

# STUDIO INFO Fall Semester 2024

## Final Reviews and Exhibition

As in the previous semester, **autumn term reviews will be held in the studios, where projects will be shown in an exhibition.** They will take place from Tuesday to Thursday, to allow for a day of setting up on Monday and a day of tidying up on Friday.

It would be great if teachers and professors could set aside these 3 days to attend the reviews of other design studios.

Please note the following information concerning:

- 1. THE STUDIO INFORMATION SESSION**
- 2. STUDIO CALENDAR**
- 3. JURY AND EXHIBITION SPACE ALLOCATION**
- 4. PROJECTS SUBMISSION**
- 5. PROJECT EXHIBITION**
- 6. DISPLAY PANELS AND FURNITURE**
- 7. CLEAN-UP**
- 8. SHS EXAMS**
- 9. LIVING ARCHIVES**
- 10. EVALUATIONS**

### **1. STUDIO INFORMATION SESSION**

To make sure that the final distribution suits everyone, we organized a meeting on **Monday 14 October 2024 at 5.30 p.m.** in room [AAC 1 32](#).

**Each studio should have been represented by at least one delegate.**

We discussed:

- ▶ Room allocation
- ▶ Calendar and delivery procedures
- ▶ Clean-up and waste management
- ▶ Our Ressourcerie and its team

## 2. JURY CALENDAR - FALL 2024

- ▶ **Monday 11 November : (Juries)** Sending plans with the proposed layout and lists of the desired furniture for Foyer and Hall, as well as any special requirements for AAC rooms.
- ▶ **Monday 11 November : (Evaluations)** Sending the questions to be added to the form and the name of the person in charge of evaluations for each studio.
- ▶ **Monday 25 November : (Juries)** Completing the jury information table with all missing data (dates / titles / experts).
- ▶ **Friday 13 December : Digital project delivery** for all, by uploading pdfs to a server (managed by the studio).
- ▶ **Friday 13 December : (Evaluations)** Deadline for collecting the paper forms.
- ▶ **Monday 16 December: Setting up** the projects' exhibition.
- ▶ **Tuesday 17 to Thursday 19 December: Reviews.**
- ▶ **Friday 20 December: End of clean-up :** Please make arrangements with the students to ensure that this final stage is completed between Thursday evening and Friday afternoon.
- ▶ **By Monday 6 January : (Evaluations)** Deadline for sending the forms to SAR.
- ▶ **By Tuesday 21 January : Living Archives** studio work upload.

As in the previous semester, to facilitate your participation in juries of other studios, we encourage you to fill in the «availability» file below.

→ [Jury info](#)

→ [Jury availability](#)

## 3. JURY AND EXHIBITION SPACE ALLOCATION

Whenever possible, reviews and exhibitions will take place in the SG, AAC and AAD studio premises.

To ensure optimal conditions for the reviews, we will centralise the allocation of rooms to studios that share premises with others.

Common spaces such as the Hall and the Foyer will be used by studios whose premises are outside the SG, in order to have all exhibitions in the same building.

→ [Allocation](#)

## 4. PROJECTS DELIVERY

▶ **Digital project documents delivery: Friday 13 December**

In an effort to ensure fairness and to be able to present an exhibition of the projects in their entirety, the digital project documents must all be returned the same day.

▶ **Prints: Monday 16 December**

Prints must be ready by Monday at the latest for the project exhibition.

Please bear in mind the cuts affecting students' printing budgets. In order to minimise the impact of this, we would ask you to give **priority to:**

- **digital rather than printed documents** whenever possible
- **small-format black and white prints** (up to A3) that students can make on the printers they have in their premises.

▶ **Models: Monday 16 December**

As for the models, the aim is also to have them ready also by Monday, which is inconsistent with the production of a "final" model for each project, given the large number of students we have this year. We would therefore ask teachers not to consider the models as separate documents, but as working tools throughout the project.

## 5. PROJECTS' EXHIBITION

To showcase your students' work during the reviews, we kindly ask you to organise an **exhibition** of their projects in your **studios**, without removing the furniture from the premises. Students' projects will remain on display throughout review week.

- ▶ For those who will have their **reviews outside their studio premises**, you will be able to choose between exhibiting in the reviews room or in the studio (if it's in the SG).
- ▶ For those whose **studio premises are outside the SG**, we will arrange reviews spaces that allow for the exhibition to remain in the SG until **December 20**.

## 6. DISPLAY PANELS AND FURNITURE

▶ **For exhibitions in the studio premises:**

**Display panels** and **furniture** are only available by making an event request to Mediacom, at the latest 5 working days before. For small quantities, you can ask the caretaker [Alan Defrance](#) directly.

▶ **For the atrium, the foyer and the AAC classrooms:**

The section will take care of these requests, provided that the plan and the list of desired elements are received by **Monday 11 November**.

N.B. By default, the AAC rooms will be emptied, with only 6 tables and 60 chairs left.

▶ **To book a TV screen**, the form below needs to be filled in.

▶ **Model stands** are available in self-service on level -1 of the SG. Please make sure to put them back at the end of the juries and exhibitions.

→ [Events request](#) (panels, chairs,...)

→ [Panels and available furniture](#)

→ [Screen reservation form](#)

→ [Plans to be sent to vanda.costa@epfl.ch](mailto:vanda.costa@epfl.ch)

## 7. CLEAN-UP

Please indicate your studio's **Resource managers** (space and waste) in the juries' table. They will be the contact references for the Ressourcerie and will ensure that the studio areas and adjoining corridors are kept tidy during the exhibition, that the exhibition is dismantled on time, the areas in which it was held are tidied up, and that unused materials are disposed of in such a way as to maximise their value (recycling, ressourcerie, etc.).

The EPFL Architecture **Ressourcerie** is located on level 0 of the SG, at the bottom of the west staircase. Students bring in unused materials in good condition that could be reused for other student projects, and help themselves freely and without charge. A team of student assistants ensures that it runs smoothly.

We kindly ask each Resource manager to **make the students in their studios aware of the Ressourcerie and its operating rules**. The Ressourcerie team can be contacted at the following address:

→ [ressourcerie-ar@groupe.epfl.ch](mailto:ressourcerie-ar@groupe.epfl.ch)

In view of the exam period that will follow the end of the semester, it is necessary to **clear the common areas** (central hall, SG foyer, AAC rooms) of all materials and equipment by the end of the day on **Friday 20 December 2024**. The premises will be returned to public use at the beginning of the following week and all atelier spaces need to be in perfect condition for the students' exam preparations.

(The work carried out by the central teams to clear the premises of all the equipment left in the studios and common areas represents a bill of more than one hundred thousand francs per year, paid by the architecture section and its laboratories).

**In the 3rd year bachelor's and 1st year master's studios**, all material will also have to be removed for the start of the following semester (**17 February 2025**), as the students will be changing studios.

## 8. SHS EXAMS

We would like to draw your attention to the fact that the SHS exams might take place during the jury week and the week before, and that students will have to be released for the following times:

|                           |                      |           |
|---------------------------|----------------------|-----------|
| BA3 (2nd year Bachelor) : | Tuesday 17.12.2024   | 15H15-17h |
| BA5 (3rd year Bachelor) : | Tuesday 17.12.2024   | 13h15-15h |
| MA1 (1st year Master) :   | Wednesday 18.12.2024 | 16h15-19h |

## 9. LIVING ARCHIVES

This EPFL Architecture tool has been developed to meet EPFL's 'Open Science' policy, to showcase students' work and to document the work carried out in the project workshops, which can serve as a reference for future students when they enrol in the studios.

### How it works

All details for uploading can be found on our website under 'Services and Resources':

→ ['Publier un projet'](#)

### Important

1. Before the semester ends, you must **collect signed consent forms** from students to allow sharing their work. (EPFL recommends the CC BY license). These forms must be uploaded with each project at step 8/9.

Download PDF/Docx file on the page «Publier un projet » or on the step 8/9 of the data entry in the Living Archives.

→ [Consent form in PDF](#)

→ [Consent form in Docx \(editable\)](#)

2. After uploading, create a public collection using the following naming format:

- ▶ For labs: Studio LAST, Rey, FS24
- ▶ For guest(s): Studio Truwant Rodet (guests), FS24  
Pour les laboratoires : Studio LAST, Rey, FS24

### Contact person

Developer and manager: Marie Page

→ +41 21 693 90 45

→ [marie.page@epfl.ch](mailto:marie.page@epfl.ch)

## 10. EVALUATIONS

Studio evaluations are now done through paper forms (except for first year and Superstudio), in order to:

- ▶ increase the response rate, which was very low,
- ▶ avoid biased results, due to vertical studios in 3rd year Bachelor and 1st year Master.

### Procedure

1. A **draft** standard form will be sent to you. Please note that this is not the final version to be printed!
2. You can **customize** the form by adding one or two questions, to be sent to CAPE **before Monday 11 November:**  
→ [nihat.kotluk@epfl.ch](mailto:nihat.kotluk@epfl.ch)
3. Each studio names a **person in charge** of evaluations **before Monday 11 November:**  
→ [vanda.costa@epfl.ch](mailto:vanda.costa@epfl.ch)
4. CAPE will email the **final version** of the questionnaire PDF to each studio on **week 10**.
5. On **weeks 10-13**, studios will:
  - ▶ **print** forms 'real-size, recto-verso, black and white',
  - ▶ **distribute** them to students,
  - ▶ **collect** filled in forms anonymously.
6. Studios send the filled in paper forms to SAR's secretary **before December 13**: they can bring them personally or deposit them in the mailbox number 1, at the inferior entrance of the BP building.
7. Evaluation analysis made only if:
  - ▶ report gets >30% disagreement to the statement 'Overall, this course is good'
  - ▶ teacher asks for it.