

The Landscape Institute Awards

2016

Guide for Entrants
Student Awards



Eligibility

- Work completed during the three year period to July 2016 will be eligible for the 2016 Awards unless otherwise stated in the specific category details.
- Entrants submitting work to the student categories of the Landscape Institute Awards must have successfully completed a course accredited by the Landscape Institute.
- Work which has already received a Landscape Institute Student Award may not be re-entered.

Awards timetable 2016

Awards registration

Registration for the student categories of the Awards opens in March 2016

Entry Form distribution

Entry Forms will be distributed from May onwards and within a week for registrations after that. Completed Entry Forms, with the given reference number, must accompany your completed entry when you submit.

Deadline for submitting completed entries

Friday 1 July 2016, by 5 pm

Awards Ceremony confirmation forms

Return to the LI by Friday 4 November 2016

Awards Ceremony

Thursday 24 November 2016

How to enter

Please fill in the online registration form on the Landscape Institute website.

You will be sent an Entry Form, containing your unique Entry Reference, by e-mail. You must then submit your Entry Form, dissertation and/or portfolio by the submission deadline, which is Friday 1 July 2016.

General Entry Requirements

1. Entry Form

A pro-forma, containing your entry reference number, will be e-mailed to you within a week of registering. All sections on the entry form must be filled in. If a particular question is not relevant to your entry please mark that section 'n/a'.

The entry form must be incorporated as the first few pages of your bound entry. Judges will be using the information provided here as a quick overview for the entry so it is important that all information requested is clearly provided in the order set out in the entry form pro forma.

The form includes a statement that 'there are neither restrictions nor fees payable for the reproduction of the photographs or any other submission materials'. Acknowledgements will be printed with any reproduced materials.

Ensure that you incorporate the right Entry Form with your submission when you are submitting both, a dissertation and portfolio. Every Entry Form will have a unique reference number in the top right hand corner consisting of a category code and two numbers. This is the unique code for your award entry and must be quoted each time you contact the Landscape Institute with a query regarding your entry.

You must write your reference number on each aspect of your submission for the Awards, including the CD/memory stick and any special category requirements.

This will help ensure that all your items are kept together and will assist with the smooth running of the Awards.

The category codes are:

Student Dissertation	SD
Student Portfolio	SP

2. Bound submission

Submissions must be supplied as a bound document. All pages of text and images must be supplied within this document, unless otherwise stated in the individual category requirements.

The CD/memory stick and special category requirements should be inserted in an envelope and taped to the inside front cover of the bound document. Entries that do not fulfil these guidelines will not be considered for the award. Do not submit material not directly related to the project being entered for judging.

3. Images

The judges will have a limited time to look over all the information so it is a good idea to be selective with the photography submitted. Try to select images to illustrate the project but that are also easy for those outside the profession to understand for promotional purposes. Please note that images must be submitted with your entry. If you have any queries, please contact the Landscape Institute for further information.

Images must be submitted digitally on a CD/memory stick. All images must print up to A4. The CD/memory stick should have each image supplied as a high-res JPEG file (300dpi+). Do not submit photographic prints, negative films or slides. Number each image and list the images on your Image Reference Sheet in this order. CDs/memory sticks must have the entry reference number on them.

Each image in the submission must be numbered and an image reference sheet submitted listing each numbered image along with the name of the photographer/artist/company to be credited in any publicity. A brief description (max 15 words) of each image must also be submitted so they can be understood easily. Please note that this sheet must be included on the CD/memory stick that accompanies your entry. A hard copy of this sheet does not need to be submitted.

All photos may be used in publicity for the Awards. As a result the provenance must be stated and the images must be publishable and creditable.

The images are mainly for promotional purposes, if these are not submitted then the Landscape Institute will be unable to include pictures in any promotional materials. Images at 300dpi are for use in print media.

4. CD/Memory stick

Each CD/memory stick must contain the following information:

- 1 the entry in its entirety, as one file, as well as the Entry Form. This should be provided as a pdf.
- 2 A folder containing all images in your submission as jpegs, at 300dpi+. This folder should give the entry reference number and indicate that the images contained in it are 300 dpi images.
- 3 The completed Certificate Order Form (sent to you with your Entry Form)
- 4 The Image Reference Sheet, a template of which will be provided to you (with your Entry Form)

The Landscape Institute strongly recommends that you make at least one copy of all materials submitted as part of your entry in case of loss or damage in transit. The LI will keep successful entries in the library for future reference.

Please note that the LI does not return entries, whether they are successful or not, once they have been submitted for the awards.

5. Specific category requirements

Each award category may also have its own specific requirements. Select the relevant award category and follow the specific requirements of that category.

6. Certificate Information

In the event of your winning an award and we need to know how many certificates you will require and what they should read. Please note that two framed certificates will be provided. We will provide as many extra unframed certificates as you require after the Ceremony. A Certificate Order Form will be e-mailed to you with your entry form and it should be completed and included on the CD/memory stick that accompanies your entry.

7. Presentation

Please note that judges will be taking the quality of presentation into consideration when making their decisions.

Additional information

Confidentiality

All material entered will be treated by the Awards Committee and judges as confidential.

Adjudication

- Adjudication will be undertaken by jurors appointed by the Landscape Institute. For each category of entry a jury will be convened comprising both members and non-members of the Landscape Institute.
- The chair and the juries will select work for the Awards from each of the categories, where appropriate. Should the judging panels feel that none of the work meets the required standard then no award has to be given.
- Adjudication will take place between July and October 2016.
- From these award-winning entries the President of the Landscape Institute will select one piece of work for the presentation of the President's Award for the Best Landscape Architecture Scheme of the Year. Please see 'Special Awards'.

Announcement and presentation:

- The decisions of the judging panels are final and no correspondence will be entered into before or after the event.
- The results of the 2016 Landscape Institute Awards will be announced and the presentations made at the Awards Ceremony 2016, which will be held on 24 November in Central London. Please see the Landscape Institute website for the confirmed date of the Ceremony.
- Certificates will be prepared for presentation to the entrants of all award-winning submissions.
- A maximum of two certificates per entry will be framed.
- Those receiving awards will be notified in advance and receive a free ticket to the Awards Ceremony.
- Additional places will only be guaranteed once an Awards Ceremony booking form has been received by the Landscape Institute. This must be done two weeks in advance of the Ceremony. Without it the Landscape Institute cannot guarantee the dietary requirements, name badges and so on will be catered for as requested.

Conditions

- Registration opens in March 2016.
- All entries must incorporate the official Entry Form and must contain the correct reference number, which will be sent to you once you register.
- The closing date for the receipt of entries is 5 pm on Friday 1 July. Entries not completed and received on this date will be declared invalid and the Entry Fee will be forfeited.
- The entrant must have successfully completed a landscape course accredited by the Landscape Institute.
- The entry must be the sole work of the entrant as signed. If not, then other contributors must be acknowledged.
- To be valid all entries require the following material to be submitted by the closing date:
 1. Entry Form – this must be incorporated into your bound entry.
 2. One CD/memory stick containing the entry in its entirety as a pdf, all images supplied as jpegs at 300 dpi, a reference sheet for the images and the certificate order form.

Item 2 must be placed in a separate envelope that should be taped to your bound entry. Each item must be clearly marked with your entry reference number.

- Details of the required content and format of the entry material, including any special category requirements, are provided in the General Entry Requirements and the individual category details. The Landscape Institute reserves the right to return any materials submitted as unsuitable in specification or quality and to request replacement.
- An entry to the Awards scheme will presume permission to publish all submitted material and particulars of successful schemes, including the jurors' reports. This may include print publication and exhibition material submitted. The wording of reports will be based strictly upon the details given on the Entry Form.
- Submitted material will be retained by the Landscape Institute and will not be returned. The organiser cannot accept any responsibility for submissions that are late, lost, mislaid or damaged by Royal Mail or other delivery companies. It is recommended that entrants make two copies of their submission, one for their records and one to be sent by recorded delivery or with a reputable courier.

Student categories

Portfolio and dissertation work produced by students who have successfully completed a landscape course during the three years to July 2016 – at a school accredited by the Landscape Institute – is eligible for submission. Work by the same student may be entered in both categories. Work which has already received a Landscape Institute Student Award may not be re-entered.

Student entries must be accompanied by a completed Entry Form and Statement. Images on a CD/memory stick and Reference Sheets are required in these categories for use at the Awards Ceremony and in any promotional literature relating to the award winners.

The Statement should be no more than 500 words and provide background information including:

- Personal approach to projects
- Special qualities
- Research
- Inspirations
- Experience gained in and around the course

Student Dissertation

This should be a dissertation completed as part of an undergraduate or post-graduate course accredited by the Landscape Institute.

Brief details of the research problem, hypothesis and research methodology should be provided. If these details are contained within the dissertation and have been established by the student then a summary should be provided of 500 words, maximum.

Specific requirements for entry:

- One copy of the dissertation document(s) should be provided.

Main criteria for judging:

- Choice and focus of subject – appropriateness of response to brief
- Clarity of purpose and structure – ways in which aims and objectives are set out and appropriateness of dissertation structure for its purpose.
- Research and review – quality and breadth of background research and literature review, including appropriate citing of references and sources.
- Methodology – quality and appropriateness of methodology and its application, including clarity of procedures used.
- Analysis and interpretation of results – analytical ability, demonstrated, including appropriate development and application of criteria for interpreting results and making judgements.
- Communication – quality of communication and expression including written style, grammar, illustrations and graphic presentation.
- Conclusions/summary – appropriateness, reliability and usefulness of conclusions of the subject addressed.

Student Portfolio

This should include selected drawings and other communication material representing projects from each year of the completed course and identified accordingly (Year 1 etc).

A short summary of the individual project briefs or the full brief should be attached for each project. Students are encouraged to explore all forms of presentation and media.

Specific requirements for entry:

- Work must be submitted bound in no larger than A3 format.
- Up to A1 size sheets may be folded, inserted and bound in the portfolio.
- Photographs of other work (eg models) may be included on the CD.
- If material is submitted in hard copy, it is recommended that the portfolio should not contain more than 30 sheets.
- A broad range of projects should be illustrated but one specific project should be shown in greater detail.

Main criteria for judging:

- Creativity and innovation of proposals, including use of materials and technologies.
- Scale of working – ability to work at, and through, different scales, from strategic and planning issues to detailed design considerations.
- Brief – appropriateness and vision in response to the brief.
- Context – quality of response to site context in physical, cultural, social, political, economic terms etc.
- rationale – clarity and appropriateness of aims, objectives, strategies and design concept(s).
- Research – depth and relevance of background research and its expression.
- Technical and functional aspects - quality of approach to developing technically and functionally sound proposals.
- Sustainability – demonstration of sustainable approach, including low-energy or energy efficient designs, improved biodiversity, good hydrological management, pollution prevention or reduction, bioengineering techniques etc.
- Presentation and communication – quality of communication and expression, appropriateness of media used to give quality and effective communication.
- Conclusions/Summary – appropriateness, reliability and usefulness of conclusions the subject addresses

Special Awards

There are three special categories in the Landscape Institute Awards. Students are eligible to enter The Peter Youngman Award and the President's Award.

President's Award

The President of the Landscape Institute will select one piece of work for the presentation of the President's Award for the Best Landscape Architecture Scheme of the Year.

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The Landscape Institute is the Royal Chartered institute for
landscape architects.

As a professional body and educational charity, we work to
protect, conserve and enhance the natural and built environment
for the public benefit.

We champion landscape and the landscape profession, through
advocacy and support to our members, in order to inspire great
places where people want to live, work and visit.

We work with government to improve the planning, design and
management of urban and rural landscape.

We accredit university courses and promote professional
development to ensure that landscape architects deliver the
highest standards of practice.

**Winner, Student Portfolio
2015
Fraser Halliday**
Image credit: F Halliday

