

RECORD OF EXPEDITED PROGRAMME APPROVAL – SUMMER 2020

[Note that this document will be completed by FSO/QAO and appended to the existing programme/module specification/s for 2020/21]

Name of School:	Kent School of Architecture and Planning
Date of Approval Meeting:	22 July 2020
Attendees:	Professor Simon Kirchin - Director of the Division of Arts and Humanities / Dean of the Faculty of Humanities Will Wollen – Director of Education, Division of Humanities Richard Watkins – Director of Education, KSAP Alison Webster – Faculties Support Manager
1.	Rationale for Amendment/s and Record of Discussion on School’s Reflection on the Guidance Points
	<ol style="list-style-type: none"> 1. Are you able to run all of your modules in autumn term? Yes. 2. Are there any adjustments that need to be made? Eg, online teaching? If so, are you aware of the E-learning support available to you? Yes, online teaching will take place. 3. Can the contact hours be achieved for all modules? Yes. Stage 1 students will be in the studio for 2 days per week in reduced numbers in order to comply with social distancing measures. Cleaning will take place twice a day. Alternative means will be used to view work to ensure social distancing. 4. Can the Learning Outcomes be met for all modules? Yes. 5. Can all students participate in all assessment methods? Eg, are there any that need specialist software or materials? Software is required for MArch/BA and some PG modules but will find ways to mitigate for this, eg, make software available for individual download. RW to report back on consideration of this including 3D modelling. 6. For AR540, is this amendment currently described as “Students use their parallel design module (or exceptionally a design project already completed in a previous MArch design module)” in the module spec? If so, unsure if this is something that needs amendment, ie, does this suggest to students that they will be basing it on their year out experience? Same assessment but dealing with an alternative building. 7. For AR827, is this a permanent change to the AP? Yes.

	<p>8. For AR852, can consider if time permits. If approved, module spec will need updating. Yes approved.</p> <p>9. Can all of the Programme learning outcomes be achieved? Eg, MASE D4 “Ability to work effectively individually as well as in a team”, MArch (visualisation) relating to 3D modelling? Yes, can continue to work together as a group online or in pairs, and analyse data. RW to report back on 3D modelling consideration.</p> <p>10. Can all of the programme teaching/learning/assessment methods be achieved? Eg, MASE “design-based studio ... field-based activities ... visits to specific case study buildings”. Yes, will visit if buildings are open, eg, St Margaret’s Bay visit (small numbers will be in attendance). Need to update risk assessments – university-level policy required. ARW and WW to take to Covid Exam and Autumn 2020 groups for discussion or clarification.</p> <p>11. What are transport considerations for field trips? Normally, a minivan is used but this will pose problems for social distancing. University policy is no international travel for the coming academic year. Trips are compulsory so need provision for students who opt out. RW to check module specs to ascertain if trips are compulsory and report back.</p> <p>12. Are there any field trips? If so, can these still go ahead? Will be using images instead of taking field trips, Google Earth and pictures from previous years.</p> <p>13. Are you confident in being able to continue with a high level of student support? Yes, academically and pastorally. Exploring hardware options to be provided to students.</p> <p>14. Can the accreditation requirements be met? Yes.</p>
2.	List of programmes/modules requiring amendment/resting (and associate modules)
	<p>Modules:</p> <p>AR827: Principles of Environmental Design – amend AP from 20% ICT/80% building study to 100% building study. AR540: Employability – use previous building rather as case study rather than year out experience or, exceptionally, previous UG studies. AR852: Global Resilience Practice – amend name to Global Planning and Resilience Practice (NB: not Covid-related).</p> <p>Programmes:</p> <p>MASE MArch MA Urban Planning and Resilience</p>
3.	Will there be any changes to the following CMA material information? [Tick all that apply]
	Programme title <input type="checkbox"/>
	Entry requirements <input type="checkbox"/>

Compulsory modules	<input type="checkbox"/>
Optional modules	<input type="checkbox"/>
Delivery mode	<input type="checkbox"/>
Contact hours	<input type="checkbox"/>
Methods of assessment	<input type="checkbox"/>
Type of award (eg, BA to BSc)	<input type="checkbox"/>
Location of study	<input type="checkbox"/>
Length of programme	<input type="checkbox"/>
Accrediting body	<input type="checkbox"/>
Tuition fees	<input type="checkbox"/>
Costs to students	<input type="checkbox"/>
Change in how/when fees/costs are paid by students	<input type="checkbox"/>
Change to accommodate offer	<input type="checkbox"/>
Availability of funding and support	<input type="checkbox"/>

4. List of Approved Amendments

AR827: Principles of Environmental Design – amend AP from 20% ICT/80% building study to 100% building study.

AR852: Global Resilience Practice – amend name to Global Planning and Resilience Practice

It looks like we may need to postpone one of our Programmes (our Part 3) to a January start as we have no students applied with only one discussion ongoing regarding interest. If there are issues regarding what we've advertised, could we simply add a January intake?

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This relates to the PG Dip in Architectural Practice, a part-time one-year programme taken by mature and experienced candidates in full-time employment seeking professional registration. The following changes would take place:

- Autumn study block (3 intensive days of lectures, currently schedules for 1st, 2nd and 5th October, are re-scheduled to January (probably 22nd, 25th and 26th January)
- Winter study block (currently scheduled for 22-26 Jan) is re-scheduled for May (exact dates to be confirmed)
- AR857 and AR 858 tutorials are roughly monthly from Feb to April and essay submission deadline is deferred from January to May.
- AR859 and AR860 tutorials are roughly monthly from May to August and exams are in September/October (dates to suit university exam sessions and boards)
- AR896 case study module runs for full 12 months from January to January with tutorials at roughly monthly intervals
- Final case study submission deadline and interviews with Professional Examiners in January (dates to suit university exam sessions and boards)

7. Actions:	Action by:	By:
Ben Martin to send updated AR827 and AR852 module specs to FSO	RW	24.07.2020
RW to discuss with module/prog convenor/s how practical elements will	RW	29.07.2020

	<p>be handled, ie, 3D modelling. Email ARW with the outcome.</p> <p>RW to establish whether site visits and field trips, etc, are compulsory elements to module/programme assessment/LOs. Email ARW with the outcome.</p> <p>ARW/WW to report to Covid-19 Exams Group and Autumn 2020 Group comments regarding concerns over availability and arrangements for domestic field trips/site visits.</p> <p>FSO to inform CSAO of amendments and publish revised specifications</p>	<p>RW</p> <p>ARW/WW</p> <p>FSO</p>	<p>29.07.2020</p> <p>24.07.2020</p> <p>31.07.2020</p>
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