



**REFERRED/DEFERRED ASSESSMENT - SESSION 2010/11
SUMMER 2011**

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| COURSE CODE | ARCT1036 |
| COURSE TITLE | Integrated Thesis Design |
| COURSE COORDINATOR | Ed Frith |

To Students

If you have failed a course or part of a course and have been allowed by the Progression and Award Board to be reassessed in one or several of the courses, this will be indicated in your result letter. On the back of the result letter, the words '*Failed -retake permitted before the next academic year*' will appear next to the relevant assessment items or course(s).

In that case, you are required to submit coursework and/or to take an examination again as appropriate in August 2011.

Examination timetable

The detailed examination timetable will be posted on the University website **towards the end of July**. Deferred/referred examinations should be timetabled between 15th and 26th August 2011. The link can be followed from here:

<http://www.gre.ac.uk/students/exams>

Deadline for submitting coursework

Coursework must be delivered by hand no later than **Monday 15th August 2011** to the School of Architecture & Construction. Please note that students studying at Medway may submit at Medway on 15th August. Early submissions to Medway must be by **prior** arrangement with Shelagh Barker S.D.Barker@gre.ac.uk

If you send your coursework by post, it must be sent by first class recorded delivery (keep a copy of both the postal receipt and the coursework) **no later than Monday 15th August 2011** to:

Referred/Deferred Coursework
School of Architecture & Construction
Mansion Site
Bexley Road
London SE9 2PQ
UK

Coursework submission

All coursework must be submitted by the deadline and method as above and must be accompanied by the appropriate electronic header sheet.

Deadline for submitting portfolios

Portfolios of design or visual work can be submitted either:

- (i) in person **on Monday 15th August 2011 between 10:00am and 4:00pm**, to the Mezzanine Studio, **or**
- (ii) by first class recorded delivery (keep a receipt), **on or before Monday 15th August 2011**, to:

Referred/Deferred Portfolios
School of Architecture & Construction
Mansion Site
Bexley Road
London SE9 2PQ
UK

Submission of portfolios

Portfolios of design or visual work must be submitted by the deadline and method as detailed above.

Make sure your portfolio is labelled, inside and outside with your name, year and contact details.

You must print **2 copies of the electronic header sheet**. Please attach one copy securely to the outside of your portfolio. The 2nd copy will be scanned into the Banner receipting system for proof of submission.

Postal Submissions

All postal submissions, Coursework and Portfolios, will be receipted with the date of postage as the date of submission.

It is the responsibility of the student to ensure that the work is submitted on time by the above method.

Queries

Any queries should be emailed to

acqueries@gre.ac.uk

with

- Your full name
- Your student ID number
- Your Programme of Study e.g. BA Architecture
- The title and code of the course(s) with which you have a query
- The nature of the query

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| <p>Please note that this email address will only be monitored until Friday 23rd September 2011, after this date enquiries should be sent direct to the Course Coordinator.</p> |
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Staff email addresses and contact numbers can be looked up here:

http://www.gre.ac.uk/staff_intranet/directory

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Please find below details of the coursework to be submitted and/or examination advice as appropriate.

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| Assessment item | Portfolio |
| Electronic header sheet number | 184121 |
| <p>Details of work to be undertaken: see below Project/Coursework Title: Integrated Thesis Design</p> <p>In order to complete the design courses in which you have been referred, you are expected to refer to direction given by your Atelier tutors throughout the year, crit sheets and feedback to guide your work, as well as the course objectives. If you are unsure check with your atelier tutors. In line with the policy of the university, you are not able to receive official design tutorials over the summer months as the school is closed for teaching. In some circumstances you may be able to contact your tutor for more guidance, though this is undertaken entirely at his/her discretion and is not a formal part of the teaching year. You are required to clearly mark all additional work inserted within your portfolio and or alterations to drawings and visuals with a red dot in the right hand corner of the individual drawings in question.</p> | |