

PART 3

Advanced Diploma
in Professional Practice
in Architecture
Prospectus

RIBA
Part 3 Course 2020
UK

RIBA 
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Disclaimer

The information contained within this prospectus is correct at the time of publish, however there may be updates or amendments prior to the commencement or during the course. This prospectus is intended for prospective candidates for the RIBA's own Part 3 course and examination.

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1 Key staff

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2 Introduction

The RIBA has its own Part 3 course and qualification – the Advanced Diploma in Professional Practice in Architecture, which is administered in the RIBA North office. The course is residential and is delivered at the University of Chester.

The course and the related examination in Professional Practice is validated and prescribed by the RIBA and the ARB respectively. Those who have ARB Part 1 and Part 2 recognition, who are successful in the examination, are eligible for registration under the Architects Registration Act 1997 and for Chartered Membership of the RIBA.

What is Part 3?

The Part 3 stage of architectural education in the UK is concerned with assessing applied knowledge and skill in relation to professional conduct and competence to practice as an architect.

This is based on and assessed against the current professional criteria for Part 3 as outlined by ARB/RIBA, see 'What is assessed?'.

What is included?

Candidates enrolled on the RIBA Part 3 will have the benefits of receiving the following:

- Monthly online study packs via dedicated website
- PEDR monitoring by assigned PSA
- Two intensive seminars, each of four days duration
- Six days residential accommodation (basic) with full board
- Office briefing (*for UK candidates on request*)
- Tutorials
- Group working
- Associate Membership* (*running from 1st January 2020 until 31st December 2020*)
*subject to eligibility and approval by Membership Admissions Committee



3 Course Content and Structure

Through our dedicated website we offer monthly downloadable self-study packs, which include content such as sample practice problems, which will support you in preparing for your examination.

In addition to the distance learning element you would be required to attend two intensive four-day residential seminar weekends, usually held at the end of March and beginning of July in Chester. These seminar weekends include lectures, tutorials and group working sessions.

Induction evening

Once candidates have been registered onto the course, they will have the opportunity to attend one of three scheduled induction evenings, delivered in Liverpool, London and Manchester.

This session gives candidates an opportunity to find out more about the RIBA Part 3 course and what is to be expected for the year ahead. It also serves as a good opportunity for candidates to meet their assigned study group and the Part 3 team.

NB – this is an optional session, but highly recommended.

Online self-study packs

The copyright protected material of the online monthly study packs is devised for the candidate's personal use in connection with the course and the examination. These are provided on a monthly basis from January to June.

Responsibility for programming private study using the material and assignments of the monthly distant learning study packs rests with the individual candidate. These packs include useful content such as:

- RIBA professional practice information documents
- Short questions
- Past practice problems examinations



Residential seminar weekends

The two seminar components of the course are normally held at the University of Chester, over a weekend. The dates of the seminars are published in the 'key dates' and candidates should reserve study leave with their offices at the beginning of the course.

These four-day residential seminar weekends include lectures and group working sessions, which cover the ARB/RIBA criteria for Part 3. Candidates will also be allocated a one-to-one tutorial at each weekend.

Accommodation and catering is provided for candidates from the Saturday to Tuesday of each seminar weekend.

Because of the intensity and nature of the two seminars, participation is an essential requirement of the course. To be fully effective the seminars require the candidate's total commitment; there is no provision for candidates to take business calls during the seminars.

PEDR Monitoring

On registration candidates are assigned a Professional Studies Advisor (PSA), who will provide official monitoring of PEDR sheets and experience towards your Part 3. This is provided for the duration of your time on the course.

Tutorials

One-to-one tutorials will take place with an assigned professional studies advisor at each of the residential seminar weekends.

Prior to these tutorials, candidates will be expected to submit draft documents which will form the basis of discussion at these sessions.





Study groups

Candidates will be assigned to a group by mid-December, which will be based primarily by office location, where possible.

Study groups form an integral part of the course, and will be used for the group working sessions at the seminar weekends. We highly recommend that candidates meet up or stay in regular contact with their study groups from an early stage of registration.

Drop in sessions

We offer regular optional 'drop in sessions', where candidates can meet with the Professional Education Programmes Director / Part 3 Course Leader at RIBA, 76 Portland Place, London and RIBA North, 21 Mann Island, Liverpool.

These are informal sessions so candidates can discuss Part 3 related issues and/or view past documentary submissions. Dates of these session can be found in 'key dates'.

4 Examination Process and Assessment

What is assessed?

The syllabus of the RIBA Part 3 course is continually updated to cover the current Part 3 Criteria as outlined by ARB/RIBA, encompassing contemporary issues in practice and current legislation and developments.

How is it assessed?

For assessment of the RIBA Part 3 examination, candidates must submit a documentary submission consisting of the following:

- Curriculum Vitae
- Self-Evaluation
- PEDR log sheets
- Case Study
- Practice Problems examination answers

The first opportunity to take the examination is in September 2020, however the RIBA Part 3 have exam sittings every six months. Candidates have up to three years to successfully complete the examination.

Full details of the examination process will be provided to candidates in the RIBA Part 3 candidate handbook.

Curriculum Vitae

The curriculum vitae must not exceed two pages in length. It must list in chronological order the dates and places of academic study and qualification, and professional work, that have been significant in the candidate's professional development.

Self-evaluation

The self-evaluation should encompass many aspects of your career and must be in the form of an appraisal of the whole of your professional career to date, in terms of its learning and professional development outcomes.

Whilst hard facts are needed regarding your experience and responsibilities the examiners are primarily looking for your evaluation of this experience. i.e. evidence of the use of reflective practice. Where appropriate, cross-references may be made to the curriculum vitae, PEDR sheets and/or the case study.

The self-evaluation must be between 3,000 and 5,000 words in length.

PEDR log sheets

By the RIBA Part 3 oral examination stage, candidates should have recently completed a minimum of 24 months' practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect.

Further details can be found in the RIBA Practical Experience Eligibility Criteria. Any queries regarding the appropriateness and eligibility of experience should be directed to the Professional Education Programmes Director or Professional Education Programmes Manager.

Case Study

The case-study is devised firstly as an opportunity for candidates to demonstrate their awareness and understanding of professional practice, and secondly as an opportunity to demonstrate their ability to carry out a piece of applied research and to prepare a technical report.

The subject of the case-study can be wide ranging and should be used as a vehicle to demonstrate your knowledge and understanding of the ARB/RIBA Part 3 Criteria.

The subject should ideally be one with which the candidate has been personally involved or if necessary may be one in which the candidate has had no personal involvement but has access to all the relevant information and records. It may concern the study of a small project from start to completion or specific parts of a large project.

The case-study should be no more than 8,000 words; however, an additional 1000 words is allowed to candidates using either overseas or dual project case studies.

Practice Problems examination

The 'practice problems' office-based examination should take place in the candidate's normal place of work, under the direction and supervision of the person nominated and registered as the candidate's examination supervisor and is held over two full working days, covering your knowledge of the ARB/RIBA criteria for Part 3. In these papers candidates must answer ALL five questions derived from the ARB/RIBA criteria. (This is an open book exam)

Professional Interview

Normally the professional interview takes place four weeks after receipt of the candidate's documentary submission and is conducted by two Professional Examiners, with all interviews normally being held at Chester Racecourse over one or more days.

The interview is an opportunity for the examiners to question you on specific aspects of your documentary submission or indeed on any aspect of the Criteria that they do not believe has been adequately covered.



5 Key dates

December 2019	10	Induction evening, London (<i>optional</i>)
	11	Induction evening, Liverpool (<i>optional</i>)
	12	Induction evening, Manchester (<i>optional</i>) Welcome packs issued
January 2020	1	Issue of Study Pack 1 <i>Submission of unsigned PEDR sheets to date</i> <i>Appoint Office Mentor and Examination Supervisor</i>
February	1	Issue of Study Pack 2
	8	Drop in session, Liverpool (<i>optional</i>)
	10	Drop in evening, London (<i>optional</i>) <i>Selection of case study topic</i>
March	1	Issue of Study Pack 3
	2	Submission of draft CV and case study synopsis
	2	Drop in evening, London (<i>optional</i>)
	21-24	Part 3 Residential Seminar
April	1	Issue of Study Pack 4
May	1	Issue of Study Pack 5
	5	Drop in evening, London (<i>optional</i>)
	9	Drop in session, Liverpool (<i>optional</i>)
June	1	Issue of Study Pack 6
	1	Drop in session, London (<i>optional</i>)
	13	Drop in evening, Liverpool (<i>optional</i>)
	15	Submission of draft case studies and self-evaluations
July	4-7	Part 3 Residential Seminar
August	1	Drop in session – Liverpool (<i>optional</i>)
	5	Exam notification deadline
	17	Drop in evening – London (<i>optional</i>) <i>Finalise case study and self-evaluation</i>
September	2-4	Office based examination
	4	Documentary Submission
October	5-8	Professional Interviews, Chester or London (TBC)
	19	Issue of results to candidates and notify ARB and RIBA <i>Review Practice Problems prior to interview</i>
November	2	Drop in session, London (<i>optional</i>)
	7	Drop in evening, Liverpool (<i>optional</i>)
December	5	Graduation Ceremony, London (TBC)
	7	Drop in evening, London (<i>optional</i>)

*activities in *italics* are candidate self-study and do not have a specific date/deadline.

The dates for the submission of draft case studies/self-evaluations together with the date for finalising these documents relates to those candidates undertaking the September examination. It is recommended that those candidates aiming for the Spring 2020 examination should complete their written documentation prior by October/November 2019.

6 Eligibility Criteria, Fees and Application Procedure

Who is it for?

ADDPA is aimed at those wishing to achieve status as a fully qualified architect in the UK. However, before you can take the examination there are certain eligibility requirements one must meet.

Admission to a RIBA validated Part 3 course in the UK is normally restricted to candidates who:

- hold UK RIBA validated qualifications at part 1 and at part 2
- have completed the appropriate qualification/s listed under Annex V or Annex VI of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC)
- hold international qualifications equivalent to part 1 and part 2, and who have completed the ARB Prescribed Examination at part 1 and part 2.
- or with relevant overseas qualifications, but they will be required to undertake the ARB prescribed exams before registration with ARB.

Candidates for the RIBA Part 3 oral examination stage should have recently completed a minimum of 24 months' practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect.

How much does it cost?

The fees set for 2020 are as follows:

- Registration fee £200 + VAT (£240) due on registration
- Course fee £1875 + VAT (£2250) payable from January 2020
- Examination fee £450 + VAT (£540) payable on exam registration

Prices are correct at the time of publish. RIBA reserve the right to increase the price of their fees. Please note that fees are non-refundable.

How to apply?

To apply please complete the [RIBA Part 3 UK 2020 Application Form](#) and send via email to Part3@riba.org

Or by post to:
RIBA Part 3 Department
RIBA North
21 Mann Island
Liverpool
L3 1BP

The provisional deadline for applications for the 2019 RIBA Part 3 course is 31st November 2019.

NB – This deadline may be extended depending on availability of spaces.

7 Useful Information

ARB/RIBA Criteria for Part 3

For further information on the ARB/RIBA Criteria for Part 3 please see [here](#).

Preparatory course for the ARB prescribed exams*

The RIBA offer a short [preparatory course for the ARB Prescribed examinations](#) for their Part 3 candidates. These exams are the way in which overseas architectural qualifications are recognised in the UK. Passing the Prescribed Exams together with Part 3 will allow you to register as an architect in the UK.

More information about the ARB Prescribed examinations can be found on the ARB website.

*this is for candidates who have completed qualifications overseas.

Individual Portfolio Review Sessions

In addition to the above course, the RIBA is offering the opportunity to attend a [one-to-one individual portfolio review](#), at which applicants can book an hour's consultation with a reviewer to go through their portfolio, in preparation for the ARB Prescribed Exams.

8 FAQ's

Application

Do I need to include copies of my qualifications?

If your qualifications are from the UK then you do not need to provide copies of these. Anybody with overseas qualifications must include copies of these.

How and when do I pay the registration fee?

The registration fee is due on application; this should be sent as a cheque addressed to RIBA. If you cannot pay by cheque then please send a letter along with the application form requesting an invoice instead (payment can then be made by bank transfer or credit card).

How and when do I pay the course fee?

The course fee will be invoiced from January 2020. You can choose to pay by invoice, credit/debit card or direct debit.

Fees must be paid in full by no later than the second seminar weekend.

- By invoice – this will be raised in the first week of January and sent to the candidate directly by email.
- By credit/debit card – Payment will be taken by 10th January. We will not provide receipt unless previously requested.
- By direct debit – This can be set up to be paid in up to five instalments starting January 2020. Payments are usually taken on or shortly after 21st of each month.

How and when do I pay the exam fee?

The exam fee is invoiced once the candidate has sent an exam notification form confirming that they would like to take the examination. The fee must be paid prior to the examination date.

Course

Do I have to attend the drop-in sessions?

No, these are non-compulsory sessions.

Do I have to attend the seminar weekends?

Yes, you must attend the seminar weekends, unless you have mitigating circumstances. Non-attendance at both seminar weekends would mean you would not be eligible to take the examination.

Practice/Office

Do I need to be working in a practice to apply for the course?

No, you do not need to be working in a practice at the time of registration, however you would be expected to be in employment by the time you come to take the examination.

PEDR

Do I need to have any completed PEDR sheets to register on the course?

You do not need any completed PEDR sheets at the point of registering onto the course, however you will be expected to have the minimum practical training experience required by the time you come to take the exam interview.

By what time do I need the required 24 months professional experience?

You are required to have 24 months professional experience logged and signed off on PEDR sheets at the point in which you take the exam interview.

c. Can I back date my professional experience?

Yes, however if it is from a previous practice then you will need a letter to accompany your PEDR sheets from said practice, confirming that the experience is a true and accurate reflection of the work undertaken at the time.

Examination

a. How many times can I take the examination?

The examination must be complete within three years of attending the seminars; in this time, you can take the exam as many times as required.

For further information please contact Part3@riba.org.