DEPARTMENT OF
ARCHITECTURE**

NATIONAL UNIVERSITY
OF SINGAPORE

_____STUDIO CULTURE_

_____BA ARCH_
_____M ARCH_

_____AY2025/26_

STUDIO CULTURE POLICIES

STUDIO EVALUATIONS AND ASSESSMENTS

FIELD TRIPS/SITE VISITS

STUDENT WELFARE

WELCOME TO NATIONAL UNIVERSITY OF SINGAPORE, DEPARTMENT OF ARCHITECTURE. AS A MULTIDISCIPLINARY, PROFESSIONAL AND INTERNATIONAL TEACHING AND LEARNING COMMUNITY, WE AIM TO INCULCATE THE PURSUIT OF ACADEMIC EXCELLENCE WITH ALL OUR STUDENTS. THIS IS IN PREPARATION FOR STUDENTS' FUTURE JOURNEYS IN THEIR LIVES, CAREERS AND AS GLOBAL CITIZENS IN THE DISCIPLINE AND PRACTICE OF ARCHITECTURE AND BEYOND. TO ACHIEVE THIS AIM, SHARED EFFORTS BETWEEN THE STUDENTS, STAFF, AND FACULTY OF THE DEPARTMENT OF ARCHITECTURE ARE ESSENTIAL. WE ALL CONTRIBUTE TO THE LEARNING JOURNEY THROUGH OUR RESPECTIVE ROLES BUT ALSO COME TOGETHER COLLECTIVELY AS A DEPARTMENT TO ACHIEVE A CONDUCIVE AND SAFE ENVIRONMENT OF TRUST AND MUTUAL RESPECT. FUNDAMENTAL VALUES OF RESPONSIBILITY, INTEGRITY, RESPECT, INCLUSION, HONESTY, AND EXCELLENCE REMAIN AT THE CORE OF THE EDUCATIONAL EXPERIENCE AT THE DEPARTMENT OF ARCHITECTURE.

THE STUDIO CULTURE DOCUMENT PROVIDES A FRAMEWORK TO DEVELOP A SHARED LEARNING EXPERIENCE IN OUR EFFORTS TO ACHIEVE A WORLD-CLASS TEACHING AND LEARNING ENVIRONMENT, HELPING STUDENTS ACHIEVE THEIR FULL POTENTIAL AT THE NATIONAL UNIVERSITY OF SINGAPORE.

Updated 1 August 2025

1.0 Studio Learning
The architecture studio is an important nexus for learning at the Department of Architecture (DOA). Much of design learning is collegial and cohort-driven. There is no better substitute for this mode of learning that is specific to the architecture discipline.

1.1 Studio Attendance
All students enrolled in programmes at the DOA are expected to attend all assigned studio sessions, barring any unforeseen circumstances. Students unable to attend, must give their tutors valid reasons subject to the following conditions:

a. Absence is to be substantiated by supporting documentation. Valid reasons may include, but are not limited to, substantiated health issues, bereavement in the immediate family, national service, representation in official international competitions, conferences, etc.

b. Extension of submission deadlines may be granted based on extenuating circumstances as mentioned above. Students may apply for special consideration online via EduRec concurrently (checking the deadlines for submissions on a semestral basis) if they feel that their performance may be affected by the extenuating circumstances.

c. For students whose situation would be more suited to request for Leave of Absence, students may apply for a leave of absence online via EduRec with the supporting documents. Fees will be charged for leave application beyond the first two weeks of the semester. Latest deadline to apply for leave of absence is by the end of Week 13, after which students will have to apply for special consideration instead.

d. Students will be issued warning letters for absence without medical certificates and may be barred from participating in the final review and examination.

e. Students may be barred from submitting and participating in the final review with issuance of three consecutive warnings by the DOA for poor performance / absence from studios without valid reasons.

1.2 Studio Layout
The furniture layout has been planned by DOA to facilitate studio teaching. Students are to keep the layout as provided or as agreed with their Tutor.
All Studio Layouts are approved by CSHMC (College Safety & Health Management Committee) and any further adjustments should be vetted and justified by CSHMC.

The furniture layout has been planned by DOA to facilitate studio teaching. Students are to keep the layout as provided or as agreed with their Tutor. Different Tutors may require some minor adjustments to the layout to facilitate their teaching methods. Differently from previous AY the spaces allocated for studio are to be used for Interim and Final Reviews. Each studio is allocated a min. of 4 panels for both studio days and reviews. The new set-up requires students to pin-up in pairs (2 panel be student max.) and pin-down after their presentation time is over. Please

consult Studio Leaders for specific guidelines pertaining final review.

1.3 Safety Precautions
All prevailing safety precautions issued by the University and the DOA are to be complied with. Students shall be responsible for keeping up to date on these precautionary requirements.

Pin-up panels have been positioned to function as space dividers and are to remain as provided.

2.0 Studio Security Policy
Studio space facilitates the learning experiences for architecture students. This is a privilege that should be respected.

a. Tight security to the Studios is to be maintained for the protection of students, their work, and University facilities. Students are to ensure that the studio doors are always properly closed. Unauthorised persons are not allowed entry into the studio space and suspicious persons found loitering around the premises are to be reported to the NUS Campus Security at tel: +65 6516 1616.

b. Students are responsible for their Matriculation card for Building Access. Cards are for personal use only and students are not allowed to have their card be used by another person.

c. Students shall report any suspicious character/activity in the studio to the Department Admin Officer or Campus Security immediately.

Access to studio space is subject to DOA's studio working hours guidelines which may be adjusted from time to time. Studio opening hours shall be strictly adhered to the following time:

STUDIO OPENING HOURS
Default: 8:30 AM to 10:00 PM
1 week before
interim and Final Reviews: 7:30 AM to 11:00 PM

3.0 Studio Usage Policy
The studio space is the home of research and design. Students are to respect the studio space as they would their own residential home or scientific laboratory. In order to ensure a safe working environment, free of distractions for all students, the following should be observed.

a.   Eating, drinking and smoking are prohibited in the studios at any time. Only water is allowed.

b.   The use of materials such as spray paint, spray adhesive, spray fixative and resins that pose a significant health risk are permitted only in designated places at SD3 Design Fabrication Workshop (DFW) and the Wet+Dry Assembling Areas located at Level 2 and Level 3.

c.   Any other material fabrication requiring any other technology beyond that of your hand must be done in the Design Fabrication Workshop (DFW).

d. Mattresses, furniture and electrical appliances that do not conform to the SCDF fire safety standards are not allowed in the studio premises.

e. Students are to ensure that their work and personal possessions are cleared and/or stored at assigned spaces prior to the cleaning of the studio. Studios will be swept, and rubbish picked up daily—all items, drawings, materials, models, possessions, etc., not properly stored away will be disposed at 8:00am the following day. There will be no exceptions to this policy.

f. The DOA is not responsible for any lost or stolen personal property.

g. Students are to keep the studio spaces and access ways free of bulky storage and equipment or devices that may cause tripping or falls.

h. Accidental or deliberate barricading of escape routes, entrances and exits, by means of bulky equipment of devices or waste products are strictly prohibited.

i. Drawing, model making, research, and conversation is appropriate.

j. Defacing, damaging, or destroying studio furniture, equipment, or finishes is prohibited.

k. Loud music during studio time or any time it interferes with others is distracting, and prohibited.

l. Mobile phones are to be kept on silent during studio time and during reviews.

m. Students are not allowed to record any audio or video critiques/reviews during studio sessions unless permission is expressly sought from the DOA or the respective studio tutors.

n. As studio space is an open environment, students are expected to respect their neighbours both during studio time and when working outside of the official studio hours.

o. At the end of the semester, students must return the studio back to the DOA in a clean state. Studio locations are subject to assignment at the commencement of the semester. Changes to studio locations may be implemented during the semester after due consideration of relevant parties affected.

3.1 Studio Maintenance
Students may report any issues with regards to studio spaces and common school facilities (eg. faulty lights, fans not turning on, toilets not maintained, etc) using the request form provided below.

Studio Maintenance Request Form:
https://forms.gle/GyBoS7NTC15wVwv97

4.0 Hazardous Materials
Students are not allowed to leave hazardous materials such as spray paint, spray adhesive, spray fixative and resins in the studio at any time.

5.0 Protocol for Digital Design Labs and Studios
The DOA will use Digital Design Studio (DDS) at SDE 3 Level 2 with computers and other digital equipment for students' academic work. At certain times, these rooms will be reserved for teaching classes; the dates and times for classes will be posted on the door. During these times, other students not participating in the class must vacate the room so that they do not disturb class activities.

When no classes are being conducted, students from the DOA are free to use the computer equipment for their design projects and other assignments. These are provided as a shared resource, on a first-come first-served basis. This means that no student has the right to reserve ('chope') any computers and no student has the right (due to seniority or any other reason) to claim priority over any other student.

When students are using the computers, they are expected to behave in a responsible manner, keeping the equipment and room clean and tidy. All students must abide by the NUS Acceptable Use Policy (AUP) for IT resources (https://security.nus.edu.sg/aup.htm). Additional rules specific to the DOA are also posted on the wall in each computer room. Students found breaking these rules will be barred and/or fined.

6.0 Overnight Stay
Overnight stay in the studio is prohibited.

7.0 Critiques for the Public Debate on Architecture
Critiques ("crits") of design studio output are open and public debates on architecture. Crits play a crucial role in the education of an architect and the larger dissemination and dissection of architectural ideas. Crits are significant events in a large majority of architectural schools worldwide and are a fundamental component of the learning, debate, and discussion of architectural ideas at NUS.

The students' process, manifestation of their respective thinking, and their output in various architectural mediums form the basis for discussing their performance and their ability to work with, and contribute to architectural discourse. Design project evaluation is an on-going process that takes many forms: informally between students and tutor/s and formally at crits, when students present their ideas to an audience which includes fellow students, a review panel made of their tutor(s), tutor(s) from alternate studios, and external professionals, academics and members of the public. The crit is an exciting moment when ideas developed in the studio environment are made public and are tested and discussed. Students presenting and participating in the audience are invited to join in the conversation, ask questions, and rebut ideas and comments from the jury as part of the overall debate and discussion on architecture.

To maximise the learning benefit from crits, students are

to cultivate an ability to absorb and debate comments into their work, feeding it back into the design process, making appropriate modifications to the work and to relate the lessons learned to the next design stage. This procedure requires an open and disciplined mind and a receptive attitude. It is through the response to critical evaluation that the students develop the qualitative design judgement that will enable them to become contributors to society and its physical environment.

Throughout the semester, students will be evaluated based on 7- to 10-minute presentations of their work; thesis students present for 10- to 15-minutes.

In addition to attending the crit in each student's respective group, students are encouraged to attend crits in other studios as well as, in other years, such to participate in the intellectual climate at the DOA.

7.1 Critiques as Venues for Continuing Assessment
Crits at the DOA are also components of the student's continuing assessment. Students are to arrive at the commencement of the crit of their respective studio on time (See Section 11.0). Their respective drawings and models are to be present at the start of the overall studio crit—not their specific presentation time. Failure to arrive at the commencement of the crit will result in the student not presenting and the student will receive a failing grade. Students are also to remain in the crit venue for the duration of the crit in its entirety, as it is a learning environment and part of the education of an architecture student. Departing after each student's respective presentation is not accepted.

8.0 Student Portfolio
Students are encouraged to produce a self-initiated portfolio of the accumulation and curation of their design and creative work, and keep the portfolio current at all times. Portfolios are necessary for award submissions, job interviews, graduate school applications, application appeals, discretionary admission, and other reviews that may be required throughout the academic year and/or progression to subsequent levels. There may be official requirements from time to time for submission of a personal portfolio on an as-need-be basis.

9.0 Studio Assessment
All work done within the Studio programme will be assessed. Grades for each course will be released at the end of the semester. Grades released to students will be in the form of grades; A+, A, A-, B+, B, B- C+, C, D+, D and F. Specific marks (confidential) shall be kept by tutors for computing the overall grade for each course.

All projects are subject to moderation after each Final Review. The moderation panel for these schemes will consist of organisations of tutors of the level and may include Studio Tutors, Unit Leaders, Programme Directors (PD), and the Deputy Head (Academic) (DHA) of the DOA, in addition to External Reviewers.

Ultimately, it is important to note that overall evaluation is a complex process. It includes assessment of the

student's effort, work habits, design process, final product, intellectual development, effective review presentation and participation, and finally their potential as a contributing intellectual in architectural discourse.

Studio grading is done with External Reviewers, the PD, DHA and other members of the DOA community in a robust and comprehensive process. Grade appeals will not be granted unless there are extenuating evidence-based circumstances that would warrant an appeal. If there are any circumstances that would impact the student grade, these are to be made known in writing to the Tutor and the PD prior to evaluation of the work.

9.1 Grade Thresholds (Cohort AY21/22 to AY23/24)
Specific grade thresholds exist for admission into certain levels of the programme, e.g. for admission into M Arch programme at Year 4, and progression from M Arch 1 into M Arch 2. Please refer to the "Post Exam Appeal for Admission to M.Arch_Review of Exam Results" document released by DOA and uploaded into the DOA Standard Operating Procedures (SOPs) folder on Canvas for further information.

9.2 Grading Process
For Undergraduate (UG) grading, grading is done at the tutor level, reviewed, and calibrated by the Unit Lead, Year Lead, spot-checked and reviewed across the cohort with External Reviewers, the PD, and DHA. A benchmarking process is deployed to set the grading bands prior to the final review process.

For M Arch grading, grading is done at the tutor level, and across the year level, subsequently spot-checked and reviewed of the top and bottom grade bands by External Reviewers, the PD and DHA. A benchmarking process is deployed to set the grading bands prior to the final review process for Options Studios and Design Thesis.

9.3 Grading Document
As a creative process, architectural design is challenging to assess; however, DOA strives to be objective and rigorous during the grading process and have thus developed and fine-tuned the following grading framework and criteria over the years.

Grading granularity and nuanced calibration occur at Year Level or Options Studio. The design brief for each semester has a specific theme and establishes a set of processes, deliverables, and learning outcomes. As such, the grading criteria below are to be adjusted according to these variables.

Grading Qualitative Frameworks for BA Arch:
This document is to be read in relation to the Learning Objectives of each level, set out in the BA Architecture Programme booklet. Each Year Leader may elaborate on this framework for specific grading guidelines per design studio course to enable further alignment amongst all Studio Leaders.

Min Pass:
BA Arch: D

For cohort AY24/25 onwards:
The threshold requirement for automatic entry into M Arch design programme is a minimum B grade average across AR3102 and Design 7.

For cohort AY21/22 to AY23/24:
The threshold requirement for automatic entry into the M Arch design programme is a minimum B grade average across AR3101 and AR3102.

A+/A/A- [VERY GOOD PASS]
1. The learning objectives of the level are met and exceeded through the visible, material, and design direction. The outcomes of the work are developed to an advanced stage.

2. The modes and outcomes of representation are innovative, novel, and provocative.

3. The analyses, architectural conceptualisation, development of ideas, design research methods, making processes, and physical outcomes are clear, evident, and robust in their rigour.

4. Explorations of design alternatives are usually independent and demonstrate a critical response and rigorous thinking.

5. Literature review/case study/community of practice is robust, comprehensive, always acknowledges references and relevant identifying comprehensive and imaginative criteria.

6. The design conclusions are innovative, imaginative, iterative and resolved through design and creative practice strategies.

7. The brief is understood, with all key requirements met and often exceeded.

8. The written, verbal and performative components are refined, well crafted, and contribute and extend to a precisely defined realm of architectural discourse.

B+/B [GOOD PASS]
1. The learning objectives of the level are met to a high degree and are manifest through the visible, material and design directions.

2. The modes and outcomes of representation are robust, clear, and elaborately describe the design efforts.

3. The analyses, architectural conceptualisation, development of ideas, design research methods, making and physical outcomes are visible, organised, and relational.

4. Explorations of design alternatives are willingly undertaken, sometimes independently and demonstrating a critical response and rigorous thinking.

5. Literature review/case study/community of practice is relevant though expected.

6. The design conclusions are comprehensive, clear and iterative though standard.

7. The brief is understood, with all key requirements met

8. The written, verbal, and performative components are clear, logical and coherent, and identify relational realms of architectural discourse though may not contribute or extend existing bodies of knowledge.

B- [PASS]
1. The learning objectives of the level are met consistently though the outcomes are standard and generic.

2. The modes and outcomes of representation are robust and clear and describe the design efforts.

3. The analyses, architectural conceptualisation, development of ideas, design research methods, making and physical outcomes are visible but loosely organised.

4. Explorations of design alternatives are undertaken under guidance, with some critical response but thinking may not be rigorous.

5. Literature review/ case study/ community of practice is present although the link with the design effort may not be clear.

6. The design conclusions are comprehensive though standard.

7. The brief is understood, with most key requirements met.

8. The written, verbal, and performative components are clear and roughly describe the design efforts.

C+/C [LOW PASS]
1. The learning objectives of the level are met through the outcomes are standard and generic.

2. The modes of representation sufficiently describe the design efforts but are generic in quality.

3. The analyses, architectural conceptualisation, development of ideas, design research methods, making and outcomes are standard and loosely organised.

4. Explorations of design alternatives need to be prompted, or cannot be worked through.

5. Literature review/case study/community of practice is present though the link with the design effort is loose and not comprehensive.

6. The design conclusions are present though not comprehensive.

7. The brief is generally understood, but some key requirements are not met.

8. The written, verbal, and performative components roughly describe the design efforts and are generic in description.

D+/D [MINIMUM PASS]
1. The learning objectives of the level are not met or inconsistently met.

2. The modes of representation do not sufficiently describe the design efforts.

3. The analyses, architectural conceptualisation, development of ideas, design research methods, making outcomes, and processes are not evident, clear or organised.

4. Explorations of design alternatives are not present.

5. Literature Review/case study/community of practice is partially present. Linkages to the design work are not evident.

6. The design conclusions are not evident or articulated.

7. The brief is poorly understood, with several key requirements not met.

8. The written, verbal, and performative efforts do not support or elaborate on the design effort.

F [FAIL WITH NO GPA]
1. The learning objectives of the level are not met.

2. The modes of representation do not describe the design efforts.

3. The analyses, architectural conceptualisation, development of ideas, design research methods, making outcomes, and processes are not evident.

4. Explorations of design alternatives are not present.

5. Literature Review/ case study/ community of practice is not present.

6. The design conclusions are not evident or articulated.

7. The brief is not understood, or ignored.

8. The written, verbal, and performative efforts are incoherent and do not communicate the design effort.

Grading Qualitative Frameworks for M Arch (Cohort AY21/22 to AY23/24):
For M Arch grading, grading is done at the tutor level, and across the year level, subsequently spot checked and reviewed of the top and bottom grade bands by external reviews, the PD and DHA. A bench marking process is deployed to set the grading bands prior to the final review process for Options Design Research Studios, Advanced Architectural Studios and Design Thesis. Grading for Options Design Research Studios and Advanced Architectural Studios, considers the difference of year levels.

Min Pass:
M Arch II: C
M Arch I: C

Overall GPA to graduate is 3.0

A+/A/A-
1. The learning objectives of the level are met and exceeded through the visible, material, and design direction. The outcomes of the work are developed to an advanced stage.

2. The modes and outcomes of representation are innovative, novel, and provocative.

3. The design research methods, making processes, and physical outcomes are clear, evident, and robust in their rigour.

4. Literature review/case study/community of practice is robust, comprehensive and relevant; identifying comprehensive and imaginative criteria.

5. The design conclusions are innovative, imaginative, and resolved through design and creative practice strategies.

6. The written, verbal and performative components are refined, well-crafted, and contribute and extend to a precisely defined realm of architectural discourse.

B+/B/B-
1. The learning objectives of the level are met to a high degree and are manifest through the visible, material and design directions.

2. The modes and outcomes of representation are robust, clear, and elaborately describe the design efforts.

3. The design research methods, making and physical outcomes are visible, organised, and relational.

4. Literature review/case study/community of practice is relevant, though expected.

5. The design conclusions are comprehensive, though standard.

6. The written, verbal, and performative components are standard and identify relational realms of architectural discourse though may not contribute or extend existing bodies of knowledge.

C+/C
1. The learning objectives of the level are met consistently through the outcomes are standard and generic.

2. The modes of representation sufficiently describe the design efforts but are generic in quality.

3. The design research methods, making and outcomes are standard and loosely organised.

4. Literature review/case study/community of practice is present though the link with the design effort is loose and not comprehensive.

5. The design conclusions are present, though not comprehensive.

6. The written, verbal, and performative components roughly describe the design efforts and are generic in description.

D+/D

1. The learning objectives of the level are inconsistently met.

2. The modes of representation do not sufficiently describe the design efforts.

3. The design research methods, making outcomes and processes are not sufficiently evident, clear or organized.

4. Literature review/case study/community of practice is not sufficiently present.

5. The design conclusions are not sufficiently evident or articulated.

6. The written, verbal and performative efforts do not support or elaborate on the design effort.

F

1. The learning objectives of the level are not met.

2. The modes of representation do not describe the design efforts.

3. The design research methods, making outcomes and processes are not evident, clear or organized.

4. Literature review/case study/community of practice is not present.

5. The Design conclusions are not evident or articulated.

6. The written, verbal and performative efforts are incoherent and do not communicate the design effort.

10.0 Presentation of Work

Throughout the semester, students are expected to present their work to their peers, studio tutor, and crit panel. Students are expected to be present and participate in the review process throughout the entire duration of Final Review. Proper dress code that follows University guidelines in the NUS Code of Conduct is required as a show of respect to others. This is not only to produce an appropriate atmosphere of discussion and learning, but to establish a protocol for future presentations in the profession, the academy, and the public. Students are encouraged to dress as they would for a job interview, presentation to the government, or to an art panel.

11.0 Submission of Work

All work for a project must comply with the submission requirements set by the respective Year Leader and must be present at the commencement of the crit. Work is considered as submitted 15 minutes prior to the commencement of the overall critique. For example, if the studio critique begins at 9:00 am, the submission deadline is at 8:45 am. This means that all drawings and images

must have been pinned up and all models and other artefacts on display in the review space by this deadline. New or modified work is not allowed after the deadline.

The crit space will be opened for students to set up their drawings and physical models from 6:00 pm to 10:00 pm one day prior to their final review, to avoid the rush in the morning of final review day.

11.1 Studio Submission Booklet

Projects completed in each design course are required to be submitted in an A4 portrait report for the entire Studio. This single document (one per studio) collates and curates the research findings, the process, and individual projects of each studio—it will also be used as part of the assessment of the studio and each student's process and work as included. The document is to follow the Department template provided by the PD and will be archived at the DOA. Individual projects will be selected for students to upload to the DOA website.

At BA Arch level, Studio Submission Booklets are to be submitted in soft copy; while at M Arch level, Studio Submission Booklets are to be submitted in both soft and hard copies. At thesis level, students prepare individual booklets. A $100 SGD provision is provided for each M Arch Options Studio.

11.2 Soft Copy Submission

Students are required to submit a soft copy, via Canvas and the assigned Google Drive folder, their drawings, films, research, photographs and 3D models. Some professors may request digital raw files, and if so, students are to include in their respective submission—for example all of the base Rhino, Revit or AutoCAD files, as well as all Photoshop and Illustrator files that constitute the students' work for the semester.

Students may also be required to submit digital facsimiles of their hard copy panels in Miro, as determined by the Year Leader.

11.3 Late Submission

The DOA views late submissions seriously. Excluding proof of the inability to submit on medical grounds with a valid medical certificate, students will be penalised for late submissions. Students will not be allowed to cite technical difficulties (e.g. printing) as a valid reason for late submissions. The Department prescribes the following penalties for late submission applicable to all courses in all levels: Late submissions within one calendar day would be marked down by ½ grade. Submissions thereafter would be graded within a maximum range of D+ and F.

11.4 Late Submission Due to Medical Grounds / No Show

Late submissions and absences due to medical grounds are to be supported by valid medical certificate(s). The original medical certificate(s) is to be submitted to the DOA office on the next working day after the medical leave has ended. For extended medical leave, students are expected to inform the tutors concerned and the administration so that alternative arrangements for submissions or consultations can be arranged.

Students granted an MC should submit physically (department office) and digitally (Canvas, Miro) to admin, on the last day marking the termination of their period of extension. Failing to submit is penalised half a grade. Please bear in mind that the submission day may differ from make-up presentation day.

12.0 Coordination with Courses

Ancillary courses and lecture courses organised within the DOA endeavour to refrain from submissions during Interim Review or Final Review weeks so that students can concentrate on their design submissions. As Interim and Final Review dates are published from the start of each AY, students are expected to check early for submission clashes with other courses and approach their tutor(s) to request for special arrangements where necessary. Do note that the DOA has no ability to control courses outside of the Architecture programmes.

13.0 Consultations

Design tutorials are normally conducted during formal studio sessions. Studio Tutors may be available for consultations outside formal studio sessions on a no obligation basis. Please check with the tutor concerned and make an appointment. Consultation outside studio sessions should only be for 'emergencies' as all tutors have other teaching, research and administrative responsibilities.

14.0 Retention of Student Work

Pursuant to the NUS Statutes, any work prescribed to be done by a candidate during their study for the degree of Bachelor of Arts (Architecture)/ Master of Architecture is deemed as the property of the University. The DOA may be required to retain selected or all parts of a student's work for exhibition, archiving, or website display, lectures, publications, and other reasons. Students are reminded that they should make their own copies or records of their work for job interviews, competition entries and other purposes in the first instance. Models selected for school events (after the examination) will be retained by the Department and may not be returned to students.

15.0 Making as Part of Studio
15.1 Cost of Materials

Students should note that making (drawings and models) are a fundamental part of the learning process and that there will be costs involved in procuring materials and printing throughout the semester. Depending on the studio and the approach of the student, the costs of procurement can easily exceed $300 SGD.
Students are encouraged to reuse materials from cardboard boxes or salvage discarded model-making materials at the end of each semester to defray the expenses of buying new materials.

15.2 Appropriate Model Building Materials and Adhesives

Selection of building materials and their consequences begins at the design studio. Students are to build an understanding that materials and ways of building have consequences on air quality and impact the health and wellbeing of their colleagues and friends.

Heights of large scale models are to adhere to ceiling clearances and safety purposes. Heights of large scale models shall be assessed on a case by case through applications to Year Leaders and Design Fabrication Workshop (DFW) supervisors.

Materials that are found to have direct health risk to the user without the use of specific and controlled equipment such as but not limited to, gloves, goggles and masks, are not allowed to be for studio purposes.
Materials that fall into this category include building construction materials such as but not limited to:
- Concrete, brick, or blockwork,
- Wetworks such as plaster and bonding agents, and
- Reinforcement bars.
Flammable materials are not allowed in the DFW, e.g. turpentine, thinner, IPA and other materials that are stated as hazardous in the material safety data sheet (MSDS)

The use of materials has been determined by DFW supervisors. For materials that are appropriate for design studio use and DFW space use, please abide by this matrix for use of materials and adhesives.

Material	Studio	Studio	Studio
Activity	Cutting	Sanding	Glue
Greyboard	Allowed	Not Allowed: Dust Generation	Allowed with Approved Studio Glue
Plywood	Not Allowed: Dust Generation	Not Allowed: Dust Generation	Allowed with Approved Studio Glue
PVC Board	Allowed	Allowed: with Mask	Allowed with Approved Studio Glue
Blue polystyrene foam	Allowed	Allowed: with Mask	Allowed with Approved Studio Glue
Acrylic Sheet	Not Allowed: Dust Generation	Not Allowed: Dust Generation	Allowed with Approved Studio Glue
MDF	Not Allowed: Dust Generation	Not Allowed: Dust Generation	Allowed with Approved Studio Glue

Material	Design Fabrication Workshop & Semi-outdoor Assembly Area		
Activity	Cutting	Sanding	Glue
Greyboard	Allowed	Allowed	Allowed
Plywood	Allowed	Allowed	Allowed
PVC Board	Allowed	Allowed	Allowed
Blue polystyrene foam	Allowed	Allowed	Allowed
Acrylic Sheet	Allowed	Allowed	Allowed
MDF	Allowed	Allowed	Allowed

Adhesives/Paints	Studio space	Design Fabrication Workshops (DFW)	Outdoor Spray Area
UHU Glue / White Glue	Allowed	Allowed with DFW Supervisor Approval	Allowed
Acrylic Paint (liquid)	Allowed	Allowed with DFW Supervisor Approval	Allowed
Acrylic Paint (spray)	Forbidden	Forbidden	Allowed
Putty	Allowed	Allowed with DFW Supervisor Approval	Allowed
Polystyrene Glue	Forbidden	Allowed with DFW Supervisor Approval	Allowed
PVA Glue	Forbidden	Allowed with DFW Supervisor Approval	Allowed

15.3 Design Fabrication Workshop (DFW)
The Design Fabrication Workshop is equipped with various machines to aid students in fabricating models required for exploration and presentation. This is the place where students will be developing design with the help of models and prototypes. In addition, they can also explore other approaches to design by experimenting with materials as well as the manufacturing methods. This hands-on engagement with making is one important skill to cultivate in architectural education.

The location of the DFW are:
Main Workshop:	SDE3-01–02
Satellite Workshop:	SDE3-02–04/04A
Satellite Workshop:	SDE3-03–04/04A

OPERATING HOURS*
Monday to Thursday:	9:00 AM to 6:00 PM
Friday:	9:00 AM to 5:30 PM

*The semi-outdoor assembly area follows the opening hours of studio.

Equipment Booking
Laser engravers and 3D printers are machines that are on high demand and are available for booking on weekly basis. Booking for the week starts on every Monday morning at 7:30am. Users may want to book directly online within NUS or from outside campus through the web-VPN. Further information on workshop and regulations are available in the same equipment booking page.

Within campus login:
https://cde.nus.edu.sg/arch/design-fabrication-workshop/

Outside campus login:
https://webvpn.nus.edu.sg/dana-na/auth/url_default/welcome.cgi

Workshop Supervisors
Lab Executive:	Ng Yong Chong
Email:	yc79@nus.edu.sg
Senior Lab Technologist:	Muji bin Hochri
Email:	akimbh@nus.edu.sg
Lab Technologist:	Mohd Sah bin Sadon
Email:	akimsbs@nus.edu.sg

16.0 Academic Integrity Policy Including All Submitted and Presented Material
All students are responsible for upholding the academic standards and reputation of the University and meet Academic Integrity Policy Standards. In the pursuit and acquisition of knowledge, students are expected to uphold academic honesty at all times, which can extend beyond each student's own conduct. Students who have reasonable grounds to suspect academic dishonesty should raise their concerns and/or report to the relevant Department Heads, Dean of Faculty, Registrar, Vice Provost or Provost. Plagiarism, whether committed, aided and/or abetted, is not tolerated, and will be subject to disciplinary action. Students may also be ungraded for the relevant academic assignment, project, or thesis; which may result in a fail or denial of a grade for the relevant subject or course. If caught, whether intentional or unintentional, students would have to take that course for grade, and not be allowed to exercise the Satisfactory/Unsatisfactory (S/U) option for that course. If in doubt, students should seek clarification from their instructors or supervisors to check if they are plagiarising the work of another person.

Plagiarism consists of taking someone else's ideas, words, images, photographs, drawings, designs, or other types of work product and presenting them as one's own. To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement. To avoid even the suspicion of plagiarism, a student must always:

a. Enclose every quotation in quotation marks and acknowledge its source. This is also necessary for images, precedent photos, drawings, online samples and any work not produced wholly by the student.

b. Cite the source of every summary, paraphrase, abstraction, or adaptation of material originally prepared by another person, and any factual data that is not considered common knowledge. Include the name of author, title of work, publication information, and page reference. The citation is to be on any paper, report, PowerPoint, drawing, photograph, screenshot or panel produced by the student.

c. Acknowledge material obtained from lectures, interviews, or other oral communication by citing the source (name of the speaker, the occasion, the place, and the date).

d. Cite material from the Internet as if it were from a traditionally published source. This includes citation of all photography, drawings, and images.

e. Any precedent image, photograph, or drawing that represented, copied from, and/or was inspired by another work must be cited on all presentation, drawing, panel, or printed material in soft or hard copy.

f. Acknowledge the use of AI for research, text editing/translation and image editing/generating.

Cheating in any form, deceptive fabrication, plagiarism and violation of intellectual property and copyright laws, will be subject to disciplinary action by the University. Please refer to the NUS Plagiarism Policy for the category of offences, types of plagiarism and penalty guidelines (https://studentconduct.nus.edu.sg/wp-content/uploads/2022/01/NUS-Code-of-Student-Conduct.pdf).

17.0 Overseas Field Trips
Overseas field trips are subject to prevailing health safety precautions in Singapore and the respective host countries.

Students may apply for NASA Bursary (based on financial needs) or NASA scholarship (based on academic merit) to partially fund the overseas studio field trips. However, exchange students are not eligible for subsidies. NASA Exchange Bursaries are available on a need basis to undergraduate students who are going overseas to participate in Student Exchange Programmes (SEP).

Bursary Link: http://nus.edu.sg/gro/financing/bursaries/nasa-exchange-bursary

Download NASA Bursary Application Form: https://mynbox.nus.edu.sg/u/gy8lYlSvJVyRLyVq/Form?l

Students are required to ensure that their Crisis Management Form, Risk Assessment Form, and indemnity forms are submitted to the DOA before leaving for their field trip. Students who embark on overseas field trips without submitting their indemnity form will have to bear full responsibility, if any unforeseen circumstances should occur.

Download Crisis Management, Risk Assessment, Indemnity Form: https://mynbox.nus.edu.sg/u/gy8lYlSvJVyRLyVq/Form?l

18.0 Student Initiated Sponsorship of Academic Activity
Students seeking outside sponsorship for coursework-related activity or co-curricular activities are required to obtain clearance from their respective tutors/instructors and the PD prior to acting.

Tutor/PD will assess the appropriateness of the request by considering:

a. The company profile of the sponsor (whether NUS would agree to be associated with such companies). Please consult the Department Management Committee if in doubt.

b. The terms of sponsorship (whether NUS policies are complied with).

c. The circumstances leading to the sponsored party's interest in supporting the request from the student.

d. How the student is proposing to request for sponsorship.

19.0 Guidelines to Site Visits for Public/ Private Buildings Related to Coursework
Students who wish to enter building premises for purposes of study and/or photography are required to obtain written permission from the building management committee prior to the visit.

Students must:

a. Inform their academic supervisor and check on the appropriateness of choice in relation to academic objective.

b. Students are to adhere to the approved appointment for the visits; otherwise, it is tantamount to trespassing.

c. The academic supervisor must write to the building management committee on the DOA letterhead on behalf of his students requesting permission to enter the

premises. Alternatively, the administration office may process the letter for the student upon clearance from the tutor.

The Purpose of Letter is to:
a. Verify the academic intent of the students in the group.

b. List name(s) of student(s)(including contact details, e.g. phone number, person of contact).

c. Number of students and duration of visit.

d. If photography is expected, this must be declared as security issues are paramount in this age.

20.0 Insurance Welfare Scheme
There may be visits/field trips organised as part of the studio or lecture course during the year. All full-time NUS matriculated undergraduates, graduates and non-graduating students are obliged to subscribe to the University's medical insurance scheme. This scheme provides all full-time students with basic medical and personal accident insurance coverage. Please refer to the University Health Centre's website for more details.

All students travelling overseas for activities or purposes approved, endorsed, organised, sponsored or authorised by NUS will be covered by the NUS Student Travel Insurance Policy. Students are to ensure that they obtain confirmation (in writing/through email) from the tutor-in-charge of the approved trip, including the period of the travel. Students are required to submit these proofs in the event of claim submission to the insurers.

21.0 Conduct and Goodwill
Site visits accompanied by conducted tours of architecture projects, urban districts, or city infrastructure are common in Singapore and internationally.

It is important that staff and students always maintain professionalism and courtesy at the highest level when conducting themselves with the public. This means that scanty apparel and pejorative comments during the visit are to be avoided. Students should request approval from relevant hosts before photographing any project, landscape or person.

The above code of conduct is to be maintained to ensure that the building establishments are not given reason to discontinue the goodwill they extend to the academic community (for future groups of students to gain access). Any student group caught entering premises without authorisation can be reprimanded and subject to disciplinary action by the building committee. All cases of trespassing will be investigated by the Department.

Wherever appropriate, letters of appreciation drafted by the student representative and signed by the academic supervisor are encouraged and appreciated.

22.0 Workplace Safety and Health
Students have a duty to take responsibility for their own safety and health and not to endanger others by unsafe

acts and behaviours. Students should remain informed of the latest workplace safety and health policies and comply with all safety and health rules.

The College of Design and Engineering Safety Policy and Safety Documents can be found here: https://cde.nus.edu.sg/dbe/safety-health/safety-documents/

The DOA Safety Policy for the use of the Design Fabrication Workshop can be found here: https://cde.nus.edu.sg/arch/design-fabrication-workshop/

Detailed information on fire safety and rules and regulations for the use of facilities within DOA can be accessed from the Department's Workplace Safety and Health Management System.

23.0 Student Representatives
23.1 Year and Safety Representatives
One Year and a Safety Representative, is each to be elected by the respective level and is to be the contact person for logistical, fire and workplace safety, feedback, grievance, and other year-wide matters between the students. As this is an important leadership position, all nominations should be carefully considered and submitted to the level coordinator admin staff at the DOA office.

23.2 Studio Group Representatives
Each studio group is represented by an elected Studio Group Representative who is the contact person for all group-related matters between the students in the group and the current Studio Tutor, Year Rep and DOA office in relation to schedule, cleanliness, fire and workplace safety matters. Group Reps may also be required to assist the Year Rep and the Year Leader on year-wide matters. Group Rep positions are also important leadership positions, requiring confidence in the student's ability to handle complex challenges. All nominations should be carefully considered and submitted to the level coordinator admin staff at the DOA office.

24.0 Student Wellness
24.1 Student Support
Demanding academic schedules and personal commitments in a competitive academic environment may leave a student feeling challenged. Student health and mental well-being are of utmost importance to the DOA. As a student, please be aware of the right avenues to approach for resources.

Faculty and staff of the DOA are available for academic and career counselling. They can be approached with scheduling challenges and academic concerns that impact a student's workload.

Under the Student Life division, students have direct access to a designated Faculty Student Support Manager (SSM). The SSM connects students to the available resources on campus and acts as a support and guide through a student's academic journey. While the SSM may not be a counsellor, he/she can refer students to the

appropriate services such as the University Counselling Services for further assistance should they require them.

SSM Contact:	Ms. Shanmuga Priya D/O Subramaniam
SSM Office:	CDE EA 03-10
Phone:	+65 6516 1659
Email:	sps@nus.edu.sg

Students may also make an appointment with a counsellor at University Counselling Services who would help to address immediate concerns, as well as to help students clarify their goals and explore options to achieve them. Students may walk-in (available only at Kent Ridge Campus), phone or email for an appointment with UCS.

Phone: +65 6516 2376
Email: uhc_counselling@nus.edu.sg

Students facing life threatening psychological emergencies can call the Lifeline NUS hotline to seek immediate help and support.

24-hour hotline: +65 6516 7777

For more info, please refer to http://nus.edu.sg/uhc/mental-health/student/services

24.2 Student Counselling
Student support and wellbeing are paramount in the Department of Architecture. We are committed to creating a nurturing and positive learning environment where students can reach their full potential academically and personally. Students can access the following department's counseling service and NUS's mental health professionals during challenging times.

University Counselling Service
Phone: +65 6516 2376
Email: ucs@nus.edu.sg

NUS Care Unit
Phone: +65 6601 4000
Email: ncu_help@nus.edu.sg

Hotlines for Psychological Emergencies Lifeline NUS
24-Hr Helpline: +65 6516 7777

24.3 Sexual Misconduct
The University has a zero-tolerance policy for Sexual Misconduct. Unwanted sexual advances and inappropriate physical contact, sexually explicit remarks or innuendoes of a sexual nature, offensive body language or gestures and other forms of sexual harassment will not be tolerated.

According to the Code of Student Conduct, Sexual Misconduct refers to a range of acts of a sexual nature committed against a person by force, intimidation, manipulation, coercion or without that person's consent (defined below), or at a point when that person is incapable of giving consent. The term "consent" refers to an affirmative, informed, voluntary and ongoing choice by an individual with legal capacity. Students should refrain

from all acts (including threats) of Sexual Misconduct against any staff, student or member of the University community and the wider public, whether it takes the form of an action, be it verbal, in writing or on digital media. For examples of Sexual Misconduct and definitions, please refer to the Code of Student Conduct.

Students who experience any kind of Sexual Misconduct from NUS staff, faculty or students can be supported in making a report to NUS. If you, or someone you know, has experienced Sexual Misconduct of any kind, you may reach out to NUS Care Unit (NCU) for support. There is also a NCU Confidential Help Form to help students affected by sexual misconduct to seek help and advice (https://care.nus.edu.sg/).

24-Hr Helpline: +65 6601 4000
Email: ncu_help@nus.edu.sg

To lodge a formal report against an NUS student, students may contact the NUS Office of Campus Security (OCS).

24-Hr Hotline: +65 6874 1616 (24-hour hotline)
Email: ocssec@nus.edu.sg

For incidents related to Sexual Misconduct involving a staff from NUS, students may contact the Office of Risk Management and Compliance (ORMC).

Hotline: +65 6516 6209
Email: whistleblow@nus.edu.sg

25.0 Career Planning | Centre for Future-ready Graduates (CFG)
The Centre for Future-ready Graduates (CFG) at NUS is set up to equip students with Future-ready skills to transit smoothly to their careers of choice after graduation.

CFG @ CDE organises several events throughout the academic year, including careers lunchtime talks and industry-specific panel discussions. CFG also manages the NUS TalentConnect- an online platform for NUS students, alumni and employers to share and access internships, and graduate job opportunities. (https://nus-csm.symplicity.com/)

Students can take charge of their personal and career development with the help of CDE's dedicated Career Advisors who can support students in a variety of ways, such as providing career consultations, resume critique and mock interviews.

CFG also runs the foundational 2-CU career course, Career Catalyst (CFG1002) which prepares students with essential career skills such as resume writing, creating personal brand and elevator pitch, and sharpening interviewing skills. (https://nus.edu.sg/cfg/students/career-ready/career-catalyst)
Students looking for additional career support can visit CFG's website for upcoming career events, Design Fabrication Workshops and career opportunities. (https://nus.edu.sg/cfg)

Alternatively, students may schedule meetings with CDE's dedicated Career Advisors on NUS TalentConnect with any related questions or would like a one-to-one career advisory session.

Contact:
Mr Shaun Kang: skang@nus.edu.sg
Ms Sybil Rocha: sybil@nus.edu.sg

Facebook:
https://www.facebook.com/nuscfg/

Instagram:
https://www.instagram.com/nuscfg/

LinkedIn:
https://www.linkedin.com/company/
centre-for-future-ready-graduates/

Youtube:
https://www.youtube.com/c/nuscfg/