

The Royal Institute of British Architects

**RIBA Description & Regulations
for the Recognition of Courses and
Examinations in Professional
Practice and Management, (Part
3) in the United Kingdom**

Final Version

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Effective From September 2002
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Foreword

The Examination in Professional Practice and Management (Part 3) is the final examination in an architect's education and the foundation for life-long learning and development as a member of the architectural profession. Students who have successfully completed a recognised examination in Professional Practice and Management (Part 3) are eligible for Corporate Membership of the Royal Institute of British Architects, (RIBA). The Examination is the culmination of a minimum seven years of an architect's education and training and marks the starting point of full professional status, with its associated commitments to the Code of Professional Conduct and to maintaining and developing professional knowledge and skills.

The description and regulations contained in this document are directed at those concerned with the policy and conduct of examinations in Professional Practice and Management in the United Kingdom, leading to exemption from the RIBA's Examination in Professional Practice and Management. The document forms the basis on which provision at Part 3 is assessed for recognition by the RIBA Validation Panel on behalf of the RIBA. It will therefore be of interest to course providers seeking recognition of courses at Part 3, to members of the RIBA Validation Panel and the architectural profession. Other professional and statutory bodies seeking information and guidance on the structure of Part 3 and standards for professional entry may also find this document useful.

The Examination has been designed as a test of candidates' understanding of their obligations and responsibilities as professionals to clients, employers, to the profession, to other members of the building team and to society. Its primary purpose is to demonstrate a candidate's competence for the practice of

architecture and is concerned with demonstrating professional awareness, knowledge, understanding and ability in four key areas:

The context for architectural practice - the role of the profession and the construction industry, the social and economic context for investment in the built environment and the codes and standards regulating the profession of architecture and the conduct of architects.

The management of architecture - the assessment of architectural services, client communication, the role of statutory bodies, construction and development legislation, health and safety requirements, quality assurance and technical standards in the realisation of design.

The management of construction and the procurement of buildings - tender processes, contract law, site organisation, dispute resolution and post completion assessment and de-briefing for clients and building users.

Practice management and business administration.

The Examination in Professional Practice and Management can be taken at any time after passing Parts 1 and 2. Candidates must also have undertaken a minimum of 24 months recorded professional experience that conforms to the RIBA's Professional Experience Regulations. The regulations describing the RIBA's professional experience requirements are published in the RIBA's Professional Experience and Development Record, which can be viewed at www.pedr.co.uk.

Leonie Milliner, RIBA Director of Education

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RIBA Education Committee agreed the description and regulations contained in this document on 19 September 2001. This document therefore replaces the former 'RIBA Guidance Notes for Schools of Architecture on Examinations in Professional Practice' published by the RIBA in 1988. The description & regulations are effective from September 2002

The RIBA Outline Syllabus for the RIBA's Examination in Professional Practice and Management, (Part 3) is published in a separate document, 'Tomorrow's Architect, available from RIBA Book shops.

1. Description

1.1 The Examination in Professional Practice and Management (Part 3)

The Examination in Professional Practice and Management (Part 3) is the final stage of an architect's education. Students who have successfully completed RIBA recognised courses at Parts 1, 2 and 3 are eligible for Corporate Membership of the RIBA.

The Examination in Professional Practice and Management (Part 3) has been designed as a test of candidates' understanding of their obligations and responsibilities as professionals to clients, employers, the profession, other members of the building team and to society. Its primary purpose is to demonstrate a candidate's competence for the practice of architecture. The examination combines an assessment of a candidate's practical experience, under supervision, of the duties and responsibilities of professional practice, which become theirs upon qualification, and professional knowledge and judgement specific to practising architecture in the United Kingdom and Northern Ireland.

The Examination in Professional Practice and Management (Part 3) is composed of three parts:

- A record of professional experience and development in architectural practice (the Professional Experience and Development Record).
- A documentary submission to test professional knowledge, judgement, conduct and ethics.
- A summative professional interview.

In assessing a candidate's competence, the profession is concerned with the candidate's professional development to date, their ability to apply theoretical knowledge to the practice of architecture and their maturity, as revealed in their ethical attitudes and responses during the professional interview. The Part 3 Examination is designed to assess each of these elements in a different way. First, a candidate's professional development and the appropriateness of their professional experience in the work place is recorded and assessed in the Professional Experience and Development Record (PEDR). Secondly, the candidate's application of theoretical knowledge, professional judgement and ethics is tested in scenario-based assessments, examinations, casework studies and an evaluation of professional experience. Finally, all aspects of the curriculum are brought together, reflected upon and examined in the Professional Interview, where the candidate's knowledge and capability to practice architecture is scrutinised in the candidate's responses during the professional interview.

The components of the Examination in Professional Practice and Management (Part 3) are as follows:

a. Documentary Submission

The documentary submission is the most substantial part of the examination process. Its purpose is to test a candidate's professional judgement, conduct and ethics in the context of an ongoing evaluation of the candidate's professional experience. The documentary submission normally consists, as a minimum, of the following parts:

- *A professional curriculum vitae*, recording the candidate's educational and professional career, including non-architectural work, and summarising the candidate's experience in architectural practice.
- *A professional experience evaluation*, supplemented with drawings, site photographs, letters, testimonials etc.

- *Case Study.* This document will vary in scope according to the candidate's professional experience, but will normally be a written evaluation of at least one project undertaken by the candidate during their recorded professional experience, to supplement the Professional Experience and Development Record and professional experience evaluation. Candidates with experience of multiple projects, where no single project covers all work stages, can draw from their experience of different projects to illustrate their involvement in each stage of the Plan of Work.

- *Written examinations, assessed course work, scenario-based essays & reports,* Candidates are expected to demonstrate not only a sound knowledge and understanding of professional practice, but also their ability to apply theory in practice in a co-ordinated, accurate and relevant manner, and the ability to exercise sound judgement and to make responsible decisions. Over time, Part 3 course providers have built strengths in examining particular aspects of Professional Practice in different ways, for example, some courses concentrate on scenario-based assessment, others on a written examination. These forms of assessment should continue to be extended and developed by course providers to assess the Part 3 Outline Syllabus. Candidates will be expected to express themselves clearly, accurately and concisely in written English, and demonstrate a proper awareness of the circumstances in which advice must be sought from more experienced persons or from specialists in particular matters.

The complete documentary submission (the candidate's curriculum vitae, professional experience evaluation, case study, scenario-based essays, written examinations and reports) is submitted by the candidate as part of the Examination in Professional Practice and Management.

Candidates will be expected to be able to develop, and further comment upon, their documentary submission at the Professional Interview. Each Part 3 course provider will define the exact

requirements of the four parts of the documentary submission, within the set guidelines.

b. The Professional Experience and Development Record

Professional experience is an integral part of an architect's education, a continuum of undergraduate education and a foundation for continuing professional development. It is a compulsory element in an architect's training in the UK. During the period of professional experience, prior to sitting the Examination in Professional Practice and Management (Part 3), the student should have increasing responsibility for delivering architectural services under the direct supervision of an architect. Professional experience in architectural practice has two objectives. Firstly, to enable architectural students preparing for the Examination in Professional Practice and Management (Part 3) to put into practice the knowledge and skills gained during their architectural education in the broad setting of general architectural practice. Secondly, to enable architectural students to demonstrate, on completion of their architectural training, that they are capable of discharging the duties and responsibilities of a chartered architect and have completed the mandatory practical experience required by the RIBA.

The Professional Experience and Development Record is an electronic record of a candidate's professional experience, development and competency in the practice of architecture. The purpose of the Professional Experience and Development Record is to ensure that candidates passing the Examination in Professional Practice and Management (Part 3) have gained the required amount of professional experience in appropriate locations and of sufficient complexity and standard. It is a tool for the candidate to demonstrate compliance with the professional experience regulations and to reflect and on what they have learnt during their professional experience. The record sheets are completed at three-monthly intervals by the candidate and checked by the candidate's office mentor and Professional Studies

Advisor (PSA). To complete the record candidates have to be registered at a University with a course (Part 1, 2 or 3) leading to a qualification recognised by the RIBA.

The completed Professional Experience and Development Record is submitted by the candidate as part of the Examination in Professional Practice and Management (Part 3) to the Examination Centre. The Record is an important part of the evidence used to establish a candidate's eligibility and capability to practise architecture. Candidates whose professional experience began prior to the publication of the new Professional Experience and Development Record and have therefore recorded some of their professional experience in the former 'RIBA Practical Training Log Book', have two choices. They may either, with the permission of their Professional Studies Advisor, continue with the 'RIBA Practical Training Log Book' or record the remainder of their professional experience with the new Professional Experience and Development Record, submitting both documents for the Examination in Professional Practice and Management (Part 3).

c. Summative Professional Interview

The Professional Interview is the final part in the examination process. The purpose of the professional interview is for the examiners to establish the candidate's knowledge and experience against the Part 3 Outline Syllabus as set out in the documentary submission and Professional Experience and Development Record.

The interview will normally be conducted with two examiners, an examiner and a professional examiner, both appointed by the university, or the governing body of the course provider if the course is not within a university setting. Both examiners will have extensive experience of architectural practice and will be registered architects. At least one examiner should have examined at Part 3

once before. The primary role of the professional examiner is to assess individual candidates and report to the university or governing body that standards are appropriate and procedures followed. These reports are scrutinised at periodic intervals by RIBA ARB Visiting Boards to Part 3 Courses and form part of the evidence that Visiting Boards use to determine its recommendation regarding standards. The university or governing body examiner is often referred to as the 'internal examiner' and is appointed by the university, or the governing body. They are usually, but not always, a member of staff associated with the course with extensive experience of architectural practice. Their role is to reach a consensual agreement with the professional examiner on the assessment of individual candidates. The professional examiner will be appointed by the university, or the governing body, from a list held by the RIBA.

In addition to the internal examiner and professional examiner, the university or the governing body must also appoint an external examiner to moderate the examination as a whole and report to the academic institution or the governing body on the conduct of the examination. External Examiner reports form an essential part of the evidence that Visiting Boards use to determine its recommendation regarding standards of Part 3 Courses.

1.2 Recognition of Courses by the RIBA

Courses and examinations in Professional Practice and Management (Part 3) recognised for exemption by the RIBA have to conform to the Regulations in Section II below, and demonstrate, through the validation process, that the standards at the lowest pass meet or exceed the learning outcomes contained in the Criteria for Validation for Part 3. Through the process of validation, the RIBA identifies courses and examinations which achieve the standards necessary to prepare students for the professional practice of architecture and which conform to the

regulations in this document. The procedures for the validation of courses are described in a separate document, 'RIBA Procedures for the Validation of UK Courses and Examinations in Architecture,' published by the RIBA, effective from September 2003, and available from the RIBA Centre for Architectural Education or www.architecture.com.

2. Regulations

2.1 Requirements for the recognition of courses, examinations in Professional Practice and Management (Part 3)

Part 3 Course Providers

Part 3 Course providers must achieve recognition of courses, programmes and examinations in Professional Practice and Management (Part 3) by the RIBA according to the procedures described in the document 'RIBA Procedures for the Validation of Courses and Examinations in Architecture.'

The following organisations, or groups of organisations, can provide a Part 3 course and apply for recognition for the Examination in Professional Practice and Management (Part 3):

- a school of architecture with an RIBA ARB recognised course, (Part 1 and/or Part 2);
- groups of schools of architecture with RIBA ARB recognised courses, (Part 1 and/or Part 2);
- an RIBA region;
- groups of RIBA regions
- other organisations will be considered on request.

Where a course provider is formed of more than one organisation, the scope of group/consortia arrangements should be clearly documented and agreements reviewed at regular intervals. The group/consortia agreements must clearly state the rights and responsibilities of each partner organisation, including who is

responsible for the appointment of external examiners, the appeal processes for candidates and awarding body status.

Other Requirements

RIBA recognised examinations in Professional Practice and Management (Part 3) courses, programmes & examinations must be able to demonstrate the following:

- a. The course meets or exceeds the standards contained in the Outline Syllabus for Part 3 and conforms to the regulations contained in this document.
- b. The course, programmes and examinations are delivered and examined in the United Kingdom.
- c. No part of the course, programmes or examination is franchised, or otherwise delivered by a course provider or organisation other than the one(s) named in the Visiting Board report.
- d. Admission to the course is restricted to students who have successfully passed a recognised qualification at Part 1 and Part 2 in a school of architecture in the UK, passed an assessment by the RIBA ARB Assessment Panel at Part 1 and Part 2 or have a qualification recognised under the EU Architects Directive.
- e. The Part 3 Examination Centre has procedures for the selection, recruitment, training and retirement of professional examiners for the Examination in Professional Practice and Management (Part 3), which ensures no professional examiner is engaged to examine the course for more than 6 consecutive years.
- f. The professional examiners are sufficiently balanced in their experience as a team to examine all aspects of the course and that each examiner submits a report after every examination session to the university, or the governing body of the course provider if the course is not within a university setting.

- g. The names and addresses of all professional examiners are notified to the RIBA prior to the examination session taking place.
- h. The university or the governing body should additionally appoint an external examiner(s) for their Part 3 programme and examination to comply with academic QA procedures and current Professional Validation requirements. (See Appendix 7 of ‘RIBA Procedures of Validation of UK Courses and Examinations in Architecture’: ‘Guidance for Institutions on External Examining’)
- i. The course has procedures to ensure its standards can be maintained over a sustained period, (i.e. until the next visiting board) and that there are procedures for students to appeal against examination results for reasons of maladministration by the university or the governing body and/or misconduct of the examination proceedings.
- j. Proposed changes to the course, programmes and examinations, to the location of the course/examination or to partner/consortia arrangements are submitted for approval by the RIBA under the procedures for course changes, described in the document referred to in item 1.1.
- k. That the course/examination is formed of a minimum of the three parts described in item 2.

Names of Candidates

The Examination Centre must submit to the RIBA the names of candidates who have successfully passed the Examination in Professional Practice and Management (Part 3) after each examination session.

Application to Modify or Waive the Regulations

The RIBA will consider an application from Part 3 course providers to modify or waive any of these regulations if the RIBA

and the ARB decides that the circumstances justify such a modification or waiver.

The regulations and outline syllabus contained in this document will be reviewed every five years.

2.2 The structure of recognised courses, programmes and examinations in Professional Practice and Management (Part 3)

Course Structure

Recognised courses, programmes and examinations in Professional Practice and Management (Part 3) must be formed of three parts:

- Documentary Submission
- Professional Experience and Development Record
- Professional Interview.

Each part must be passed in order to pass the Examination in Professional Practice and Management (Part 3).

The Documentary Submission

The Documentary Submission is a compulsory part of the Examination in Professional Practice and Management (Part 3). All candidates successfully passing the Examination in Professional Practice and Management (Part 3) must also have passed the Documentary Submission. A candidate must be registered on a recognised course in Professional Practice and Management (Part 3) to complete the Documentary Submission. A candidate’s Documentary Submission must, at a minimum, consist of the following components and conform to guidelines issued periodically:

- A professional curriculum vitae;
- A professional experience evaluation;
- Case Study;

- Written examinations, assessed course work, scenario based essays and reports.

The Documentary Submission must be completed in clear, accurate and concise English.

The Professional Experience and Development Record

The Professional Experience and Development Record is a compulsory part of the Examination in Professional Practice and Management (Part 3). All candidates successfully passing the Examination in Professional Practice and Management must also have completed the Professional Experience and Development Record and associated mandatory periods of professional experience. The Professional Experience and Development Record and associated periods of professional experience must be completed according to the regulations contained in the Record, available at www.pedr.co.uk. A candidate must be registered at a school of architecture with a recognised course, (Part 1, Part 2 and/or Part 3); to complete the Professional Experience and Development Record, for which schools of architecture may charge a reasonable fee to cover the costs of monitoring a candidate's records sheets.

The Professional Interview

The Professional Interview is a compulsory part of the Examination in Professional Practice and Management (Part 3.) Every candidate passing the Examination in Professional Practice and Management (Part 3) must also have passed the Professional Interview. A candidate must register and sit the Professional Interview where the candidate is a registered for the Examination in Professional Practice and Management (Part 3). A candidate must have Part 1 and Part 2 and gained the necessary professional experience before sitting the Professional Interview.

The Professional Interview will be conducted by two examiners, one of whom will be a professional examiner selected from the list of Professional Examiners. At least one of the examiners must have examined at Part 3 on *at least* one other occasion. Both examiners must be architects with extensive (at least seven years) experience of professional practice in the UK. The examiners will have read the candidates documentary submission and PEDR prior to the Professional Interview. The Professional Interview will be conducted in English.

3. The List of Part 3 Professional Examiners

The RIBA will maintain a list of suitably qualified and experienced registered architects to act as Part 3 Professional Examiners for the Examination in Professional Practice and Management (Part 3). Part 3 course providers must select their Professional Examiners from this list. Only registered architects with extensive experience of architectural practice are eligible to be included on the list of Part 3 Professional Examiners.

The Professional Interview will be conducted by two examiners, one of whom will be a professional examiner selected from the list of Professional Examiners described in 3.1. At least one of the examiners must have examined at Part 3 on at least one other occasion. The following regulations apply to the professional examiner only.

The list of professional examiners will contain two categories. The first category is for members who are experienced professional examiners who have examined the Examination in Professional Practice and Management (Part 3) on at least one other occasion. The second category is for members who have no experience of acting as a professional examiner at Part 3. At least one professional examiner appointed by a course provider must be selected from category one of the list of professional examiners. Other professional examiners may be selected from either category, provided that no more than 60% of the total number of professional examiners are selected from category two of the list of professional examiners.

Applications to join the list of Part 3 Professional Examiners must be submitted on the prescribed form. Nominations may be made

by individuals, architectural practices, Part 3 course providers or schools of architecture. Members' details will be held on the list for three years after which time they will be contacted to renew their application, this will normally take place in July. Examiners who wish to withdraw from the list should normally do so with effect from July.

Nominations for new examiners should also be made in July. Amendments or updates to examiner details may be made at any time.

Admittance to the list of Part 3 Professional Examiners not does imply endorsement of the skill, ability, suitability or experience of an examiner to act as a Professional Examiner Professional examiners may be appointed as examiners for courses and examinations where they are not already an 'internal' or 'external' examiner.

The information held will only be used for the purposes of administering the Examination in Professional Practice and Management (Part 3) and will not be disclosed to any one other than Heads of Schools of Architecture, Professional Studies Advisors, officers of the RIBA or members of the RIBA Education Committee. Heads of Schools of Architecture or Professional Studies Advisors may request copies of the list of professional examiners at any time. Briefing sessions for professional examiners will be arranged at regular intervals by the RIBA.

APPENDIX XX

EXTERNAL EXAMINER GUIDANCE NOTE

1. INTRODUCTION

It has always been a standard condition of RIBA Validation Procedures that External Examiners are appointed for all Part One and Part Two courses. The new Part Three regulations introduced from September 2002 made it clear that this requirement also applied to Part Three courses. External Examiner reports and responses to them (if produced), for the last three years have also been required as a key element of the documentation for Visiting Boards. These new procedures seek to build upon and augment these procedures.

This new Guidance Note provides additional information and documents procedures the RIBA will expect to see implemented for all Part One, Two and Three programmes from the academic year 2003/4. It has been written to be consistent with the requirements of the QAAHE Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, Section 4: External Examining (January 2000).

2. BACKGROUND

The RIBA acknowledges that External Examiners are appointed by Universities and that their primary role is to provide the university concerned with guidance as to the standard of awards being made and the appropriate operation of the institution's assessment procedures. In addition, the QAA in the introduction to their code of practice state that "External Examining provides one of the principal means for the maintenance of nationally comparable standards within autonomous higher education institutions". It is this element of the external

examiners' role which is particularly important to the RIBA.

The QAA states in Precept One of their code that "An institution should require its external examiners, in their expert judgement, to report on whether the standards set are appropriate for its awards, or award elements, by reference to published national subject benchmarks, the national qualifications framework, institutional programme specifications and other relevant information. There are references elsewhere in the code of practice to professional standards and the need to "develop criteria, where appropriate, with statutory and professional bodies". On this basis, the RIBA would expect Universities to be requiring external examiners for architecture degrees to be using their annual reports to comment on the standards being achieved and continued conformity with Validation Criteria.

3. APPOINTMENT

The QAA Code of Practice guidance related to Precept 4 "Nomination and Appointment" states:

"Institutions are responsible for the number and deployment of their external examiners. In discharging this responsibility, institutions should consider carefully the need to:

- Develop criteria, where appropriate in discussion with statutory and professional bodies, to support the nomination and appointment of external bodies, to support the nomination and appointment of external examiners, and monitor whether these criteria are being followed."

The RIBA would expect that in their selection and appointment of external examiners, schools of architecture operated in conformity with the general recommendations of the QAA Code, but that the following discipline specific guidelines are also adhered to:

- A sufficient number of external examiners should be appointed to allow time for the work of all students completing Part One and Part Two to be subject to detailed scrutiny;
- There should be a balance of academic and practitioner external examiners.
- At least one external examiner should be appointed with specific responsibility for the oversight of the Part Three programme, should one be offered by the school. **The expectation would be for this examiner to have both recent experience and knowledge of the Part 3 Examination process and criteria.**
- The names and brief CVs of all external examiners appointed to validated Part One, Two and Three programmes should be forwarded to the RIBA as soon as their appointment is confirmed by the institution.

4. EXTERNAL EXAMINERS REPORTS

The QAA code provides detailed guidance on the timing, form and coverage of the reports which external examiners are required to produce. The RIBA would expect that the external examiners' reports conform to the requirements of the code, but that specifically external examiners be required to comment on whether in their view:

- **Minimum pass standards in each programme are acceptable and consistent with those on other comparable programmes;**
- **The Validation Criteria held in common by RIBA and ARB continue to be met by the programmes examined.**

5. FEEDBACK TO EXTERNAL EXAMINERS

The RIBA would expect Schools of Architecture to operate according to precept 16 of the QAA Code and ensure that external examiners are, within a reasonable time, provided with a response to their comments and recommendations, including details of any action taken, or to be taken, by the school or university.

6. SUBMISSIONS TO RIBA

The name, brief CV and details of the term of appointment should be notified to the RIBA whenever a new external examiner is appointed.

The documentation to be supplied for annual monitoring should include all the external examiners reports for the academic year in question together with the responses made by the school.

The documentation to be supplied in advance of a Validation Visit should include external examiners reports for all graduating cohorts of each course since the last Visiting Board, together with copies of responses to those external examiners, unless these have already been supplied by way of annual monitoring.