BARTLETT

School of Architecture
Faculty of the Built Environment

Professional Studies Handbook 2017
A guide for candidates and applicants

The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture – ARB/RIBA Part 3

The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture – ARB Part 3
BARTLETT PROFESSIONAL STUDIES HANDBOOK
2017

This guide should be read in conjunction with the relevant University College London prospectuses or guides.

These include:

UCL Regulations

Disclaimer

The information contained throughout this booklet is correct at the time of going to press, but no guarantee can be given that it will not be amended before the commencement of, or during, the courses and programmes to which it refers.

It is essential that this booklet is read in conjunction with the University College London Regulations.

The brochure is intended as an introduction and guide to prospective applicants, and not as a formal statement of the School or UCL regulations or entry requirements which govern the courses.

The Bartlett School of Architecture and University College London do not guarantee that any particular course or module will be offered every year, and prospective applicants are advised to confirm with the Course Director the exact structure of their chosen course in the coming year.

It should be noted that the courses are revised annually and the School of Architecture reserves the right to alter or suspend any of the courses as necessary.

FEBRUARY 2017
Bartlett Summer Show.
# Contents

## Key staff and contact details

## 1: Introduction

1.1 2017 – Modular course 7

1.2 Programme objectives 7

1.3 Employers, the workplace and PEDR 8

1.4 Prescription by ARB and validation by the RIBA 8

## 2: Professional Studies programmes at the Bartlett

2.1 Part 3 professional qualification programmes – two awards, one programme 10

2.2 Professional Studies support services, including PEDR Part 2 11

2.3 Lecture course – options 11

2.4 CPD courses for practising architects 11

2.5 ARB prescribed examination workshops for Parts 1 and 2 12

2.6 The Year Out course and Stage 1 Experience Monitoring 12

## 3: Part 3 programme content and delivery

3.1 Credit system and workload commitment 13

3.2 Lecture course and timetable 13

3.3 Venues 16

3.4 Tutorials and timetable 18

3.5 Study groups 20

3.6 Recommended reading 20

3.7 Use of candidates’ work as precedents 21

3.8 Module registration 21

3.9 Hand-ins, presentation format and submission 21

3.10 Module 6 events 22

3.11 ARB/RIBA criteria mapping/Competence to Practise 22

## 4: Modules

4.1 Module 1 – Professionalism – the architect’s role in the profession and society 27

4.2 Module 2 – Clients, Users and Delivery of Services 28

4.3 Module 3 – Practice Management 30

4.4 Module 4 – Building Procurement 32

4.5 Module 5 – Legal Framework and Processes 34

4.6 Module 6 – Professional Practice and Management Portfolio 36

4.6.1 Critical Analysis Report (CAR) 36

4.6.2 Professional Development Appraisal (PDA) 38

4.6.3 Records of Work Experience (RWE) 39

4.6.4 Oral examination 40

## 5: Examination process and regulations

5.1 Internal Examiners 41

5.2 Professional Examiners 41

5.3 External Examiner 41
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4 Conflicts of interest/confidentiality</td>
<td>42</td>
</tr>
<tr>
<td>5.5 Late submissions, electronic and paper submissions</td>
<td>42</td>
</tr>
<tr>
<td>5.6 UCL Regulations for word length</td>
<td>42</td>
</tr>
<tr>
<td>5.7 Number of permitted attempts</td>
<td>42</td>
</tr>
<tr>
<td>5.8 Scheme of Award</td>
<td>43</td>
</tr>
<tr>
<td>5.9 Plagiarism, collusion and cheating</td>
<td>44</td>
</tr>
<tr>
<td>5.10 Assessment and feedback</td>
<td>44</td>
</tr>
<tr>
<td>5.11 Quality Management</td>
<td>44</td>
</tr>
<tr>
<td>5.12 Extenuating circumstances</td>
<td>45</td>
</tr>
<tr>
<td>5.13 Appeal procedure</td>
<td>45</td>
</tr>
<tr>
<td>5.14 Candidate questionnaires and student representation</td>
<td>45</td>
</tr>
<tr>
<td>5.15 Feedback to candidate and final results</td>
<td>45</td>
</tr>
<tr>
<td>6: Admissions criteria for Part 3 programmes, application procedure and fees</td>
<td>46</td>
</tr>
<tr>
<td>6.1 Academic qualifications</td>
<td>46</td>
</tr>
<tr>
<td>6.2 Work experience – the professional experience requirements</td>
<td>47</td>
</tr>
<tr>
<td>6.3 Language requirement</td>
<td>47</td>
</tr>
<tr>
<td>6.4 Visas and work permits</td>
<td>48</td>
</tr>
<tr>
<td>6.5 Application procedure</td>
<td>49</td>
</tr>
<tr>
<td>6.6 Fees for Part 3 programmes – 12, 18 and 24 months</td>
<td>49</td>
</tr>
<tr>
<td>6.7 Payment of fees by candidate’s practice or a third party</td>
<td>50</td>
</tr>
<tr>
<td>6.8 Re-sit and re-submission fees</td>
<td>50</td>
</tr>
<tr>
<td>6.9 Withdrawals</td>
<td>50</td>
</tr>
<tr>
<td>6.10 ID cards and security</td>
<td>50</td>
</tr>
<tr>
<td>6.11 Moodle: e-learning</td>
<td>50</td>
</tr>
<tr>
<td>7: Administration</td>
<td>51</td>
</tr>
<tr>
<td>7.1 Data protection and candidate information</td>
<td>51</td>
</tr>
<tr>
<td>7.2 Record photographs</td>
<td>51</td>
</tr>
<tr>
<td>7.3 Publication of personal details</td>
<td>51</td>
</tr>
<tr>
<td>7.4 Data Protection Act</td>
<td>51</td>
</tr>
<tr>
<td>7.5 Data protection and research methods</td>
<td>51</td>
</tr>
<tr>
<td>7.6 Contact details and communications</td>
<td>52</td>
</tr>
<tr>
<td>7.7 Copyright</td>
<td>52</td>
</tr>
<tr>
<td>7.8 Access to the library</td>
<td>52</td>
</tr>
<tr>
<td>7.9 Disclaimer</td>
<td>53</td>
</tr>
<tr>
<td>8: General information</td>
<td>54</td>
</tr>
<tr>
<td>8.1 Student status</td>
<td>54</td>
</tr>
<tr>
<td>8.2 Candidate and student support</td>
<td>54</td>
</tr>
<tr>
<td>8.3 The Sub-Dean and Faculty Tutor</td>
<td>54</td>
</tr>
<tr>
<td>8.4 Student–Staff Committee</td>
<td>54</td>
</tr>
<tr>
<td>8.5 Awards and scholarships</td>
<td>54</td>
</tr>
<tr>
<td>8.6 Safety and security</td>
<td>55</td>
</tr>
<tr>
<td>9: Bartlett events</td>
<td>58</td>
</tr>
<tr>
<td>10: Useful addresses</td>
<td>59</td>
</tr>
</tbody>
</table>

Appendix I: Assessment and mark sheets for Module 6
Appendix II: ARB/RIBA Part 3 Criteria Mapping
Key staff and contact details

All enquiries regarding Professional Studies courses, which fall within the School of Architecture, should be addressed to:

Professional Studies Course Administration
3rd Floor
The Bartlett School of Architecture
22 Gordon Street
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Phone: +44 (0)20 3108 9663

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Dean of the Bartlett and Head of the Faculty of the Built Environment

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Director of the School of Architecture

Teaching staff

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Key staff and contact details

Richard Brindley
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Contact via Professional Studies Administration

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Liz Pickard
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Administration staff

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Course Administrator
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Phone: 020 3108 9663
(On secondment in 2017)

Naz Siddique
Administrator
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Additional administration staff for 2017: Joanna Saxon and Nick Winnard – Email: Bartlett-Part3@ucl.ac.uk
1: Introduction

From January 2017, the Bartlett School of Architecture will return to 22 Gordon Street which has undergone substantial rebuilding. The Professional Studies team will be located on the 3rd Floor in Rooms 315, 316 and 317.

The Bartlett School of Architecture offers Professional Studies’ teaching programmes that draw on a wide range of expertise, both from Bartlett staff and visiting specialist practitioners. We are committed to delivering high-quality education in professional matters throughout the School’s teaching at undergraduate and post-graduate level. Professional Studies staff support all the School’s architecture students, offering informal advice on careers, in addition to formal educational programmes, ensuring that Bartlett graduates are well prepared and competent for practice. They also undertake research into professional matters in architecture.

The Professional Studies Team is headed by Susan Ware, Director of Professional Studies, and includes a number of full- and part-time teaching staff and Professional Studies administrators (see Key Staff and Contact Details).

The ARB/RIBA Part 3 programmes are professional short courses offered by the Bartlett School of Architecture for the purposes of professional registration and chartered status of the RIBA. Participants should note that they do not have full UCL student status.

This handbook has been assembled so that current candidates and prospective applicants can find information on the programmes offered – in particular The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture (ARB/RIBA Part 3) and The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture (ARB Part 3) – in one place.

Please keep the handbook safe, read it, and consult it whenever you have a query relating to the courses. Most of the answers to frequently asked questions can be found in these pages.

Note: While every effort is made to achieve accuracy, there will inevitably be some changes and additional information along the way - what is accurate in November 2016 will not necessarily be accurate in November 2017. It is therefore vital that current candidates regularly check the Bartlett website and UCL’s e-learning environment, Moodle (http://moodle.ucl.ac.uk).

1.1 2017 – Modular course

The Bartlett’s Part 3 programme commences in January each year and can be completed within 12, 18 or 24 months. It is a challenging and demanding course, designed to give candidates greater flexibility whilst studying, and the opportunity to manage their time and tailor the course to fit in with the demands of practice. Assessment is continuous, spread throughout the year. The first five modules link to the extensive lecture programme, with additional teaching delivered through classes and UCL’s online e-learning portal: Moodle. The existing one-to-one tutorial system continues and is linked to the final, sixth module, which culminates with an oral examination. We review the programme and make minor changes to respond to comments and feedback from candidates, practices and academic colleagues and strive to uphold the tradition of high quality Professional Education.

1.2 Programme objectives

The programme aims to equip the candidate with the knowledge, ability and judgement needed to fit an architect for his or her professional duties, and to understand how an office organisation is managed for this purpose.
The purpose of the course is to ensure that those who practise architecture have achieved a threshold of competence (in terms of knowledge and ability) and professionalism (in terms of conduct and responsibility) that is consistent and relevant, and will safeguard clients, building users and society at large. It provides architects with the means to assure clients and society of their high level of skill and professionalism. The examination tests the candidates against the current ARB/RIBA criteria, which fall into five groups:

- Professionalism
- Practice and management
- Legal framework and processes
- Clients, users and delivery of services
- Building procurement.

The modular coursework submission process is used to assess the candidate against the ARB/RIBA criteria for Part 3. A range of different types of assessment are used and candidates should note that some of the course work is based on the candidate having access to the work environment and internet access at specific times. The profession's criteria are used to establish evidence of candidates’ competence and fitness to practise, through their professional, procedural and technical awareness, understanding, knowledge and ability.

### 1.3 Employers, the workplace and PEDR

Candidates are strongly advised to provide their employer with a copy of this handbook, and to keep their employer informed of study commitments and the course requirement to attend tutorials, lectures, classes, study groups and mock interviews.

UK candidates on the PEDR system of Experience Records (Professional Experience and Development Record) should also draw their employer's attention to the advice given on the RIBA's PEDR website (www.pedr.co.uk) regarding the employer’s intended role. Details of the candidates and employers’ obligations are to be found on the RIBA PEDR website.

Non-UK candidates or candidates without current PEDRs are expected to enroll on the RIBA PEDR scheme for the duration of their studies.

The PEDR is a three-way compact between the candidate, the practice mentor and the School’s Professional Studies Advisor to ensure that the candidate received compliant, approved and monitored experience.

On commencement, and at stages throughout the modular course, employers are invited to contact the Programme Director and discuss their candidates' progress.

### 1.4 Prescription by ARB and validation by the RIBA

The Bartlett School of Architecture’s Part 3 programme responds to the RIBA and ARB Professional Criteria for admittance to the register of UK architects and chartered status. The criteria are identical for both organisations.

The programme has been prescribed by the ARB, which means that successful candidates will be able to register as an architect in the UK. The RIBA has validated the programme. RIBA Validation enables candidates to apply for Chartered Membership with the RIBA. The Part 3 programme was successfully revalidated in July 2016 with the Visiting Board “strongly supporting” the programme which it described as “rigorous”

The programme commencing in January 2017 is based around the requirements of the RIBA Examination in Professional Practice and Management (Part 3): Description, Regulations & Outline Syllabus and the Part 3 Criteria held in common by the RIBA and the ARB.

establishment as an architect (subject to statutory provisions) in a member state of the European Union/European Economic Area.

For further information, refer to the ARB/RIBA websites (www.arb.org.uk and www.architecture.com). **Candidates should read the learning objectives and the ARB and RIBA criteria, and ensure that, in addition to the lecture course topics, they have covered the syllabus and met the criteria through private study, revision and experiential learning.**
2: Professional Studies programmes at the Bartlett

Professional Studies teaching and learning in the School of Architecture is present in the full-time undergraduate Part 1 and Masters’ level Part 2 programmes. Lifetime Learning and Continuing Professional Development (CPD) are also offered through a range of programmes and short courses for professional qualifications.

2.1 Part 3 professional qualification programmes – two awards, one programme

The Bartlett offers two Part 3 awards: each award has different admissions criteria but all candidates follow the same programme and examination.

- **The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture – ARB/RIBA Part 3.** This is available to applicants who have already obtained UK ARB/RIBA Part 1 and Part 2 exemption, or ARB Part 1 and 2 through the ARB Prescribed Examination, including applicants who have obtained Part 1 and/or Part 2 from RIBA-validated overseas schools.

- **The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture – ARB Part 3.** This is available to non-UK applicants who have architectural or built environment qualifications from non-UK schools but have yet to obtain Part 1 and/or Part 2 through the ARB Prescribed Examination.

The Bartlett attracts a large number of candidates who have either studied Part 2 at UK schools, studied at overseas schools validated by the RIBA or have come from overseas to work. These candidates have not yet obtained Part 1 and or Part 2 through the ARB Prescribed Examination. Many candidates have a limited time in the UK to take the Part 3 and frequently take the ARB Prescribed Examination concurrently with the Part 3 or shortly afterward. In order to meet their needs we are able to provide the ARB Part 3 award.

**Note:** ARB does not specify which order Parts 1, 2 and 3 are taken, many candidates undertake Part 3 whilst preparing for the ARB Prescribed Examinations. Successful Part 3 candidates normally have two years in which to complete their Part 1/2 Prescribed Examinations in order to register with ARB.

The ARB Part 3 follows exactly the same process as the ARB/RIBA Part 3, the content and the output are the same. The crucial difference is that, under ARB guidelines, it is open to candidates who may have yet to obtain ARB Part 1 and/or Part 2 exemption.

Under newly introduced regulations the RIBA requires that Parts 1 and 2 be obtained before registering on a Part 3 course. However, the only condition that the ARB currently imposes is that exemption from Parts 1 and 2 must be obtained within 24 months of passing the ARB Part 3, otherwise the validity of the knowledge tested is maybe deemed to have lapsed.
2.2 Professional Studies support services, including PEDR Part 2

Stage 2 Experience Monitoring

This is available to candidates who have obtained Part 2 at any UK school and who wish to use the RIBA PEDR system to record their professional experience. Candidates taking up this option do not intend to take the Part 3 in the 2017 cycle. UK-educated candidates are required to formally record their experience. For most, this should be through completing the RIBA’s Professional Education and Development Record (PEDR) every 3 months (www.pedr.co.uk). The PEDR must then be signed and commented on by the supervisor in the office of employment, and by a Practical Studies Advisor (PSA) in a school of architecture. The RIBA stipulates that each PEDR should be completed, signed and dated within 2 months of the conclusion of the period that it records. See section 6.5 below regarding application.

Lectures only for Stage 2 candidates

Stage 2 Experience Monitoring candidates intending to take the Full Course on subsequent year may wish to attend the Lecture series. Any fees paid for the lectures will usually be discounted off Full Course fees if candidates enrol the following year.

2.3 Lecture course – options

Lectures only for EU-registered architects

EU Citizens who are registered architects in their home country and are registered EEC Directive 85/384 or EU Directive 2002/006/COD or EU Directive 2005/36/E6 with ARB may wish to attend the lecture course in order to familiarise themselves with UK practice.

Lectures only for Part 3 candidates taking the examination elsewhere in the UK

The Part 3 lecture course is available to candidates who wish to take the examination at a school of architecture elsewhere in the UK.

Lectures only provides CPD for practicing architects

The Part 3 lecture course or separate elements of the programme are available to registered architects for CPD (an attendance certificate can be provided). The Part 3 lecture course provides lectures that convey the key core competencies required by the RIBA for the maintenance of competence through the RIBA CPD online recording facility.

Lectures only for returners to the profession

The lecture programme is available for those returning to the profession following a career break or maternity leave, or a period in an associated industry. An attendance certificate can be provided.

2.4 CPD courses for practising architects

Full-day Friday CPD

In 2017 it is intended that some lectures will be marketed separately as specific CPD programmes to UK-registered architects (e.g. Contract Law, Practice Management, Planning Law).

CPD for Architects

From time to time sporadic evening events are arranged for practising architects. Details will be available from the Professional Studies office – email us to register your interest: Bartlett-Part3@ucl.ac.uk

Bartlett events

The School of Architecture and the Faculty hold regular events, seminars and lectures which may be of interest for CPD – please refer to the Bartlett website.
2.5 ARB prescribed examination workshops for Parts 1 and 2

The Professional Studies team supported by a team from ARB provide evening workshops to assist applicants preparing for the ARB Prescribed Part 1 and Part 2 examinations. Candidates who are looking for more information on how to achieve equivalency of qualifications are urged to attend this event. Guidance is given on the completion of the application forms and mapping of work against the ARB criteria, the format of the examination, what to include in the portfolio and the conduct of the interview. Recently successful candidates bring their portfolios for desktop ‘show and tell’ sessions and explain their approach to the examination. These sessions are provided approximately three times a year. For details contact Bartlett-Part3@ucl.ac.uk

2.6 The Year Out course and Stage 1 Experience Monitoring

The Year Out Certificate Course is for Bartlett Part 1 graduates (and graduates from other schools of architecture) undertaking work experience in architectural practice or approved associated fields for one or more years after completing their BSc Architecture degree (Part 1).

The course provides Year Out students with guidance while they record and analyse the first period (Stage 1) of practical experience using the PEDR framework (www.pedr.co.uk).

The course is based on four recall days with lectures and seminars, followed by informal networking and includes tutorials for signing off PEDRs and advice on employment/careers development.
3: Part 3 programme content and delivery

Overview

- Preliminary meeting – individual meeting with a tutor in December or January to agree work programme, agree Critical Analysis Report (CAR) topic and check eligibility details.
- Around 50 lectures, from January to May.
- Individual introductions to Modules 1–5 plus associated teaching.
- Interview technique and mock-interview workshop.
- Up to four individual pre-booked one-to-one tutorials associated with Module 6.
- ‘Meet the Examiners’ and ‘Any Questions’ event.

3.1 Credit system and workload commitment

Although not a UCL academic course, the programme is currently modelled on a UCL modular structure at Postgraduate Diploma ‘M Level’, which equates to 120 credits. It comprises five 15-credit modules and a 45-credit module. Half the time is experiential learning in practice, and the remaining 50% is divided between lectures, classes, group work, course work, self-directed learning, e-learning, and the research and preparation of course work.

3.2 Lecture course and timetable

Lectures

Lectures will normally take place in double sessions between 6.00 p.m. and 9.00 p.m. on Tuesday evenings in January to mid-May 2017. A timetable will be issued at the start of the course. There will also be three to four themed full lecture days, between February and May.

Very occasionally it is necessary to arrange for a specialist lecture to be given on another evening; details will be circulated and posted on Moodle, UCL’s e-learning environment. Lectures are given by Bartlett staff and by visiting specialist lecturers. The course addresses current professional, legal and contractual issues.

Candidates are, however, advised to consult the ARB/RIBA criteria and ensure that, in addition to the lectures provided, they have fully covered the syllabus through independent study, background reading and research.

Lecture notes

Most lectures are supported by notes, issued to candidates via Moodle, and by hard copy at the end of the lecture series.

Formal lecture topics

With introductory lectures from the current President of the RIBA and current Chair of the ARB, formal lecture topics normally include:

- Purpose of the professional practice examination, background and history of the profession, registration, ARB, RIBA, EU directives and future trends.
- Professional ethics, RIBA code of conduct, ARB code and regulations, conduct and disciplinary procedures. Recent changes in the registration system, European legislation and practice. Professional relationships, maintenance of competence and CPD.
- Composition and structure of the profession and the construction industry. Procurement routes and funding strategies.
• Historical context of building legislation, principles of the legal system, building law, legislation and bylaws.
• Briefing, risk assessment, value engineering, and cost management.
• Terms of appointment, including RIBA Architects Appointment and Standard Form of Appointment. RIBA Plan of Work.
• The JCT Standard Form of Contract, with and without quantities. Management Contracts, Design and Build Contracts, Partnering Contracts, NEC Engineering Contracts.
• Duties, liabilities and relationships of employer, architect, consultants, contractor, clerk of works. Public and private practice organisation. OJEU process.
• Dispute resolution. Arbitration, adjudication, conciliation, mediation.
• Professional liabilities, indemnity insurance, decennial insurance, collateral warranties. Quality assurance. Design management, project management, project programming.
### 2017 LECTURE COURSE TIMETABLE

**The Bartlett Postgraduate Diploma in Professional Practice & Management in Architecture – ARB/RIBA – Part 3**

#### KEY LECTURE DATES

All dates are provisional and will be confirmed.

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>22</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>4</td>
</tr>
</tbody>
</table>

- **Evening lectures**: ×2
- **All-day lectures**: ×4
- **UCL holidays**: 10 am–5 pm
- **All dates are provisional and will be confirmed**
3.3 Venues

Lectures

Lectures are held in lecture theatres at various locations on the UCL campus. The lecture programme and venues will be circulated by e-mail and posted on Moodle. Email reminders are also sent out the day before each lecture.

Administration office

Queries regarding administration should be directed to the Professional Studies Office, The Bartlett School of Architecture, 22 Gordon Street, London WC1H 0QB, email: bartlett-part3@ucl.ac.uk.
Map 2: UCL Campus.

The Bartlett School of Architecture (formerly Wates House) is at 22 Gordon Street (grid reference E2). The majority of lectures will be held in the Christopher Ingold (Chemistry Auditorium), grid reference E3).
3.4 Tutorials and timetable

Tutorials

Tutorials will usually take place at 22 Gordon Street, London WC1H 0QB.

Although every reasonable effort is made to ensure that candidates can see the tutor of their choice, it is not possible to guarantee that candidates will see the same tutor throughout the programme. Candidates who wish to see the same tutor for each tutorial must check with the course administrator regarding the tutor’s availability and book well in advance.

Making an appointment

Candidates normally have a preliminary one-to-one meeting with a Professional Studies Advisor to agree eligibility to follow the course and to set a work programme, followed by up to four one-to-one tutorials in one year. These tutorials are arranged to fit with an agreed work programme based on the date of the final, Module 6 submission and oral examination.

Appointments must be made through the Administration Office by phone or email. Candidates who are unable to attend an appointment must telephone or email in advance to cancel. Candidates who fail to arrange tutorial dates on the normal programme set out below cannot be guaranteed to receive four tutorials.

Preliminary meeting

In December or January all new candidates will attend a one-to-one preliminary meeting with a tutor. The purpose of the meeting is to check eligibility, review work experience to date, discuss the CAR topic and agree a work plan.

Candidates should come prepared with their Professional Education and Development Record (PEDR) or other evidence of experience. Where PEDRs are incomplete, candidates should have a proposal to ensure that they will have met the experience requirements by the time they present for the oral examination in Module 6.

Candidates should bring a programme of work based on undertaking the programme on a 12-month, 18-month or 24-month timeframe. The programme should set out the order in which candidates propose to undertake Modules 1 to 6, with provisional dates for tutorials.

Candidates should come prepared to discuss their application, specifically their CAR proposal and professional experience to date.

Following the preliminary meeting, candidates will book their first tutorial.

Tutors

Susan Ware, Katy Wood, Kit Allsopp, Richard Brindley, Femi Oresanya and Lucy Read will provide tutorials. Where possible, depending on tutors’ availability, candidates will normally see the same tutor for tutorials; however, this cannot always be guaranteed.

Preparation for tutorials

Candidates should come to tutorials well prepared to make good use of the time. Drafts of a candidate’s work should have been submitted to the Professional Studies Office to arrive at least five working days in advance of the appointment. Drafts must be sent as hard copy by post, or delivered by hand to the Bartlett reception desk. (Only in exceptional circumstances will drafts be accepted by email.)

Programming your work

Tutorial 1: February/March

Note: 2016 candidates taking Module 6 in Summer 2017 should book this tutorial as Tutorial 3 and be suitably prepared as indicated below.

Candidates should come prepared with a first draft of their Professional Development Appraisal (PDA), PEDRs/Records of Work Experience (RWE) for signing/review and a developed proposal for the Critical Analysis Report (CAR), which includes overall structure, and proposals for in-depth study. Candidates are encouraged to read the guidance in Section 4.6.1.
The Bartlett Postgraduate Diploma in Professional Practice & Management in Architecture – ARB/RIBA – Part 3

2017 TUTORIAL AVAILABILITY

Preliminary meeting

Tutorial 1 – 2017 candidates

Tutorial 3 – 2017 candidates taking July examination

Tutorial 2 – 2016 candidates taking December examination

Tutorial 4 – 2016 candidates taking July examination

Tutorial 3 – 2016 candidates taking December examination

Module 6 Examinations

Submission

'Any Questions'

Oral exam

Mock interviews

No teaching

Candidates who registered on the 2016 programme and intend to present for the examinations in 2017 should attend two tutorials (3–4) in the months indicated according to the examination session they propose to sit.
3: Part 3 programme content and delivery

**Tutorial 2: May/June**

Note: 2016 candidates taking Module 6 in Summer 2017 should book this tutorial as their fourth tutorial and be suitably prepared with the relevant work as indicated below for Tutorial 4. 2016 candidates taking Module 6 in Autumn 2017 should book this tutorial as their third tutorial and be suitably prepared with the relevant work, as indicated below for Tutorial 3.

Second tutorial candidates should have: developed the draft of their PDA; further completed PEDRs/RWE for signing/review; and submitted a first draft of the CAR.

**Tutorial 3: September**

Third tutorial candidates should have: submitted the final version of their PDA, including illustrations, before binding, for comment; further completed PEDRs/RWE for signing/review; and submitted a draft of their CAR.

**Tutorial 4: October**

Note: 2016 candidates taking Module 6 in the Autumn 2017 should book this tutorial as their fourth tutorial and be suitably prepared with the relevant work.

Fourth tutorial candidates should have submitted the final version of their CAR, with illustrations, appendices, etc., before it is bound, and their completed PEDRs/RWE.

### 3.5 Study groups

Study groups are core activities embedded in different ways in different modules. The purpose and composition of the study groups will change over the duration of the programme.

Study groups should comprise 6–8 people and will provide mutual support through the modular process. Study groups help candidates to review and develop a deeper understanding of the issues raised in the lecture series and prepare for the individual module assessments. They are also an excellent forum in which to exchange information and gain experience of discussing and debating professional practice and management matters in preparation for the oral examination.

Details of how the study groups are constituted and their role is defined in the Introductory sessions for Modules 1, 2, 3 and 6, where they will play a key part in the module delivery. However, candidates might like to continue the use of study groups for Modules 4 and 5.

Study groups can communicate and manage themselves through Moodle chat groups or social media. Typically, study groups meet in candidates’ offices. Where this is not possible, and subject to availability, meeting rooms may be booked in 22 Gordon Street through the Professional Studies Office.

In addition, candidates taking Module 2 will be allocated separate groups in a workshop at the start of Module 2. This workshop identifies the specific skills candidates will bring as individuals to the group presentation forming part of the module assessment.

### 3.6 Recommended reading

Each module will have a short list of recommended texts/books/articles which are issued with the task descriptor. Candidates are reminded that this programme requires self-directed learning, and candidates are urged to ensure that, in addition to the books suggested in the book list published on Moodle, they read the professional and technical press regularly, particularly *The Architects’ Journal*, RIBA Journal, and *Building and Building Design.*
3.7 Use of candidates’ work as precedents

Samples of the CAR and the Personal Development Appraisal will be available for inspection from the Professional Studies Office. Phone or email to ask for access to these documents. They cannot be taken away or copied. Examples of Module 1–5 submissions will be available on Moodle.

Note: Module submission format and content can change from year to year – examples are for guidance only.

Successful candidates may be approached to agree for examples of their Module 6 work to be made available to future candidates as exemplars. Written permission to use Module 6 work will be sought from the candidate. Work from Modules 1–5 is submitted anonymously using candidate numbers only, so these may be posted on Moodle as examples too, but permission will still be sought from candidates first.

3.8 Module registration

Candidates register on Moodle for individual module assessments. You will be prompted by email to register for each module individually.

Registration must be received by the date specified; late registrations will not be accepted. Candidates who register but fail to submit will be liable for the full fee. Candidates who have outstanding module marks when Module 6 registration takes place will be treated as provisionally registered pending the outcome of their marks. Module marks will not be released unless fees have been received.

3.9 Hand-ins, presentation format and submission

All work for Modules 1-5 is to be submitted via the Moodle portal; followed by hard copies delivered by hand on the appointed days. Details of each module submission will be posted on Moodle.

Late submissions will be subject to the UCL late submission penalty regulations (see section 5.5 below).

Module 3 is assessed by online examination. Details will be circulated and posted on Moodle.

Module 6 Hand-in: candidates will submit two bound copies of the CAR, PDA and RWE. A pair of USB sticks will be issued to all taking the exam, on which candidates should submit all work from Modules 1–6, including mark sheets, module descriptors and assignment tasks.

See the individual module task handout for their respective format, word count, etc., for submission requirements.

All the submissions are collated by the Professional Studies administration team to form two sets of the Professional Practice and Management Portfolio for the Professional Examiners. Candidates receive one copy; the second copy is retained for the School of Architecture records.
3.10 Module 6 events

Seminar/workshop
A seminar/workshop session is held to prepare candidates for the oral examination, advice on interview technique is provided and mock oral examinations take place.

Study groups
Once registered for Module 6 candidates are advised to form study groups in order to review drafts of CAR and PDA and to practice oral examination techniques.

Meet the Examiners and Any Questions event
At this session, which will take place several weeks before the examination, candidates meet their examiners. This session incorporates time for candidates and examiners to meet informally, and then moves to discussion groups based around questions of topical interest supplied by the candidate. This event is not assessed and does not contribute to the assessment of the candidate’s performance.

3.11 ARB/RIBA criteria mapping/Competence to Practise

In order to meet the standards required by the ARB and the RIBA, the delivery of teaching and learning outcomes is mapped against the professional criteria. This mapping document is available on Moodle.

Modules 1–5 broadly follow the criteria groupings. However, it should be noted that there is overlap between module output, and candidates are expected to demonstrate through evidence presented in overall course submissions (Modules 1–6) and the oral examination that they meet these criteria.

Competence is based on the evidence of meeting the criteria, together with range and depth of experience. Competence to Practise is the decision of the professional examiners.

Candidates are advised to check their competence against the criteria, and to consider how to mitigate any gaps. They are also advised to develop an analysis of their experience mapped against the professional body’s criteria and include these in the records of work experience, using appropriate graphic representation.
4: Modules

Overview

The programme has been designed so that candidates can pace their work and take modules to suit their own time commitments, not exceeding 24 months. However, it is recommended that at the first meeting candidates discuss with the tutor a work programme with a target date for the examination. The examination is provided twice a year, but the modules and lecture course run only once a year.

This section of the Handbook gives an indication of the amount of work required for each module, and candidates will be able to view examples of typical submissions on Moodle to get an idea of the standards expected. This is a rigorous and demanding programme, and the time needed for each module should not be underestimated.

Candidates must attempt Modules 1–6 within 24 months. Only candidates resitting modules will be permitted on the course beyond the 24-month deadline. Only two attempts are permitted per module. Candidates unable to complete all Modules 1–6 within 36 months will not be permitted to progress.

To pass, the candidate must pass each of six modular components:

1. Professionalism.
2. Clients, Users and Delivery of Services.
3. Practice Management.
4. Building Procurement.
5. Legal Framework and Processes.

Each of the first five modules must be passed before submitting for the final, sixth module. The candidate’s performance in Modules 1-5 may be reviewed by the Professional Examiners in the Module 6 oral examination, and will be considered holistically in determining the final award at the Examination Board.

The Bartlett lecture programme covers many, but not all, of the topics set out in the criteria, and candidates are expected to understand the requirements of the professional criteria and ensure that they have managed their own study to ensure compliance. The tasks set in Modules 1–5 select aspects of practice to test the candidates. Examiners may use the full range of criteria and topics to assess the candidates in the oral examination.

Terminology

The terms awareness, knowledge, understanding and ability are used in the criteria to indicate the level of achievement required in each theme and candidate progression through the course of study. The following guidance is given on the definition of these four terms:

- **Awareness**: acquaintance with general concepts, topics, rules methods or procedures, without necessarily being able to paraphrase or summarise information. Candidates should be able to identify the limits of their awareness and be able to refer to source material for more in-depth knowledge.
- **Knowledge**: familiarity with specific information, including facts, definitions, rules, methods, process or settings, without necessarily being able to see its fullest implication or application.
- **Understanding**: identification, assimilation and comprehension of information. Candidates can correctly paraphrase or summarise information and can relate it to other material, including its practical application.
- **Ability**: skill in relating specific information to the accomplishment of tasks. Candidates can correctly select information that is appropriate to a situation and apply it to the solution of specific problems.
4: Modules

Hand-in format and procedure

All Module 1–5 hand-ins are made via Moodle; additionally, two hard copies are to be submitted as instructed (see individual module task handouts issued at the start of each module for word-count protocols, key dates and further details). The hard copies should be provided in duplicate; be in portrait format; be printed double sided on A4 standard paper (not thick card); have numbered pages; have text spaced by 1.5 lines and at a minimum of 11 point font; contain the cover sheet provided, including the word count. Do not spiral bind your work; simply staple at the top left-hand corner and hole punch.

The Module 6 submission is not submitted via Moodle and has different formatting conventions. It should be bound (spiral or other), and it is suggested you consult the examples available in the Professional Studies Office.

Timing and format

Over the course of the typically 5-week module, candidates should work on this in their own time or, with prior agreement, during office time. The work is not intended to disrupt the workings of the candidate’s office, but the Bartlett requests that candidates should have access to the office facilities as appropriate in order to complete the submissions.

Candidates should not collude with other candidates or study groups in the office, but they may ask for advice within the office environment and use any information available there in the preparation of their answers.

Assessment

Modules 1–5 use different forms of coursework-based assessment. Assessment for Modules 1–5 includes: an essay paper; open-book multiple-choice and short-answers questions; a group presentation with a short report; and open-book office-based papers. Module 6 is assessed using the CAR – an in-depth analytical report (10,000 words), the PDA (5000 words), evidence of professional work experience and the oral examination.

Marking criteria are issued with the module descriptor.

Modules 1–5 are marked internally by the module tutors, and sample second-marked in accordance with UCL guidelines.

Modules 1–5 and the Module 6 submissions are assembled to form the Professional Practice and Management Portfolio.

The Module 6 submissions (CAR, PDA, RWE) are marked by the Professional Examiners, and conclude with an oral examination. Professional Examiners work in pairs – each examiner is expected to mark Module 6 submissions and review the Professional Portfolio independently and then complete individual assessment sheets, coming to an agreed decision following the oral examination. Following the oral examination, Professional Examiners complete the joint assessment and feedback sheets, which are given to the candidates.

Professional Examiners cannot change the Module 1–5 marks. However, in order to satisfy themselves on a candidate’s competence, Professional Examiners may ask questions in the oral examination to test the candidate against the descriptors and criteria in Modules 1–5. Examiners can refer to any of the work submitted; however, examiners are not required to re-mark Modules 1–5. It should be noted that the tasks set in Modules 1–5 do not necessarily test the candidate against each and every topic listed in the guidance. Professional Examiners can explore other topics in the oral examination, and fail candidates at the oral if candidates have not demonstrated evidence of meeting the criteria.

Professional Examiners make the final decision on assessing the candidates’ competence to practice, and report to the Examination Board.
# 2017 MODULE GUIDE

The Bartlett Postgraduate Diploma in Professional Practice & Management in Architecture – ARB/RIBA – Part 3

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>

### Modules

1. Professionalism
2. Clients, Users and Delivery of Services
3. Practice Management
4. Building Procurement
5. Legal Framework
6. Professional Practice and Management Portfolio

### Key Events Modules 1–5

- **Submission (S)**
- **Introduction (I)**

### Module 2 Specific Events

- **Group presentations (P)**
- **Presentation workshop (PW)**

### Module 6 Exam Dates

- **Mock interviews (Mi)**
- **Oral exams (Or)**
- **Any Questions (AQ)**
- **Submission (S)**

**Note:** Summer exam session for 2017 candidates, Module 6, 19 June to 20 July. Submit portfolio 19 June.
## Summary of module content, hand-in dates and credit rating

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
<th>Assessed component</th>
<th>Hand-in 2017</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Professionalism</td>
<td>3000 word essay</td>
<td>February</td>
<td>15</td>
</tr>
<tr>
<td>Module 2</td>
<td>Clients, users and delivery of services</td>
<td>Group presentation and coursework tasks</td>
<td>April</td>
<td>15</td>
</tr>
<tr>
<td>Module 3</td>
<td>Practice management</td>
<td>Office-based coursework</td>
<td>June</td>
<td>15</td>
</tr>
<tr>
<td>Module 4</td>
<td>Building procurement</td>
<td>Office-based coursework</td>
<td>July</td>
<td>15</td>
</tr>
<tr>
<td>Module 5</td>
<td>Legal framework and processes</td>
<td>Unseen short-answer questions and multiple-choice papers</td>
<td>September</td>
<td>15</td>
</tr>
<tr>
<td>Module 6</td>
<td>All criteria</td>
<td>Critical Analysis Report (CAR), 10,000 words</td>
<td>Two submissions: June (Summer) and November (Autumn)</td>
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</tr>
<tr>
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<td>Professional Development Appraisal (PDA), 5000 words, including CPD proposal</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Professional Education and Development Record (PEDR)/Records of Work Experience (RWE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall</td>
<td>All criteria</td>
<td>Professional portfolio, Oral examination</td>
<td>July (Summer) and December (Autumn)</td>
<td>120</td>
</tr>
</tbody>
</table>

'Any Questions’ Meet the Examiners Evening.
4.1 Module 1 – Professionalism – the architect’s role in the profession and society

Learning criteria*

A successful candidate will demonstrate overall competence and the ability to behave with integrity, in the ethical and professional manner appropriate to the role of architect. The candidate will have the skills necessary to undertake effective communication and presentation, organisation, self-management and autonomous working. The candidate will have a clear understanding of the architect’s obligation to society and the profession, and a sufficient awareness of the limits of their competence and professional experience to ensure they are unlikely to bring the profession into disrepute.

The criteria go on to propose that the demonstration of an understanding of the following areas is key to success in this component:

- Professional ethics.
- The architect’s obligation to society and the protection of the environment.
- Professional regulation, conduct and discipline.
- Institutional membership, benefits, obligations and codes of conduct.
- Attributes of integrity, impartiality, reliability and courtesy.
- Time management, recording, planning and review.
- Effective communication, presentation, confirmation and recording.
- Flexibility, adaptability and the principles of negotiation.
- Autonomous working and taking responsibility within a practice context.
- Continuing professional development.

Module description

The aim of this module is to educate a generation of architects to be equipped to practice in an increasingly challenging environment. In this module we encourage candidates to develop the skills beyond those required at threshold level by the professional criteria, through reflection and appraisal, critical inquiry and research. We ask candidates to examine the role of the architect in a changing global construction industry, and to examine the effect of politics and economics on the design and procurement of the built environment in future practice.

Delivery

Up to 10 lectures relating to professionalism issues; one introductory lecture, covering referencing, research and writing skills; previous examples available on Moodle; study group draft reviews; candidate’s own self-directed learning. Module-related reading list. Study groups will be facilitated through a ‘speed dating’ event following the module’s introductory lecture.

Timing and format

3000 word essay on a directed topic. Full details and essay-writing conventions (footnotes, academic referencing) will be discussed in the introductory lecture. Submitted via Moodle to meet hand-in date, and two hard copies submitted as directed.

Candidates are provided with a choice of three essay topics to choose from to develop into a researched analytical and critical discourse on the topic. Study groups should meet in the week following the introductory lecture to discuss topics and to peer review each other’s proposals prior to uploading them to Moodle. Study groups will continue to meet to develop drafts and to review each other’s work.

Marking and feedback

Assignments are marked out of 100%. To pass you must get 50%. Marking criteria will be issued along with the assignment. Detailed written feedback is provided to all failed submissions together with one group feedback tutorial. Feedback for submissions that have passed are mapped against the assessment criteria.

Key learning outcomes

Demonstrating an understanding of professional issues and awareness of the skills and responsibilities expected of a competent architect.

*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.
4.2 Module 2 – Clients, Users and Delivery of Services

Learning criteria*

A successful candidate will be able to demonstrate understanding of the range of services offered by architects and delivering those services in a manner prioritising the interests of the client and other stakeholders. The candidate will have the skills necessary to provide a competent service, both singly and as part of a team, including understanding of client needs, appropriate communication, programming, coordination and competent delivery. This will be supported by knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate programmed and coordinated project tasks.

The criteria go on to propose that the demonstration of an understanding of the following areas is key to success in this component:

- Types of clients, their priorities and the management of the relationship.
- Briefing, organising and the programming of services appropriate to appointment.
- Architects’ contracts, terms of engagement, scope of services and relevant legislation.
- Obligations to stakeholders, warranties and third-party rights.
- Communication, progress reporting, and the provision of appropriate and timely advice.
- Budget and financial awareness, and cost monitoring and control.
- Responsibility for coordination and integration of design team input.
- Invoicing, payment of fees and financial management.
- Intellectual property rights and copyright law.
- Duty of care, professional liability, negligence and professional indemnity, including insurance.

In addition, through the teamwork project, candidates will be able to demonstrate their ability to ‘project manage’ a presentation, and their communication skills, both graphically and verbally. Teams are established using MBTI profiling.

Module description

The aim of this module is to develop and demonstrate an understanding of clients’ and users’ needs and to be able to promote and deliver professional services that effectively respond to those needs. The module is supported by lectures covering the topic of clients, users, appointment agreements and the delivery of services. The module includes exercises and teamwork that will enrich the candidate’s learning experience. It is intended to develop effective client-handling skills, and the importance of such skills to the commercial success of the business and perception of the profession in society’s eyes. Assessed exercises will evidence the candidate’s learning.

Delivery

Module-related lectures; one class/presentation workshop; previous examples available on Moodle; group working; candidate’s self-directed learning.

Module-related reading list.

Timing and format

Group verbalPOWERPOINT presentation plus written submission in response to ‘Invitation to Tender’ documentation (Assignment 1), followed by a critical individual reflective report of 2000 words (Assignment 2).

Note: Group presentations will be digitally recorded.

Client Lecture and Module Introduction

The evening session will commence with a lecture on Clients’ needs and views on architecture and architects. This will be followed by an introductory talk by module facilitator outlining the objectives, procedures and outputs of the module. The aim is to highlight – using verbal and visual presentations and by reference to original research and other published reports – the key issues surrounding building successful architect/client relationships.

*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.
Presentation Workshop
The evening workshop will consist of structured exercises in which candidates, working in groups, will be able to practice essential skills, including building trust, listening, questioning, presentation techniques and emotional intelligence.

The evening will also focus on teamwork, with input and exercises, in preparation for Assignment 1 (Response to an Invitation to Tender for Architectural Design Services), which teams will undertake over the following 3 weeks for the group presentation. At this session candidates will be grouped into teams of six, based on a previously completed personality-test, in preparation for undertaking Assignment 1.

Assignment 1: Candidate team presentation – Response to an Invitation to Tender for Architectural Design Services
Individual teams will present in front of the ‘client panel’ in 20-minute periods.

The client panel will be composed of the one team candidate, a ‘client’ and a module facilitator/Bartlett tutor. These presentations will be digitally recorded for our records; a copy will be provided to each member of the team.

Assignment 2: Individual submission
Candidates will also submit an individual reflective report of 2000 words to demonstrate their learning through the module. Detailed instructions will be provided via Moodle.

Marking and feedback
Each candidate will be assessed individually, but the submission for Assignment 1 will be marked as a team. Both assignments must be passed at 50% each.

Key learning outcomes
• To demonstrate an understanding of clients' and users' needs and to be able to promote and deliver professional services that effectively respond to those needs.
• To develop the skills necessary to build client-focused presentations.
• To practice teamwork and its application in pitching to clients.
• To deliver written work based on the above that is insightful and self-aware, and will have a positive impact on a broad range of professional practice issues.

Astrid von Heideken, Year 3, UG2 – ‘Archive of Lost Architecture’.
4.3 Module 3 – Practice Management

**Learning criteria***

A successful candidate will be able to demonstrate understanding of the business priorities, required management processes and risks of running an architectural practice, and the relationship between the practice of architecture and the UK construction industry. The candidate will have the skills necessary to engage in business administration and ability to resource, plan, implement and record project tasks to achieve stated goals, either individually or within a team. This will be supported by knowledge of the nature of legal business entities, office systems, administration procedures and the relevant legislation.

The criteria go on to propose that the demonstration of an understanding of the following areas is key to success in this component:

- The role of architectural practice in the construction industry.
- External factors affecting architectural practice at national and international levels.
- Practice structures, legal status and business styles.
- Personnel management and employment-related legislation.
- Practice finance, business planning, funding and taxation.
- Marketing, fee calculation, bidding and negotiation.
- Resource management and job costing.
- Administration, quality management, quality assurance systems, recording and review.
- Staff development, motivation, supervision and planning.
- Team working and leadership.

**Module description**

The aim of this module is to deepen the candidate's understanding of architectural practice management issues, building on the lecture series, covering business strategy, practice risks, planning for projects/business and financial awareness.

It is intended to develop a detailed understanding of strategic business planning, cost and pricing, and resource planning, and furthers the learning from the lecture series, private study and experiential learning.

It also assesses effective and appropriate communication in report writing to an internal and external audience.

**Delivery**

Up to 10 module-related lectures; previous examples available on Moodle; study group learning; candidate’s own self-directed learning. Module-related reading list.

**Timing and format**

An assignment containing various tasks will be issued at the beginning of the module with submission due at the end, and is undertaken in open-book conditions in the candidate’s office. This module is 5 weeks long.

The assignment should be undertaken in the candidate’s own time or study time at their office and advice may be sought within the office environment. Candidates can use any available information in the preparation of their submission. Candidates should not collude with other candidates, but should provide evidence-based research from industry and practice wherever possible. Study group work is strongly suggested.

More detailed instruction on word-count limits will be provided with each task.

**Marking and feedback**

Assignments are marked out of 100%. To pass you must get 50%. Marking criteria will be issued along with the assignment. Written feedback is provided to all failed submissions together with the opportunity to meet the Module Director for feedback and approach to the Module when retaken. Feedback for submissions that have passed are mapped against the assessment criteria.

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*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.*
Key learning outcomes

- To develop skills required for managerial/leadership within positions within practice.
- To develop effective and persuasive business documents for review.
- To evidence understanding of practice costs, and fee preparation, alongside resourcing calculations.
- To illustrate insightful and thorough assessment methods to enable clear decision-making within a practice management context.
4.4 Module 4 – Building Procurement

Learning criteria*

A successful candidate will be able to demonstrate understanding of UK construction and contract law, construction procurement processes and the roles of built environment professionals. The candidate will have the skills necessary to plan project-related tasks, coordinate and engage in design team interaction, execute effective contract communication and resolve construction-related challenges and disputes. This will be supported by an understanding of contractual relationships, the obligations upon an architect acting as contract administrator, job-related administrative systems and the management of projects in the context of the candidate’s professional experience.

The criteria go on to propose that the demonstration of an understanding of the following areas is key to success in this component:

- Procurement methods, including for public and larger projects and relevant legislation
- The effect of different procurement processes on programme, cost, risk and quality.
- Collaboration in construction and provisions for team working.
- Tendering methods, codes, procedures and project planning.
- Forms of contract and subcontract, design responsibility and third-party rights.
- Application and use of contract documentation.
- Roles of design/construction team members and their interaction.
- Duties and powers of a lead consultant and contract administrator.
- Site processes, quality monitoring, progress recording, payment and completion.
- Claims, litigation and alternative dispute resolution methods.

Module description

The aim of this module is to give candidates an opportunity to gain an understanding of procurement, as well as dealing with contract management and claims. It will build on the lecture series where contract law and JCT and NEC contracts were covered, and look at a selection of the issues that often arise in practice. Candidates are expected to develop a more detailed knowledge of procurement issues that are used in the UK, contract management and the operation of a range of building contracts through self-directed study, including reading and working in study groups.

Delivery

Up to 10 module-related lectures; introductory class and lecture; lecture notes and previous examples available on Moodle; study group and candidate’s own self-directed learning. Module-related reading list.

Timing and format

Tasks are issued at the beginning of the module and due at the end, and undertaken in open-book conditions in the candidate’s office.

This is an individual assignment but advice may be sought within the office environment. Candidates can use any available information in the preparation of their submission. Candidates should not collude with other candidates, but should provide evidence-based research from industry and practice wherever possible.

Marking and feedback

Assignments are marked out of 100%. To pass you must get 50%. Marking criteria will be issued along with the assignment. Detailed written feedback is provided to all failed submissions together with one group feedback tutorial.

Feedback for submissions that have passed are mapped against the assessment criteria.

*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.
Key learning outcomes

• To develop sufficient understanding of the most common procurement methods used in the UK, to enable candidates to advise clients on the appropriate route for a project.
• To demonstrate that the candidate can competently complete the range of contract documents that would normally be used in practice.
• To evidence an ability to competently administer a building contact, including dealing with claims.
• To illustrate an ability to deal with a range of contract management and site problems in a proper way and within an appropriate timescale.
4.5 Module 5 – Legal Framework and Processes

Learning criteria*

A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with legal requirements or standards. The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals, and competently deliver projects within diverse legislative frameworks. This will be supported by knowledge of the relevant law, legislation, guidance and controls relevant to architectural design and construction.

The criteria go on to propose that the demonstration of an understanding of the following areas is key to success in this component:

- The relevant UK legal systems, civil liabilities and the laws of contract and tort.
- Planning and conservation acts, guidance and processes.
- Building regulations, approved documents and standards, guidance and processes.
- Land law, property law and rights of other proprietors.
- Terms within construction contracts implied by statute.
- Health and safety legislation and regulations.
- Statutory undertakers and authorities, their requirements and processes.
- Environmental and sustainability legislation.
- Historic buildings legislation; accessibility and inclusion legislation Scotland.
- Accessibility and inclusion legislation.

Module description

The aim of this module is to test the candidate's knowledge and “understanding of the legal context within which an architect must operate” drawing on learning from the lecture course and experience in practice. The candidate’s knowledge and understanding of this will be assessed with one short-answer paper and one multiple-choice paper. Questions may also draw on any of the lecture material, other criteria or practice processes. The question topics will be spread across all the modules.

Delivery

Up to 10 module-specific lectures; previous examples available on Moodle; introductory class; mock exam; study group revision; candidate’s own self-directed learning. Preparation of A3 revision note sheet. Module-related reading list. Revision – open-book mock paper in the form of a set of previous papers will be posted on Moodle for candidates to use as a mock examination.

Timing and format

A short/answer and a multiple-choice exam paper taken online at a specified UCL computer cluster will be held on the last day of this module. Candidates will be permitted to bring into the examination an A3 sheet with revision notes written on both sides.

Each exam is one-hour long, with a one-hour break in between.

- Short-answer paper: the first paper will consist of short-answer questions with a choice of 10 from a pool of 15 topics.
- Multiple-choice paper: this paper will consist of fifty multiple-choice questions, each of which will have only one correct answer. All questions must be attempted.

Marking and feedback

The multiple-choice questions are equally weighted out of a total of 50 marks. The short-answer questions are equally weighted out of a total of 50 marks.

The marks from the two papers will be combined to give a final assessment mark out of 100.

*Extracted from Prescription of Qualifications: ARB Criteria at Parts 1, 2 and 3, effective September 2011.
Key learning outcomes

- To demonstrate knowledge and understanding of the legal framework and context of architectural practice in the UK.
- To demonstrate knowledge and understanding of the application of the relevant statutory requirements, approved documents, standards, codes etc.
- To demonstrate knowledge and understanding of the procedures and processes required for the delivery of a project in the UK.
- To demonstrate knowledge and understanding of the responsibilities of the architect for health and safety.
- To have the necessary skills to interact with statutory authorities and stakeholders.
4.6 Module 6 – Professional Practice and Management Portfolio

**Learning criteria**
A successful candidate will demonstrate competence to practise through evidence of the knowledge, ability and judgement needed by an architect for safe and professional practice. The Module 6 submissions and oral examination will reinforce and expand the professional criteria of the ARB and RIBA addressed in Modules 1–5.

**Input**
Up to four one-to-one tutorials spread over the course programme focused on the specific output for this module and drawing on issues addressed in Modules 1–5. Study-group support, self-directed learning and background reading.

**Registration**
The Module 6 submission and examination is offered twice a year. There is a summer and an autumn session to allow completion of the course in 12, 18 or 24 months.

In order to ensure we have the appropriate amount of professional examiners and to anticipate numbers submitting for the final module, we need to keep a record of a candidate’s intended Module 6 session.

Although automatically updated if they fail a module, candidates must notify the Professional Studies Administration of their intentions to complete the course in 12, 18 or 24 months or have changed their intended Module 6 submission date.

Candidates can only register for Module 6 once they have successfully completed Modules 1-5. By registering, a candidate is committed to submitting for that session and paying the associated fees.

**Module structure**
- Critical Analysis Report (CAR)
- Professional Development Appraisal (PDA)
- Records of Work Experience (RWE)
- Professional Practice Portfolio (Modules 1-5 outputs)
- Oral Examination

**Assessment**
Review of a candidate’s complete Professional Practice Portfolio, comprising material submitted during Modules 1–5, in addition to the CAR, PDA and RWE, culminating in a 45-minute oral examination undertaken by a pair of External Professional Examiners approved by the ARB/RIBA. The pass mark is 50% in each element, except for the RWE which is simply graded pass/fail.

### 4.6.1 Critical Analysis Report (CAR)

**Introduction**
The Critical Analysis Report (CAR) contributes to the candidate’s professional portfolio and is a key element by which they can demonstrate their knowledge, understanding, skill, and competence. The CAR is a 10,000 word analytical, in-depth report intended to demonstrate a candidate’s professional judgement, and will be a critique of the architect’s powers, responsibilities and duties in the delivery of architectural services using a live project, normally within the UK.

The CAR addresses and comments on the challenges, strengths and weaknesses, and learning outcomes in specific processes, situations or issues arising; these will be identified by the candidate in agreement with the tutor. The account should be supported by personal reflection and discussion, while drawing critical conclusions on the delivery of the aspirations of the parties involved, lessons learnt, and successes and failures of processes and relationships.

The study will normally include the examination of the industry standard work stages/procedures including appointment, briefing, procurement strategy, tendering and delivery/administration, and completion processes of a project. However, very exceptionally, if the candidate has no direct contract administration experience the CAR may be used to investigate and demonstrate an understanding of specific aspects of delivery of a project through shadowing, research and speculation.
The CAR is essentially work-based, research-led learning. The selection of the project topic, which the candidate has been engaged with, should be made with the knowledge and agreement of the candidate’s employer. The proposed topic will then be agreed with the tutor/PSA at the preliminary meeting.

Candidates should be aware and assured that any discussions with their PSA in the tutorials, during the preparation stages of the CAR, and with the Professional Examiners and External Examiner at the oral examination are confidential. Only the tutor/PSA and the examiners get to see the CAR. There are boxes of examples available for your perusal. It is only with the express permission of candidates (who should check with their offices) that exemplars be made available to future candidates for reference.

**Typical CAR**

The traditional format for a CAR is to review the delivery of a project through all work stages ('life cycle'). The suggested structure of a CAR will be described in the module descriptor available on Moodle. Candidates should note in particular the requirement for two in-depth studies to be incorporated in the CAR – one in the early stages up to mobilisation and one post-mobilisation.

However, because this ideal model is not always reflected in the way in which projects are procured and delivered, candidates may, with their tutor’s agreement, wish to focus on specific work stages or procurement routes, but these must be set in context and address the broader issues surrounding the delivery of the project.

A project using a traditional procurement route and form of contract is a good vehicle for a CAR because it enables the candidate to demonstrate the understanding of contract administration and the architect’s roles and responsibilities.

It is recognised that variations on design and build, management contracting, etc., are commonly used in the construction industry, and therefore a CAR based on these types of procurement routes is acceptable. However, the document will still need to demonstrate adequate experience and a depth of knowledge of traditional procurement routes.

The work should be illustrated. Candidates will be penalised if they exceed the word limit. Appendices should be kept to a minimum.

**‘More than one’ project**

Where candidates are not able to follow one project through all work stages – a complete ‘life cycle’ – it is acceptable to consider two projects to demonstrate an understanding of issues at different work stages. This approach can be more difficult, and candidates should be careful not to leave any significant gaps in their coverage of the criteria. They should also be aware that this approach might involve a duplication of effort, and this should not be reflected in the content of the CAR.

Recent feedback from examination boards has been less than favourable to this approach, and we would caution candidates in its adoption.

**Incomplete life cycle**

If the CAR is based around a project that has an incomplete ‘life cycle’ (i.e. it only covers some of the work stages) candidates could hypothetically, if appropriate, speculate on the outcome of outstanding stages (e.g. practical completion, requests for extensions of time) or, alternatively, candidates may be able to demonstrate in their PEDRs or PDA that they have gained the relevant experience and understanding elsewhere of all the areas set out in the criteria.

**Candidates using the same project in one office at the same time**

Sometimes candidates are working on the same project in the office. In this instance, with the agreement of the tutor/PSA, candidates can jointly produce the background/context parts of the CAR. It should be made clear in the submission that this is a ‘group effort’. Candidates should complete their CAR by selecting different issues/incidents.

**Shadowing**

Shadowing is, very exceptionally, an acceptable approach to the production of a CAR. It is essentially a means of obtaining the understanding required to produce this document through observation and research, without necessarily gaining this
through direct experience. Candidates should, however, remember that this is a compromise and is not welcomed by the examiners. Our advice is that candidates should only consider this as a last resort. Experience tells us that a CAR based on shadowing is more difficult and requires more effort to achieve a pass.

At a practical/office level the contention is that, as an employee and fee earner, candidates cannot be working effectively on a project they have been employed to contribute to while shadowing another project at the same time. Their office supervisor/project architect will need to ensure that they have access to project meetings, site visits and contract administration correspondence to ensure that they have a full understanding of issues as and when they arise. With the advice of their tutor, candidates may consider combining shadowing and/or desktop research with the ‘more than one project’ approach described above.

‘Particular’ experience

Where a candidate has particular experience of a specialist nature that may be considered a suitable topic for a CAR, this should be agreed with the tutor/PSA. However, the candidate must ensure that the PDA/PEDR/evidence of experience demonstrates a suitable level of engagement at all the work stages and meets the ARB/RIBA criteria.

Complex projects

Candidates working on very large complex projects, sometimes spanning a number of years, can still use these to create excellent CARs. To be successful it will be necessary to focus in detail on a specific area with which you have been personally involved. However, candidates will be required to set their topics in context, and this will probably be through research rather than first-hand experience. Again, they will need to demonstrate the breadth of your overall experience elsewhere.

Non-UK projects

Many candidates are working for international practices or for UK practices that have a significant overseas workload. Work experience gained in these offices can produce good CARs, but do not forget that the most successful way to do this is to compare and contrast with normal UK procurement and delivery/practice. The success of these CARs lies in the comparative analysis, which can provide the candidate with the opportunity of demonstrating an understanding of ‘best practice’.

It is important to recognise that the examination and registration is predicated on competence to practice in a UK environment and that the CAR must somehow address UK issues. Candidates will need to demonstrate competence through your PEDR/PDA experience. Note that recent feedback from examination boards has been less than favourable to this approach, and we would caution candidates in its adoption.

4.6.2 Professional Development Appraisal (PDA)

The Professional Development Appraisal (PDA) is an illustrated 5,000-word document. It should review and evaluate the candidate’s professional development, taking a reflective and analytical approach. It is not a narrative account of the candidate’s life story or a diary of events.

The PDA should give the reader an insight into the candidate’s aspirations and may consider any personal professional philosophy within practise and wider professional issues. This document gives the candidate the opportunity to draw on a wide range of influences, which may relate to personal education and practise, and cultural and societal backgrounds. It should also endeavour to demonstrate to the examiners an awareness and analysis of architectural business management and project delivery as it relates to the candidate’s actual experiences.

The PDA provides the opportunity for the candidate to demonstrate their ability to analyse and review, reflect and draw conclusions on their career to date, and make speculations on how the candidate sees their career developing in the future.

The PDA will be read in conjunction with the CV and CPD proposal, which are submitted bound into this document. Further guidance will be available on Moodle.
4.6.3 Records of Work Experience (RWE)

**ARB/RIBA Regulations regarding Professional Experience**

All candidates must be enrolled on the RIBA PEDR scheme at the commencement of the course. Candidates will need to agree the format of the RWE with tutors at the first meeting. Further details are available on Moodle.

All candidates will be required to produce 24 months of approved and monitored PEDR or alternative acceptable evidence of experience. Note that candidates will need to ensure that they have achieved and evidenced a range of experience of RIBA work stages and that they meet the ARB/RIBA experience regulations (see below). The format of the RWE must be agreed with their tutor at the preliminary meeting. Further details are available on Moodle. See also section 6.2 below.

Notwithstanding the criteria below, applicants should be aware that a central element of the competence expected is a broad understanding of UK architectural practice and law. This is best achieved through hands-on experience.

Crucial to the RWE is that candidates should reflect on their experience and learning in conjunction with their Employment Mentor.

The PEDR can be augmented with drawings, photographs and written documentation to support the recorded information. We recommend no more than one A4 page per significant project per quarter. **Candidates are strongly advised to ensure that their Mentor completes the sections in the PEDR for their comments on the candidate’s progress.** Examiners attach a great deal of importance to these.

It is expected that candidates joining the course from other schools of architecture will have their log book/PEDR sheets signed up to date by their former Professional Studies Advisor. Where this is not the case, the situation will be discussed at the first tutorial and additional fees for signing backdated PEDRs may be liable.

(Candidates should refer to www.pedr.co.uk to ensure that they are meeting the latest requirements.)

Candidates should note that the PEDR element is assessed simply as 'Pass' or 'Fail'.

*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.*

This is further defined as being:

- Experience of architectural practice in the UK, EEA, Channel Islands or Isle of Man, under the direct supervision of an architect either registered with the Architects Registration Board or registered within the territory where the experience is being undertaken.

- Experience of architectural practice in any other location, under the direct supervision of an architect registered within the territory where the experience is being undertaken.

- Experience within the construction industry under the supervision of a qualified professional within the relevant field.

**ARB/RIBA definitions:**

- **Months**: calendar months of full-time working (at least 20 hours a week). Reasonable time off for holidays and illness may be included in this period. (Where the work is less than 20 hours per week, applicants will be expected to complete a commensurately longer period of experience.)

- **Practical experience**: experience that consists of activities which would typically be undertaken by an architect in practice.

- **Recently**: at least 12 of the 24 months’ experience should have been undertaken in the 2 years immediately before taking the Part 3 examination.

- **Direct supervision**: the person supervising should have responsibility for and control over the work being undertaken.

- **Professional working in the construction industry**: an architect registered in the territory where the experience is being undertaken or a chartered or a similarly qualified member of an appropriate professional body. The ‘construction industry’ will include qualified professionals typically involved in the procurement, design and management of the built environment.

*Current RIBA stated Eligibility Criteria.*
4: Modules

RIBA Certificates of Professional Experience

In exceptional circumstances, UK-educated candidates with at least 6 years of eligible post-Part 2 experience may submit RIBA Certificates of Professional experience. Candidates wishing to do this must have been working at a level of taking responsibility for projects, or acting as a team leader on either a large project or a series of smaller projects. The submission will fully describe the candidate’s work experience, level of responsibility, and all RIBA Work Stages, and include illustrations or supporting documentation, and a letter of reference from the candidate’s employer. It is important that this option be agreed with the tutor at the preliminary meeting. Candidates should be aware that they must additionally enrol on the PEDR scheme.

Summary of experience

In addition candidates will be required to produce a graphic representation mapping their experience against the ARB/RIBA criteria. Details are available on Moodle.

4.6.4 Oral examination

Purpose and scope

The purpose of the oral examination is to satisfy examiners that the candidate is sufficiently competent, knowledgeable and experienced to be registered as an architect in the UK. Each candidate’s examination lasts for about 45 minutes, and is undertaken by two professional examiners.

However, although Professional Examiners do not mark Modules 1–5 they will have received copies of the submissions, mark and feedback sheets, and may explore topics from Modules 1–5 criteria during the oral exam. Candidates should be prepared to answer questions on any aspects of their submissions and the criteria.

The professional examiner is required to ascertain that the candidate is competent to practise, meets the ARB/RIBA criteria and has met the experience requirements by undertaking the range of activities that would be typically undertaken in UK architectural practice.

A Bartlett Party in the UCL Quad.
5: Examination process and regulations

Assessment and examinations are conducted by Internal Examiners and Professional Examiners, overseen by the External Examiner.

5.1 Internal Examiners

The Internal Examiners, normally the Module Coordinators, together with a panel of markers, first mark the tasks associated with Modules 1-5. Where appropriate, the tasks are second-marked. The marks are recorded as formative marks. These marks are confirmed as summative at the Examination Board, samples having been reviewed by the External Examiner.

5.2 Professional Examiners

Module 6 is examined by Professional Examiners who are appointed by The Bartlett School of Architecture and are responsible for examining a candidate’s competence to practise. The Bartlett has a pool of examiners generally in professional practice from which the panel is drawn for each examination session. The RIBA also has a pool of approved examiners, and some will be drawn from this list. The Professional Examiners, who have been in practice for a number of years, are selected for their professional knowledge, skills and experience of different aspects of architectural practice. Some of them also examine at other schools, and some are also Professional Studies Advisors from other schools.

The Professional Examiners are required to ensure that all candidates have met all the criteria set out by the ARB/RIBA. To do this they will seek evidence through the candidate’s submitted material and the oral examination.

5.3 External Examiner

The External Examiner is appointed to oversee the examination process, to ensure that the UCL, RIBA and ARB regulations and criteria are met, and that examinations are in accordance with Quality Assurance Authority (QAA) best-practice procedures. The external examiner monitors that the examinations are conducted fairly and are of a comparable standard with those at other institutions offering Part 3.

The External Examiner also ensures that there is consistency of content and standards between examination sessions, and that the examiners marking the individual submissions and conducting the oral examination are making consistent assessments.

The External Examiner observes the conduct of oral examinations and also samples a range of submitted work in order to monitor consistency of standards and adherence to the ARB/RIBA criteria.

Where appropriate the External Examiner will consider complaints and appeals referred to them by the Director of Professional Studies, and, if necessary, refer any complaints or appeals to the Director of School for further action.
5.4 Conflicts of interest/confidentiality

Candidates and employers should be aware that all information contained within the Critical Analysis Report (CAR), the Professional Development Appraisal (PDA) and the Records of Work Experience (RWE) discussed in tutorials and in the oral examination is treated as confidential. The submissions are tutored by Professional Studies teaching staff, and then examined by two Professional Examiners. Great care is taken to ensure that the allocation of Critical Analysis Reports to examiners does not create a conflict of interest for the examiners or candidates, or impinge on the commercial confidentiality of the practice concerned. Examiners are asked to identify any such conflicts that may arise at the first examination meeting.

5.5 Late submissions, electronic and paper submissions

UCL Late submissions policy will apply (see https://www.ucl.ac.uk/srs/academic-manual/c4/failure/late-submission).

- Up to two working days late = 10 percentage point deduction (but no lower than the pass mark).
- More than two but less than five working days late = capped at a pass (50% for PGT modules).
- More than five working days late a mark of zero will be recorded.
- In the case of coursework that is submitted over- or under-length and is also late, the greater of any penalties will apply.
- Where extenuating circumstances have been recognised these penalties will not apply until the agreed extension period has been exceeded. In the case of coursework that is submitted late and is also over length, the greater of the two penalties applies.

5.6 UCL Regulations for word length

For submitted coursework, where a maximum word count has been specified, the following procedure will apply:

- Assessed work should not exceed the prescribed word count.
- For work that exceeds the upper word limit by less than 10%, the mark will be reduced by 10 percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.
- Work that exceeds the specified maximum length by more than 10%, will be capped at a pass.
- For calculation of the word count in regards to bibliographies, tables, pictures and graphs, footnotes etc., carefully consult each module descriptor, as the count will be different for each module.
- In the case of coursework that is submitted over- or under-length and is also late, the greater of any penalties will apply.

5.7 Number of permitted attempts

Candidates will not normally be permitted more than two attempts at Modules 1–5. Candidates who fail individual elements of Module 6 may be permitted a third attempt at the discretion of the Chair of the Examination Board. Candidates can only receive a maximum of a 50% pass mark recorded on a second attempt.
5.8 Scheme of Award

Pass with Distinction
Candidates, who achieve an average of 70% or above for Modules 1–6 and an average of 70% or above for Module 6 will normally be awarded a Pass with Distinction, so long as they pass all elements at the first attempt.

Pass with Merit
Candidates who achieve an average of 60% or above for Modules 1–6 and an average of 60% or above for Module 6 will normally be awarded a Postgraduate Diploma with Merit, so long as they pass all elements at the first attempt.

Pass
Candidates who achieve a mark of 50% or above for each of Modules 1–6 will normally be awarded a Postgraduate Diploma with Pass.

Failures
A 'Fail' signifies that work submitted does not achieve the level of a pass (50%) and that the component(s) failed should be retaken at the next examination session, or a future session within 12 months, in the light of the examiners’ comments.

Candidates who do not achieve a pass in an individual module will normally be required to re-sit in the next examination session or at another time, as agreed with the Director of Professional Studies.

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Internal Examiners</th>
<th>Professional Examiners</th>
<th>Assessment sheets and feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1 Essay</td>
<td>Marked internally</td>
<td>Review/explore at oral</td>
<td>By internal examiner</td>
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<td></td>
<td></td>
<td></td>
<td>Numerical mark</td>
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<td>Individual/Assignment 2</td>
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<tr>
<td>Module 3 Coursework tasks</td>
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<td>By internal examiner</td>
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<td></td>
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<td>Numerical mark</td>
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<tr>
<td>Module 4 Coursework tasks</td>
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<td>By internal examiner</td>
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<td></td>
<td></td>
<td></td>
<td>Numerical mark</td>
</tr>
<tr>
<td>Module 5 Short-answer paper Multiple-choice paper</td>
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<td>By internal examiner</td>
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<td>Numerical mark</td>
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<td></td>
<td></td>
<td></td>
<td>Numerical mark</td>
</tr>
<tr>
<td>PDA</td>
<td>Not marked internally</td>
<td>Marked individually by each Professional Examiner</td>
<td>PDA – Blue assessment sheet</td>
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<td></td>
<td></td>
<td></td>
<td>Numerical mark</td>
</tr>
<tr>
<td>RWE</td>
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<td>Recorded on Overall Mark sheet</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Portfolio of work for Modules 1–5</td>
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<td></td>
<td>No further mark sheets</td>
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<tr>
<td>Oral exam</td>
<td>Assessed by each Professional Examiner</td>
<td>Oral – White assessment sheet</td>
<td>Numerical mark</td>
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<tr>
<td>Overall mark sheet</td>
<td>Completed once examiners agree on final marks after the oral exam</td>
<td>Yellow – overall assessment sheet</td>
<td>Scheme of Award applies</td>
</tr>
</tbody>
</table>
5.9 Plagiarism, collusion and cheating

Plagiarism, collusion or cheating will not be tolerated. All work from Modules 1–5 may be submitted to the plagiarism detection programme Turnitin, which will check the work against online journals, web content and a database of previous and current submissions. Please ensure that you familiarise yourself with academic referencing protocols and that you never reproduce someone else’s work without formal acknowledgement. Candidates’ attention is drawn to UCL’s policy regarding plagiarism. Candidates found guilty of plagiarism, collusion or cheating will be excluded from the course. If you are unsure of what is acceptable, contact a tutor to discuss the issue. Please refer to Moodle for further information.

5.10 Assessment and feedback

An examination mark record sheet is produced for each candidate, recording the progressive achievement (the formative marking) through Modules 1–5. These sheets are made available to the Professional Examiners at Module 6. After the oral examination that concludes Module 6, summative marks are awarded for each Module 6 component, with comments, and recommendations for failed candidates clearly set out. This summative mark sheet is returned to the candidate. (The summative mark will have been reviewed at a concluding Bartlett Examination Board meeting held after the oral examinations).

Candidates who fail Module 6 will be invited for a one-to-one feedback session with their tutor.

5.11 Quality Management

The Professional Examiners will have met three times during the examination process:

1. Before the informal seminar, the Professional Examiners attend a training and briefing session and the Professional Practice and Management Portfolio is distributed to the examiners. A general discussion about the format of the examination takes place, and the Professional Examiners are briefed on process and standards.

2. A brief meeting takes place on the morning of the oral examinations to discuss queries arising from the examination papers and documentary submissions received. Extenuating circumstances are noted.

3. Immediately following the oral examinations, the examination board meets to discuss and moderate the examination marks and document submissions. A list is prepared and signed by the examiners, with details of the Professional Examiners’ decisions. Each pair of examiners submits written reports on each candidate seen, and a general Professional Examiners’ report is drafted.

Professional Examiners are asked to submit brief written reports on the examination process following the examination. These are forwarded to the External Examiner, who prepares an analysis of the comments. The Director of Professional Studies responds, and matters arising are reported to the examiners at the following examination session. The External Examiner makes a formal written report on the conduct of the examination and the standards achieved. This report is forwarded to the Professional Examiners, the Bartlett’s Advanced Architecture Programmes Committee and the Part 3 Professional Examiners. It is also forwarded to the Faculty Board of Examiners and contributes to the School Annual Student Experience Review (ASER) report.
5.12 Extenuating circumstances

Candidates who wish to have extenuating circumstances (e.g. dyslexia, medical conditions, disabilities) considered during the examination process and for module submissions must notify the Course Administrator in advance and provide appropriate documentation along with the extenuating circumstances form. The consideration of extenuating circumstances will follow the UCL procedures. Candidates may also wish to discuss with their tutor strategies for dealing with any ongoing conditions.

5.13 Appeal procedure

The examiners and the Bartlett reserve the right to exercise their professional and academic judgement in the assessment process. However, if a candidate fails any part of the examination, or any combination of parts, or all parts of the examination, he or she can appeal in the first instance to the Director of Professional Studies, who will refer the appeal to the External Examiner for a review, and where appropriate to the Director of the School of Architecture.

*Appeals can only be considered on the basis of procedural irregularity, and not on the basis of professional or academic judgement.*

5.14 Candidate questionnaires and student representation

All candidates are invited to give feedback on the examination and lecture course/tutorials at the end of the lecture course and following each module, by completing programme questionnaires, and submitting written comments. These questionnaires are analysed, and comments responded to as far as possible. The results of the questionnaires are reported to the Bartlett's Advanced Architecture Programmes Committee (AAPC), which reports to the Faculty Teaching Committee.

Part 3 candidates are welcome to attend the Bartlett School of Architecture’s Staff Student Consultative Committee which meets once a term. Part 3 candidates may also elect a representative to attend the Architecture Programmes Committee.

5.15 Feedback to candidate and final results

**Modules 1–5**

At the end of each module, normally within 6–8 weeks of the hard-copy hand-in date, candidates will be provided with their provisional formative marks based on first and second marking, and comments and feedback are provided to candidates who have failed.

Candidates who fail Modules 1–5 will be invited to a feedback session with the Module Coordinator.

**Module 6**

Overall results, following the oral examination at the culmination of Module 6, will first be emailed to candidates within one month of the oral examination and then sent as hard copy.

**Module 6 examination feedback**

All candidates receive a summative feedback sheet completed by the Professional Examiners.

For successful candidates, this is followed by a letter of confirmation, enclosing instructions for registration with the ARB (and, for ARB/RIBA Part 3 candidates, membership of the RIBA) and the mark sheets completed by the examiners.

Unsuccessful candidates will receive a letter enclosing the examiners’ mark sheets and comments mark sheets. Unsuccessful candidates will be invited to attend a meeting with their tutor to discuss their results.
6: Admissions criteria for Part 3 programmes, application procedure and fees

<table>
<thead>
<tr>
<th>Award titles</th>
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<tbody>
<tr>
<td>The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture – ARB/RIBA Part 3</td>
<td>(Prescribed by the Architects Registration Board and validated by the Royal Institute of British Architects)</td>
</tr>
<tr>
<td>The Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture – ARB Part 3</td>
<td>(Prescribed by the Architects Registration Board)</td>
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</tbody>
</table>

### 6.1 Academic qualifications

Candidates for the Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture Part 3 programme examination will usually have obtained their Part 1 and Part 2 exemption at a UK school, or an overseas school validated by the RIBA, or have obtained exemption from the ARB through the EU mutual recognition of qualifications or the ARB Prescribed Examination.

The Bartlett will also consider applications from international (non-EU) applicants and architects who have not yet obtained the ARB prescribed examination Part 1 and Part 2.

The Bartlett also welcomes applicants from other schools who wish to attend the lecture course only, and who intend to take the examination at the school at which they obtained their Part 2.

Applicants who have not attained ARB recognition of their qualifications but who still wish to attend the course and take the examination should note that if they pass the Part 3 they are strongly advised to attain ARB Part 1 and 2 exemption within 24 months of passing if they wish to register to practise in the UK.

The course is available as a ‘lectures-only’ programme (i.e. non-examination; candidates follow the lecture programme but do not register for the final examination) to EU-registered architects who wish to register with the ARB in order to practise in the UK.

It is also available to those EU citizens who intend to register with the ARB under Section 5 of the Architects Act 1997. At the end of the lecture course a Certificate of Attendance will be issued. In some cases, EU-registered architects may wish also to take the examination, in order to gain the full qualification. This option is available at the discretion of the Director of Professional Studies.

Candidates from EU countries are strongly urged to obtain written confirmation from the ARB and from the RIBA that their qualifications are recognised under the EEC Directive 85/384, EU Directive 2002/006/COD and EU Directive 2005/36/E6 before commencing the course.
6.2 Work experience – the professional experience requirements

The ARB and the RIBA have revised the requirements for professional experience, the changes have widened the range and location of acceptable experience. The experience has to be approved and monitored by the Professional Studies Advisor and a mentor/employer.

Evidence of meeting the professional experience requirements will be found in the candidate’s Module 6 submission; it may take the form of Professional Education and Development Record (PEDR) sheets, RIBA Certificates of Experience or a Record of Work Experience (RWE).

The following extract summarises the RIBA view of the current situation and advice to candidates. The Bartlett follows this guidance.

Practical experience is an integral element of the Part 3 qualification, and is important in assisting individuals to meet the Part 3 Criteria against which all Part 3 candidates are assessed.

It is therefore recommended that candidates undertake a minimum of 12 months’ experience within the UK, as those whose experience lies solely outside the UK may find it difficult to meet the required level of knowledge and skill. Candidates must be mentored during their practical experience. Typically the candidate and the mentor will be employed by the same organisation but where the relationship is not typical, they will need to satisfy their professional studies advisor (PSA) that the level and type of supervision is appropriate. While it is acceptable for any professional who is working within the construction industry to supervise up to 12 months of the experience, a registered architect is likely to be in the best position to assist a candidate in acquiring the required levels of skill and knowledge.

Applicants should refer to the RIBA website (www.pedr.co.uk) for full details. Candidates who are working abroad or who have unusual experience should consult their Professional Studies Advisor regarding the records of experience and evidence required. See also section 4.6.3 of this Handbook.

6.3 Language requirement

Examiners expect candidates to have a high standard of written and spoken English in order to pass the examination. Candidates with poor English find the writing of lengthy documents and the oral examination particularly challenging. All applicants to The Bartlett/UCL courses whose first language is not English may be required to provide recent evidence that their command of spoken and written English is adequate for the programmes for which they have applied. This requirement is specified in order to ensure that the academic progress of students is not hindered by language difficulties, and that students are able to integrate socially while studying and living in the UK.

Reference should be made to the UCL website (prospective students section), where the details of UCL requirements for students on graduate programmes are set out in some detail. If either unsatisfactory or no evidence of English language proficiency is provided with the application, admission will be conditional upon the provision of such evidence. The required evidence may take the form of a recently obtained acceptable English language qualification or test result. The required evidence should, if possible, be included with the complete application.

Candidates who have concerns about their English language skills are strongly advised to seek assistance from the UCL Language Centre, 26 Bedford Way, London WC1H 0AP; +44 (0)20 7679 5454; www.ucl.ac.uk/language-centre.
6.4 Visas and work permits

New rules have been introduced by the UK Border Agency for working arrangements for non-UK/non-EU nationals. See the UK Border Agency website: www.ukba.homeoffice.gov.uk.

It is the responsibility of candidates who require a visa to remain working in the UK to satisfy themselves that they will be able to complete the Part 3 Programme within the period of validity of their visa. Candidates must have a work visa with a minimum of 12 months remaining at the start of the course/date of the introductory lecture. We are unable to offer a place to anyone that cannot provide proof of sufficient work visa cover for the entire length of the 12-month course. Registration on the courses offered by the Professional Studies Team are part time and classed as ‘short courses’; therefore candidates do not have ‘student status’. Documentation cannot be provided in support of UK visa applications.

All applicants who have been accepted on the Part 3 programme will be asked to bring their passport/visa to UCL. Details of the procedure are to be confirmed by email.
6.5 Application procedure

Part 3 programmes

Applicants should complete and return the appropriate application form (available from the Professional Studies Office: Bartlett-Part3@ucl.ac.uk), together with an up-to-date CV, a 300-word CAR proposal, a 1000-word reflective résumé of professional and educational experience to date, and an application fee of £50. Places are limited, so candidates are strongly encouraged to return their applications as soon as possible.

Provisional offers are made on the basis of the application documents. All applicants receiving a provisional offer attend a preliminary meeting with a tutor in December or January to discuss their work programme and potential CAR topic. All offers are provisional until confirmed at the preliminary meeting.

Stage 2 Experience Monitoring

Students wishing to have their experience monitored by the Bartlett’s Professional Studies Advisor (PSA) must either apply for the ARB/RIBA Part 3 described above, or register for Stage 2 Monitoring. To register for Stage 2 Monitoring students must complete a form (available by email: Bartlett-Part3@ucl.ac.uk) and pay an annual fee of £250. The fee covers up to four monitoring sessions per year. There is a choice of one-to-one 20-minute tutorials with the PSA, or of sending PEDR sheets by post for approval and signature.

6.6 Fees for Part 3 programmes – 12, 18 and 24 months

Candidates take sole responsibility for all fees incurred on this course.

Fees may be paid in instalments by agreement with the Professional Studies Office.

Fees are expected to increase for the course commencing in 2018.

<table>
<thead>
<tr>
<th>Part 3 Full course fees 2017</th>
<th>£1500 Registration, lecture course and tutorials Due 28 February 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£250 Individual module fee, six modules in total (total £1500) Each module invoiced upon registration</td>
</tr>
<tr>
<td>Total</td>
<td>£3000 £100 prompt payment discount if paid by 28 February 2017; or payable in instalments by agreement</td>
</tr>
</tbody>
</table>

Please note that candidates who fail to pay their fees on time and fail to make satisfactory arrangements with the Professional Studies Office for paying fees may be removed from the course, be unable to sit the module assessment exercises, or have final marks and results withheld. If debtors fail to make satisfactory arrangements, they will be referred to the relevant UCL authorities.

Payment is due within 30 days of invoice unless agreed otherwise. All fees must be fully paid up by the date of submission of module 6. Candidates who have not paid their fees will be required to withdraw from the examination.

Fees may be paid by via the UCL online store, by cheque, BACS or Visa/MasterCard. Full details are on the invoice.

<table>
<thead>
<tr>
<th>Stage 2 Experience Monitoring and lectures only fees</th>
<th>£250 Monitoring fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£800 Lectures only fee</td>
</tr>
<tr>
<td>Total</td>
<td>£1050 Due by 10 January 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lecture only fees</th>
<th>£800 Due by 10 January 2017</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CPD programmes fees</th>
<th>Fee details available on request</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year Out programme fees</th>
<th>£250 Due on registration</th>
</tr>
</thead>
</table>
6.7 Payment of fees by candidate’s practice or a third party

Candidates who propose to have their fees paid by their practice or a third party can submit a Practice/Third Party Fees Agreement (available from the Course Administrator). The practice or third party, who will then be invoiced directly for the payment(s), completes this form. However, payment of all fees incurred on this course remains the candidate’s sole responsibility in the event that payment is not received from the practice/third party. In the event of non-payment, no award will be made for individual modules, and the candidate will not be able to proceed to a following module.

6.8 Re-sit and re-submission fees

Candidates who fail a module will need to re-sit the module at the first available opportunity, usually the following year. The cost of re-sitting a module is the same as the fee set for all other candidates, regardless of attempt.

6.9 Withdrawals

Candidates wishing to withdraw from the programme must provide their request in writing. Fees are non-refundable. Candidates have 6 weeks (42 days) from the date of the start of the programme on 10 January 2017. Candidates who withdraw from the course after this deadline are liable to pay any outstanding fees.

Candidates who have registered for modules and wish to withdraw following registration may be liable for the full fee.

6.10 ID cards and security

All candidates will be issued with a UCL visitor’s ID in order to gain entry to lecture theatres and buildings. Candidates will be provided with further instructions on how to claim their ID card by the Professional Studies Office.

6.11 Moodle: e-learning

Candidates will be given user IDs to let them access UCL email and the UCL e-learning system, Moodle. They should regularly check their account and/or forwarded to their personal accounts as most communications from the Professional Studies office will be sent to the candidates’ UCL email account. The Moodle site provides information about the course, including:

- Course dates for lectures, module registration, seminars, submissions, assessment, etc.
- News updates about the course, as well as relevant articles, current events, etc.
- Past examination question papers, handouts and revision notes.
- Links to resources.
- Module 5 online assessment

In addition, all coursework submissions for Modules 1–5 are handed-in electronically via Moodle using Turnitin, a plagiarism identification software. Paper copies are submitted on a specified date after the official Moodle hand-in.
Candidates’ specific attention is drawn to the following with regard to Professional Studies.

7.1 Data protection and candidate information

Candidates’ contact and employment details are held securely by the Professional Studies Office for purposes of academic administration.

7.2 Record photographs

We may retain a photograph of you in the school office, for ease of identification. Professional Examiners are provided with candidates’ photographs for the Any Questions evening.

7.3 Publication of personal details

The Bartlett or the UCL Development Office may wish to use your photograph and personal details in a Bartlett or UCL publication, either as a news item or for future events.

If you do not wish to have your personal details published in these ways, please email the Administrator to request that UCL does not do so.

7.4 Data Protection Act

The use of the above information is governed by the Data Protection Act (1998). The Act states that an individual has the right to see any personal information about them held by any organisation and to stop information about them being published without their permission.

7.5 Data protection and research methods

Candidates and students should follow UCL data protection guidelines for research, including preparation of the Critical Analysis Report and Professional Development Appraisal (e.g. site photographs, interviewing, collaborations, photography and filming), when incorporating personal data of other people (e.g. images of colleagues, friends, other candidates, students, tutors, family or members of the public).

Candidates and students should, therefore, ensure that:

- The person(s) is informed of the nature of the research and consents to their personal information being used before research is begun.
- All information is kept securely.

If in doubt, consult your tutor in the first instance, who will be able to forward your query to the appropriate person within the Bartlett or UCL.
7.6 Contact details and communications

It is the candidate’s responsibility to ensure that the Professional Studies Office has up-to-date contact details, including home and email address, mobile number, name and address of employer, and details of office supervisor/mentor.

All candidates are required to supply and regularly check their UCL email address (once supplied) for course communications along with other email addresses that they have supplied. We have experienced problems with emails from the Professional Studies Office going into recipients’ spam/junk email folders. Therefore candidates should monitor all email boxes for communications from us. We anticipate we may have to send our communication to candidates’ UCL email accounts. These must be kept up to date and passwords reset in good time. UCL accounts must be registered against a telephone number to remind users when passwords are due to expire: see https://myaccount.ucl.ac.uk.

Candidate’s UCL email accounts give them access to Moodle, UCL’s e-Learning platform. Course handouts and information will be posted on Moodle during the course for candidates to download. All Module 1–5 submissions are to be uploaded to Moodle by the submission dates published for each module.

7.7 Copyright

As a general principle, UCL recognises that students have Intellectual Property Rights, including that of copyright, over any work that they produce as part of their course of study at UCL. However, there are some circumstances where ownership has to be shared or granted to UCL or a third party, such as when candidates are sponsored (e.g. your practice) or candidates’ work on a sponsored project as part of their coursework or research.

UCL claims the right to acquire ownership of, on fair and reasonable terms, the physical work in any artistic works produced by candidates and students, including, without limitation, paintings, photographs, sculptures and multimedia works. It also claims the right to borrow, for a reasonable period of time, the physical work in any works produced by candidates, and/or a suitable reproduction of these works, for the purposes of publishing these works in publications by UCL and its staff, and/or for the purposes of showing these works to professional statutory bodies for the validation of appropriate degree programmes.

7.8 Access to the library

The Bartlett Library has relocated to the Ground Floor of Central House, 14 Upper Woburn Place, London WC1H 0NN. It houses UCL’s Built Environment collections. All current UCL staff and students are entitled to use the library’s facilities.

Professional Studies candidates may use the library for research or as a quiet study area. Candidates will not, however, be entitled to remove any books from the library.

A catalogue of the library’s holdings is provided in the library itself and online through the eUCLid system at: http://library.ucl.ac.uk.

Further information on all UCL’s libraries and their resources is available at: www.ucl.ac.uk/Library.

Journals and online resources are only available from UCL managed computers in a UCL library/on campus.
7.9 Disclaimer

This Handbook is not a full or formal statement of The Bartlett School of Architecture, UCL, University of London, or other regulations, courses, etc. It should be read in conjunction with other UCL and Bartlett prospectuses, handbooks and other documents. Every effort is made to ensure that the information in this prospectus is accurate at the time of going to press, but UCL and The Bartlett School of Architecture reserve the right to change the stated contents, arrangements, examinations, assessment and staffing of a course, programme or facility, or to withdraw them, before or during the session.
8: General information

8.1 Student status

Candidates on any Professional Studies part-time or short courses will not be provided with full-time student status, and therefore not provided with the same privileges as other students. Candidates will not be able to remove books from the library or have the same access to UCL facilities. They are not entitled to any student discounts (Council Tax or Travel Card). If candidates require proof of enrolment for any other reason, they should contact the Professional Studies Office.

8.2 Candidate and student support

Personal tutors

The Professional Studies Advisor is a candidate’s personal tutor, available to discuss issues arising from the course or the workplace.

8.3 The Sub-Dean and Faculty Tutor

The Sub-Dean and Faculty Tutor, Susan Ware, is available by appointment to see students. In addition to dealing with students’ personal and welfare matters, the Sub-Dean and Faculty Tutor will liaise between the Bartlett and UCL on matters relating to UCL regulations, assessment procedures and fees. The Sub-Dean/Faculty Tutor also coordinates applications for access funds/scholarships, etc.

8.4 Student–Staff Committee

The Bartlett School of Architecture operates a Student–Staff Committee. It is chaired by the Director of the School – Professor Bob Sheil – and is a forum for discussion of all matters of student concern. The Committee reports to the various school and faculty teaching committees. Any Part 3 candidates interested in getting involved in the governance of The Bartlett should contact the Course Director, who will be able to nominate them to the Architecture Staff-Student Committee.

8.5 Awards and scholarships

Bartlett awards – professional practice

Bartlett Postgraduate Diploma in Professional Practice and Management in Architecture

- Ross Jamieson Memorial Award (£100 Amazon voucher): awarded to the best overall student in each examination session.
8.6 Safety and security

Security measures

UCL is situated in the centre of London and, despite careful security, strangers can and do walk unnoticed into the campus and into buildings. Please observe simple security rules:

- Keep your personal possessions (especially money, keys and cards) in a pocket or body-bag; do not carry anything obvious (e.g. a shoulder bag or expensive camera case), inviting theft. Do not leave anything of value unattended. It is your responsibility to look after your personal property at all times, and any personal possessions are brought onto UCL property at the owner’s own risk. UCL’s insurance policy does not cover personal possessions. If you see someone in the building whom you do not recognise and who may be acting unusually, report it to the security guard on Reception, or the Facilities Officer. If the person turns out to be a student from another department, the incident can be dealt with without offence – do not approach strangers yourself.

The Bartlett undertakes all reasonable practicable steps to promote and secure the health and safety and welfare of all university personnel, students and members of the public on the department premises.

Within UCL all safety matters are the responsibility of the Head of Department (HOD) and all disciplinary actions will be at the HOD’s discretion. A Departmental Safety Officer (DSO) is appointed by the HOD to implement the Health and Safety Policy within the department. Arrangements for the management of health and safety within the Bartlett are published and reviewed annually.

Responsibilities under the law

Students, candidates and employees have a responsibility under the law to take reasonable care for their own health and safety and that of other persons who may be affected by their acts at work. They are also required to cooperate with the department, insofar as is necessary, to enable the employer to fulfil her/his legal responsibilities under the health and safety legislation. You should, therefore, be aware of and comply with the department's arrangements for health and safety.

Implementation of regulations

The following general safety rules must be observed throughout the Bartlett’s premises:

- SMOKING is banned in all buildings and immediately outside UCL property.
- ALCOHOL is not to be consumed or stored within the department, except on certain, specified occasions.
- CORRIDORS AND STAIRWELLS must be kept clear and must not be used for work or the storage of furniture, equipment, etc. They are not extensions of studio space, and items found in these areas will be disposed of.
- WORKSHOPS: students may only work in the workshops after being trained in the use of machines and when a member of the workshop staff is available to supervise their activity.
- LABORATORIES: students must make arrangements with staff to use laboratories, and risk assessments are required as part of any use of the laboratories.
- STUDIOS: no hazardous substances are to be taken into studios, and no machining, cutting or drilling with power tools or ‘hot work’ is to be undertaken in them. Rubbish must not be allowed to accumulate, and waste should be removed daily. Sharps should be disposed of in the containers provided.
- PORTABLE ELECTRICAL APPLIANCES, including items brought from home, are not to be used within the department unless they have been tested for safety by the Workshop Manager or Facilities Officer in 22 Gordon Street.
8: General information

**Electrical equipment and supplies**

Stop using any equipment, electrical sockets, lights and/or light switches if there appears to be an electrical fault. Report the fault to Facilities Officer at your earliest opportunity. Remember that no electrical equipment should be used in the building unless it has been PAT tested.

**Dust**

Any work creating dust may set off the smoke detectors. The Facilities Officer must be informed of any such activity in advance.

**Regulatory Return Order 2005**

All temporary and permanent staff, candidates, students or research students working for more than three consecutive days will be required to sign a form indicating that they fully understand the following procedures in the event of a fire alarm.

**Emergency procedures**

In the event of the outbreak of fire:
1. Sound the fire alarm, or telephone 222 using the red phones in reception or any telephone in the stairwells.
2. Evacuate the building by the nearest available exit.

In the event of the fire alarm sounding:
1. Evacuate the building immediately (do not use the lifts).
2. Ensure any persons under your supervision leave immediately.
3. Assemble at the assembly point marked on the fire instruction notice – Taviton Street (do not re-enter the building).

KNOW THE LOCATION OF THE FIRE ALARM CLOSE TO WHERE YOU ARE WORKING AND THE NEAREST EMERGENCY EXIT ROUTE.

In the event of an emergency:
1. Phone 222.
2. Clearly state your location and telephone number.
3. Clearly describe the nature of the emergency.

In the event of a major accident involving injury:
1. Phone 222.
2. Clearly state your location and telephone number.
3. Clearly describe the nature of the accident.
4. Obtain assistance from the nearest qualified First Aider, if they are available, or Designated Person.

KNOW THE LOCATION OF THE NEAREST FIRST AID BOX TO WHERE YOU ARE WORKING.

In the event of a minor accident involving injury:
1. Obtain assistance from the nearest First Aider or Designated Person, if available.
2. Escort the patient to the University College Hospital Accident and Emergency Unit.
3. Seek assistance from Occupational Health, which is available during normal working hours, at 3 Gower Place (ext. 37747).

**Reporting of accidents**

All accidents must be reported.
1. Obtain an Accident Form from the Facilities Officer or Departmental Safety Officer.
2. Complete the Accident Form immediately after the accident if possible, and forward the completed form to the Facilities Officer, who will forward a copy to the UCL Safety Office.
Unauthorised person/intruder
If someone is present in the building whom you do not recognise or who is behaving suspiciously in the vicinity of the building, telephone UCL Security on 222 or the Security Guard on reception (ext. 27505) using any telephone in the stairwells.

Make no effort to remove such people from the building or to question people outside the building.

Break-ins/thefts
If you discover a break-in or a theft, report it to UCL Security on 222 immediately. This must also be reported to the Facilities Officer. In the case of a theft you must complete a Theft Form (available from the Facilities Officer or Departmental Safety Officer).

Water
If you discover spills, overflows or leaks from any source, where possible stop the leak/flow. If damage is minor, report it to the Facilities Officer as soon as possible. If you are not able to stop the flow, or if the flooded water endangers the building, phone 30000.

24-Hour emergency contact telephone numbers

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergencies</td>
<td>222</td>
</tr>
<tr>
<td>Maintenance emergencies</td>
<td>30000</td>
</tr>
<tr>
<td>Foster Court security</td>
<td>32108</td>
</tr>
</tbody>
</table>
9: Bartlett events

School of Architecture

In 2017 the Bartlett School of Architecture will be celebrating its return to 22 Gordon Street with a number of broad-ranging public events. Details of all events can be found at the Bartlett website. The following is an outline of some scheduled events and programmes:

The Bartlett International Architecture Lectures

An international series of open lectures that covers a wide range of ideas in architecture, design, technology, history and theory, related disciplines such as art and art theory, philosophy and critical theory, urban geography, cultural studies, journalism and criticism. The series totals some 25 lectures in a typical year.

Tickets are not required and seats cannot be reserved.

Summer Show

The Summer Show is the annual celebration of student work at the Bartlett School of Architecture. The exhibition is expected to be held from Friday 23 June to Saturday 1 July 2017.

Rogues & Vagabonds Association

Membership of the Rogues & Vagabonds is available to all Bartlett graduates. This dining club meets annually during the Summer Show and provides a forum for networking and catching up with old friends. Details are available from the School of Architecture Office.

Intercom newsletter

Information on events, seminars and lectures, will be circulated regularly.
10: Useful addresses

The professional bodies actively encourage student membership, and through such membership provide access to libraries, discounts on books, job-search facilities, work-experience networks, lectures and other events. The Bartlett strongly encourages candidates to join the relevant professional institutions.

**The Architects’ Registration Board of the United Kingdom (ARB)**
8 Weymouth Street
London W1W 5BU
Phone: +44 (0)20 7580 5861
www.arb.org.uk

**The Royal Institute of British Architects (RIBA)**
66 Portland Place
London W1B 1AD
Phone: +44 (0)20 7580 5533
www.architecture.com

**The Royal Town Planning Institute (RTPI)**
41 Boltoph Lane
London EC3R 8DL
Phone: +44 (0)20 7929 9494
www.rtpi.org.uk

**The Chartered Institute of Building (CIOB)**
Englemere
Kings Ride
Ascot
Berkshire SL5 7TB
Phone: +44 (0)1344 630700
www.ciob.org.uk

**The Royal Institution of Chartered Surveyors (RICS)**
RICS HQ
Parliament Square
London SW1P 3AD
Phone: +44 (0)870 333 1600
www.rics.org

**Association of Professional Studies Advisors in Architecture (APSAA)**
www.apsaa.org.uk
Appendix I
Assessment and mark sheets for Module 6
## PROFESSIONAL DEVELOPMENT APPRAISAL (PDA) MARK SHEET

<table>
<thead>
<tr>
<th>Award</th>
<th>Key Qualities of PDA</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISTINCTION</strong></td>
<td><strong>In addition to the qualities of a Merit level:</strong></td>
<td></td>
</tr>
<tr>
<td>Very high</td>
<td>Evidence of exceptional quality in relation to the criteria listed for the award of</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>70–79%.</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>Outstanding critical insight and thought-provoking discussion.</td>
<td></td>
</tr>
<tr>
<td>90%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid</td>
<td><strong>In addition to the qualities of a Merit level:</strong></td>
<td></td>
</tr>
<tr>
<td>80%</td>
<td>Displays originality, with perceptive conclusions and critical appraisal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presents an excellent and clear educational and professional evaluation.</td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td><strong>In addition to the qualities of a Merit level:</strong></td>
<td></td>
</tr>
<tr>
<td>70%</td>
<td>Draws perceptive and well-considered conclusions through critical appraisal of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>educational and professional matters.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrates an excellent approach to the CPD proposal.</td>
<td></td>
</tr>
<tr>
<td><strong>MERIT</strong></td>
<td><strong>In addition to the qualities of a Pass level:</strong></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>In addition to the criteria listed in the 60–64 categories below, the candidate</td>
<td></td>
</tr>
<tr>
<td>68%</td>
<td>has clearly and thoroughly addressed the scope and content required by the PDA</td>
<td></td>
</tr>
<tr>
<td>Mid</td>
<td>brief.</td>
<td></td>
</tr>
<tr>
<td>65%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td><strong>In addition to the qualities of a Pass level:</strong></td>
<td></td>
</tr>
<tr>
<td>60%</td>
<td>Displays evidence of general research/reading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fluent and appropriate prose style.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clear and concise discussion.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Well-presented and organised presentation with relevant and appropriate graphics.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrates a well-structured approach to the CPD proposal.</td>
<td></td>
</tr>
<tr>
<td><strong>PASS</strong></td>
<td><strong>In addition to the qualities of a Pass level:</strong></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>Good insight and personal reflections.</td>
<td></td>
</tr>
<tr>
<td>58%</td>
<td>Well-organised presentations and graphics.</td>
<td></td>
</tr>
<tr>
<td>Med</td>
<td>Demonstrates a grasp of pertinent issues relating to practice, and draws comparisons.</td>
<td></td>
</tr>
<tr>
<td>55%</td>
<td>Accurate and effective use of evidence to illustrate career development.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Well-organised and logical discussion and critical thinking.</td>
<td></td>
</tr>
<tr>
<td><strong>FAIL</strong></td>
<td><strong>Pass level threshold:</strong></td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td>Addresses the subject matter adequately and displays a reasonable understanding and</td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>critique.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accurate and direct account, with a fair degree of personal insight.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presents a clear overview.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reasonable presentation, with acceptable prose, referencing and presentation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstrates an adequate approach to the CPD proposal.</td>
<td></td>
</tr>
<tr>
<td><strong>FAIL</strong></td>
<td><strong>49% or below</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The PDA does not address the PDA brief adequately/is not to a professional standard.</td>
<td></td>
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<tr>
<td></td>
<td>Limited range of evidence or lack of focus.</td>
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<tr>
<td></td>
<td>Experience is not substantiated or dealt with in a critical manner.</td>
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<tr>
<td></td>
<td>Lacks clarity, coherence and structure.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Errors in grammar/syntax/spelling.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prose style obscures the meaning.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fails to address the CPD element in a satisfactory manner.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serious weaknesses in the organisation of the PDA.</td>
<td></td>
</tr>
<tr>
<td>Candidate Name:</td>
<td>Examiner:</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td><strong>AWARD</strong></td>
<td><strong>KEY QUALITIES OF CAR</strong></td>
<td><strong>COMMENTS</strong></td>
</tr>
<tr>
<td><strong>DISTINCTION</strong></td>
<td>In addition to the qualities of a Merit level:</td>
<td></td>
</tr>
<tr>
<td>Very high 100%</td>
<td>• Evidence of exceptional quality in relation to the criteria listed in the 70–89% range.</td>
<td></td>
</tr>
<tr>
<td>High 90%</td>
<td>• Outstanding critical insights and thought-provoking arguments.</td>
<td></td>
</tr>
<tr>
<td>Mid 80%</td>
<td>• Evidence of ground-breaking research.</td>
<td></td>
</tr>
<tr>
<td>Low 70%</td>
<td>• Presentation to an exceptionally high standard.</td>
<td></td>
</tr>
<tr>
<td><strong>MERIT</strong></td>
<td>In addition to the qualities of a Merit level:</td>
<td></td>
</tr>
<tr>
<td>High 68%</td>
<td>• Clear understanding of the evidence.</td>
<td></td>
</tr>
<tr>
<td>Mid 65%</td>
<td>• Well informed by a wide range of relevant ideas.</td>
<td></td>
</tr>
<tr>
<td>Low 60%</td>
<td>• Excellent analysis, arguments and explanations.</td>
<td></td>
</tr>
<tr>
<td><strong>PASS</strong></td>
<td>In addition to the qualities of a Pass level:</td>
<td></td>
</tr>
<tr>
<td>High 58%</td>
<td>• Exceptionally good structure.</td>
<td></td>
</tr>
<tr>
<td>Med 55%</td>
<td>• Evidence of ground-breaking research.</td>
<td></td>
</tr>
<tr>
<td>Low 50%</td>
<td>• Presentation to an exceptionally high standard.</td>
<td></td>
</tr>
<tr>
<td><strong>FAIL</strong></td>
<td>In addition to the qualities of a Merit level:</td>
<td></td>
</tr>
<tr>
<td>49–45%</td>
<td>• Very good analysis and explanations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Very good insight and personal reflection.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Carefully structured presentation.</td>
<td></td>
</tr>
<tr>
<td>44–0%</td>
<td>In addition to the above comments in the 45–49% range, the work demonstrates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Limited range of evidence or lack of focus.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lack of coherent argument and structure.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lack of understanding of the material presented.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incident studies are not addressed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Absence of personal insight.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Serious weaknesses in the organisation of the document.</td>
<td></td>
</tr>
</tbody>
</table>
## ORAL EXAMINATION MARK SHEET

<table>
<thead>
<tr>
<th>Candidate Name:</th>
<th>Examiner:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AWARD</strong></td>
<td><strong>KEY QUALITIES OF ORAL INTERVIEW</strong></td>
</tr>
<tr>
<td><strong>DISTINCTION</strong></td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>In addition to the qualities detailed in the 70–80% band:</td>
</tr>
<tr>
<td></td>
<td>• Evidence of exceptional quality in relation to the criteria required by the oral.</td>
</tr>
<tr>
<td></td>
<td>• Outstanding critical insight and thought-provoking arguments.</td>
</tr>
<tr>
<td>High</td>
<td></td>
</tr>
<tr>
<td>90%</td>
<td></td>
</tr>
<tr>
<td><strong>DISTINCTION</strong></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>In addition to the qualities of a Merit level Oral:</td>
</tr>
<tr>
<td>80%</td>
<td>• Able to present a competent and professional approach to practice and the profession.</td>
</tr>
<tr>
<td>Low</td>
<td>• Able to apply professional judgement in relation to specific experiences.</td>
</tr>
<tr>
<td>70%</td>
<td>• Able to articulate an understanding of ethics and wider professional issues.</td>
</tr>
<tr>
<td></td>
<td>• Able to discuss current practice and professional issues.</td>
</tr>
<tr>
<td><strong>MERIT</strong></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>In addition to the qualities of a Pass level Oral:</td>
</tr>
<tr>
<td>68%</td>
<td>• Able to demonstrate confidently evidence that they meet ARB/RIBA professional criteria.</td>
</tr>
<tr>
<td>Med</td>
<td>• Able to communicate confidently and effectively using technical/professional language in oral responses.</td>
</tr>
<tr>
<td>65%</td>
<td>• Able to demonstrate professional judgement and relate to specific issues and examples.</td>
</tr>
<tr>
<td>Low</td>
<td>• Able to recognise the limitations of their knowledge and experience, and demonstrate remedies to specific issues and examples.</td>
</tr>
<tr>
<td>60%</td>
<td>• Able to identify sources for research and select information, which is appropriate to the situation.</td>
</tr>
<tr>
<td></td>
<td>• Able to demonstrate a critical and analytical approach to specific examples.</td>
</tr>
<tr>
<td><strong>PASS</strong></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td></td>
</tr>
<tr>
<td>58%</td>
<td>• Able to demonstrate adequate evidence that they meet ARB/RIBA professional criteria.</td>
</tr>
<tr>
<td>Med</td>
<td>• Able to communicate effectively using technical language in oral responses.</td>
</tr>
<tr>
<td>55%</td>
<td>• Able to demonstrate adequate professional judgement and integrity.</td>
</tr>
<tr>
<td>Low</td>
<td>• Able to recognise the limitations of their knowledge and experience.</td>
</tr>
<tr>
<td>50%</td>
<td>• Able to identify sources for information.</td>
</tr>
<tr>
<td></td>
<td>• Able to demonstrate critical thinking and reflection of learning experience.</td>
</tr>
<tr>
<td><strong>FAIL</strong></td>
<td></td>
</tr>
<tr>
<td>49% or below</td>
<td>The Oral Interview was unacceptable/not to a professional standard. To varying degrees:</td>
</tr>
<tr>
<td></td>
<td>• Unable to demonstrate adequate technical and professional knowledge.</td>
</tr>
<tr>
<td></td>
<td>• Unable to communicate confidently and use technical language in oral responses.</td>
</tr>
<tr>
<td></td>
<td>• Unable to display understanding of the context of practice and wider professional issues.</td>
</tr>
<tr>
<td></td>
<td>• Unable to demonstrate adequate professional judgement.</td>
</tr>
<tr>
<td></td>
<td>• Unable to recognise the limitations of their knowledge and experience.</td>
</tr>
<tr>
<td></td>
<td>• Unable to undertake research.</td>
</tr>
<tr>
<td></td>
<td>• Unable to demonstrate critical thinking and reflection of learning and experience.</td>
</tr>
</tbody>
</table>
**OVERALL MARK SHEET**

<table>
<thead>
<tr>
<th>Candidate Name:</th>
<th>Examiner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWARD ELEMENT</td>
<td>SCHEME OF AWARD</td>
</tr>
<tr>
<td>PASS</td>
<td>Elements all passed on first attempt Y/ N</td>
</tr>
<tr>
<td>FAIL</td>
<td></td>
</tr>
</tbody>
</table>

**Records of Work Experience**
- PEDR, Certificates of Experience

**Weekly Elements**

<table>
<thead>
<tr>
<th>Module 6: Oral Examination</th>
<th>DISTINCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>Candidates, who achieve an average of 70% or above for Modules 1 to 6 and 70% average or above for Module 6 will normally be awarded a Bartlett Postgraduate Diploma with Distinction, so long as they pass all elements at the first attempt.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 6: Critical Analysis Report (CAR)</th>
<th>MERIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>Candidates who achieve an average of 60% or above for Modules 1 to 6 and 60% average or above for Module 6 will normally be awarded a Bartlett Postgraduate Diploma with Merit, so long as they pass all elements at the first attempt.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 6: Professional Development Appraisal (PDA)</th>
<th>PASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>Candidates who achieve 50% or above for Modules 1 to 6 will normally be awarded a Bartlett Postgraduate Diploma.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 6: Combined Total Average of Oral, CAR and PDA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modules 1–6 Combined Total Average</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

Examiners’ signatures: ___________________________________________
Appendix II
ARB/RIBA Part 3 Criteria Mapping

The Bartlett, School of Architecture, Faculty of the Built Environment, UCL  February 2017
Post Graduate Diploma in Architectural Practice and Management – ARB/RIBA – Part 3
Post Graduate Diploma in Architectural Practice and Management – ARB – Part 3

To be read in conjunction with lecture programme schedule, module credit descriptor.
### MODULE 1 Professionalism

**Primary delivery**

- Five-week taught module supported by concurrent lecture programme

**Secondary evidence**

- Study groups/ self-study
- Seminars/classes
- Lecture programme

**Primary evidence**

- One-to-one tutorial programme

A successful candidate will be able to demonstrate overall competence and the ability to conduct themself with integrity, in the ethical and professional manner appropriate to the role of architect. The candidate will have the skills necessary to undertake effective communication, self-management and autonomous organisation. The candidate will have a clear understanding of the architect’s obligation to society and the environment, and a sufficient awareness of the professional standards and legal requirements to ensure they are unlikely to bring the profession into disrepute.

**Assessment**

- See Lecture Programme Moodle for lecture notes
- Two seminars
  - Seminar 1 – Discussion of topics and introduction of course work
  - Seminar 2 – Review of course work drafts
- Self-study reading, see book list
- Study groups via Moodle
- Tutorials provided throughout the course for Module 6

**Submissions**

- Groups 2000 word submission
- PEDR/Experience Record and CPD proposal Module 6
- Professional Portfolio and oral examination

### MODULE 2 Clients, users and delivery of services

**Primary delivery**

- Five week taught module supported by concurrent lecture programme

**Secondary evidence**

- Study groups/ self-study
- Seminars/classes
- Lecture programme

**Primary evidence**

- One-to-one tutorial programme

A successful candidate will be able to demonstrate understanding of the range of services offered by architects and the provision of those services in a manner prioritising the interests of the client and other stakeholders. The candidate will have the skills necessary to provide a competent service, either singularly or as part of a team, including understanding of client needs, appropriate communication, coordination and project delivery. This will be supported by knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, the execution of appropriate and coordinated project tasks and associated legislation.

**Assessment**

- See attached Lecture Programme Moodle for lecture notes
- Two seminars
  - Seminar 1 – Discussion of topics and introduction of course work
  - Seminar 2 – Review of course work drafts
- Self-study reading, see book list
- Study groups via Moodle
- Tutorials provided throughout the course for Module 6

**Submissions**

- Modules 1, 3, 4 and 5
- Group presentation, see individual course work
- 3000 word essay
- PEDR/Experience Record and CPD proposal Module 6
- Professional Portfolio and oral examination
## MODULE 3
### Practice management

**Primary delivery**
- Lecture programme
- Study groups/ classes
- Seminars/ classes
- Lecture notes
- Book list

**Secondary delivery**
- Tutorials provided throughout the course for Module 6

**Primary assessment**
- Office-based coursework equal to 3000 words
- Study groups/ self-study
- Lecture programme

**Secondary evidence**
- PEDR/ CPD proposal

A successful candidate will be able to demonstrate understanding of the business priorities, required management processes and risks of running an architectural practice, and the relationship between the practice of architecture and the UK construction industry. The candidate will have the skills necessary to engage in business administration and ability to resource, plan, and implement and record project tasks to achieve stated goals, either individually or within a team. This will be supported by knowledge of legal business administration procedures and the relevant legislation.

**See attached Lecture Programme Moodle for lecture notes**

**Two seminars**
- Seminar 1 – Discussion of topics
- Seminar 2 – Introduction to office-based paper and worked examples

**Self-study**
- Reading, see book list
- Study groups via Moodle

**Tutorials**
- Provided throughout the course for Module 6

**Modules 1, 2, 4 and 5**
- Office-based coursework equal to 3000 words
- Study groups/ self-study
- Lecture programme

**PEDR/ CPD proposal**

**Module 6**
- Professional Portfolio and oral examination

**Modules 1, 2, 4 and 5**
- Office-based coursework equal to 3000 words
- Study groups/ self-study
- Lecture programme

**PEDR/ CPD proposal**

**Module 6**
- Professional Portfolio and oral examination

---

## MODULE 4
### Building procurement

**Primary delivery**
- Lecture programme
- Study groups/ classes
- Seminars/ classes
- Lecture notes
- Book list

**Secondary delivery**
- Tutorials provided throughout the course for Module 6

**Primary assessment**
- Office-based coursework equal to 3000 words
- Study groups/ self-study
- Lecture programme

**Secondary evidence**
- PEDR/ CPD proposal

A successful candidate will be able to demonstrate understanding of UK construction and contract law, construction procurement processes and the roles of built environment professionals. The candidate will have the skills necessary to plan project-related tasks, coordinate and engage in design team interaction, execute effective contract administration and resolve construction-related challenges and disputes. This will be supported by knowledge of contractual relationships, the obligations upon an architect acts as contract administrator, job-related administrative systems and the management of projects in the context of the candidate’s professional experience.

**See attached Lecture Programme Moodle for lecture notes**

**Two seminars**
- Seminar 1 – Discussion of topics
- Seminar 2 – Introduction to office-based paper and worked examples

**Self-study**
- Reading, see book list
- Study groups via Moodle

**Tutorials**
- Provided throughout the course for Module 6

**Modules 1, 2, 3 and 5**
- Office-based coursework equal to 3000 words
- Study groups/ self-study
- Lecture programme

**PEDR/ CPD proposal**

**Module 6**
- Professional Portfolio and oral examination

**Modules 1, 2, 3 and 5**
- Office-based coursework equal to 3000 words
- Study groups/ self-study
- Lecture programme

**PEDR/ CPD proposal**

**Module 6**
- Professional Portfolio and oral examination
### MODULE 5
**Legal framework and processes**

<table>
<thead>
<tr>
<th>Primary delivery</th>
<th>Primary delivery</th>
<th>Primary delivery</th>
<th>Secondary delivery</th>
<th>Primary assessment</th>
<th>Secondary evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture programme</td>
<td>Seminars/classes</td>
<td>Study groups/self-study</td>
<td>One-to-one tutorial programme</td>
<td>Modules 1, 2, 3 and 4</td>
<td>On-line unseen short answer and multiple choice paper PEDR/Experience Record, CPD proposal and CV Module 6 Professional Portfolio and oral examination</td>
</tr>
</tbody>
</table>

A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with legal requirements or standards. The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals, and competently deliver projects within diverse legislative frameworks. This will be supported by knowledge of the relevant law, legislation, guidance and controls relevant to architectural design and construction.

### MODULE 6
**Group presentation, case study, appraisal/experience, group presentation and oral**

<table>
<thead>
<tr>
<th>Primary delivery</th>
<th>Primary delivery</th>
<th>Primary delivery</th>
<th>Secondary delivery</th>
<th>Primary assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture programme</td>
<td>Seminar</td>
<td>Study groups/self-study</td>
<td>One-to-one tutorial programme</td>
<td>Modules 1, 2, 3, 4 and 5</td>
</tr>
</tbody>
</table>

### MODULE 6 – ORAL

Examiners should satisfy themselves that successful candidates have achieved a threshold of competence (in terms of knowledge and ability) and professionalism (in terms of conduct and responsibility) that is consistent and relevant, and will safeguard clients, building users and society at large.

Candidates should be able to demonstrate they have acquired the means to assure clients and society of their high level of skill and professionalism.

- Preparation for the oral examination, mock interviews
- Self-study reading, see book list
- Study groups via Moodle
- Moodle support, test, quiz, etc.
- Mock exam
- One-to-one tutorials provided throughout the course
- Modules 1, 2, 3, 4 and 5
- Professional Portfolio comprising:
  - Marked by Professional Examiners: 10,000 word Critical Professional Practice Report
  - 5000 word Professional Development Appraisal, CPD proposal
  - PEDR/Experience Record*
  - 45 min oral examination
- *Depending on format of practical experience record