

STUDENT HANDBOOK

2025 / 2026



CSA STUDENT HANDBOOK

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Information provided in this Handbook on matters related to the Sri Lanka Institute of Architects and the Board of Architectural Education is subject to change from time to time, and students are advised to also refer to the CSA Handbooks / BAE Office and the SLIA Secretariat for further information.

DEFINITIONS & INTERPRETATIONS

1. Sri Lanka Institute of Architects (SLIA)

The Ceylon Institute of Architects, established in 1957, was later incorporated by an Act of Parliament in 1976 (Law. No: 1 of 1976) as the Sri Lanka Institute of Architects (SLIA). It is the professional Body of the Architects in Sri Lanka.

2. Board of Architectural Education (BAE)

Foremost amongst the responsibilities given to the SLIA by the Act of 1976, is the development of architectural education and holding of examinations for professional qualifications. In order to achieve this, the Board of Architectural Education (BAE), was setup as the educational arm of the SLIA to administer the education of students in architecture/allied fields and to conduct professional examinations. The BAE conducts Part III of the SLIA Professional Practice Examination in Architecture in order to grant professional qualification as a Chartered Architect in Sri Lanka.

3. City School of Architecture (CSA)

The school of architecture that offers architectural education was established in 1999 and was formerly known as Colombo School of Architecture. Previously known as a course leading to the Part I and Part II of the SLIA examinations and has been in existence for over 39 years.

4. City School of Architecture (Colombo) Ltd (CSACL)

The registered company that administers and manages the City School of Architecture.

5. Chief Executive Officer (CEO)

The representative of the Board of Directors, who oversees the management of the school.

6. Head of School (HOS)

The person responsible for managing the academic and academic administrative affairs of the school, together with other Boards and Committees that oversee its governance.

7. Deputy Heads of School (DHOS)

Deputy heads of school are associates of HOS to assist in academic and administrative duties.

8. Board of Academic Studies (BAS)

The Board of Academic Studies of City School of Architecture oversees the academic affairs of the school. The Head of the School is the Chairperson of the Board, and it comprises senior academics, practitioners, and members of the CSA Teaching Faculty, totaling seven in number.

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9. RIBA

Royal Institute of British Architects, the Professional body for British Architects.

10. UWE

University of The West of England, Bristol, UK, Partner university awarding degrees to CSA students.

11. Gap Year

When a student requests a break in the academic registration and wishes to continue at a later year by re-registering.

1. 0 INTRODUCTION

1.0 INTRODUCTION

1.1 CITY SCHOOL OF ARCHITECTURE (CSA)

‘An architect is a person trained and licensed to plan, design, and oversee the construction of buildings. To practice architecture means to provide services in connection with the design and construction of buildings and the space within the site surrounding the buildings that have as their principal purpose human occupancy or use. Professionally, an architect's decisions affect public safety, and thus an architect must undergo specialized training consisting of advanced education and a practicum (or internship) for practical experience to earn a license to practice architecture.’

Wikipedia: The Free Encyclopedia. Wikimedia Foundation, Inc. 22 July 2004. Web. 23 April. 2013.

[<https://en.wikipedia.org/wiki/Architect>](https://en.wikipedia.org/wiki/Architect)

Public safety extends to health safety and comfort of a community.

This responsibility to the client and the public is not one which must be taken lightly as it is a creative science in its profession. The art of learning and having the skills required to become a professional architect is a responsibility which lies in education system of the institution.

The City School of Architecture offers a challenging career in architecture for talented individuals, school leavers and mature students, both local and foreign.

There are two courses on offer that prepares students to be fully qualified. Part I course, which is of full-time duration over 3 years, followed by the 3 year Part II course on “Learn while you Work” basis. The City School of Architecture confers a Diploma in Architectural studies on completion of the Part I course and a Higher Diploma in Architecture on completion of the Part II course. The two courses are accredited by the Sri Lanka Institute of Architects (SLIA) and also the Royal Institute of British Architects (RIBA). In Partnership with the University of the West of England, Bristol (UWE), students are also offered an option of Bachelor of Architecture (Hons) Degree on completion of Part I course and a Master of Architecture (Architecture and Environmental Design) Degree on completion of Part II course.

Students entering the Part I course are required to have Credit passes or equivalent in English and Mathematics in the ‘O’ Level examination and a **minimum** three passes in the ‘A’ Level examination in one and the same sitting. They are also required to pass the aptitude test and a viva (interview) conducted by the CSA for selection. (Refer Chapter 2.0 Admission for specific information)

Entry to the Part II Course is after successfully completing the Part I course or a Course validated by the Board of Architectural Education of the Sri Lanka Institute of Architects, and work experience of a minimum of 52 weeks in a SLIA recognized Chartered Architectural Practice (category “A”, “B” or

“C” Trainer Practice). They are also required to pass a viva (interview) together with review of the portfolio of works conducted by the CSA for selection. (Refer Chapter 2.0 Admission for specific information)

Students are eligible to sit the Part III of the SLIA Professional Practice Examination, and qualify as a Chartered Architect and become a Corporate Member of the institute, provided he/she has successfully completed the Diploma in Architectural studies, Higher Diploma in Architecture and 104 weeks of practice experience, in a SLIA recognized Chartered Architectural Practice (category “A” Trainer Practice), of which 52 weeks may be done after successfully completing the Part I course. This also enables one to register with the Architects Registration Board (ARB) to practice architecture in Sri Lanka.

The Part I course was established in 1986 and the Part II course in 1991 as courses of study conducted by the SLIA. The entity was named the Colombo School of Architecture in 1999. In 2008, the school was re-structured to have an independent management governed by the Board of Directors of City School of Architecture (Colombo) Ltd. The school’s name was changed to ‘City School of Architecture’ (CSA). CSA was granted RIBA accreditation in 2011 and SLIA accreditation in 2012. CSA partnered with UWE in year 2012. The management representative of the Board is the Chief Executive Officer and the academic affairs of the school are administered by the Head of School assisted by two Deputy Heads of School together with the Board of Academic Studies and numerous other Boards and Committees which oversee its governance.

The course has seen over nine thousand three hundred students through its portals, where a large number have qualified as chartered architects locally and internationally. Many have established their own private practices, whilst others have continued their education in academic institutions abroad, reading for Master’s Degrees upon completion of Part I and/or Part II Courses on transfers or admissions obtained thereafter. Many architects produced by the school have received awards and accolades locally and internationally.

The school operates from the premises at no 104, Kitulwatte Road, Colombo 8 and is equipped with design studios, a computer lab, seminar rooms, workshops, library, cafeteria and other student’s facilities. Field experiences are encouraged through visits undertaken to places of architectural interest, historic buildings, building sites, laboratories, factories and production yards. A calendar of events encourages free interaction and participation of students in sports, recreation, festive and academic events. Counseling is available to the students through student counselors and practical training counselors. In addition, a designated Wellbeing Officer is available for students to receive any complaints in a confidential and unbiased manner. High standards in education are encouraged by the recognition of good academic performance through Excellence in Design Awards, Overall Best Performance Awards, Research Awards, Scholarships, and the CSA Student of the Year for outstanding contribution to the student culture of the City School of Architecture, presented at the Annual CSA Awards Ceremony.

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The school also has an active Alumni Association (Forum CSA), which assists the school in its development.

1.1.1. The CSA Secretariat

The CSA Secretariat is open 8.30 am - 5.30 pm Tuesday to Saturday. The Registrar of CSA is the students' immediate contact person related to administrative matters.

1.1.2. The Academic Year

The academic year of the school, commences in October and concludes end of June the following year, and comprises a three-term programme of 30 weeks duration.

Note: Refer to Academic Calendar and relevant year's academic programme.

1.1.3 The Faculty

The Faculty of CSA comprises of Year Coordinators - who are permanent staff members and are responsible for administering their respective years in addition to conducting the Design Studio. Design Tutors and Resource Persons sourced from the academe and practice are available for all design studios to provide better student-contact hours and balanced teaching inputs. Design Critics are drawn from the practice and academia, to give students the required exposure. While the academic staff engage in teaching theory modules, Visiting/Guest Lecturers are drawn from the profession and allied fields of the Construction Industry for certain theory modules as Specialists.

1.2 CSA EDUCATION POLICY

1.2.1 VISION

The City School of Architecture is optimistic in its quest to become one of the leading institutions in the South Asian Region, to educate and train Architects.

1.2.2 MISSION

The Mission of the School remains to train students to become qualified Architects with competitive and comprehensive knowledge of the profession, able to adapt to real and contemporary trends and needs and be professionally ethical and socially and environmentally responsible. Within this larger scope, the school also envisions to promote in its curriculum an ethos that would attract students from a wider cross section, including foreign students.

1.2.3 FUTURE DEVELOPMENTS

The school proposes to expand to offer areas of specializations within the realm of Architecture - mainly focusing on Tropical Architecture, South Asian Regional Architecture and Community Architecture. These areas have become widely spoken of in the recent times as fields with great

potential for architectural experiments and innovations. These specialized areas would commence as short-term summer courses and then developed into fully fledged courses depending on demand.

Expansion into allied fields of design and management - interior design, landscape, architectural photography and real estate management, BIM are other avenues the school proposes to explore to offer. These areas may commence as short certificate courses with potential to develop as independent courses.

Sustainability within Economic, Social and Environmental parameters would form an integral part of the School's Educational Programme. Special emphasis will be given to exploring wider usage of passive systems in the design projects, thus giving students a better understanding of the responsibilities towards one's own environment. Socially biased projects will be looked at as an indispensable part of the curriculum. The projects would train the students to address actual national and regional needs of South Asian societies, in a pragmatic manner. The school wishes to promote live studio projects in this realm within the academic structure, with the collaboration of other institutions, universities and resource persons. It will also promote Research by Design for staff and students with an ambition for higher studies.

1.2.4 VALIDATIONS

- CSA was a Listed School of the Board of Architectural Education, SLIA from 2009-2012.
- CSA has been accredited by Board of Architectural Education, SLIA in September 2012 and re-accredited in March 2016.
- CSA has been validated by the RIBA with "Candidate Course" Status for its Parts I & II Courses in July 2009 and full accreditation was awarded in Jan 2011 and re-accredited in March 2016 and thereafter in February 2023.
- CSA is in partnership with the University of The West England, Bristol UK for awarding of degrees from 2012

1.2.5 EDUCATION ENVIRONMENT

CSA advocates an equal opportunities policy and encourages participation of male and female students from all racial and religious backgrounds of the country.

The diversity in age, cultural and social backgrounds in every batch of students, broadens students' views and brings together diverse personalities to create a wholesome environment for higher learning.

The Course is fee levying, but opportunities are offered for students in financial need to obtain bursaries and scholarships to continue their studies. Financial assistance is available through sponsorships facilitated by the CSA Awards & Bursaries Committee and Alumni Association of the school.

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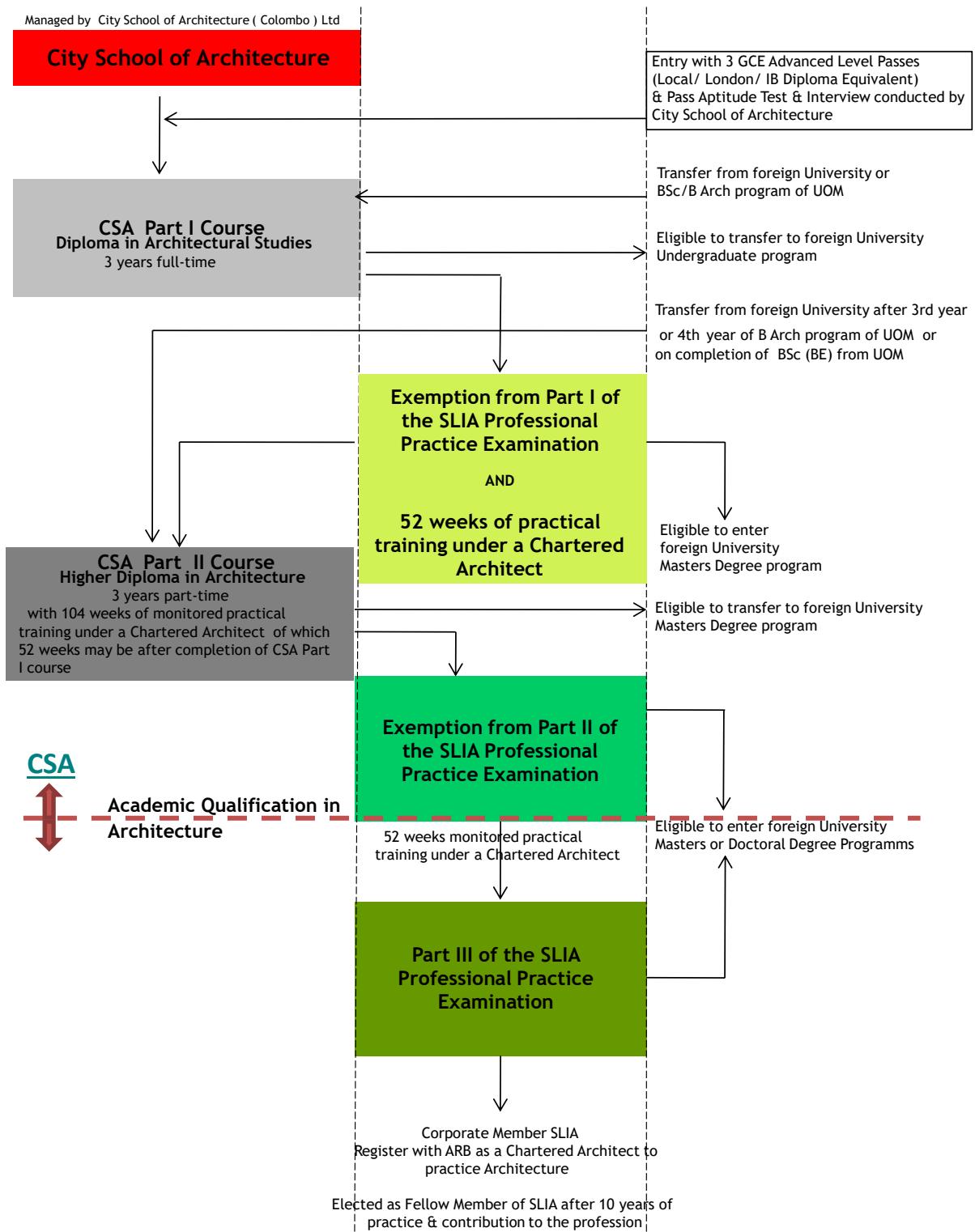
Design is the core subject of the course and is conducted as interactive studios. An atmosphere of critical debate, innovative design thinking and a quest for creative design is encouraged through the faculty, tutors, critiques and resource persons drawn from the practice and academe, giving balanced teaching inputs. Peer interaction and reviews are also encouraged.

Theory subjects, site visits, local and international experiencing architecture visits, joint study programmes with foreign universities, participation in local and foreign student conventions, apprenticing in a Trainer Practice - all offer the CSA students the necessary peripheral inputs to reinforce their design thinking and design skills to enrich them to become Tomorrows' Architects.

A team of nearly 75 permanent and visiting staff from the architectural and allied professions imparts to the students the necessary design and theoretical input under the streams of design and architectural studies; history, theory, society & culture; technology; environment & professional practice.

Joint study programmes, which are conducted during the Part II - first year of study (5th year) encourages joint study and workshops with foreign universities.

CITY SCHOOL OF ARCHITECTURE - ARCHITECTURAL EDUCATION POLICY



NOTE: CITY SCHOOL OF ARCHITECTURE is an accredited School of the BAE

2. 0 A D M I S S I O N

2.0 ADMISSION

2.1 CRITERIA FOR ADMISSION

2.1.1 CSA - PART I - YEAR I

Students desirous of pursuing a career in Architecture at CSA, to follow CSA Part I - Year 1 should satisfy the following criteria at the Aptitude Test and Interview held by the City School of Architecture:

- a) Passed the GCE - Ordinary Level Examination, Sri Lanka or equivalent, with Credit Passes in Mathematics and English.

AND

- b) Obtained a minimum of 3 Passes at the GCE - Advanced Level Examination, Sri Lanka or equivalent, in one sitting.

AND

- c) Shall Pass the Aptitude Test conducted by the City School of Architecture.

AND

- d) Successfully complete the Interview conducted by the City School of Architecture.

AND

- e) Enrollment with course fees paid in full.

(Note: The Aptitude Test and Interviews are conducted during the month of September)

2.1.2 CSA - PART I - YEARS 2 & 3

On successful completion of the first year of study, students are eligible to enroll for the next year of study.

For the successful completion of a year of study, students should fulfill the Attendance Criteria, obtain "Pass" mark in the Design and Architectural Studies, Portfolio Examination and Written Examination for Theory Subjects. Students should pay the Course Fee in full. (Also refer Items 5.0, 6.0, 7.0 & 8.0)

2.1.3 CSA - PART II - YEAR 1 (also referred to as Year 5)

Students desirous of pursuing a career in Architecture at CSA, to follow CSA Part II - Year 1 should satisfy the following criteria at the examinations and interview held by the City School of Architecture:

a) Successful completion of CSA Part I Examination

OR

Possess the BSc Degree in Built Environment or complete 90 UOM credits of Bachelor of Architecture Degree from the University of Moratuwa

OR

Successfully complete 120 UWE credits from the University of The West England, UK.

OR

Possess a first degree in Architecture from a recognized university and gain exemption from the Sri Lanka Institute of Architects (SLIA) Part I Examination.

AND

b) Shall submit and Pass the assessment of the Design Portfolio of work done under a Chartered Architect during 52 weeks of Practical Training, which will be reviewed at the interview conducted by the City School of Architecture.

AND

c) Successfully complete the Interview conducted by the City School of Architecture

AND

d) Enroll with course fees paid in full.

Students who have qualified overseas in Schools of Architecture recognized by the BAE (refer BAE Handbook) may also apply, provided their qualifications and practical training experiences meet the minimum criteria stipulated by CSA. Such applications would be assessed individually. Students are requested to apply in writing together with Transcripts from the university, Design Portfolio, Syllabi of Theory Subjects and Practical Training Log Sheets duly completed and signed by Supervising Architect of a BAE recognized Trainer Practice (refer BAE Handbook) for assessment by the Interview panel appointed by Board of Academic Studies of the City School of Architecture.

2.1.4 CSA - PART II - YEARS 2 & 3 (also referred to as Years 6 & 7)

On successful completion of a year of study, students are eligible to enroll for the next year of study.

For the successful completion of a year of study, students should fulfill the Attendance Criteria, obtain "Pass" mark in the Design and Architectural Studies Portfolio Examination and Written Examination for Theory Subjects, and fulfill Practical Training Criteria. Students should pay the Course Fee in full. (Also refer Items 5.0, 6.0, 7.0 & 8.0)

2.2 APPLICATION PROCEDURE

2.2.1 CSA - PART I - YEAR 1 ADMISSIONS

Applications for admission to CSA-Part I-Year 1 are called through press notifications in local newspapers (English, Sinhala & Tamil) and the CSA website (www.csacolombo.edu.lk) during the month of August every year. All intended applicants should register their intent on the prescribed form obtainable from the Admissions Department, CSA between 8.30 am - 5.30 pm from Tuesday to Saturday at the CSA Office, no. 104, Kitulwatte Road, Colombo 8 upon payment of the stipulated Application Fee. The perfected application with requested documentary evidence duly authenticated, should be handed over to the Administrative Manager before the closing date together with the non-refundable Processing and Examination Fee. The application should be addressed to:

Admissions Department,
City School of Architecture,
No 104, Kitulwatte Road,
Colombo 8

Students can obtain necessary information at the annual SLIA Exhibition career guidance stall. Students can also get an understanding of the type of work from students' and members' stalls at the exhibition.

Once the processing of the CSA-Part I-Year 1 applications are completed, prospective applicants would be informed in writing to attend an Aptitude Test. This is done during the month of September. Once the results of the Aptitude Test are scrutinized, eligible students are called for an Interview. On completion of the interview, applicants found eligible would be notified in writing to register in the course and make full payment of Course Fees on or before the stipulated date (September). Offer of places for enrollment are valid for 30 days or as decided by the Board of Management from time to time. Requests for late admissions would be considered by the Board of Management only on the availability of places and is subject to the fulfillment of the stipulated entry criteria.

The Aptitude Test would test one's creative and graphic communication skills, IQ, English language and one's general knowledge in architecture. The Interview is an opportunity for the Board to converse with the student - to clarify his/her performance at the aptitude test and to check educational qualifications, financial standing and the desire and commitment of the student to pursue a career in architecture.

2.2.2 CSA -PART II - YEAR 1 (Year 5) ADMISSIONS

Applications for admission to CSA Part II - Year 1 (Year 5) are called through press notifications in local newspapers (English) and the CSA website (www.csacolombo.edu.lk) during the month of September every year. Applications would be scrutinized separately, and eligible students would be informed in writing to attend an Interview. On the successful completion of this procedure students found eligible would be informed in writing to register in the course and make payment of Course Fees (during the month of September).

2.3 RE-ENTRY AFTER GAP YEAR / YEARS

Students may apply for a Gap Year with relevant reasons to HOS. CSA student's re-entering the course after a gap year/years should make their applications in writing to the Head of School together with the relevant documentary evidence. A maximum of 3 gap years will be allowed during the course. (Also refer item 5.0, 7.0 & 8.0)

2.4 REQUEST FOR TRANSFERS & EXEMPTIONS

Students who have successfully completed partial years of study at the BSc-Built Environment or B. Arch Degree Programme of the University of Moratuwa or any other allied field of study who wish to request for transfers should make their application in writing to Admissions Department, with Transcripts, Design Portfolio, Syllabi of the university and Practical Training Log Sheets duly signed by the Supervising Architect of a BAE recognized Trainer Practice (refer BAE Handbook) (applicable to entry to Part II). Students should state the preferred entry level. Such applications should meet the minimum academic and practical training requirements specified by the BAE (refer BAE Handbook) and would be assessed individually. Exemptions for subjects/years of study would be given, as deemed fit by the Board of Academic Studies. Students applying for transfers and exemptions would have to pay the Processing Fee stipulated by the school at the time of application. An appropriate Course Fee would be decided by the Board.

2.5 SCHOLARSHIPS & BURSARIES

2.5.1 CSA Scholarship

The City School of Architecture offers a scholarship to the student who registers for the CSA PII Program, who has achieved the Overall Best Performance (highest aggregate marks in Design & Theory Subjects) at the CSA Diploma in Architectural Studies. (Refer CSA Awards & Bursaries Handbook for more details)

2.5.2 Bursary Scheme

The Board of City School of Architecture (Colombo) Ltd has a Bursary Scheme to assist students in financial difficulty on a full or partial basis. (Refer CSA Awards & Bursaries Handbook for details).

2.6 OVERSEAS APPLICANTS

Overseas applicants meeting entry requirements or having equivalent educational/academic qualifications and practical training (refer BAE Handbook) are eligible to apply for admission or transfer to CSA. Only applicants from Schools of Architecture recognized by the SLIA BAE (refer BAE Handbook) would be entertained for transfers. CSA will evaluate each applicant on his/her merit, and a suitable decision on the entry level will be taken.

Overseas applicants should pay the nonrefundable Application and Processing Fee stipulated by the school at the time of application. Course Fees for foreign students would be as stipulated by the Board of Directors (CSACL).

3.0 ENROLLMENT PROCEDURES

3.0 ENROLLMENT PROCEDURES

3.1 REGISTRATION

Successful candidates will be informed by the school to register by following the procedures mentioned below.

3.1.1 Part I - Year I

- a) Register by perfecting the Registration Form (Part I).
- b) Pay Course Fee in full for the relevant year of study.
- c) Obtain Student Record Book and Student ID Card.
- d) Obtain Student Membership of the SLIA.

3.1.2 Part II - Year I

- a) Register by perfecting the Registration Form (Part II).
- b) Pay Course Fee in full for the relevant year of study.
- c) Obtain/Maintain Student Record Book and Student ID Card
- d) Obtain/Maintain BAE Practical Training Log Book.
- e) Be in trainee employment at a BAE recognized Chartered Architectural Practice.
- f) Obtain/Maintain Student Membership of the SLIA.

3.1.3 Enrolment in Continuing Years

Students in all other years of study who have successfully completed the Design Portfolio and Written Examinations in Theory Subjects, should register for the following year of study 14 days prior to commencement of the new academic year by making payment of Course Fees (in full or the first installment).

3.2 STUDENT RECORD BOOK & STUDENT IDENTITY CARDS

Once the enrollment procedure is complete each student should obtain from the CSA Secretariat at the commencement of the academic year during October, the Student Record Book duly perfected with all student particulars, employment particulars, course fee payments and endorsement/authentication of the year of study enrolled for.

The student should have in his/her possession CSA Student ID Card when in attendance at the school and at examinations, and make available for scrutiny if requested by the CEO of the City School of Architecture (Colombo) Ltd, Head of School or Registrar of CSA. The Student ID Card shall be produced at the entry to premises.

3.3 PRACTICAL TRAINING LOG BOOK

All Part I completed students and Part II students (Years 1 & 2) should obtain Practical Training Manual and Log Book from BAE/SLIA by making the relevant payment and the BAE stipulated Practical Training Counseling Fees. All students should refer CSA Practical Training Handbook available in the CSA Library.

All Part II - Years 1 & 2 students should perfect training records and have them duly signed by Supervising Architect of the Trainer Practice and make them available to CSA Practical Training Counselors for scrutiny as stipulated by the CSA Practical Training Handbook. (Also refer item 7.0)

4.0 COURSE STRUCTURE

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4.1 INTRODUCTION

4.1.1 CSA PART I COURSE

CSA Part I, is a 3-year full time course leading to CSA Diploma in Architectural Studies (which is exempted from SLIA Part I & RIBA Part I). The medium of instruction is English. 720 student contact hours for Design & Architectural Studies module and 480 student contact hours for Core Theory Modules are offered on a 3-term programme per academic year.

Students in this Full-time course are not required to have office practice, however they are encouraged to gain office practice during vacation time. They will need to be apprenticed in an architect's office for one year prior to gaining entry to the Part II course after completion of the Part I Course. Students who wish to continue Part II course of Architecture are required to submit Practical Training Log sheets to the SLIA BAE. (Refer BAE Handbook.)

4.1.2 CSA PART II COURSE

Currently, the CSA Part II Course is a 3-year sandwich part time course which leads to CSA Higher Diploma in Architecture (which is exempted from SLIA Part II & RIBA Part II). The curriculum of the course is structured to provide the student with specific inputs necessary to understand the wider issues of the practice of architecture. The medium of instruction is English.

360 student contact hours for Design & Architectural Studies module and 440 student contact hours for Core Theory Modules are offered on a 3-term programme per academic year during the first two years of study. Students are expected to apprentice for 104 weeks in a Category "A" or "B" Trainer Practice whilst in attendance in the 1st and 2nd years of study of the course. The third year of the course is full-time, facilitating students to concentrate on their Comprehensive Design Project and Research Writing (Dissertation).

The Course provides students with an in-depth knowledge and skills necessary to explore and implement architectural designs at a macro level, acknowledging the wider urban, contextual and societal issues in addition to displaying an interdisciplinary approach to architecture. Sustainability of design solutions, response to the natural environment, and addressing the needs of future generations take priority in the teaching curriculum. The course also prepares students to a general understanding of practice within the dimensions of the architectural profession and the construction industry.

4.2 COURSE DESCRIPTION

4.2.1 CSA PART I - YEARS 1, 2, 3

4.2.1.1 YEAR 1

This is the most interesting year of study and encourages students to understand and appreciate architecture. Considerable emphasis is placed on creative design and design appreciation through Design Projects and Drawing Exercises. In addition, Architectural Studies which includes Drawing, Writing, Experiencing Architecture and Computer Studies are done under the umbrella of design to provide a richer understanding of Architecture. Under Architectural Communication students are encouraged to work on architectural drawings and writing in addition to following lectures and studios in Architectural and Technical Drafting, Perspectives and Sciography, Freehand Sketching, Graphics, Model Making, Appreciation of Architecture through writing, and Computer Studies. Experiencing Architecture is done through a series of organized visits to places of architectural interest.

Theory modules are covered under the classified streams, History/Theory/Society & Culture; Technology; Environment and Profession. The subjects taught are - Society & Culture (core subjects - History of Architecture, Ancillary Subjects - Art & Sculpture, Music, Photography); Technology (core subjects-Architecture & Structures, Materials & Construction and Building Services); Environment and Profession.

4.2.1.2 YEAR 2

The aim in the second year of the Course is to further strengthen and reinforce the students' skills acquisition and awareness in Architecture. Students are encouraged to develop their drawing skills in 2D and 3D form. The design programme includes 5 Design Projects that focus on the various factors that influence architectural form - context, a community and its social values, anthropometrics and ergonomics and the programme culminates in the design of an urban house and a community of houses. Architectural Studies which include Architectural Communication, Experiencing Architecture and Computer Studies are done under the umbrella of Design. The production of architectural drawings and writing are encouraged under Architectural Communication (measured drawing of a building and an appreciation, book reviews in relation to design projects). Experiencing Architecture is done through a series of organized visits to places of architectural interest.

Theory modules taught during this year are covered under the classified streams as History/Theory/Society & Culture; Technology; Environment and Professional Practice and it is more detailed, to widen the students' awareness and knowledge. The subjects taught are - Society & Culture (core subjects - History of Architecture, Theory of Architecture); Technology (core subjects - Architecture & Structures, Materials, Construction and Building Services); Environment (ancillary subjects- Climate Studies, Landscape and Surveying) and Professional Practice.

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An overseas study tour is proposed during this year, providing students with the invaluable opportunity to experience architecture beyond local boundaries. This tour will be highly beneficial, allowing students to gain exposure to foreign architectural practices and innovations that are relevant to the scale of their projects. By exploring diverse architectural contexts, students will develop a deeper understanding of different design strategies, construction methods, and sustainability approaches that can influence their work in their graduating year.

4.2.1.3 YEAR 3

This is a year of systematic recapitulation of all subjects dealt with in the Part I years, with greater degree of concentration in preparing for the CSA Part I Diploma in Architectural studies Examination.

The design programme in Year 3 guides the student to the overall synthesis of design issues to resolve architectural problems - handle design data, prepare a design brief; respond to development controls and building regulations, improve his/her decision-making skills and design skills, reflect an integrated approach to design and display a general awareness of the profession and the construction industry. During this year the student undertakes a Pre CDP Project and a Comprehensive Design Project (CDP) aimed at demonstrating competence in problem solving and acquiring the technical skills necessary to create acceptable built environments at micro level. The CDP Project is a Mixed Development in Performing Arts/Leisure & Entertainment/Recreation within a wider community.

Theory subjects taught during this year are classified as History/Theory/Society & Culture; Technology; Environment and Professional Practice and are conducted with emphasis on the application of theoretical knowledge to the CDP. Subjects are taught as ancillary guest lectures and would cover a spectrum of inter-related disciplines - Society & Culture (Principles of Context Generated Architecture and Design, Development Controls and Building, Health & Safety Regulations), Technology (Structures, Materials, Construction, Interdisciplinary Design, Building Services) and Environment (Green Architecture & Alternate Technology). In addition, elementary Building Economics and the Principles of managing a small practice are taught during this year under Professional Practice. Students are also guided in Report Writing skills (Essay).

4.2.2 CSA PART II - YEARS 1, 2 & 3

4.2.2.1 YEAR 1

In the Part II Course students are expected to sufficiently mature with a deeper understanding of architecture and are encouraged to enhance their academic skills whilst developing a personal approach to Architectural Design. The design programme includes 2 Design Projects that helps to understand the sociocultural aspects and spatial needs of a specific subculture and direct their focus to understand the complex issues related to architectural design in the regions of Sri Lanka with special emphasis on conservation and heritage management and also enable students to work on a live housing and community project addressing the spatial needs of the economically weaker section of society. A live Social Housing Project is also conducted during this year.

Modules taught during this year are classified as History/Theory/Society & Culture; Technology, Environment and Professional Practice and includes inter-related disciplines such as Society & Culture (Theory of Architecture, Urban Design, Planning, Sociology, Housing & Community and Conservation), Technology (Materials & Technology: Building Services, Electrical Systems, Air - conditioning & Mechanical Ventilation, Building Management Systems); Environment (Environmental Design & Environmental Policies) and Professional Practice (Law).

4.2.2.2 YEAR 2

In this year, emphasis is on design philosophy and a multi-disciplinary approach to architecture. The Design programme includes 2 Design Projects of complex nature; an integrated approach to the design of Urban Architecture and the Public Realm with a Context Generated Architecture which is conducted as a collaboration and is based on thematic studios and workshops, and focusing on Mixed Use Sustainable/Green Architecture - a high-rise mixed development for the Hospitality Industry/a Corporate Office or Commercial building/Education & Research. Subjects taught during this year are classified as History/Theory/Society & Culture; Technology; Environment and Professional Practice and include inter-related disciplines such as Society & Culture (Urban Design), Technology (Structures, Fire Safety & Smart Material Technology), Environment (Alternate Technology-policies for energy efficiency in buildings, rain water harvesting, wind power, solar power and bio-mass) and Professional Practice (Office Management, Contract Administration and Building Economics). Students are expected to research and initiate a 10,000 words Dissertation - exploring a subject of his/her choice, as submission towards the CSA higher Diploma in Architecture Examination.

The highlight of the Part II is the Student Exchange Programme on Urban and Social Re-vitalisation conducted in liaison with architectural students of a foreign university. During the short stay (which is not less than two weeks in both countries), the students collaborate with the foreign university for design workshops and field visits and are exposed to different architectural education models. The foreign visits help to broaden the perspective of the local students. The travel expenses are met by the travel fund of CSA.

In the event a student exchange has not been possible, CSA students have visited a country of architectural interest.

4.2.2.3 YEAR 3

This year is a year of systematic recapitulation of all subjects dealt with in the Part II Course with greater degree of concentration in preparing for the CSA Part II Higher Diploma in Architecture Examination. Emphasis in this year is on design, during which the student undertakes a Comprehensive Design Project (CDP) aimed at developing one's own philosophy and demonstrating competence in problem solving and acquiring advanced technical skills necessary to create acceptable built environments at macro level. Students are expected to prepare master plan proposals, building designs, details to reflect technical competency and show a professional understanding of the procurement of a building.

Guest workshops are conducted on a variety of inter-related subjects with emphasis on the application of theoretical principles to the Comprehensive Design Project.

Students are expected to research and prepare a 10,000 - 12,000 word Dissertation - exploring a subject of his/her choice, as submission towards the CSA Part II Higher Diploma in Architecture Examination.

4.3 COURSE DELIVERY

The CSA Part I course is delivered using two taught components: Design and Architectural Studies Studio modules and Theory modules & The CSA Part II Course is delivered using three taught components: Design and Architectural Studies Studio module, Theory modules and Practical Training. The design studios module and Theory modules are conducted in an in-house structured academic environment, whilst the practical training is provided through external trainer practices in which the students apprentice.

4.3.1 Taught Components

4.3.1.1 Design & Architectural Studies modules

Design Studio modules are the core of the academic programme of the school. A design studio each is conducted per year of study and would generally comprise 40 - 45 students in the Part I years and 30 - 40 students in the Part II years.

The studios are managed by the permanent staff of CSA - an Year Coordinator for each studio, based on a 1 in 10 student-staff ratio; and they are responsible for planning, managing, coordinating and monitoring the design programmes of the year, based on the given design curriculum and academic calendar. In addition, they also monitor the progress and development of each student by preparing term evaluations for review and action, based on the commentary provided by the resource persons. A pool of in-house and external design tutors assist in the weekly tutoring sessions. Specialist resource persons; Architects and allied professionals sourced from the academe, architectural profession and the construction industry, assist in the conduct of design workshops and guest lectures as applicable to the design projects and lateral studies on inter-related subjects and disciplines. Design critics evaluate the student submissions. This system allows for pro-active, quality tutoring sessions, with students being exposed to focused inputs, views, opinions and schools of thought, derived from a wider cross section of professionals. Students are also encouraged to have their designs tutored/critiqued from within the trainer practice, giving them wider exposure - as an impetus for design development.

The Design projects set for design studios for each of the academic years are based on the school's curriculum and are carefully chosen to tie up with the learning outcomes the student is expected to achieve at a particular stage of the total course.

Students are given Design Projects with an outline brief and a real or fictitious client, to develop a detailed brief and formulate a creative design. The introduction and final execution of a design project would see the student through overlapping phases of collaborative inquiry, experimental learning, research and inquiry based learning and integrative learning.

The tools of teaching and learning used are: field visits, group studies, case studies, precedence studies, seminar presentations, book reviews and theme-based workshops. The design studios are interactive, where students develop their designs with the guidance of the permanent staff and resource persons. An average 12-16 hours of design studio are conducted per week totaling to 360 - 480 studio hours for the academic year. Time frames are set for each design project as per the design calendar for the year. At suitable intervals and at the end of the specified time frame, students present their design proposals at a series of concept crits, interim crits and final review to panels of design critics drawn from the practice and academe for assessment. External reviewers appointed by BAS from the academe and practice assess the year and course end examinations

4.3.1.2 Theory Modules

Theory modules are conducted by the in-house faculty, visiting staff, and, in addition by Specialists from the profession, academe, and the construction industry. Subjects are delivered under the streams of History/Theory/Society/Culture; Technology; Environment; and Professional Practice, and are taught as Core subjects and Ancillary subjects. Core subjects are taught in the Part I Course during the 3 terms as 2-hour lectures per week per subject, totaling to a maximum of 30 lectures per subject for the academic year.

Theory modules are coordinated by a Year Coordinator in Consultation with the Module Coordinator and taught by a single lecturer or by many specialist lecturers as necessary to deliver key areas specified in the curriculum. Lectures are generally interactive and generate discussion on the subject. They may be in lecture format or presented as slides, videos, or as multi-media presentations, or could be a workshop or a field visit.

Guest lectures from Architects and allied professionals sourced from the academe, architectural profession, and the construction industry, in relation to specified areas in the theory lectures are included where deemed necessary to deliver a module effectively.

Field visits in groups are organized as part of the theory lecture sessions to appraise the built environment by way of case studies, observe a theory/principle as applied in a built situation and witness testing, manufacturing and construction field procedures.

4.3.1.3 Practical Training

The City School of Architecture- Part II Higher Diploma in Architecture is a work & study part time Architectural programme which requires the student to comply with the stipulated practical training

experience. The Part II study programme consists of two-part time study years, namely Part II Year 1 & Year 2 (5th year and 6th year in CSA), along with 3 working days a week of practical experience in an approved architectural office.

CSA's concept of "learn while you work" enables its students to form working relationships and establish direct links with the construction industry which is an added advantage for the students in their carrier development. While Training under the guidance of the Architectural practitioner, the student obtains practical experience with direct links to the Building and Construction Industry. This will help develop the student's skills and enhance the creative design process integrated with building technology and legislative requirements and also to keep students in a progressive learning process.

The said practical experience gained by the Part II Year 1 & Year 2 (5th and 6th year) students need to be assessed and converted to equivalent number of credits in order for the students to obtain the academics qualification from CSA and the University of the West of England (UWE).

In view of this requirement, the CSA has formulated a guideline for Practical Training assessment as described below:

The purpose of the following assessment is mainly to obtain academic credits required by CSA & UWE and shall not in any way exempt students from the 104 weeks professional practice training as required by the SLIA.

CSA being an accredited school of the Sri Lanka Institute of Architects (SLIA) wishes to carry out the practical experience assessment on the basis of the guidelines set out by Board of Architectural Education (BAE), which is the educational arm of SLIA.

4.3.2 Modes of Teaching and Learning

The following teaching and learning processes are integrated in the academic curriculum and addressed by the school:

4.3.2. 1 Collaborative Inquiry:

Group-based collaborations are encouraged in every cohort, where the cohort is divided into sub-groups under identified leaders. Whilst working on group-based inquiries on a subject area of design or theory, the group collectively gathers and processes information. This process also helps the weaker students in the group to keep pace with others in the group/class, whilst being exposed to positive peer critiquing. The group structure aids in uplifting the class average with improved overall performance and creates better class coherence.

Within the duration of the part II course, the curriculum calls for an overseas collaboration undertaken whenever possible, as part fulfillment of a set urban design project. During a short duration, the students collaborate with a foreign university for design workshops and field visits, and are also exposed to different architectural educational models and socio-cultural backdrops.

4.3.2.2 Experimental Learning:

The students are expected to work out different solutions to a single design problem, by exploring varied options and show competence in experimentation, innovation and creativity. Students are also encouraged to experience field settings, analyze their observations in the context of existing theories and justify these theories in the light of real experience.

4.3.2.3 Research and Inquiry based learning:

It is deemed important in the school's education programme that the student is well informed, and is able to rationalize and justify design solutions presented through research. In addition to the group inquiries, the students are trained to extract relevant information and data - both theoretical and technological from different sources, during the course of a design project or course work. The compilation of a 10,000 word Dissertation in the Part II Course is seen as an opportunity to explore this mode of learning. (Refer dissertation guidelines handout)

4.3.2.4 Integrative Learning:

A multi-disciplinary approach to architecture is fostered where the student is required to consult and confer with other professionals in the construction industry and specialized service providers, in the process of arriving at a design solution. Course work assignments in theory subjects also encourage a practice based multi-disciplinary approach to understanding of design, technical issues and solutions. Further, the competence acquired throughout the year and the courses in successfully executing a design development process, is mainly tested through the major design project in each year of study and the CDP in the final years of the courses.

4.3.3 Tools for Teaching and Learning

CSA coursework incorporates diverse tools for teaching and learning and forms the assessment criteria for design and theory subjects. Students are expected to submit course work individually and as groups.

4.3.3.1. Studios

Interactive discussions are encouraged in the studios with resource persons drawn from the academe and practice over tutoring sessions.

Design Critiques are conducted at intermediate and final stages of design development on a project. They are an assessment and a constructive criticism made by a panel of external examiners on a project presentation made by a student. Students are expected together with their tutors interpret the comments and observations made by the critiques in order to develop the design further.

4.3.3.2. Group work

Group work is encouraged in the form of group studies or group projects in relation to a design project or theory lecture. Students are encouraged to work collectively as teams to gather and interpolate data and discuss ideas.

4.3.3.3. Seminars

Students are expected to explore a subject in relation to their design project or theory lectures and present them as individual or group seminars.

4.3.3.4. Book Reviews

Theme-based or project-based book reviews are incorporated to encourage students to comprehend different concepts and schools of thought put forth by eminent scholars.

4.3.3.5. Workshops

Workshops are conducted by guest resource persons and they are theme-based interactive discussions organized for a cohort or may include a number of cohorts.

4.3.3.6. Tutorials & Assignments

Tutorials and assignments form a major portion of the coursework for theory lectures, whereby lecturers are able to gauge students' comprehension of a subject and offer further assistance in weak areas. Practice based assignments are also integrated in order to amalgamate the design, theory and practice knowledge of the students to promote the benefits of a practice-based study programme.

4.3.3.7. Reports

Design Reports are an examination submission for comprehensive design projects in the Parts I & II Courses. Students are expected to dossier their design research, design developments and design solutions in a structured manner to clearly represent their design decisions.

4.3.3.8. Field Trips / Study Visits

Local study visits to historic places of architectural interest, interesting architectural buildings, building sites, places of interest in the construction industry-construction material production yards or factories, laboratories for field tests, vendor/supplier showrooms etc. are undertaken to create an interest in architecture and related technical subjects.

4.3.3.9. Student Exchange Programmes

Student Exchange or Joint Programmes between CSA students and students of foreign universities are encouraged during the Part II Course in order to give CSA students exposure to a foreign culture, its architecture and architectural education.

4.4 QUALITY ASSURANCE OF ACADEMIC PROGRAMMES

Quality Assurance/Audit is part of the school's feedback and monitoring process and the school acknowledges the importance of maintaining educational and training standards. This process is conducted as internal and external quality audits with the external quality assurance mechanism being implemented through Visiting Boards from the Board of Architectural Education, SLIA and other international institutions such as the RIBA & the University of the West of England (partner university). The school is also exploring possibilities of conducting the external quality audits through the University Grants Commission which would bench mark the school to the national universities.

A three-stage appraisal for Design & Architectural Studies modules, Theory modules and Practical Training in the form of quantity and quality audits is done.

In addition to the meeting of the Student Reps held monthly with the CEO, HOS, DHOSs and Registrar the students are encouraged to offer their constructive criticism towards the development of the school via Student Feedback Forms.

4.5 ACADEMIC CALENDAR

The Academic Year commences in October and concludes at the end of June of the following year. The year is organized into a three-term programme of 30 weeks duration (3 terms of 10 weeks) as follows.

September	Registration & Enrollment Procedure for Part I-Year 1 and Part II- Year 1 All other Years - Sessional Examination Results notification and enrollment
October - December	Term I (10 weeks)
January - March	Term 2 (10 weeks)
April - June	Term 3 (10 weeks)
June/ July	Beginning of Term 3 Part I written Examination in Theory Subjects Design Portfolio Examination and written Examination in Theory Subjects
July	Examination of the Comprehensive Design Project for Graduating years

4.6 TERM SCHEDULE

Part 1 Years 1, 2 & 3 is a full-time study course, where Design Studio/Theory lectures/field trips are scheduled from Tuesday to Saturday from 8.30 to 17.30.

Part II Years 1 & 2 is a part-time study course, where Design Studios are scheduled on Tuesdays and Fridays and Theory lectures/field trips are conducted on Tuesday & Friday from 17.30 to 19.30 and on Saturdays from 08.30 to 19.30.

Part II Year 3 is full-time devoted to the Dissertation and Comprehensive Design Project.

REFER ANNEXED COURSE STRUCTURE FOR INFORMATION

5.0 EXAMINATIONS

5.0 EXAMINATIONS

5.1 Introduction to CSA Examinations

- 5.1.1 Assessment of performance is an integral part of the student learning experience. Both Summative and Continuous/Coursework forms of assessment are used by City School of Architecture (CSA). Continuous/Coursework assessment is used to enable the students to develop their understanding and skills of assessment and contribute to the final mark/grade for the module. Summative assessment is used to assess whether or not the students have met specific learning outcomes and the set standard and does contribute to the final mark/grade for a module.
- 5.1.2 Students will be provided with CSA's policies governing the assessment of students, including the principles of assessment and assessment responsibilities, as appropriate.
- 5.1.3 Responsibility for selecting assessment tasks shall lie with the module/subject coordinators at CSA in accordance with local CSA procedures.
- 5.1.4 Assessed activities shall include as wide a range of assessment methods as possible and shall be made explicit in the CSA course syllabus.
- 5.1.5 Assessment requirements shall seek to provide a balance between continuous assessments/coursework and summative assessments.
- 5.1.6 All students will be given sufficient advance notice of all assessed activities which will be explained clearly to them when assignments are set. Submission dates and times for each assignment will be specified at the beginning of the module delivery period.
- 5.1.7 With the exception of unseen examinations, the assignment specifications will include the criteria by which each student's performance will be assessed.
- 5.1.8 Maximum number of attempts per subject module shall be 3.
- 5.1.9 Examination Fees will be as set out by the CSA.

5.2 Assessment and Evaluation

The **Assessment and Evaluation** of the Teaching and Learning process at CSA should be done separately for the three components that make up the teaching curriculum of the school.

They are:

1. Design and Architectural Studies
2. Theory Subjects
3. Practical Training

5.2.1 Design & Architectural Studies

Assessment and Examination are done through continuous assessments/coursework and summative assessments for Each Year of Study separately, with Continuous studio-based Assessment, Term-based Reviews and Year-End Portfolio Examination/Eligibility test.

5.2.2 Theory Modules

- a) Assessment and Examination are done through continuous assessments/coursework and summative assessment for Each Year of Study separately, with Continuous Studio-based Assessment, Term-based Reviews and Year-End Written Examination.
- b) The Written Examination for Theory Subjects should be conducted by the school through Examination Papers set by the Theory Subject Lecturer and moderated by a Panel of External Examiners.

5.2.3 Practical Apprenticeship

- a) Students are required to apprentice for minimum 52 weeks after their Part I Course of study in order to enroll for the CSA Part II Higher Diploma in Architecture.
- b) The Part II Course students are expected to work and study during years 1 and 2 (i.e. 5th and 6th Year) as a mandatory requirement for the Practical Training Module.
- c) After the Part II Course of study students are required to apprentice for minimum 52 weeks as a requirement for getting exemption from SLIA Professional Practice Examination SLIA Part II and to be eligible to apply for the SLIA Part III Professional Practice Examination.

REFER EXAMINATION PROCEDURES HANDBOOK FOR DETAILED INFORMATION

5.3 EXAMINATION FOR NON-GRADUATING YEARS - DESIGN PORTFOLIO & WRITTEN EXAMINATIONS

5.3.1 DESIGN PORTFOLIO EXAMINATION

The Design Portfolio Examination is a review of all design projects and the architectural studies assignments done by the student during the academic year (except Part I Year3 & Part II Year 3). Students should bring the date-stamped drawings/models/sketch books submitted at the final crit of all projects for the Design Portfolio Examination. Students would be advised to take utmost care when compiling their Design Portfolio.

The portfolio examination panel would decide on the eligibility of the student to “pass” or “fail” in design for that year of study. The examination is based on the final marks of design projects, design average and the commentary provided by the Year Coordinator on the student’s performance and development throughout the year. The portfolio panel would evaluate the student’s performance in the backdrop of the entire cohort and in addition set the “pass” threshold for the cohort.

5.3.2 THEORY EXAMINATIONS

This examination is conducted in order to test the candidate's theoretical knowledge as relevant to the practice of architecture. Theory papers would be set by the lecturer and moderated by an external moderator designated to each stream ~~examination panel~~. Answer scripts will be corrected by the lecturer and moderated by an external examination panel. Subject marks would also include a percentage for coursework as stipulated in the CSA syllabi. Results of Written Examinations are released in August after ratification by the Board of Academic Studies.

Written Examinations for PI years 1,2 and PII 1 & 2 are held in July. Written papers are of a 3-hour duration per subject.

Students who have passed the Design Portfolio Examination will pass the design module. (Also refer item 6.0)

A student should obtain an average "pass" mark (50% or above) for each theory subject (cumulative of formative & summative assessments) and "pass" (50% or above) all subjects to "pass" the written examination. (For further details refer CSA EPH)

5.4 EXAMINATION FOR GRADUATING YEARS - COMPREHENSIVE DESIGN PROJECT & WRITTEN EXAMINATIONS

In the Part I Year 3, only students who have passed the CSA PI Eligibility Test 1 will be allowed to sit the CSA Part I Written Examination.

5.4.1 ELIGIBILITY TEST

An evaluation for eligibility is required for the final years of study of the CSA Part I and Part II Courses, which is checked by the school and recommended by the Head of School to the Board of Academic Studies for approval and ratification at different stages as follows;

- a. CSA PI Year 3
 - PI - Eligibility 1 - Eligibility check conducted prior to sitting the Theory Examination at the end of the Term 2
 - PI -Eligibility 2 - Eligibility check conducted prior to sitting the CDP Internal Assessment at the end of the Term 3
- b. CSA PII -Year 3 (Year 7)
 - PII Eligibility 1 - Eligibility check conducted prior to sitting the CDP Internal Assessment at the end of the Term 3

REFER EXAMINATION PROCEDURES HANDBOOK FOR DETAILED INFORMATION

5.4.2 COMPREHENSIVE DESIGN PROJECT

The CSA assessment of the CDP (Comprehensive Design Project) is conducted to assess the design skills of a candidate comprehensively to create meaningful interventions in the built environment. The sound application of technical aspects to the design would also be tested. Part I candidates are expected to submit a Design Report on their Design and Part II candidates are expected to submit a Design Report including the technological and economic aspects of their design.

Part I - Year 3 students would be required to obtain a pass mark (minimum of 50%) on the Pre CDP to be eligible to proceed to the CDP.

Students who have passed the CSA PI Eligibility Test 2 will be allowed to proceed to face the CDP Internal Assessment

Students would be required to obtain a “pass” mark (50% or above) in the CDP internal assessment to be eligible to sit the CDP External Examination. (Refer to addendum 37 in the EPH for Examination regulations for details.)

Part II - Year 3 (Year 7)

Students who have passed the CSA PII Eligibility Test 1 will be allowed to proceed to face the CDP Internal Assessment

Students would be required to obtain a “pass” mark (50% or above) in the CDP internal assessment to be eligible to sit the CDP External Examination. (Refer to addendum 37 in the EPH for Examination regulations for details.)

All completed project submissions would be date-stamped on a day specified by the year coordinators prior to the final crit date. Electronic submissions are not allowed as a general rule.

5.4.3 DISSERTATION

Part II students are expected to submit a 10,000 -12,000-word Dissertation exploring a subject of his/her choice. Students are expected to work on a Dissertation during their 2nd and 3rd years of study of the Part II Course and submit during the final year prior to the CDP. They are required to present their study at a Viva Voce Examination as part of the assessment. Students would be tested on his/her skills to logically analyze a subject, formulate a sequential discussion, and arrive at a conclusion. (See guidelines for Dissertation writing)

5.4.4 WRITTEN EXAMINATION

Part I Year 3 will have a written examination for 5 out of all theory modules at the end of the 2nd Term. The remaining 3 modules will be 100% assessed through coursework. Students who have passed the Eligibility Test 1 will be allowed to sit the Written Examination.

Part II Written Examinations will be conducted at the end of each academic session of PII Year 1 and PII Years 2 as a cumulative process. There will be no Written Examinations in Part II Year 3.

5.5 RE -SIT EXAMINATION

The Re-sit Examination is conducted only for Part I - Year 2 students in order to enable them to pass referred subject modules in order to continue studies in PI Year 3.

For more information on the Examination procedures, refer the 'CSA Examinations Procedures Handbook'.

5.5 EXAMINATION PROCEDURES & OFFENCES

Refer 4.2.3 in CSA Examination Procedures Handbook

5.6.1 Admission of Candidates to Examination Hall

- a) Students should have paid all Course Fees and other dues and obtained his/her index number from the CSA Secretariat at least a day prior to the commencement of the examination.
- b) Candidates should be present at the examination hall 10 minutes before the time of commencement of each paper, enter the hall in an orderly manner and have in his/her possession the Student Record Book for the Invigilator's scrutiny.
- c) Candidates should take their seat at the relevant table set out according to the index numbers.
- d) No candidate will be admitted to the examination hall for any reason, (unless prior permission has been obtained from the Head of School) after the expiry of half an hour (1/2 hr) from the commencement of the examination.

5.6.2 Examination Offences

Definition: passing off the work of others as one's own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism and other breaches of assessment or other examination regulations. Cheating, collusion and plagiarism are the use of unfair means of presenting work for assessment or of aiding another student to do so. Also preventing or attempting to prevent another student from being able to be assessed properly.

5.6.2.1 Classification of Examination of Offenses

- i. Possession of books, notes, documents, unauthorized material or programmable electronic devices etc.

- ii. Disorderly conduct that may disturb the smooth conduct of the examination.
- iii. Copying or exchange of notes or answer scripts.
- iv. Attempting to obtain or obtaining improper assistance from any other person or cheating or speaking to any person other than an authorized person.
- v. Impersonation
- vi. Continuing to write after the announcement “to stop writing” by the Chief Invigilator.
- vii. Aiding and abetting in the commitment of any of the above offences.

5.6.2.2 Penalties for Examination Offenses

- i. If the said candidate is found guilty of the offense, depending on the nature of the offense the inquiry panel would recommend a 1 to 5 years suspension. 1 year suspension would be imposed on candidates who commit offenses (a)ii, (a)vi, or (a)vii above; 3 year suspension would be given to candidates who commit offenses (a)1 or (a)iv above; and a 5 year suspension to candidates who are found guilty of examination offense (a)iii or (a)v.
- ii. Group Work and Assessment Offences: every student who is part of a group undertaking a piece of assessed work is required to take and will be deemed to have taken, individual as well as joint responsibility, for all the work submitted by the group. In particular, this includes individual as well as joint responsibility for any assessment offence committed whether by the student or any other student in the group. Any penalty applied in the event of an assessment offence will normally be applied to all members of the group. The two exceptions to the application of this penalty to all members of the group are:
 1. -where a member of the group acknowledges, in writing, in accordance with published procedures, that he/she has committed an assessment offence;
 2. -where the offence can be shown to have been committed by (a) specific member(s) of the group responsible for those sections of the work that are the subject of an assessment offence.
- iii. CSA may take copies of students' work as is considered necessary or expedient for the detection of assessment offences.

5.7 NOTIFICATION OF RESULTS

Results of the Design Portfolio Examination and the Sessional Written Examinations are released by the Head of School after ratification by the Board of Academic Studies in August. Results for Design and Theory subjects will be graded as indicated in the table below.

GRADING SCALE

GPA - Grade Point Average

OGPA - Overall Grade Point Average

YGPA - Year Grade Point Average

Marks	Grade	Grade Point	
> 80%	A+	4.2	Pass Grades
75 - 79%	A	4.0	
70 - 74%	A-	3.6	
65 - 69%	B+	3.2	
60 - 64%	B	2.8	
55 - 59%	B-	2.4	
50 - 54%	C	2.0	
45 - 49%	D	1.6	
< 44%	E	-	Fail

The Classification of Degrees

The degree classification is based upon 90 credit and 60 credits based on the Overall Grade Point received for the Part I and Part II Courses respectively on 1:1:2 weightage.

CSA Honours Classification

OGPA 3.6 (70%) or Above - Distinction

OGPA 3.2 - 3.59 (65% - 69%) - Upper Merit

OGPA 2.8 - 3.19 (60% - 64%) - Lower Merit

OGPA 2.0 - 2.79 (50% - 59%) - Pass

The GPA for a given year of study (YGPA) is:

$$YGPA = \frac{\sum \text{Module credit} \times \text{Module Grade Point}}{\text{Total Credit for Year}}$$

where, 'Module credit' refers to the credit weighting for a given module; module grade point is the Grade Point earned by the student for that module. Total credit for year is 30 for Part I years and 20 for Part II years

The overall GPA (OGPA) for the entire study programme is:

$$OGPA = \frac{\sum \text{Module credit} \times \text{Module Grade Point}}{\text{Total Credits for Programme}}$$

Weighted OGPA

$$OGPA_1 = \frac{(1 \times YGPA_1) + (1 \times YGPA_2) + (2 \times YGPA_3)}{4}$$

Students who have “passed” or “referred” the examination would be notified to enroll for the following year of study. Those who have referred 4 or more in Part I and referred 3 or more in Part II will be considered as “Failed the Examination. They would be requested to repeat the year.

Students who have failed the Design Portfolio Examination would be requested to repeat Design. Students who have “passed” the Design Portfolio Examination but have “failed” the Written Examination would be expected to repeat the theory modules.

Upon the release of examination results, students are required to enroll in the appropriate year of study. Registration must be completed by paying the full course fees or opting for installment payments, as specified in the registrar’s official letter of request

5.8 DURATION OF FULL COURSE

A student is expected to complete the Part I course of study within a maximum of 6 years and the Part II course of study within a maximum of 6 years. The maximum no of gap years a student can apply for each course will be 3 years.

If the student for medical or any other unforeseen reason requires to re-join the course beyond the above stipulated number of years, permission for it should be requested from the Head of School, stating reasons and giving authentic evidence. The decision of the Board of Academic Studies will be final.

For more information on the examination procedures, refer the 'CSA Examinations Procedures Handbook'.

6. 0 A T T E N D A N C E

6.0 ATTENDANCE

6.1 Attendance Criteria for Design & Theory Subjects/Written Examination

- a) The Part I Course is a full-time programme. All enrolled students are required to maintain 100% attendance in Theory and Design classes, as well as all other scheduled academic activities.
- b) Up to a maximum of 20% absenteeism for design studio and up to a maximum of 30% absenteeism at theory lectures will be allowed on exceptional circumstances (such as sickness) on submission of medical certificates; or on prior notification due to personal commitments beyond the control of the students.
- c) Students who fall short of the minimum requirement for attendance will not be eligible to sit the end-of-session Theory Examination or submit the Design Portfolios at the end of the academic year.
- d) The Year Coordinator or the Theory Subject Lecturer would check the attendance and authorize the attendance sheet as correct.
- e) Students should strictly refrain from signing for absent students - this would be treated as a punishable offence.
- f) The CSA office would collect the registers thirty minutes (30 mins) after the commencement of design studios and thirty minutes (30 mins) after the commencement of theory lectures. For Design Studios, there will be 2 sessions (morning and afternoon) where the register will be marked. Students coming later than this would be considered “absent”.
 - a) Late Arrival at Class will not be allowed.
 - b) Prior approval should be obtained from the Year Coordinator/ Deputy Heads/ HOS, if a student intends to be absent due to personal commitments.
 - c) Students who are unable to attend for any reason, should inform the school on the first day of absence and present a written explanation of absence on return. A valid medical certificate must be submitted to the CSA Registrar at the earliest opportunity thereafter. It is the responsibility of the Deputy Heads, in consultation with the Head of School to determine whether there is a valid reason for absence.
 - d) It is in the student’s interest to approach the Deputy Heads or student counselors if the reason for absence is of a confidential or private nature.

- e) If such a student wishes to take a gap year/gap years, he/she should inform the Head of the school in writing giving authentic evidence within the first month of the commencement of the academic year. Such a student would be expected to re-attend design studio when re-enrolling after gap years.
- f) Students who have received approval for Gap Years must renew their registration at CSA in order to retain their place at the school. Monthly cumulative averages of attendance for design and theory lectures will be maintained separately and will be informed to students by the CSA Registrar's Office.
- g) Attendance records are kept and students who fail to maintain an appropriate attendance record will receive a written warning from the Head of School. Such cases will be brought to the attention of the Board of Academic Studies (BAS) who may take account of poor attendance in determining a student's eligibility to proceed to examinations.
- h) If a student arrives late for a class or other timetabled activity, after the attendance register has been taken it is at the lecturer's absolute discretion to decide whether they have attended enough of the session to warrant attendance being recorded. If it is felt that the lateness has resulted in the student missing the main purpose of the session or the lateness is disruptive to any form of group work, the lecturer is within his/her right to record the student as absent. If there is a justifiable reason for absence, the relevant Deputy Head should be informed in advance, in person or in writing. If the reason is deemed to be acceptable, a note to that effect will be made in the appropriate attendance register(s).
- i) Non-attendance at site visits, lab visits, field visits or scheduled meeting could result in the loss of the assigned role or part in the event or may result in a fail grade being recommended. It is the responsibility of the student to inform the lecturers.
- j) Attendance should be taken at the beginning of the lesson. Due to the nature of some practice-based classes, programmes have the flexibility to decide if attendance should be taken at other times during the lesson
- k) Students who do not meet the attendance criteria for Design Module, and meet the attendance criteria for Theory modules will have to repeat the Design Module next year. The Theory marks will be carried forward for the next academic session.
- l) Students who meet the attendance criteria for Design Module, and do not meet the attendance criteria for Theory modules will be allowed to sit for the Portfolio Examinations, However, they will be requested to repeat the year by following theory lectures and sitting for the Sessional Written Examination at the next academic session. The Design marks will be carried forward for the next academic session.

6.2 Extenuating Circumstances:

6.2.1 Definition:

Extenuating circumstances are unforeseen, unexpected, significantly disruptive and beyond a student's control and must relate to a specific piece of assessment or examination rather than being problems of a kind that affect a year as a whole or parts of it.

6.2.2 Circumstances likely to be accepted:

- i. Serious personal accident or injury of self or close family member
- ii. Death of a close family member (eg partner, parent, child)
- iii. Major household problem (eg fire)
- iv. Impact of natural disaster,
- v. Civil disruption or other major hazard (including major breakdown in transport system)
- vi. Relationship breakdown major,
- vii. Unplanned and verified changes in work commitments

6.2.3 Circumstances unlikely to be accepted:

- i. Personal illness or disability for which special arrangements are already in place, colds or known conditions such as hay fever or asthma
- ii. Normal examination stress or anxiety experienced during revision or the assessment period (unless corroborated by medical evidence as a chronic condition and undergoing treatment)
- iii. Non serious domestic or personal disruptions (eg moving house, change of job, holidays, weddings, normal job pressure, failed travel arrangements, financial difficulties, oversleeping)
- iv. Study related circumstances (equipment failure including computing/printer difficulties (unless they occur in the examination itself),
- v. Failure to have taken back up copies for work stolen or corrupted, bunching of deadlines/examinations, missing books, poor time management, misreading the examination timetable, taking the wrong examination)

6.2.4 Application of Extenuating Circumstances

Where a student, due to extenuating circumstances, has failed to:

- a) Submit an assignment by the submission date

OR

- b) Be present for an in-class assignment, seminar or presentation (group or individual)

C S A S T U D E N T H A N D B O O K

The student must inform the lecturer in writing within 7 days of the submission deadline/ assignment date/ presentation date. He/ she must clearly state the reasons for non-submission/ absence and provide evidence and/ or supporting documentation. The HOS and the relevant lecturer may grant an extension or arrange for alternative assessment at their discretion.

6.3 Students with Disabilities:

Where a student is unable to carry out an assignment due to disability, the lecturer concerned, in consultation with the HOS, is required to set an alternative assignment for the particular student concerned. The decision will be ratified at the Board of Academic Studies (BAS).

7.0 PRACTICAL TRAINING

7.0 PRACTICAL TRAINING

7.1 CSA - PART I - YEAR 1, 2 and 3

The Year 1, 2, and 3 courses are full-time, and students are expected to devote their time for design studio work, theory lectures and course work. However, the students are encouraged to apprentice in Architectural firms during the school vacations.

Students should refer the CSA Guidelines for Practical Training Handbook for further details.

7.2 CSA - PART II - YEARS 1, 2 and 3 (Years 5,6 & 7)

It is compulsory for students to continue to be in employment during the CSA Part II-Years 1 & 2 (Years 5 & 6). Students are expected to have a minimum of 104 weeks of practical training in a Category "A" or "B" Trainer Practice where the Supervising Architect has a minimum of 3 years post qualifying experience. The training should be covered whilst the student is in attendance in Part II-Years 1 & 2 (5 & 6) at CSA. Students who have covered their entire training in Part II-Years 1 & 2 (5 and 6) of the course may abstain from working in the Part II Year 3 (7th year) in order to devote his/her time to the CDP. Part II Year 3 is full time in order to facilitate students to concentrate on their examination submissions.

Repeat students who have covered their entire training in PII Years 1 and 2 (Years 5 & 6) of the course may abstain from working in the consequent years in order to devote his/her time to the Design Projects or the CDP.

Students should refer to the BAE Manual & the CSA Practical Training Guidelines Handbook for Practical Training for further details.

7.3 OTHER CRITERIA

Practical training under 5 months (20 weeks) at a given Trainer Practice will not be considered as valid training experience.

7.4 TRAINING RECORDS

All training records should be entered in the BAE Practical Training Log Sheets as applicable for Part I and Part II students.

Part I (year out) students should have their log sheets perfected and duly signed by the Supervising Architect and made available every month to the BAE Practical Training Counselors for scrutiny as per the SLIA/BAE regulations.

CSA STUDENT HANDBOOK

All Part II students should perfect the practical training log sheets on a monthly basis, have them duly signed by the Supervising Architect, and make them available once a month to the CSA Practical Training Counselors for scrutiny.

Students should refer to the BAE Manual & the CSA Practical Training Guidelines Handbook for Practical Training for further details. (Refer to addendum 35 in the EPH for Examination Regulations for details.)

7.5 STUDENTS REQUIRING LEAVE FROM TRAINER PRACTICES

Students who are unable to register their required training experience whilst attending CSA, due to medical reasons, maternity leave or any other reason beyond his/her control, should obtain approval of the CSA by making a written request through the Head of School, giving authentic evidence and request to cover the balance training period at a consecutive period - which may be whilst the student is not in attendance at the school (gap years). However, if the said student does not have the required contact hours, he/she will fail the practical training module.

8.0 COURSE FEES

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8.1 COURSE FEES

8.1.1 Payment of Course Fees

Course Fees payable for each year of study is as stipulated by the school. CSA Part I - Year 1 and Part II-Year 1 (Year 5) students are expected to pay their Course Fee in full, prior to commencement of the academic year. CSA Part I - Years 2,3 and Part II - Years 2 and 3 (Years 6 & 7) students are allowed to either pay course fees in full or in 3 installments which are payable each term on or before specified dates as decided by the management.

Registration Fees are applicable to CSA Part I - Year 1 and Part II - Year 1 students or any student who has received approval for gap years. In addition, the Library Fees are payable at the commencement of the course, and the Facility Fees are payable each year.

In addition to the above, the students shall bear the costs for stationery, printing, site visits, overseas travel, and other incidental expenses mandatory for a course in Architecture.

8.1.2 Non-Payment of Course Fees

Students who fail to meet this criterion would be requested to dis-enroll from the year of study.

8.1.3 Delayed Payment of Course Fees

Students who have not paid the Course Fees on the due dates would be allowed to continue to attend design studios and theory lectures until the last date given for the payment of course fees. Delayed payments are subject to a surcharge.

8.1.4 Revision of Course Fees

Course Fees would be revised from time to time in keeping with rising operational costs. The Management of the school would make every endeavor to restrict such revisions.

8.1.5 Refund Policy for Course Fees

Students who desire to dis-enroll from the course after enrollment in an academic year, will be entitled to a refund as follows;

- a) 90% of course fees if such fees have been paid in full and the student makes such decision known to the Head of School prior to the commencement of the academic year
- b) receive a refund of 50% of 2/3rd of the Course Fees, if such fees have been paid in full and the student makes such a decision known to the Head of School in writing within the first month of commencement of the academic year.
- c) No refund will be granted after the first month of commencement.

d) In the case of a student taking a **gap-year** (maximum 3 years), the fees already paid for that particular year will not be refunded or carried forward. He/she will be required to re-register by paying course fees upon return.

8.1.6 Taxes on Course Fees

City School of Architecture (CSA) reserves the right to revise the Course fees due to inflation and levy fees for special events as and when required for academic purposes and levy any taxes/parity rates as imposed by the Government of Sri Lanka from time to time.

8.2 COURSE FEES - REPEAT STUDENTS

8.2.1 Payment for “Referred” Theory Subjects (Sessional Examination)

All Students sitting “referred” theory subjects would have to pay a Repeat Theory Subject Fee per subject. Referred subjects can be taken at the next Sessional Examination or at a special Re-Sit Examination, organized for Part I-Year 2 students only, prior to the Parts I Examinations. (*Refer Schedule of Fees.*)

Students repeating Design / Theory subjects of any year would have to pay Course Fees + Facility Fees and Library Fees as per the CSA Schedule of Fees.

8.2.2 Non-payment of Course Fees

Students who fail to pay their Course Fees on or before the stipulated dates would be requested to dis-enroll from the year of study and repeat the year. Part I - Year 3 and Part II - Year 3 (Year 7) students failing to pay their Course Fees on time will not be allowed to proceed at the Eligibility Check 1 and Eligibility Check 2. (*Refer to clause 5.4.1*)

8.2.3 Delayed Payment of Course Fees

Repeat students are allowed to make payment of Course Fees in full or in 3 installments. These installments have to be paid on or before the specified dates. Students failing to meet this criterion would have to make payment of Course Fees with a surcharge before the final date for payment of course fees.

8.3 COURSE END EXAMINATION FEES - CSA PARTS I & II EXAMINATIONS

8.3.1 CSA Part I Examination- Fees

Students who are being notified of success at the Eligibility Test will be requested to pay the Examination fees. The Examination Fees + taxes should be paid in full before the said date, for the student to be allowed to sit the Design/Theory Examinations. (*Refer Schedule of Fees.*)

8.3.2 CSA Part I - Repeat Students Examination Fees

Students repeating the CDP, referred subjects or the entire theory examination would have to pay a CDP Repeat Fee if repeating CDP; Referred Subject Fee per subject if referred in theory subjects and a Repeat Exam Fee if repeating the entire theory examination. Fees stated are subject to revision by CSA. (*Refer Schedule of Fees.*)

8.3.3 CSA Part II Examination- Fees

Students who are notified of the success at the Eligibility Test will be requested to pay the Examination fees. The Examination Fee should be paid in full before the said date, for the student to be allowed to sit the CDP examination. Fees stated are subject to revision by CSA. (*Refer Schedule of Fees.*)

8.3.4 CSA - Part II - Repeat Students Examination Fees

Students repeating the CDP, Design module, referred theory/Dissertation modules or the entire theory examination would have to pay as per the fees stipulated in the Schedule of Fees. Fees stated are subject to revision by CSA. Revisions in government taxes would also be applicable.

9.0 MEMBERSHIP OF SLIA

9.0 MEMBERSHIPS OF SLIA

9.1 STUDENT MEMBERSHIP

9.1.1 Application for Membership

Students may enroll as Student Members of the SLIA by obtaining and perfecting the application form in consultation with the year coordinators and paying the Membership Fees.

Student Membership forms could be obtained from SLIA Secretariat at 120/7, Vidya Mawatha, Colombo 7.

The Student Membership is not a pre-requisite to follow the CSA Part I Course. However, the student membership is mandatory to obtain the SLIA PI Exemption.

9.1.2 Renewal of Membership

Students are advised to renew their membership annually, on or before the 31st of December every year or any other date as specified by the SLIA, by paying the Student Membership subscription.

Students are advised to maintain their student membership throughout the duration of the CSA Part I Course.

9.1.3 Non-payment of Membership Subscription

Students who fail to pay the annual subscription before the due date, will have to re-apply for Student Membership with a fresh application, subscription and a surcharge, after which Membership will be reinstated.

9.2 GRADUATE MEMBERSHIP

9.2.1 Application for Membership

Students who are exempted from the Part I of the SLIA Professional Practice Examination and have 52 weeks of practical training in a Category “A” or “B” Trainer Practice and training approved by BAE Practical Training Counselors, should obtain Graduate Membership of the SLIA by obtaining and perfecting the application form and paying the Membership Fees. This Fee may be revised by the SLIA from time to time.

Graduate Membership forms could be obtained from SLIA Secretariat at 120/7, Vidya Mawatha, Colombo 7 on a payment.

However, the Graduate Membership is not a pre-requisite to follow the CSA Part II Course.

9.2.2 Renewal of Membership

Students are advised to renew the membership annually, on or before the 31st of December every year by paying the Graduate Membership subscription until he/she qualifies as a Chartered Architect and becomes a Corporate Member of the Institute.

9.2.3 Non-Payment of Membership Subscription

Students who fail to pay the annual subscription before the due date will have to re-apply for Graduate Membership with a fresh application, subscription and a surcharge, after which Membership will be reinstated.

10.0 STUDENT CONDUCT & DISCIPLINE

10.0 STUDENT CONDUCT & DISCIPLINE

10.1 REGISTRATION AND IDENTIFICATION

- a) The Head of CSA will issue every student a Student Record Book, bearing the Photograph of the student, duly embossed with the seal of the school.
- b) Every student should carry in his/her possession the Student Record Book whilst in the school premises, field/site visits and shall produce such Record Book when called upon to do so by the CEO, Head of School or Registrar of CSA.
- c) If any student fails to produce or willfully refuses or neglects to produce such a Record Book when called upon to do so, such student shall be guilty of an offense punishable under these regulations.
- d) If a record book is lost the student has to lodge a complaint at the nearest police station. Then a request should be made to the HOS in writing, attaching the copy of the complaint, requesting to issue a new record book.

10.2 MISCONDUCT

10.2.1 Any student found to have committed the following shall be found guilty of misconduct and will be punished accordingly.

- a) Destroys damages, defaces, alternates, or appropriates to him/herself any property of the school.
- b) Contravenes any regulations or rules of the school.
- c) Refuses to carry out any lawful order issued by a member of the academic or administrative staff.
- d) Furnishes the school with false information in relation to any matter in respect of which the school is entitled to be informed.
- e) Is convicted in any Court of Law of an offense, which in the opinion of the Head of School, is of sufficient moral turpitude to warrant disciplinary action.
- f) Is found to be under the influence of, or in the possession of, or smelling of liquor or consumes or supplies liquor or addictive drugs within the precincts of the school.

- g) Engages in such activities that are likely to disrupt the conduct of programmes of teaching or study or research within the school or in the administration of the school, or obstructs any officer or employee of the school in the performance of his duties.
- h) Obstructs any student from carrying out his/her studies or research or disrupts the activities of any registered student society.
- i) Occupies or uses any property of the school without authority of the school.
- j) Conducts himself/herself in a manner which in the opinion of the Head of School, is detrimental to the good name of the school or to the maintenance of order and discipline at the school.

10.2.2 Without prejudice to the generality of the preceding provisions any student who is found to have committed any of the following shall be guilty of misconduct and be appropriately punished.

- a) Purports to convene a meeting of any society or association at the school, which has not been approved by the school or purports to establish or assist in establishing any such society or association.
- b) Becomes a member within or outside the school of any students' organization which has not been approved by the school.
- c) Does not comply with the rules and regulations made by the school for the establishment of any society or organization.
- d) Convenes any meeting or participates in any meeting of students held in the precincts of the school contrary to the terms of the constitution of the relevant body.
- e) Distributes or displays any periodical, publication or pamphlet without the written approval of the Head of School.
- f) Invites from outside the school, as a student or on behalf of, or at the request of students of the school, any speaker or addresses students within the school, without the written approval of the Head of School.
- g) Arranges or organizes any collection of money or goods in the precincts of the school without prior written approval of the Head of School.
- h) Either on his own behalf or as the representative or purported representative of a student union, society or association issues or publishes, or causes to be published any press release with regard to matters pertaining to the school without the approval of the Head of School or other lecturer or officer designated for this purpose by the Head of School.

(Also refer 10.5 CSA POLICY ON BEHAVIOUR & MISCONDUCT)

10.3 CONDUCT DURING STUDY TOURS

Study tours and field visits at the CSA, where the students accompanied by a staff member visit a place/s of interest to study its architecture and heritage, or conduct field work, are a part of their study program. It enables them to broaden their outlook and extend the knowledge gained in the classroom.

The CSA study tours and field visits to local destinations are conducted under the following conditions:

- a) At least 07 days' notice must be given to HOS/CEO and the management to make transport arrangements
- b) Students on study tours should abide by all conditions stipulated by the CSA and shall abide by the rules set by the school for the relevant tour.
- c) Students on study tours will be accompanied by the designated staff member/s and shall leave and return with the designated staff and the student group on the scheduled date.
- d) Students on study tours shall adhere to the travel schedule and will not deviate, make alternate plans and will remain with the tour group at all times and strictly follow all instructions given by the accompanying staff.
- e) Since the itinerary for tours has been approved by the school, no major deviations should be made without permission. However, the Lecturers in-charge of the tour are authorized to change the route with justifiable reasons.
- f) Any student deviating from the schedule will be outside the jurisdiction of the CSA and the school will not be responsible for the safety of the student. Such students shall submit written statement to the school, informing of such deviation from the schedule, before departure.
- g) During the journey instructions to the bus-crew should be made by the Lecturer concerned only.
- h) The lecturer concerned should ensure that the travel chart given by the office is maintained and the completed chart returned to the office after the tour.
- i) During the journey (travelling), students must ensure that the interior of the buses is kept clean as these vehicles are generally used by tourists. Wherever possible, they should refrain from eating on the bus.
- j) Only those approved by the HOS/CEO should travel in the bus. The approved list will be given to the bus driver.
- k) Students shall at all times observe rules related to the visiting site (especially at places of worship, cultural and heritage sites). Any violation will be reported to the law enforcement agency of the locality.
- l) It is the responsibility of the student to get approval from Parents/guardians prior to departure on a tour.
- m) Students on a study tour shall maintain best behavior and decorum and not cause any hindrance to fellow students on tour or to the general public. They must keep in mind that

they are representing the CSA and maintain the respect, honor and the goodwill of the school. Students are required to maintain an acceptable dress code, especially when visiting places of religious worship and in public.

- n) It is the responsibility of the accompanying member of staff to maintain discipline during the tour. Misbehaving and/or consuming liquor or any illicit drugs is strictly prohibited as these tours are organized by the school and we take full responsibility of the behavior of students. Disciplinary actions must be taken against any offenders.
- o) Obtaining the necessary permissions to enter sites or buildings will be the responsibility year staff before departure. The accompanying member of staff shall carry necessary letters of permission/authorization during the tour.
- p) Arrangements for overnight stay in suitable accommodation, is the responsibility of the accompanying member of staff and should be done before departure.
- q) Students on overnight study tours shall be accompanied by a female staff member
- r) The year staff will keep the school informed ASAP in case of an emergency during the tour.
- s) While the school (CSA) support the tour by providing the transport, the student shall bear all other costs such as accommodation, food, entrance tickets and all others cost and incidental expenses related to the tour.
- t) Students must be appropriately dressed when participating in field visits or any other activities representing the school.

10.4 DISCIPLINARY PROCEDURE

Any charge of misconduct will be in the first instance placed before the Head of School.

Where the Head of School receives a complaint of misconduct, he/she may:

- 10.4.1 Where the student admits guilt, mete out punishment summarily.
- 10.4.2 Where the allegation is disputed by the student, the Head of School on the recommendations of the members of the Board of Academic Studies, shall appoint a committee, to investigate such misconduct, mete out punishment if the student is found guilty either by:
 - (1) Reprimanding the student and take no further action, if he/she is satisfied that the case is not serious,
Or
 - (2) After considering the punishment recommended by the Investigation Committee determines the penalty which is appropriate in the circumstances of the case.
- 10.4.3 If the Head of School, is of opinion that the conduct or action of a student poses a threat to the maintenance of law, order and discipline in the school or to the proper functioning of the school, he/she may temporarily suspend the registration of the student with effect from a suitable date and time as may be decided upon.
- 10.4.4 In such an event, the student shall have no right of admission to any part of the school premises or any other activity of the school, for the duration of the period of suspension and

shall not be entitled during such period to any of the rights and privileges of a student of the school.

0.4.5 The Head of School may also order the withholding of the examination results of a student pending the holding or completion of an inquiry or investigation.

10.5 CSA POLICY ON BEHAVIOUR & MISCONDUCT

The City School of Architecture is committed to its mission of preparing conscious, ethical, and responsible professionals in the field of Architecture. As such, ethical behaviour and integrity among staff and students are encouraged. Towards this end, the following policy is laid out in governing any unethical conduct which threatens the professional integrity of the school, as well as the academic and creative freedom and well-being of the students, social status, religion, language or other discriminating grounds.

10.5.1 Statement of Policy

Anyone can be a victim of bullying, harassment, or sexual misconduct/harassment, regardless of one's sex or gender identity and that of the offending party.

10.5.1.1 Definitions

10.5.1.1.1 Bullying:

Bullying can be defined as offensive, intimidating, malicious, or insulting behaviour. It can be an abuse or misuse of power that is intended to undermine, humiliate, denigrate or injure the recipient. It can take place between peers or between individuals of different levels of seniority. It is unsolicited and unwanted and may involve conduct, words or physical actions which humiliate, patronise, threaten, intimidate or undermine. A single instance of behaviour may not in itself be significant, but the cumulative effect and repetition of such behaviour may constitute bullying.

A) Bullies

- i. Maybe an individual
- ii. Maybe a group of people, often targeting an individual
- iii. Individuals or groups who condone bullying by laughing at or encouraging bullying behaviour
- iv. Political, religious or other groups professing to various ideologies.

B) Examples of Bullying may include:

- I. Written or verbal threats
- II. Physical gestures or actions
- III. Insulting, aggressive, intimidating behaviour including offensive language
- IV. Cyberbullying including inappropriate text/voice messaging and/or emailing; sending inappropriate images by phone or via the internet.

- V. Cyberbullying including abuse of chat rooms, instant messenger and social networking sites such as Facebook, Instagram, Twitter, YouTube and Flickr
- VI. Unjustifiable exclusion, e.g. withholding information, isolation or non-co-operation of colleagues in the classroom and social activities
- VII. Spreading malicious untruths about another person
- VIII. Silent treatment

C) What is not Bullying

In general:

- I. Acting assertively
- II. Requesting someone to amend their behaviour
- III. Disagreeing with someone's point of view
- IV. Making a single critical remark about another person's performance of a task
- V. A single instance of behaviour that is not repeated
- VI. Constructive or healthy criticism

The above would not generally be considered bullying unless investigation shows that they are part of a pattern of behaviour by one or more people which results in the victimization of another. It is also possible that a single instance of discriminatory language may contravene the University's conduct policy and/or single equality scheme.

10.5.1.1.2 Harassment:

Harassment can be defined as unwanted conduct affecting a person's dignity and well-being or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be related to age, gender, race, disability, religion, nationality, sexual orientation, or any personal characteristic of an individual. This conduct is perceived by the victim as demeaning, offensive and unacceptable. It is unwanted and could be considered as violating the individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. The emphasis is on how the behaviour is perceived by the recipient not on the perpetrator's stated intention and the impact on the recipient is more relevant than the motive behind it. The defining factor in determining if behaviour amounts to Harassment is that the behaviour is unacceptable and could reasonably be considered to amount to Harassment. It can be a single significant incident or repeated unacceptable behaviour. Harassment is a form of discrimination.

Harassment may include:

- a) Sexual misconduct/harassment e.g. unwanted physical contact or unwelcome advances, attention, invitations or proposals; suggestive or sexual comments, looks, actions or jokes; ridicule; stalking, gestures, and online sexual harassment, such as unwelcome calls, messages, pictures and emojis, comments on social media.

- b) Racial Harassment e.g. name calling or ridicule based on culture and ethnicity; verbal abuse and racist jokes; intrusive questioning concerning racial issues and origins; exclusion based on nationality.
- c) Harassment because of health and disability e.g. name calling or ridicule; prejudging capabilities without reference to them; exclusion based on disability; uninvited/patronising or unnecessary assistance.
- d) Homophobic comments, or jokes; derogatory or embarrassing comments on an individual's personal appearance, age, or sexual orientation; comments on an individual's religious or political convictions and affiliations.

10.5.1.1.2 Sexual misconduct/harassment:

It is the policy of this school that no member of the academic or student community may sexually harass another. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

- i. such speech or conduct is reasonably regarded as offensive and substantially impairs the wellbeing or academic/work opportunity of students, colleagues, or co-workers; or
- ii. such speech or conduct is directed against another and is either unwelcome, abusive, or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or
- iii. such advances or requests are made under circumstances implying that one's response might affect them personally, socially or as members of the institute, or professionally in the field.

Sexual harassment can involve one or more incidents that may be physical, verbal, or non-verbal, misdemeanor and that includes:

- a) Commenting on somebody's appearance, sexual orientation, or gender in a derogatory or objectifying way, or in a way that makes the person uncomfortable.
- b) Creating or posting sexually offensive materials in the workplace.
- c) Flirting with somebody or pursuing them persistently against their will.
- d) Flirting at an inappropriate time, for instance in a team meeting, even if these advances would have been welcome in a different setting. These actions can damage a person's professional reputation and expose them to further sexual harassment.
- e) Using obscene comments, gestures, pranks, and jokes that degrade or sexually offend somebody.
- f) Sending or displaying sexually explicit objects or messages.
- g) Invading someone's personal space, for example by touching someone-inappropriately, taking pictures or video recording without consent.
- h) Threatening, coercing, stalking, or intimidating somebody to pressure them to engage in sexual acts.
- i) Proposing, demanding, or insinuating sexual favors.

- j) Assaulting sexually.

Note: in most cases, sexual harassment may amount to criminal offenses under the law, and in such situations, the school may report to the law enforcement authorities.

10.5.1.2 Confidentiality

As a general principle, confidentiality will be agreed upon and maintained wherever possible. There may be situations where confidentiality has to be broken, due to legal requirements or risk assessment, or in order to respond to a complaint, and this will be made clear to both parties by the relevant service when the data is collected. Other than for these specified reasons, advisors will not release any names or identifiable information about students or staff without the individual's consent. Information will only be given to those who strictly need to know. All records and information will be maintained in strict confidentiality.

The complaint and proceedings shall be considered as confidential and will be handled only by the designated officer, appointed review committee, and the Head of School until the procedure is followed and even beyond.

Confidentiality/non-disclosure obligations in other applicable contracts or policies will also apply.

10.5.1.3 Wellbeing Officer

The Wellbeing Officer appointed by the management will be the point of first contact for any complainant. This officer will not be part of the academic staff and will be responsible for attending to any complaint in a confidential and unbiased manner, and will be responsible and/or liaise with the Head of School only. The Wellbeing Office will make all attempts to address the complaint, and whenever deemed necessary, will refer it to the Review Committee through the Head of School.

10.5.1.4 Review Committee

- a) The Review Committee shall be appointed by the Management of CSA and shall be represented by both genders to ensure a balance of views.
- b) Review Committee - will comprise the Wellbeing Officer and 2 other members.
- c) The Committee is to be expanded further depending on the nature and the severity of the offense.

10.5.1.5 Review Process.

- a) The review committee will investigate a complaint where a written request is submitted if the Wellbeing Officer is unable to effect a resolution amicably.
- b) The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations.

- c) Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and confront any adverse witnesses.
- d) Once a determination has been reached by the Review Committee, it should be communicated in writing to both parties and to the Wellbeing Officer. A summary of the basis for the determination should be provided to either party upon request.

10.5.2 Complaints Procedure by Students

10.5.2.1 Making a Complaint

- a) Any student who believes that he or she has been the victim of bullying or harassment of any nature as defined above (the complainant) may bring the matter to the attention of the Wellbeing Officer to handle complaints.
- b) The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One possible consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date. Another possible consequence is greater difficulty in conducting an investigation.
- c) Based on the complaint, the Wellbeing Office may settle the issue in his/her capacity to the satisfaction of the complainant.
- d) The complainant, if unsatisfied with the resolution proposed by the Wellbeing Officer, should have access to the review process at the school upon prompt submission with evidence (if any), of a written request to the Wellbeing Officer.
- e) The Wellbeing Officer should inform the alleged offender of the allegation and of the identity of the complainant.
- f) A written statement of the complaint should be given to both parties.
- g) In the event that the Complainant is unable/unwilling to provide a written statement, a recommendation can be made through the Wellbeing Officer.

10.5.2.2 Resolution of a Complaint

- a) Promptly after a complaint is submitted, the Wellbeing Officer should initiate whatever steps he or she deems appropriate to effect an informal resolution of the complaint acceptable to both parties. The Wellbeing Officer may initiate a review process through the Head of School if deemed necessary.
- b) In the event of the Review Committee being called upon, they will initiate a review process taking into consideration the statements, written submissions and all information pertaining to the complaint.
- c) If the review committee's findings lead to a mutually acceptable resolution all parties concerned will agree and conclude the investigation.
- d) If the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that reasonable cause exists for seeking sanctions against an

offender, the Wellbeing Officer should forward the recommendation immediately to the Head of the School.

e) The Head of School in consultation with the Wellbeing Officer, and Complainant (*if able/willing only*), shall proceed to implement the procedures laid out in 2.3 below with a view to rehabilitating the offender, preventing further misconduct by the offender or others, and protecting the reputation of CSA.

10.5.2.3 Corrective action and/or disciplinary measures.

Students may be found guilty either by the Wellbeing Officer's investigation or through the Review Process. Students who are found guilty of bullying or harassment for the second time and third time will be required to go through the review process.

10.5.2.3.1 Students who are found guilty of bullying and harassment that excludes sexual assault, for the first time:

- i. Receive a letter of warning from the school to the offender, informing them of their breach of the policy, and presenting the following consequences;
 - a) Offender is required to undergo at least 6 sessions of counseling, and
 - b) Offender is required to provide the victim/school with a letter of apology (within 5 working days from the date of resolution) detailing their understanding of the unacceptable nature of their conduct, as well as the gravity of their actions and their commitment to refraining from causing any more distress to the victim/school
 - c) Offender proposes and fulfills an act of restitution, agreed upon by the Wellbeing Officer, in consultation with the victim/school representative.

10.5.2.3.2 Students who are found guilty of bullying and harassment that excludes sexual assault for the second time, and face the following disciplinary measures:

- i. Receive a letter of warning from the school to the offender, informing them of their breach of the policy, and presenting the following consequences.
 - a) Offender is required to undergo at least 6 sessions of counseling, and
 - b) Offender is required to provide the victim/institute with a letter of apology (within 5 working days from the date of resolution) detailing their understanding of the unacceptable nature of their conduct, as well as the gravity of their actions and their commitment to refraining from causing any more distress to the victim/school,
 - c) Offender proposes and fulfills an act of restitution, agreed upon by the well-being officer and counselor, in consultation with the victim/school representative, and
- ii. Offender is suspended from academics/work for a period of 03 months.

10.5.2.3.3 Students who are found guilty of bullying and harassment that excludes sexual assault, for the third time:

- i. Receive a letter of warning from the school, informing them of their breach of the policy.
 - a) Offender is required to undergo at least 6 sessions of counseling
 - b) Offender is required to provide the victim/institute with a letter of apology (within 5 working days from the date of resolution) detailing their understanding of the unacceptable nature of their conduct, as well as the gravity of their actions and their commitment to refraining from causing any more distress to the victim/institute,
 - c) Offender proposes and fulfills an act of restitution, agreed upon by the wellbeing officer and counselor, in consultation with the victim/institution representative, and
- ii. Offender suffers an immediate dismissal.

10.5.2.3.4 Students who are found guilty of sexual harassment which includes sexual assault, will be dismissed immediately after the conclusion of a review process.

NOTE: Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint.

10.5.2.3.5 If the allegation is proved beyond a reasonable doubt to be false, no further complaints with regard to the same incident will be entertained by the complainant, a letter of warning will be issued, and a sealed copy of which will be placed in the student's personal file for future reference.

10.5.2.4 Once corrective measures and/or disciplinary procedures are concluded no further appeal procedure shall be entertained, and the matter will be closed. A sealed copy of letter of warning issued to offender/student will be placed in the student's personal file for future reference. The decision of the school shall be final and conclusive.

11.0 STUDENT FACILITIES

11.0 STUDENT FACILITIES

11.1 CSA FACILITIES

11.1.1 CSA Secretariat

The CSA Secretariat is open 8.30 am - 5.30 pm, Tuesday through to Saturday. Students could make their inquiries from the Registrar, CSA.

Two student Welfare Counselors for the Part I and Part II courses are available to advise students on academic matters, practical training, and provide general counseling.

An Orientation Programme is conducted at the beginning of the new academic year to welcome the freshmen, introduce fresher and to inform students the academic calendar, academic programmes and events of the school for the new academic year.

The CSA Event calendar will include sports events, entertainment events, educational events, exhibitions, student-staff get-togethers and alumni get-togethers.

11.1.2 Library

The CSA Library is a growing facility and would be developed to a fully-fledged resource centre with on-line resources. Books, journals, magazines and DVDs are available to students for reference and lending. Students will be allowed to borrow 1 book and DVD at a time for a period of 2 weeks. Copies of Examination Papers, Dissertations, Case Studies, Student Course Work, and Slides, Power-Point Presentations etc. will be added to the collection. Students can borrow books from Librarian/ Assistant Librarian during school hours.

Students could also use CSA Institutional memberships available at the British Council, Goethe Institute, American Centre, Indian Cultural Centre and the Alliance Francaise. Reference facilities can also be obtained from the Sri Lanka Institute of Architects, Post Graduate Institute of Archaeology library, National Library, National Museum Library, and the National Archives located in the vicinity of the school.

The students who register with the University of the West of England, Bristol UK (UWE) will have access to the UWE library resources online.

11.1.3 Computer Lab

The computer lab equipped with branded computers, plug in facilities for lap top computers, printing, scanning and internet facilities are available for student use.

The lab is open Tuesday-Saturday from 8.30am - 5.30pm. Students, who require the computer lab to be open after school hours in order to attend to their course work, should make a request through their Year Coordinator to the Deputy Head of School/Head of School.

Students are advised to use the computer lab in an orderly manner and refrain from taking food or soft drinks into the lab.

Wi-fi facilities are available to the studios and students could make use of this facility with care and refrain from using it for non-academic work.

11.1.4 Conference Room

A conference room with multimedia facilities is available for Guest Lectures & Seminars.

11.1.5 Electrical/Electronic Equipment

All studios are equipped with smart boards & multimedia projectors for interactive teaching and learning.

A television, video cassette recorder, DVD player, slide projector, and overhead projector are available to students as a pooled facility for their coursework presentations. Requests should be made to the CSA Secretariat.

11.1.6 Hand Tools

A set of hand tools for model making, carpentry work, experiments and tests are available for student use. Requests should be made to the CSA Secretariat.

11.1.7 Cafeteria

Refreshments can be purchased from the CSA cafeteria. This facility is to be improved further.

11.1.58 Book Shop

A stationary counter is available within the CSA premises for students to purchase basic stationary items and model making material so that they can save time going outside to purchase their stationary requirements.

Photocopy and printing facility too is available up to an A3 size, for students at a concessionary rate.

11.1.8 Travel

Transport for site visits and educational trips undertaken as part of the academic curriculum, is arranged by CSA through Outsourced travel companies. In addition, CSA contributes towards the Year 5 student exchange programme / foreign travel.

11.1.9 Insurance

All CSA students with valid student record books are insured for accident cover within the school premises and during study tours.

11.1.10 Participation in Student Conventions, Jamborees and Design Competitions

CSA students are encouraged to participate in SLIA, ARCASIA and UIA Student Jamborees and SAARCH, NASA Student Workshops & Conventions.

ARCASIA is a forum of architectural institutions in the Asian region. The SLIA and CSA facilitate one CSA student from each batch to attend the ARCASIA Conference and the student Jamboree held in an Asian host country. In addition, a further group of students are facilitated to part take in SAARCH (South Asian Association of Architects) and NASA (National Association for Students of Architecture in India) student conventions and educational workshops.

Students are encouraged to also participate in RIBA and ARCASIA student design competitions or any other design competitions informed or organized by the school.

11.2 STUDENT AWARDS & BURSARIES

11.2.1 CSA Graduation and Awards Ceremony

An Annual Graduation & Awards Ceremony is held in November/December to present students, CSA Certificates, to students who have successfully completed the CSA Diploma in Architectural Studies and CSA Higher Diploma in Architecture.

Students excelling in design, overall academic performance, research, scholarships and the best CSA Part I & Part II students would be recognized with awards at the ceremony.

Awards & scholarships will be presented at the ceremony to students who demonstrate excellence in design, theory modules, research, including the highest-performing CSA Part I and Part II students.
(Refer CSA Awards & Bursaries handbook for details)

11.2.2 CSA Bursary Scheme

The City School of Architecture has a Bursary Scheme to assist students in financial difficulty on a full or partial basis. Students with good academic records who wish to avail themselves of this facility should make an application in writing in the prescribed form through the Head of School to the Chairperson - Awards & Bursary Committee.

11.3 RECREATION, WELFARE & OTHER ACTIVITIES IN THE SCHOOL

CSA students are encouraged to organize student welfare, recreational activities and interactive programmes with other educational institutions.

Sports and welfare activities are arranged by the CSA for interested students. Two captains of sport from the student body and a sports and welfare coordinator from the academic staff are appointed for this purpose.

11.3.1 Cricket Match

A cricket match is organized by the school annually as a bonding exercise to get to know other students in school.

11.3.2 Student Social

A social is organized by the Part I - Year 3 students annually in Term 1 to get to know each other, where past students are also invited.

11.3.3 Avurudhu Festival & Talent Show

An Avurudhu Festival and Talent show is organized by the Part II - Year 3 students in April annually.

11.3.4 Christmas Carols

The Part I - Year 1 students organize the CSA Carol service during the month of December.

11.3.5 SLIA Annual Sessions

The Part I - Year 2 CSA students in co-ordination with other students of CSA present the CSA stall at the SLIA Annual Exhibition in February. Year 5 student's co-ordinate the CSA conference presentation at the SLIA National Conference.

11.3.6 SLIA Student Jamboree

The Part I - Year 2 CSA students get the opportunity to participate in a Student Jamboree organized by the SLIA for students of all schools of Architecture.

11.3.7 Educational Fairs and Regional Exhibitions

CSA students are encouraged to part-take in educational fairs, career guidance programmes and regional exhibitions and present information on the school.

11.3.8 Educational Tours

Students in each year are allowed to visit places of architectural interest.

11.3.9 Student Work Exhibition

It is proposed to organize an exhibition of student work at the end of the academic year to coincide with the new intake for the next academic session.

11.3.10 CSA Grad Show

CSA showcases graduating students' works at a public venue after the release of results.

11.3.11 CSA Research Colloquium

CSA students of Part I and Part II present papers on their research (Essay & Dissertation) at a forum of students, staff, and invited academics from other Universities.

11.3.11 CSA Alumni - Forum CSA

CSA students who have completed their academic career at the CSA or qualified as Chartered Architects and become Corporate Members of the SLIA, are encouraged to join Forum CSA (the CSA Alumni) and partake in its activities.

12.0 ANNEXURES

1. CSA Part I & Part II Course Structure

CSA COURSE STRUCTURE 2024-2025				
YEAR	DESIGN STUDIO	THEORY (av. no of subjects): 7	480 CH	
	CSA PART I COURSE	3 TERM PROGRAMME 10 WKS X 3 = 30 WKS	no. of lectures x 2 hrs	
YEAR 1	DESIGN (4CR) DESIGN Project 1a: ABSTRACT DESIGN DESIGN Project 1b: SOCIAL & CULTURAL DESIGN DESIGN Project 2: PARTICIPATORY DESIGN DESIGN Project 3: PUBLIC SPACE/FEATURE DESIGN Project 5: CLASS BONDING DESIGN MINOR DESIGN PROJECTS DESIGN Project 1a: ABSTRACT DESIGN DESIGN Project 1b: SOCIAL & CULTURAL DESIGN DESIGN Project 2: PARTICIPATORY DESIGN DESIGN Project 3: PUBLIC SPACE/FEATURE DESIGN Project 5: CLASS BONDING DESIGN MAJOR DESIGN PROJECTS DESIGN Project 4: SPATIAL DESIGN I DESIGN Project 6: SPATIAL DESIGN II ARCHITECTURAL STUDIES (2+4CR) ARCH/STUD 1210 (30X2 X 4hrs + 30 X 2 X 4hrs=480 hrs)	ARCH / DES 1110 (30X2X 4hrs = 240 hrs) MOBILE / STABILE / TOY CHRISTMAS TREE / DIVA LIGHTS / WESAK LANTERN / LAMP PLAY FRAME / STAGE SET MONUMENT/ SHRINE / WATER FEATURE / COMMUNITY PARK WESAK DECORATIONS KITCHEN & BREAKFAST AREA DESIGN STUDIO HOUSE/GRID HOUSE/CONTAINER HOUSE/CUBE HOUSE 3000 SQFT, GROUND+1/2 FLOORS	HISTORY THEORY SOCIETY CULTURE ARCH/HIST 1310 HISTORY OF ARCHITECTURE 30 (4CR) ARCH/ THEORY 1410 THEORY OF ARCHITECTURE ** ARCH/ARTS 1510 ARTS ART SCULPTURE MUSIC CINEMA & DRAMA 30 10 10 10	
	TECHNOLOGY ARCH/TECH 1710 (ST) ARCH/TECH 1710(MAT) ARCH/TECH 1710 (SE)	ARCH & STRUCTURE MATERIALS & CONSTRUCTION BUILDING SERVICES	30 (4CR) 2 X 30 (4CR) 30 (2CR)	
		ENVIRONMENT	60 CH	
	ARCH/ENV 1810	ENVIRONMENT	30 (4CR)	
		PROFESSION	60 CH	
	ARCH/PROF 1910	PROFESSION	30 (2CR)	
	Main Topic 1 : ARCH. DRAWINGS Main Topic 2 : ARCH. WRITING Main Topic 3 : EXPERIENCING ARCHITECTURE Main Topic 4 : COMPUTER STUDIES	INFORMATION RETRIEVAL PARALLEL LINES & LETTERING BEDROOM DRAWINGS (plans, sections, perspectives) GARDEN PAVILION DRAWINGS (plan, sections, axonometric view) STUDIO HOUSE DRAWINGS (plans, sections, site plan) PERSPECTIVES & SCIOGRAPHY ARCHITECTURAL DRAFTING /TECHNICAL DRAFTING FREE HAND DRAWING GRAPHICS,ARTS, PHOTOGRAPHY & MODEL MAKING APPRECIATION OF A GARDEN APPRECIATION OF A BUILDING - LOCAL & INTERNATIONAL WRITING ON AN ARTIST - LOCAL & INTERNATIONAL PORTFOLIO OF VISITS GRAPHICS SOFTWARE - PHOTOSHOP,ILLUSTARTOR, CORAL DRAW, REVIT/ AUTO CAD	EXAMINATION DESIGN & ARCHITECTURAL STUDIES THEORY - 6 SUBJECTS : COURSE WORK + WRITTEN EXAMINATION ARCHITECTURE & STRUCTURES BUILDING SERVICES COURSEWORK HISTORY OF ARCHITECTURE	(PORTFOLIO EXAMINATION) MATERIALS & CONSTRUCTION ENVIRONMENT MATERIALS & CONSTRUCTION ENVIRONMENT HISTORY OF ARCHITECTURE PROFESSION

CSA COURSE STRUCTURE 2024-2025				
YEAR	DESIGN STUDIO	THEORY	(av. no of subjects): 8	480 CH
CSA PART I COURSE		3 TERM PROGRAMME	10 WKS X 3 = 30 WKS	
YEAR 2	DESIGN (8CR) MAJOR DESIGN PROJECTS Design Project 1 INTERIOR DESIGN (INT 1) Design Project 2 CONTEXT DESIGN Design Project 3 TRADITION / CULTURAL DESIGN Design Project 5 DESIGN FOR PEOPLE WITH SPECIAL NEEDS Design Project 6 COMMUNITY DESIGN MINOR DESIGN PROJECTS Design Project 4 CLASS BONDING DESIGN	ARCH / DES 1120 (30 X 4 X 4 hrs = 480 hrs) INTERIOR OF A RESTAURANT / CAFÉ / OFFICE / SALES OUTLET / SHOP RETREAT / TOUR OR OUTBOUND TRAINING FACILITY / NATURE AWARENESS CENTERS small - 3000- 5000 sq.ft / sub-urban context, COMMUNITY FACILITY / RELIGIOUS CENTERS / PERFORMING ARTS OR ARTS & CRAFTS CENTERS medium / complex of buildings/ 6000-7500 sq.ft, REHABILITATION CENTERS - CHILDREN, YOUTH, WOMEN / WAR OR HEALTH RELATED REHABILITATION / THERAPEUTIC FACILITIES FOR HANDICAPPED, DIFFERENTIALLY ABLED / CORRECTIONAL CENTERS medium/ complex of buildings / 10,000 sq.ft, urban or rural context COMMUNITY CENTRE, HOUSING, PRE SCHOOL, LIBRARY, DAY CARE CENTRE medium- 10,000 - 12,000 sq.ft/ 4-6 housing units, urban context, ground / 2/3 floors CSA EXHIBITION STALL	HISTORY THEORY SOCIETY CULTURE ARCH/HIST 1320 HISTORY OF ARCHITECTURE ARCH/ THEORY 1420 THEORY OF ARCHITECTURE TECHNOLOGY ARCH/TECH 1720 (ST) ARCH & STRUCTURE ARCH/TECH 1720 (MAT) MATERIALS ARCH/TECH 1720 (CON) CONSTRUCTION ARCH/TECH 1720 (SE) BUILDING SERVICES ENVIRONMENT ARCH/ENV 1820 ENVIRONMENT CLIMATE STUDIES LANDSCAPE SURVEYING PROFESSION ARCH/PROF 1920 PROFESSION	120 CH 30 (2CR) 30 (2CR) 240 CH 30 (2CR) 30 (2CR) 30 (2CR) 30 (2CR) 60 CH (2CR) 10 10 10 60 CH (2CR)
BASED ON REVISED SLIA - PART I CURRICULUM, 2009/2010 (1200 contact hours)		EXAMINATION DESIGN & ARCHITECTURAL STUDIES THEORY - 8 SUBJECTS - COURSE WORK + WRITTEN EXAMINATION ARCHITECTURE & STRUCTURE CONSTRUCTION ENVIRONMENT COURSE WORK HISTORY OF ARCHITECTURE PROFESSION		

CSA COURSE STRUCTURE 2024-2025

YEAR	DESIGN STUDIO	THEORY (av. no of subjects): 8 + 1	320 CH
CSA PART I COURSE		3 TERM PROGRAMME 10 WKS X 3 = 30 WKS	
YEAR 3	DESIGN (8+8CR) <small>BASED ON REVISED SLIA - PART I CURRICULUM 2009/2010 (1200 contact hours)</small> <p>MAJOR DESIGN PROJECTS</p> <p>Design Project 1 PRE CDP - SUSTAINABILITY & TECHNOLOGY DESIGN</p> <p>SELF DISCOVERY INDUSTRIAL - FACTORIES / EDUCATION & RESEARCH CENTERS / SCIENCE AWARENESS CENTERS/ FACILITY BUILDINGS / SUPER MARKETS / OFFICES / RESIDENTIAL APARTMENTS medium / single or complex of buildings/ ground + 3-4 floors, 15,000 sq.ft / urban or sub-urban context</p> <p>DESIGN PROJECT 2 COMPREHENSIVE DESIGN PROJECT</p> <p>ARTS / LEISURE / ENTERTAINMENT / RECREATION CENTERS medium / complex of buildings / 20,000 sq.ft, urban or sub-urban context mixed development, wider user group, public / community component Design & detail of building/ buildings Design Report</p> <p>ARCHITECTURAL STUDIES (2+2CR) ARCH / STUD 1230 (30 X 2 x 4 = 240 hrs) +Self Study</p> <p>Main Topic 1 ARCH. DRAWINGS WORKING DRAWINGS (site plan, plan- all levels, roof plan, sections, elevations, details of doors & windows, roof windows, roof details, staircase details, structural details, services details)</p> <p>Main Topic 2 ARCH. WRITING BOOK REVIEW related to Design Project ESSAY (word count : 3,000 - 4,000 words)</p> <p>Main Topic 3 EXPERIENCING ARCHITECTURE/REPORTFOOLIO OF VISITS</p> <p>Main Topic 4 COMPUTER STUDIES REVIT / AUTO CAD -3D, 3D MODELLING</p>	HISTORY THEORY SOCIETY CULTURE <small>ARCH/HIST 1330 HISTORY OF ARCHITECTURE 20 (2CR x 2/3)</small> <small>ARCH/ THEORY 1430 THEORY OF ARCHITECTURE 10 (2CR x 2/3)</small> <small>ARCH/ THEORY 1640 CONTEXT GENERATED ARCHITECTURE 10 *</small>	80 CH
		TECHNOLOGY <small>ARCH/TECH 1730 (ST) STRUCTURE S 20 (2CR x 2/3)</small> <small>ARCH/TECH 1730 (MAT) MATERIALS 20 (2CR x 2/3) + 20</small> <small>ARCH/TECH 1730 (CON) CONSTRUCTION 20 (2CR x 2/3)</small>	160 CH
		ENVIRONMENT <small>ARCH/ENV 1830 ENVIRONMENT 3CR x 2/3)</small> <small>SUSTAINABLE DESIGN & ALTERNATE TECHNOLOGY 8</small> <small>LIGHTING 8</small> <small>ACOUSTICS 4</small>	40 CH
		PROFESSION <small>ARCH/PROF 1930 PROFESSION 2CR x 2/3)</small> <small>OFFICE PRACTICE 4</small> <small>DEVELOPMENT CONTROL 8</small> <small>BUILDING REGULATIONS 8</small> <small>QUANTITY SURVEYING 8</small>	40 CH
	EXAMINATION <small>CSA - PART I DIPLOMA IN ARCHITECTURAL STUDIES EXAMINATION</small> <small>ELIGIBILITY ASSESSMENT / ASSESSMENT OF PAST RECORDS OF STUDENT</small> <small>WRITTEN EXAMINATION - THEORY SUBJECTS</small> <small>CDP VIVA VOCE EXAMINATION</small>	EXAMINATION AREAS: <small>DESIGN & DESIGN FUNDAMENTALS</small> <small>HISTORY OF ARCHITECTURE (COURSEWORK)</small> <small>THEORY OF ARCHITECTURE (COURSEWORK)</small> <small>CLIMATE & ENVIRONMENT</small> <small>PROFESSION (COURSEWORK)</small> <small>TECHNOLOGY</small> <small>ARCHITECTURE & STRUCTURES</small> <small>MATERIALS</small> <small>CONSTRUCTION</small> <small>BUILDING SERVICES</small>	

YEAR	DESIGN STUDIO	THEORY (av. no of subjects): 8	440	TOTAL TH CH
CSA PART II COURSE		3 TERM PROGRAMME 10 WKS X 3 = 30 WKS		
YEAR 1	DESIGN (3CR) <small>BASED ON REVISED SLIA - PART II CURRICULUM 2009/2010 (800 contact hours - practical training)</small> <p>MAIN DESIGN PROJECT</p> <p>Design Project 1: Space for a Specific Sub Culture - Re Orientation Project [2 weeks] Design addressing sociocultural aspects and spatial needs of a specific subculture .</p> <p>MAJOR DESIGN PROJECTS</p> <p>Design Project 2: REGIONAL ARCHITECTURE - HERITAGE & CONSERVATION MUSEUMS, ART GALLERIES, CIVIC CENTRES, CULTURAL CENTERS, CONVENTION CENTRES SITE - REGIONAL CITY such as Matara, Galie, Cultural Triangle, Puttalam, Anuradhapura, Jaffna, Trincomalee, Medium / complex of buildings / 60,000 - 75,000 sq.ft, low / medium rise</p> <p>Design Project 3 HOUSE & COMMUNITY The design of a well planned context generated low/high dense community housing (mass housing) facility of approximately 50,000 - 60,000 sq ft. in total area.</p> <p>ARCHITECTURAL STUDIES ARCH / STUD 2210</p> <p>Main Topic 1 ARCH. DRAWINGS DETAIL DRAWINGS</p> <p>Main Topic 2 ARCH. WRITING 2 ESSAYS / BOOK REVIEWS</p> <p>Main Topic 3 EXPERIENCING ARCHITECTURE- PORTFOLIO OF VISITS</p> <p>Main Topic 4 COMPUTER STUDIES VACATION COURSES - 3D MODELLING , BIM MODELS</p> <p>PRACTICAL TRAINING (3CR) ARCH / PT 2210 (30 X 3 x 8 hrs = 720 hrs)</p> <p>Main Topic 5 Vacation (20 x 5 x 8 hrs = 800 hrs) = 1520 hrs Monthly Practical Training Counseling , discussion, and submission of log sheets</p>	HISTORY THEORY SOCIETY CULTURE <small>ARCH/ THEORY 2410 THEORY OF ARCHITECTURE 20 (2CR) [40CH] *10 [20 CH] Studio</small> <small>ARCH/ URBAN 2611 (URB) URBAN DESIGN 30* (Non Credit) [60CH] 60</small>	260 CH	440
		<small>Concepts of Urban Design</small> <small>Principles of Urban Design, Sustainable Cities, Development, Controls</small> <small>Spatial Design of a City / (Studio)</small> <small>Urban management</small> <small>Infrastructure of a City*</small>	5 10 5 3 5	
		<small>ARCH/CONSERV 2612 CONSERVATION (studio)</small> <small>ARCH/PLANNING 2613 (PLAN) PLANNING 30 (2CR) [60CH] 60</small> <small>ARCH/SOCIOLOGY 2613 (SOCIO) SOCIOLOGY 20 (2CR) [40CH] 40</small> <small>ARCH/HOUSING 2613 (HOUSING) HOUSING & COMMUNITY 10* (Non Credit) [20CH] 20</small>	10 (2CR) [20 CH] 30 (2CR) [60CH] 20 (2CR) [40CH] 10* (Non Credit) [20CH]	
		TECHNOLOGY <small>ARCH/TECH 2711 MATERIALS & TECHNOLOGY I (2CR)</small>	60 CH	60
		<small>SERVICES (Studio) **</small> <small>ELECTRICAL SYSTEMS</small> <small>AIR - COND & MECH. VENT (studio) **</small> <small>BLDG. AGMT</small>	10 05 10 05	
		ENVIRONMENT <small>ARCH/ENV 2810 ENVIRONMENT 30 (2CR)</small>	60 CH	60
		<small>Macro Environmental policies</small> <small>Carbon Management</small> <small>Green Building Assessment</small>		
		PROFESSION <small>ARCH/PROF 2910 PROFESSION - Law 30 (2CR)</small>	60 CH	60
		<small>* Studio based teaching</small> <small>** Theory integrated with studio</small>		
		EXAMINATION <small>DESIGN & ARCHITECTURAL STUDIES (PORTFOLIO EXAMINATION)</small>		
		THEORY - 5 SUBJECTS <small>COURSE WORK + WRITTEN EXAMINATION</small> <small>PLANNING & SOCIOLOGY</small> <small>ENVIRONMENT</small> <small>MATERIALS & TECHNOLOGY (ADVANCED SERVICES)</small> <small>ENVIRONMENT</small>	<small>100% COURSEWORK</small> <small>THEORY OF ARCHITECTURE</small> <small>URBAN DESIGN</small> <small>(PASS/FAIL) min credit</small> <small>PROFESSION (LAW)</small> <small>CONSERVATION</small>	

C S A S T U D E N T H A N D B O O K

C S A C O U R S E S T R U C T U R E 2 0 2 5 - 2 0 2 6				
Y E A R	DESIGN STUDIO	THEORY	440 CH	T O T A L T H C H
C S A P A R T I I C O U R S E		3 TERM PROGRAMME 10 WKS X 3 = 30 WKS	no. of lectures x 2 hrs	440
Y E A R 2 BASED ON REVISED SLIA PART II CURRICULUM 2009/2010 (800 contact hours + practical training)	DESIGN (3CR) ARCH / DES 2121 (30 X 3 X 4hrs = 360 hrs) MAJOR DESIGN PROJECTS Design Project 1 : INTEGRATED APPROACH TO URBAN DESIGN AND ARCHITECTURE: URBAN VISIONS FOR A CITY AND THE DESIGN OF THE PUBLIC REALM participatory team work - macro proposals for a city of 1 Kha radius and city population not exceeding 36,000 m ² incorporating a city vision under "special themes". Stage 1 : Background Study Stage 2 : Thesis based Urban Vision and Proposals Stage 3 : Architectural Design of the Public Building CONTEXT GENERATED MIXED USE PUBLIC BUILDING The design of a well planned mixed-use public facility of approximately 25,000 sq ft. in total area, which develops and restores a selected area. Design Project 2 : GREEN DESIGN (INTEGRATED DESIGN) MEDIUM HIGH RISE, MIXED DEVELOPMENT CORPORATE OFFICES, HOSPITALITY INDUSTRY, R & D CENTRES, HOSPITALS Exploration of Sustainable / Green principles. 30+ storey complex, wider user group, 600,000 sq ft Design & detail of building / buildings Design Report ARCHITECTURAL STUDIES ARCH / STUD 2220 Main Topic 1 : ARCHL DRAWINGS DETAIL DRAWINGS of the design project Main Topic 2 : ARCHL WRITING 2 ESSAYS / BOOK REVIEWS - on Conservation & Green Architecture Main Topic 3 : EXPERIENCING ARCHITECTURE - PORTFOLIO OF VISITS Main Topic 4 : COMPUTER STUDIES * VACATION COURSES (3D MODELING, BIM MODELS & GIS APPLICATIONS) PRACTICAL TRAINING (3CR) ARCH / PT 2220 (30 X 3 x 8 hrs = 720 hrs + Main Topic 5 : Vacation (20 x 5 x 8 hrs = 800 hrs) = 1520 hrs Monthly Practical Training Counseling - discussion, and submission of log sheets Case Study Project Report (word count: 1,500 words)	HISTORY / THEORY / SOCIETY / CULTURE ARCH/URBAN 1611 (URB) URBAN DESIGN PRE REQUISITE - ARCH/URB 2511 URBAN DESIGN Urban design (studio) -- Landscape (studio) transport in a city ** Teaching is done in the previous year. Assessment in Part II Year 2 under design studio DISSERTATION (Introduction, research methods, referencing) 30 * (60CH)	80 CH (80 CH) *10 (1CR) (20 CH) 10 5 3 ** Teaching is done in the previous year. Assessment in Part II Year 2 under design studio 30 * (60CH)	20 40 140CH 140
		TECHNOLOGY ARCH / TECH 2721 (TECH) SMART MATERIALS TECHNOLOGY (7200H LECTURES) ARCH / TECH 1-2922 (TECH) MATERIALS & TECHNOLOGY II STRUCTURES FIRE SAFETY Structures in Fire - (Studio) 10 30 20 10 10	10 (GCR) 30 20 10	
		ENVIRONMENT ARCH / ENV 2020 RENEWABLE TECHNOLOGY ENERGY POLICY RAIN WATER HARVESTING SOLAR POWER WIND POWER BIOMASS	30 (GCR) 5 5 8 7 5	60 CH 60
		PROFESSION ARCH / PROF 2920 PROFESSION CONTRACT ADMINISTRATION OFFICE MANAGEMENT BUILDING ECONOMICS	30 (GCR) 30 20 30	160 CH 160
		EXAMINATION DESIGN & ARCHITECTURAL STUDIES (PORTFOLIO EXAMINATION) THEORY - 6 SUBJECTS COURSE WORK + WRITTEN EXAMINATION MATERIALS & TECHNOLOGY II - ADVANCED STRUCTURES/FIRE SAFETY ENVIRONMENT (Renewable Energy) PROFESSION I (OFFICE MGMT & CONTRACT ADMIN)	100% COURSEWORK URBAN DESIGN (Design) SMART MATERIALS & TECHNOLOGY PROFESSION II (BUILDING ECONOMICS)	

C S A C O U R S E S T R U C T U R E 2 0 2 5 - 2 0 2 6				
Y E A R	DESIGN STUDIO	3 TERM PROGRAMME 10 WKS X 3 = 30 WKS		
C S A P A R T I I C O U R S E				
Y E A R 3 BASED ON REVISED SLIA - PART II CURRICULUM 2009/2010 (800 + contact hours)	DESIGN (16CR) ARCH / DES 2130 (30 X 4 X 4hrs = 480 hrs) SELF STUDY (20 X 6 X 4hrs = 480 hrs) MAJOR DESIGN PROJECTS Design Project 1 CDP CSA APPROVAL OF CDP PROJECTS 40,000 sq ft - 80,000 sqft/ large/ complex of buildings / urban or sub-urban context Establish Distinct Architectural Philosophy through research, exploration and experimentation to work out an architectural programme / design brief and justify architectural thinking and solutions MASTER PLAN PROPOSALS and ideas to understand the SCALE OF THE PROJECT AND MACRO ISSUES - the urban context, accessibility & connectivity, social needs of the local community, historical and cultural values, environmental sensitivity, climate response infrastructure requirements - integrating technology understanding structure, materials and the process of assembly cost implications and procurement of buildings Design Workshops and Guest Lectures Design & detail of building / buildings Design Report, Technology Report, Economic Feasibility Report 2230 - DISSERTATION (4CR) ARCH / DIS 2230 (20 x 1 x 4hrs = 80 hrs) SELF STUDY (20 X 1 X 4hrs = 80 hrs) STUDY AND REPORT A CHOSEN SUBJECT IN RELATION TO ARCHITECTURE Word Count: 10,000 words Dissertation Seminars Submission of Dissertation & Viva Voce	EXAMINATION CSA PART II HIGHER DIPLOMA IN ARCHITECTURE EXAMINATION ELIGIBILITY EXAMINATION - ASSESSMENT OF PRACTICAL TRAINING , GRADUATE MEMBERSHIP EXAMINATION OF DISSERTATION/ VIVA VOCE CDP EXAMINATION		

CSA STUDENT HANDBOOK

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