners may also ask questions during the student’s presentation. One representative of the school is present at every exam.

Results

The final assessment/grade is decided in a closed meeting / assessment meeting on the last day of the exams. The meeting is attended by the examiners together with teachers and the rector/pro-rector.

The student will be informed of their grade on the last day of the exams.

A pass means the candidate is ready to start Year 3.

A fail means the student is not ready to start Year 3.

In the event of a fail, the candidate must repeat Year 2 or at least 1 semester (spring semester) of Year 2. A decision will be made by the school in consultation with the examiners.

In the event of a fail, the candidate is entitled to expert advice on the exam result and further study.

The student may appeal against the exam result / procedural errors under the Universities and University Colleges Act in the event of a fail. The student has 3 weeks to appeal and must exhibit the same materials in the event of a new assessment. Appeals guidelines can be found at www.bas.org

The candidate should receive a written statement from the examiners before starting Year 3. The examiners’ feedback addresses the student’s level of attainment, strengths/weaknesses and what they should focus on in their further studies.

Year 3 exam

Students must pass Year 3 before they can proceed to Advanced Level. The **overall** assessment of the students’ work is made at the exam and results in a pass or a fail for that year.

The assessment should determine whether the student maintains the minimum academic standard for commencing Advanced Level.

The assessment is carried out on the basis of a presentation of the student’s work, models and drawings, drafts and preliminary work / collective work.

The student must have completed all APP courses in order to take the exam in June.

Exam exhibition

The Year 3 exam is an exhibition/presentation of the student’s works from the autumn and

spring semesters in Year 3.

The presentation should also provide an understanding of the school's working and teaching methods, didactic methods and alternative approach. The examiners will be informed that the school places particular emphasis on the students' approach to the subject and their attitude to wider society (accountability).

Work on the exhibition begins 8 days before the exam and under supervision. Attendance is mandatory for the duration of the period. The last day before the exam is a mandatory rest day.

A **joint exhibition** of all works in all modules will be held: APP, DAV and TTA. Attendance is mandatory for the duration of the exhibition period.

A selected main teacher and the class's teaching assistant (teacher III) will advise the students on the layout and structure of the exhibition.

Examiners

The students present their works to a group of three external examiners:

- 2 architects (1 with an overseas practice)
- 1 artist

Criteria

The assessment is carried out on the basis of the presentation of the student's work, models and drawings, drafts and preliminary work / collective work. Please note that candidates may refer to the works of other students during the exam in order to elucidate their own interpretations. The students should work on the themes in order to highlight both content (social context) and individual understanding and interpretation. All exhibition and portfolio materials will form part of the assessment.

The overall assessment addresses the student's attitude, effort, participation, progression and level of attainment subject to the following three assessment criteria:

1. KNOWLEDGE – The student's demonstrated knowledge
2. SKILLS – The student's approach to the tasks and methodologies through independent, systematic and critical reasoning
3. GENERAL COMPETENCIES – The student's academic attitude and approach to architecture and the architect's practice in society

Examination

In the exam each candidate will be given 45 minutes for their presentation. The student should prepare a presentation lasting 20 minutes. The remaining time is allocated to questions and feedback from the examiners. The examiners may also ask questions during the student's presentation. One representative of the school is present at every exam.

Results

The final assessment/grade is decided in a closed meeting / assessment meeting on the last day of the exams. The meeting is attended by the examiners together with teachers and the rector/pro-rector.

The student will be informed of their grade on the last day of the exams.

A pass means the candidate is ready to proceed to Advanced Level.

The examiners may award a distinction for especially good projects. Distinctions are issued as an appendix to the grade transcript.

A fail means the student is not ready to proceed to Advanced Level.

In the event of a fail, the candidate must repeat Year 3 or at least 1 semester (spring semester) of Year 3. A decision will be made by the school in consultation with the examiners.

In the event of a fail, the candidate is entitled to expert advice on the exam result and further study.

The student may appeal against the exam result / procedural errors under the Universities and University Colleges Act in the event of a fail. The student has 3 weeks to appeal and must exhibit the same materials in the event of a new assessment. Appeals guidelines can be found at www.bas.org

The candidate should receive a written statement from the examiners before proceeding to Advanced Level. The examiners' feedback addresses the student's level of attainment, strengths/weaknesses and what they should focus on in their further studies.

Advanced Level course exams

The students must attend and pass 3 semester courses before they can commence the final diploma semester.

The students are assessed on the basis of course attendance, effort and process in addition to the final project. Specific submission criteria and assessment criteria are given in the course descriptions.

There is a joint, mandatory half-way review during every Advanced Level course. The semesters conclude with a final assessment / exam.

The school may stop a student from presenting themselves for the final assessment / exam in the event of unsatisfactory progression/effort/level of attainment/participation.

Examiners

The examination panel should include the main teacher and at least one external examiner.

Criteria

The assessment is carried out on the basis of the presentation of the student's work, models and drawings, drafts and preliminary work / collective work.

The overall assessment addresses the student's attitude, effort, participation, progression and level of attainment subject to the following three assessment criteria:

1. KNOWLEDGE – The student's demonstrated knowledge
2. SKILLS – The student's approach to the tasks and methodologies through independent, systematic and critical reasoning

3. GENERAL COMPETENCIES – The student’s academic attitude and approach to architecture and the architect’s practice in society

Result

The students will be informed of their results at the final review.

Students may be instructed to carry out supplementary work before a grade is given. Any supplementary submissions must be completed by the given deadline and approved by the examiners. Failing the supplementary work means failing the course.

In the event of a fail, the student must retake the semester course.

The main teacher should issue a written evaluation to the student describing their effort, work, attitude, understanding etc. The evaluation should make clear any shortcomings in the student’s work etc.

DIPLOMA EXAM

Examination of individual candidates on own-choice projects. The exam format is a visual exhibition of the project.

PERIOD OF WORK:

6 months in the period 1 January–30 June.

The exhibition must have been completed by 24 June. The subsequent exam/assessment takes place 27–30 June.

The candidate will find out whether they have passed or failed their exam on 30 June but must return to BAS for the exhibition period and diploma ceremony in mid-August.

WORKING CONDITIONS for the candidate:

All candidates have a personal APP supervisor and are entitled to 7 hours of supervision.

DAV consultant: 5 hours

TTA consultant: 2 hours

Sustainability consultant: 2 hours

The consultants answer to the supervisor.

Candidates working in pairs on a diploma project will receive the same hours of supervision as one candidate (not the double number of hours).

3 presentations during the process, in the plenary and with the supervisor and all consultants.

EXAMINERS:

Three external examiners:

2 architects (1 with an overseas practice)

1 artist

Alternatively also a landscape architect

EXAM RESULTS

The diploma exam is subject to the following three assessment criteria. Please also see the document on 6-point diplomas, appendix 1.

1. KNOWLEDGE – The student's demonstrated knowledge
2. SKILLS – The student's approach to the tasks and methodologies through independent, systematic and critical reasoning
3. GENERAL COMPETENCIES – The student's academic attitude and approach to architecture and the architect's practice in society

Open exam, last week of July.

Collective assessment by examination panel. The candidates may be accompanied by one of their supervisors. A representative of BAS, either the diploma co-ordinator or rector, will monitor the entire exam. The candidate may invite others to sit in on the exam. The BAS welcomes open exhibitions/presentations.

- Collective assessment by examination panel of each candidate individually.
- The final assessment/grade in a closed meeting / assessment meeting on the last day of the exams in June. The three examiners, supervisors and rector.
- The candidates will learn whether they have passed straight after the meeting. Any distinctions will only be announced during the diploma ceremony in August.
- Plenary / joint review: a representative of the examination panel will review the projects in the exhibitions at the diploma ceremony in August. In attendance are all candidates and their supervisors, teachers, other students and rector. Discussion on each project.

The diploma carries one of the following two grades: **Pass**
Fail

A fail means that the candidate must retake the diploma within the standard time frame, i.e. 6 months.

The question/topic must be approved by the school before the work on the diploma can recommence.

Diploma work only takes place in the spring semester, i.e. between 1 January and 30 June. The examiners may award a distinction for especially good projects. Distinctions are issued on an appendix to the diploma.

Please note that under the Universities and University Colleges Act the student may appeal in the event of a fail. They will then be assessed by a new examination panel.

The student has 3 weeks to appeal and must exhibit the same materials in the event of a new assessment.

Upon completing the diploma work and receiving a pass in the exam, the candidate will be awarded the title of Master in Architecture.

Appendix 1:
6-point diploma
Revised June 2014

The content and arrangements comprise six elements which should all be presented for examination in a joint exhibition.

Three of the elements involve discussing the programme and analysing the setting for the project.

Three elements concern the form response.

The adopted exam criteria continue to apply, also comprising three elements:

- * The examination and grading should be carried out with reference to the candidate's personal attitude towards the subject and the architecture profession (general competence)
- * Approaches and methodologies (skills and approach).
- * Knowledge

The projects are chosen by the candidates themselves in respect of both topic and programme.

The candidates must demonstrate community engagement and take a reflected and critical view of the role of the architect.

This forms the basis for the diploma work and exam.

Exam candidates will be given either a pass or a fail.

The assessment meeting should determine whether or not the candidate is capable of working as a practising architect at this level. For exemplary diploma work, the examiners may award a "pass with distinction", which is issued as an appendix to the diploma.

WHAT DOES THE 6-POINT DIPLOMA ENTAIL?

Part 1. The students prepare a diploma programme. They should write a community-related essay which could form part of the discussion in the diploma programme.

Part 2. DAV, "The Other World", a subsidiary investigation, a free personal interpretation ambiguously yet meaningfully expressed.

Part 3. The locality, place and site must be presented in an analytically justified manner, to include both social and physiographical considerations. Depending on the project, the analysis may look at the soil (geology), the landscape (landscape ecology) or the climate (local climatology). TTA (technology, construction engineering and administration) and sustainability are included in this element.

FORM RESPONSE:

The three presentation formats are:

Part 4: Drafts in the form of models and drawings – to be exhibited

Part 5: Full-scale drafts (1:1)

Part 6: Concluding presentation in the form of charts and models

The form response is a process to elucidate the question, solution and expression.

Drafts have been incorporated into the exam in order to help identify the task and problem and to produce forms with narrative, investigative, clarifying and persuasive properties.

1:1 drafts involve in-situ design aided by physical elements. It is a way of managing the situation and of discerning the key elements in the spatial expression. On many projects it may also involve on-site collaboration in order to reach the people it concerns.