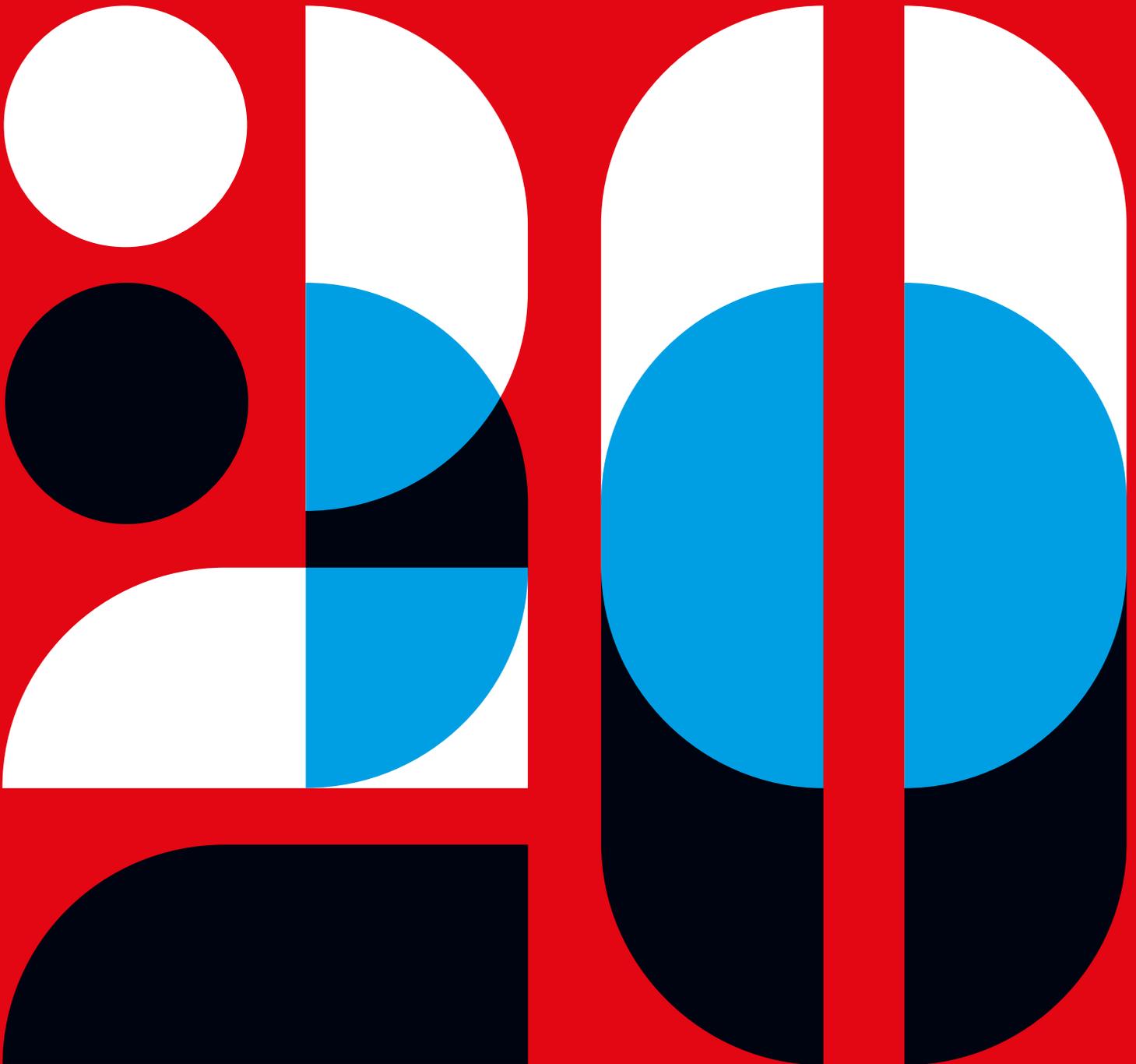


Examination in
Professional Practice
in Architecture –
Part 3 (ARB/RIBA)

Professional Studies Handbook 2020

A guide for candidates
and applicants



Bartlett Professional Studies Handbook 2020

The Bartlett Part 3 course is a professionally prescribed and validated course which is administered, delivered and examined within the Bartlett School of Architecture and does not confer UCL student status.

Disclaimer

The information contained throughout this Handbook is correct at 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 to which it refers.

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

The Bartlett School of Architecture does not guarantee that any particular course or unit 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.

December 2019



Professional Studies at the Bartlett School of Architecture: Preface

The Bartlett School of Architecture offers Professional Studies courses that draw on a wide range of expertise, 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 postgraduate level. Professional Studies staff support all the School's architecture students, offering informal advice on careers to formal educational courses, ensuring that Bartlett graduates are well prepared and competent for practice. Bartlett staff also undertake research into professional areas on architecture. The School has an established reputation for Professional Studies courses and has been providing Professional Practice Part 3 examinations for over 70 years.

The Bartlett was voted best UK School of Architecture by the UK's largest practices in the AJ100 2019 opinion survey of practices: a list which it has topped for the past 15 years. The Part 3 course is highly regarded by both practices, and the RIBA, who in their 2016 Visiting Board commented 'the School's focus on the practice of architecture evidenced in the programme content at Parts 1 and 2, in the continuing support of a rigorous Part 3, support to Year Out students and engagement with a wide cohort of part-time practitioner tutors'. Candidates also bear testimony to the rigorous and rewarding nature of our Part 3 course.

The Professional Studies Team is headed by Professor Susan Ware, Director of Professional Studies in Architectural Practice, and includes several full and part-time teaching staff and Professional Studies administrators (see Key Staff and Contact details section).

We currently offer:

- **The Bartlett School of Architecture Certificate in Professional Practice in Architecture Part 3 (ARB/RIBA)**
- **The Part 3 Lectures Only course**
- **Stage 2 Experience Monitoring**
- **CPD**
- **ARB Prescribed Examination Workshops**
- **The Year Out Programme with Stage 1 experience monitoring**

Please keep the Handbook safe, read it, give a copy to your practice mentor and consult it whenever you have a course query. Most of the answers to frequently asked questions can be found in these pages. However, while every effort is made to achieve accuracy, there will inevitably be some changes and additional information along the way. It is therefore vital that current Part 3 and Lecture only candidates regularly check the Bartlett website, their UCL email address and UCL's e-learning environment 'Moodle'.

Candidates and practices should be assured that we fully recognise the sensitive nature surrounding many of the discussions and submissions associated with the Part 3 course and records of work experience. Any discussions with Professional Studies staff in the tutorials, during the preparation stages of the Part 3 Critical Analysis Report, Professional Development Appraisal, and with the Professional Examiners and the External Examiner in the final examination process are confidential.

Whichever course or courses you choose to take with us, I very much hope that you find it a rewarding and enjoyable experience and make many friends along the way.

Professor Susan Ware
December 2019

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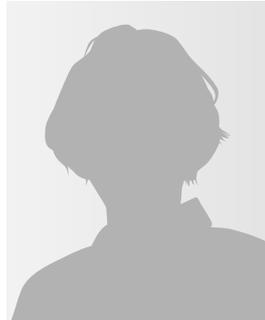
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1 Professional Studies at The Bartlett School of Architecture

The Professional Studies team at the Bartlett School of Architecture provide a number of courses for graduates wishing to complete their professional education to practice as an architect in the UK and for registered architects wishing to continue their professional development (CPD).

1.1 The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

The examination is prescribed by the ARB for registration as an architect in the UK and validated for Chartered membership of the RIBA.

Choice of Pathways

The Part 3 course commences in January each year, two pathways are available (Pathways 1 and 2). The course is 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.

- **Pathway 1 (Fast Track, 7 months)** Assessment through three written examination papers in June/July and submission of Professional Practice and Management Portfolio (Unit 6) together with an oral examination in July
- **Pathway 2 (12, 18 or 24 months)** assessed through Unit based coursework which is spread between January and June. Together with the submission of Professional Practice and Management Portfolio (Unit 6) and oral examination in December 2020 or the following year June or December 2021.

Studying on both Pathways is part-time and is delivered through an evening lecture programme, (including unit introductions) with workshops/seminars, occasional full-day teaching events and supported by UCL's online e-learning portal, Moodle. Both pathways follow the one-to-one tutorial system and teaching which is linked to the preparation of the Professional Practice and Management Portfolio (Unit 6)

Interior, the Bartlett School of Architecture, 22 Gordon Street



1.1

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

continued

Eligibility

This course is available to:

- Applicants who have already obtained UK ARB/RIBA Part 1 and Part 2 exemption from UK Schools of Architecture (Pathway 1 or 2)
- Applicants who have already obtained ARB Part 1 and 2 through the ARB Prescribed Examination. (Pathway 2 only)
- Applicants who have architectural or built environment qualifications from non-UK Schools of Architecture or have equivalent overseas architectural qualifications or have who have obtained Part 1 and/or Part 2 from RIBA-validated overseas schools but have yet to obtain Part 1 and/or Part 2 through the ARB Prescribed Examination. (Pathway 2 only)
- Applicants who have not yet obtained Part 1 and or Part 2 through the ARB Prescribed Examination but wish to register in the future and who will need to take the ARB Prescribed Examination. 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 using material prepared for the Part 3 examination as evidence of meeting some of the Prescribed Examination Criteria, e.g. unit submissions. Successful candidates have 24 months from the date they pass their Part 3 examination in which to complete their Part 1 and/or 2 Prescribed Examinations to register with ARB, otherwise, the validity of the knowledge tested may be deemed to have lapsed. (Pathway 2 only)
- EU-registered architects (correct at time of writing December 2019, potentially subject to changes following Brexit, check ARB website for current advice)
- Under the current terms of the EEC Directive 85/384, EU Directive 2002/006/COD and EU Directive 2005/36/E6, the passing of the ARB-recognised qualification allows for establishment as an architect (subject to statutory provisions) in a member state of the European Union/European Economic Area. After March 2020, candidates who may be affected by changes to the UK's relationship with the EU should contact the Registrar at ARB for the latest information
- 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 to familiarise themselves with UK practice
- EEA Registered Architects wishing to register their existing qualification with ARB to practise in the UK may also take the Lecture Only course without participating in any of the taught programmes. This is also available to those EEA citizens who intend to register with ARB under Section 5 of the Architects Act 1997.

1.2 The Part 3 Lecture Series

Core to the Bartlett Part 3 is a series of 50+ lectures, given by leading professionals in their field, which takes place on one (and occasionally two) evenings a week from January to May between 6.15 to 9.00 pm. In addition, there are four themed full-day sessions covering specific topics. The lecture course not only addresses the core content of the criteria but examines broader current professional issues.

- **The Part 3 Lecture course** is available to all candidates registered on both the Pathway 1 and Pathway 2 course. Candidates taking units over 18 or 24 months may attend the lectures for the second year of their studies at no additional charge
- **The Part 3 Lecture series** is available to those not wishing to complete the assessment elements, this is called the Lecture Only programme. This course is available to candidates who wish to take the examination at a school of architecture elsewhere in the UK or registered architects seeking Continuing Professional Development (CPD)
- **EU-registered architects** may wish to attend the lecture course to familiarise themselves with UK practice. This is also available to those EEA citizens who intend to register with ARB under Section 5 of the Architects Act 1996
- **Returns to the profession** The Lecture course 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.

1.3 Stage 2 Experience Monitoring

This service is available to candidates who have obtained Part 2 at any UK school of architecture 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 2020 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 three 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 two months of the conclusion of the period that it records. The structure and format of PEDRs is further described in Section 6 of this Handbook.

1.4

CPD courses for practising architects and others

- **Full-day Friday CPD**

It is anticipated that in 2020 some lectures will be marketed separately as specific CPD courses to UK-registered architects (e.g. Contract Law, Practice Management, Planning Law). Details will be available from the Professional Studies office – email to register your interest at bartlett-part3@ucl.ac.uk

- **Part 3 Pathway 2 Units as standalone CPD**

Bartlett Part 3 Units 1-5 course may be taken as standalone CPD. Please contact the Professional Studies office at bartlett-part3@ucl.ac.uk to discuss further

- **Part 3 Lecture series**

The entire Part 3 lecture series is available to any candidate seeking comprehensive CPD. Please contact the Professional Studies office at bartlett-part3@ucl.ac.uk

- **CPD for architects and other design professionals**

From time to time sporadic evening events are arranged for practising architects. Details will be available from the Professional Studies office – email to register your interest at 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 Architecture website at www.ucl.ac.uk/bartlett/architecture

1.5

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 the Professional Studies office at bartlett-part3@ucl.ac.uk

1.6

The Year Out Course and Stage 1 experience monitoring

The Year Out Certificate Course is for Part 1 graduates 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 participants 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 evenings with lectures and seminars followed by informal networking, practice visits and includes tutorials for signing off PEDRs and advice on employment/careers development. Further details are available on the Bartlett Professional Studies website and from PSA Alicia Pivaro, alicia.pivaro@ucl.ac.uk

2.1 Course objectives

The course prepares candidates for the Part 3 examination that is recognized by the Architects Registration Board of the United Kingdom (ARB) as the final qualifying test to achieve statutory registered status as a UK Architect. The course is also validated by the Royal Institute of British Architects (RIBA) for Chartered membership status of the Institute. It examines the core content of the Professional Criteria as well as examining broader current professional issues.

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. Criteria are used to establish evidence of candidates' competence and fitness to practise, through their professional, procedural and technical awareness, understanding, knowledge and ability.

2.2 The Professional Criteria

The criteria are held in common by the ARB and RIBA and are identical for both organisations and fall into five groups

- Professionalism (PC1)
- Clients, Users and Delivery of Services (PC2)
- Legal Framework and Processes (PC3)
- Practice and Management (PC4)
- Building Procurement (PC5).

In addition, ARB and RIBA publish guidance under each of the criteria headings, candidates are advised to ensure they are also able to respond to the guidance topics.

The terms awareness, knowledge, understanding and ability are used in the criteria to indicate the level of achievement required in each theme and candidate's 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 the information that is appropriate to a situation and apply it to the solution of specific problems.

2.3

RIBA Part 3 Regulations

The course commencing in January 2020 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 which are held in common by the RIBA and the ARB.

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, ensuring that, in addition to the lecture course topics, they have covered the syllabus and met the criteria through private study, revision and experiential learning.

2.4

ARB/RIBA criteria mapping and competence to practise

To meet the standards required by the ARB and the RIBA, we have mapped the delivery of teaching and learning outcomes against the professional 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.

For Pathway 1, candidates are expected to demonstrate through evidence presented in the examination papers 1, 2 and 3, Unit 6 submissions and the oral examinations that they meet these criteria.

For Pathway 2, Units 1–5 broadly follow the criteria groupings. It should be noted that there is overlap between Unit output, and candidates are expected to demonstrate through evidence presented in overall course submissions (Units 1–6) and the oral examination that they meet these criteria.

See Appendix 2 of this Handbook for criteria map for the exam-based 7-month Pathway 1 and Appendix 3 for the criteria map for coursework based 12, 18 and 24-month Pathway 2.

2.5

Professional Work Experience

At the time of the oral examination, candidates must have a minimum of two years' (twenty-four months) approved and monitored practical work experience in accordance with the regulations published by the Architects Registration Board (ARB) and Royal Institute of British Architects (RIBA). See Appendix 4 of this Handbook for more information.

Overview: The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

The course is taught part-time with a choice of two different pathways to enable candidates to choose a learning programme and assessment system to suit their needs.

3.1 Preliminary meeting

On receipt of the application for the Part 3 course, applicants will be advised of provisional acceptance on the course (subject to preliminary meeting discussion) and applicants should contact the Professional Studies Office to arrange an appointment for the one-to-one Preliminary meeting with a Bartlett Professional Studies Advisor (PSA).

The purpose of the meeting is to check eligibility, review work experience and agree on a timetable and Pathway for work programme. Applicants should come prepared to discuss their application, specifically their Critical Analysis Report (CAR) proposal and professional education to date.

Applicants should bring to the meeting their Professional Education and Development Record (PEDR) or other evidence of professional work 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 Unit 6.

Applicants should bring a plan of work based on undertaking the course on a 7-month, 12-month, 18-month or 24-month timeframe as appropriate. For Pathway 2, the work plan should set out the order in which candidates propose to undertake Units 1 to 5, with provisional dates for tutorials.

Target deliverable outputs for tutorial 1 will be agreed and recorded at the meeting and **applicants will be expected to meet these outputs.**

Candidates should also bring with them the originals of their supporting documentation that accompanied their application, including their right to work in the UK (e.g. a passport), any visas, previous architectural qualifications (e.g. Part 1 and 2 degree certificates). This is for verification purposes.

Following the preliminary meeting candidates will receive formal confirmation if they have been accepted on to the course and on which Pathway selected together with a candidate agreement to complete and send back to the Professional Studies Office by return. Candidates should let the Professional Studies Office know their chosen fee payment method. Details of the name of their tutor and contact details will be sent out at the start of the course (see Section 4 for details of appointment system).

3.2 Pathway 1 (Fast Track 7-months)

In 2018 the Bartlett introduced an exam-based seven-month fast track ARB/RIBA Part 3 pathway. This pathway has been designed to enable suitably qualified and experienced candidates to obtain their Part 3 within 12 months of obtaining Part 2 accreditation. Candidates who have been in employment for longer who meet the criteria and are confident of their ability to deliver all Part 3 components within the timeframe, may also wish to take this Pathway.

This pathway offers a condensed Part 3 course taken between January and July.

Candidates are assessed through three written examination papers and Unit 6 submission (see below).

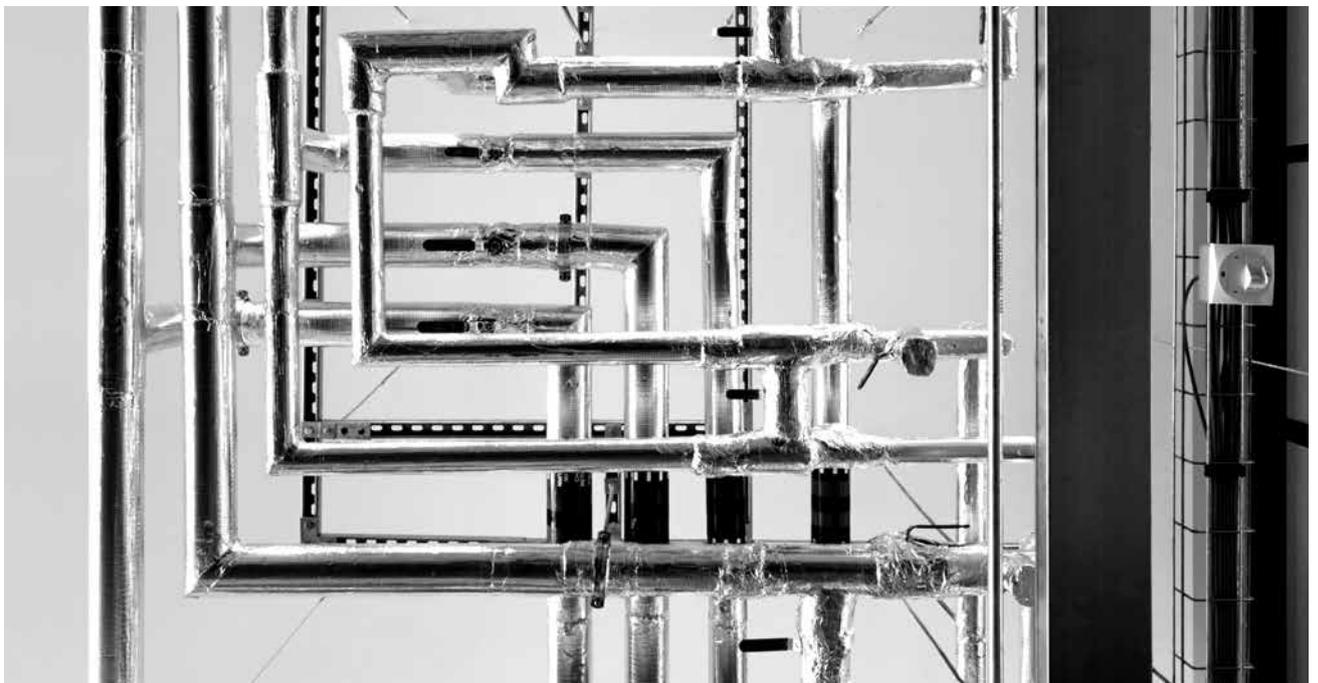
This is a rigorous, demanding and intense pathway and candidates must be confident that they can commit to the timeframe for deliverables. Candidates must have the full support of their practices and should make their office mentor/supervisor fully aware of tutorial/teaching/examination dates and workload.

Eligibility for Pathway 1

Candidates will:

- Have graduated with ARB/RIBA Parts 1 and 2 from a UK School of Architecture
- Have sufficient range and suitable experience and meet ARB/RIBA Experience regulations (i.e 24 months of approved and monitored professional experience by the time of their oral examination)
- Demonstrate that they can meet professional competences and ARB/RIBA criteria
- Be confident that they can take an ‘open book’ written exam
- Already have a suitable ‘good to go’ CAR topic (the project must have reached Stage 5 or 6 and be onsite or completed)
- Can commit to the condensed timeframe involved with active support and engagement from their practice.

Interior, the Bartlett School of Architecture, 22 Gordon Street



3.2

Pathway 1 (Fast Track 7-months) *continued*

Pathway 1 Course Delivery

Candidates will:

- Attend the Part 3 lecture course designed to deliver the Prescribed Criteria and learning outcomes of the ARB/RIBA
- Have four one-to-one tutorials in January/February, March, April and May to develop the candidate's Professional Practice and Management Portfolio
- Form Peer Review and support Study Groups
- Attend three study group seminars/classes
- Attend a mock exam which will be peer-marked by the Study Group
- Attend the examiner 'Meet the Examiner/Any Questions' event
- Attend the Mock Interview session
- Satisfactorily complete Paper 1, which comprises an online short answer question paper and a multiple-choice examination in early June. This is an 'open-book' (crib-sheet) exam and will cover any aspect of professional criteria
- Satisfactorily complete two 2-hour scenario-based written examination papers (Papers 2 and 3) at the end of May/early June. These are 'open-book' (selected documents) examinations and the scenario is provided in advance
- A minimum pass mark of 50% in each of the Papers 1, 2 and 3 must be achieved
- Submit a Professional Practice and Management Portfolio (Unit 6) comprising:
 - Papers 1, 2 and 3
 - An in-depth project-based Critical Analytical Report (CAR) 8,000 to 10,000 words
 - A Professional Development Appraisal (PDA) of 3,000 to 5,000 words with CV Fenwick diagram and CPD plan
 - Formal evidence of professional work experience (Records of Work Experience RWE) in line with ARB/RIBA current requirements (e.g. PEDR)
 - Oral examination conducted by two Professional Examiners.

Pathway 1 Assessment

Pathway 1 candidates are automatically registered to submit all work for their Professional Practice and Management portfolio submission in Summer 2020.

Papers 1, 2, 3 and the Unit 6 Professional Practice and Management Portfolio are **components** of the Part 3 Fast-track pathway which in turn are made up of **elements**. These elements are assessed as follows:

Paper 1

The multiple-choice is marked electronically, short answer paper is marked internally anonymously.

Paper 2 & 3

These examination papers and the Professional Practice and Management portfolio, including the oral examination, are marked independently by two Professional Examiners.

Candidates are strongly advised to keep a copy of their exam papers and meet with study groups to review so that they attend the oral fully prepared to respond to questions in the oral examination.

3.2
Pathway 1
(Fast Track 7-months)
continued

The Unit 6 Professional Practice and Management Portfolio and oral examination. Unit 6 is assessed by the Professional Examiners using:

Paper 1, Paper 2 and Paper 3 and all elements of Unit 6 Professional Practice and Management portfolio (including the oral examination) have to be passed at 50%+ to gain Part 3. See Section 6 for a detailed description of Unit 6 and details are also published with the Unit 6 registration document on Moodle. It is suggested you consult the examples available in the Professional Studies Office.

Professional Examiners work in pairs and review the Professional Portfolio independently. They jointly conduct the oral examination, complete individual assessment sheets and come to an agreed decision to complete the joint assessment and feedback sheets. It should be noted that the examination papers do not necessarily test the candidate against every topic listed in the guidance. Professional Examiners can explore a wide range of topics in the oral examination and fail candidates at the oral if candidates have not demonstrated evidence of meeting the criteria.

Competence to practise is the decision of the Professional Examiners.

Pathway 1 Fails and Re-sits

Candidates who fail any element of the Portfolio may be permitted to resubmit at the next available opportunity subject to the Professional Examiners' comments. Marks for any second attempt are capped at 50%. Note: only the failed element needs to be retaken, any elements passed can be carried over.

The Examination Papers 1, 2 and 3 are only available once a year, candidates who fail the examination will usually be allowed to retake the exam the following year.

Candidates who have passed the examination papers but who have failed element(s) (including the oral examination) of Unit 6 Professional Practice and Management Portfolio may, at the discretion of the Exam Board, retake the failed elements and oral examination at the following autumn session.

Normally only two attempts at any one element are permitted. Candidates should note that a resubmission fee of £300 (in 2020) will be applied for second attempts.

3.3 Pathway 2 (taken over 12, 18 and 24 months)

This pathway is designed for applicants who are still gaining experience, whose CAR project is yet to complete within the timeframe. Candidates may also who wish to have greater flexibility in their Part 3 study timeframe, candidates can pace their work and take Units to suit their time commitments in a timeframe not exceeding 24 months.

Candidates elect at the pre-meeting to take the exam on a 12, 18 or 24-month basis, it is recommended that at the first meeting candidates discuss a work programme with a target date for tutorial deliverables and the oral examination. There is some flexibility to move between pathways 12, 18 and 24 months by agreement with the tutor.

Please note the Unit 6 examination is provided twice a year, but the Units 1–5 and lecture course run only once a year.

Eligibility for Pathway 2 see Section 1.1

Pathway 2 Course delivery

Candidates will:

- Attend the Part 3 lecture course designed to deliver the prescribed criteria and learning outcomes of the ARB/RIBA criteria
- Have four one-to-one tutorials on dates to be agreed to develop the candidate's Professional Practice and Management Portfolio (Unit 6)
- Form Study Groups for peer support and review
- Complete and pass five coursework-based units before submitting for Unit 6
- Attend the Examiner/Any Questions event
- Attend the Mock Interview session
- Submit a Professional Practice and Management Portfolio (Unit 6) comprising:
 - An in-depth project-based Critical Analytical Report (CAR) 8,000 to 10,000 words
 - A Professional Development Appraisal (PDA) of 3,000 to 5,000 words with CV Fenwick diagram and CPD plan
 - Formal evidence of professional work experience (Records of Work Experience RWE) in line with ARB/RIBA current requirements (e.g. PEDR)
 - Oral examination conducted by two professional examiners.

Candidates are assessed through five coursework components (Units 1–5) which are delivered in discrete periods between January and June with coursework-based assessment tasks handed in at the end of each unit. Units 1 to 5 broadly follow the five topic areas identified by ARB/RIBA in their criteria. For Unit 6 the candidate will prepare a Professional Practice and Management Portfolio made up of the assessed course work from Units 1 to 5, the Critical Analysis Record (CAR), Professional Development Appraisal (PDA) and the Records of Work Experience (RWE) for examination by two Professional Examiners in the oral examination.

Units 1–5 Registration

Candidates register for each Unit individually using Moodle, UCL's e-learning platform. You will be prompted by email to register for each Unit as they become available. Registration must be received by the date specified; late registrations will not be accepted. Candidates who have registered for units and examinations and wish to withdraw will be deemed a non-submission and liable for the full fee at the time of the withdrawal and any associated resubmission fee on their next attempt.

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) Pathway 2

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T										
January	1	2	UCL Holidays																																					
February					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							
March																																								
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December																																								

Key

- Unit 1 Professionalism
- Unit 2 Clients, Users & Delivery of Services
- Unit 3 Practice & Management
- Unit 4 Building Procurement
- Unit 5 Legal Framework
- Unit 6 Professional Practice & Management
- Unit Introduction
- Presentation (Unit 2 only)
- Unit Submission
- Unit 6 Submission
- Unit 6 'Any Questions'
- Unit 6 Mock Oral Exam
- Unit 6 Oral Exam
- UCL Holidays

Note on Unit 6
There will be two Unit 6 sessions - a Summer (June-July) and an Autumn (November-December) session

3.3

Pathway 2
(taken over 12, 18
and 24 months)
continued

Unit 1–5 Description – also see Section 5

Units 1 to 5 broadly follows the groupings of the Professional Criteria – see Section 5 for a detailed description of the delivery and assessment of each unit.

To pass, the candidate must pass each of the six units:

- Unit 1 Professionalism (PC1)
- Unit 2 Clients, Users and Delivery of Services (PC2)
- Unit 3 Practice and Management (PC4)
- Unit 4 Building Procurement (PC5)
- Unit 5 Legal Framework and Processes (PC3)
- Unit 6 Professional Practice and Management Portfolio (All Criteria).

Each of the first five Units must be passed before submitting for the final, sixth Unit.

Unit 1–5 Assessment, Mark Sheets and Feedback

At the end of each Unit, normally within 6–8 weeks of the hard-copy hand-in date, candidates will be provided with their marks. This will be based on first (and where appropriate) second marking, and comments and feedback are provided to candidates via a mark sheet. Results are sent to candidates' UCL email addresses via the Professional Studies office. Candidates who fail Units 1–4 will be invited to a group feedback session with the Unit Coordinator for further feedback. Candidates who fail Unit 5 can meet the Coordinator by request.

Fails and re-sits

Units 1 to 5 coursework and assessment take place once a year, candidates who fail these units are required to re-sit the unit at the next available opportunity – usually the following year. Candidates can attend the lecture course and the unit introductions for a second time at no charge. A charge of £300.00 is levied for unit retakes.

3.4 Professional Practice and Management Portfolio – Unit 6 (Pathway 1 and 2)

See Section 6 for a detailed description, and previous examples are available in the Professional Studies Office to review. Specific details will be published in the Unit 6 registration document on Moodle.

Unit 6 Registration

Candidates on Pathway 1 are automatically registered for Unit 6. Candidates on Pathway 2 must register using Moodle. You will be prompted by email to register for Unit 6, registration must be received by the date specified; late registrations will not be accepted. Candidates who register but fail to submit will also be deemed to have 'not submitted' and be assigned a mark of zero for the submission. This will be considered an attempt, the next attempt will be capped at 50% and a resubmission fee will be due.

Candidates who are awaiting unit marks when Unit 6 registration takes place will be treated as provisionally eligible, pending the outcome of their marks. Unit marks will not be released unless fees have been received.

Assessment and feedback

Following hand-in, all hard copy Unit 6 submissions are collated by the Professional Studies administration team, which together with the Unit 1 to 5 submissions and mark sheets, form Professional Practice and Management Portfolio for the Professional Examiners. The Unit 6 submissions are marked by the Professional Examiners and conclude with an oral examination. Following the oral examination, Professional Examiners complete the joint assessment and feedback sheets, which are given to the candidates.

Interior, the Bartlett School of Architecture, 22 Gordon Street



3.5 The Oral Examination (Pathway 1 and Pathway 2)

Candidates on Pathway 1 and 2 attend an oral examination conducted by two professional examiners whose task is to confirm that all candidates have met the professional criteria and are competent to practise.

You will have the opportunity to meet your examiners at the 'Any Questions' event. This event is not assessed, it is an opportunity to meet the examiners informally and discuss current professional issues. In addition, before the oral takes place there is a 'Mock Examination' workshop on interview technique to prepare candidates for the oral. The oral examination lasts for 45 minutes.

At the end of the oral examination, candidates receive one copy of the portfolio, the second copy is retained for the School of Architecture records. Immediately following the oral you will meet a tutor for a debriefing session and you will be asked to complete an online anonymous questionnaire about your experience on the course.

Competence to practise is the decision of the Professional Examiners. The Professional Examiners come to an agreed mark report to the Examination Board.

Pathway 1 Assessment

Paper 1 is marked internally but Professional Examiners receive a copy, Paper 2 and 3 are marked independently by each of the Professional Examiners who also independently mark the CAR, PDA and the RWE. It should be noted that the examination papers do not necessarily test the candidate against every topic listed in the guidance. Professional Examiners can explore a wide range of topics in the oral examination and fail candidates at the oral if candidates have not demonstrated evidence of meeting the criteria.

Pathway 2 Assessment

The Professional Examiners receive Professional Practice and Management portfolio consisting of the CAR, PDA and the RWE and the Unit 1 to 5 submissions. Any element of the submission can be explored in the oral. Units 1 to 5 have been marked internally, the Examiners cannot change these marks. The CAR, PDA and RWE are marked independently by each of the Professional Examiners.

Examiners can refer in the oral to any of the work submitted including Units 1 to 5 coursework, it should be noted that the tasks set in Units 1–5 do not necessarily test the candidate against every topic listed in the guidance. Professional Examiners can explore a wide range of topics in the oral examination and fail candidates at the oral if candidates have not demonstrated evidence of meeting the criteria.

3.6 Notification of results, mark sheets and feedback

After the oral examination that concludes Unit 6, final marks with comments are awarded for each Unit 6 element and, for failed candidates, recommendations set out. These are forwarded to candidates. The results will first be emailed to candidates, normally within one month of the oral examination. For successful candidates, these are then sent as a hard copy, together with the mark sheets for all the assessed elements of Unit 6. They will be accompanied by a certificate confirming the passing of the Part 3 course, a transcript of marks, and a letter from the Director of Professional Studies, with instructions for registration with the ARB (And RIBA where applicable), together with any other feedback completed by the examiners.

You will be asked for the name you wish to appear on your certificate upon registration for the examination. Please make sure this aligns with any legal names you may have so that registration with the ARB and/or RIBA is not hampered. We will also request the postal address you would like to use for your certificate and Unit 6 feedback specifically.

Fails and second attempts

Unsuccessful candidates will receive a notification enclosing the examiners' mark sheets and comments mark sheets, including recommendations. Unsuccessful candidates will be invited to attend a meeting with their Tutor/PSA to discuss their results.

Candidates who have failed element(s) (including the oral examination) of the Unit 6 Professional Practice and Management Portfolio may, at the discretion of the Exam Board, retake the failed elements and oral examination at the next available session. In exceptional circumstances, the Exam Board may recommend amendments to the submission and an alternative date for the oral examination. Candidates should note that a resubmission fee of £300 (in 2020) will be payable. Normally only two attempts at any one element are permitted.

Exterior, the Bartlett School of Architecture, 22 Gordon Street



Important information for applicants and candidates on Pathways 1 and 2

4.1 Lecture series and timetable

Core to the Bartlett Part 3 is a series of 50+ lectures between January and May given by leading professionals in their field, on Tuesday evenings, in double sessions between, 6.15 pm and 9.00 pm (and occasionally on other evenings). In addition, in 2020 there will be four themed full-day sessions. A list of speakers and topics will be issued will be provided at the beginning of the course.

The lecture course not only addresses the core content of the criteria but examines broader current professional issues and addresses current professional, legal and contractual issues.

Part 3 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 after the event, and by hard copy (free of charge) if ordered by candidates at the end of the lecture series. The audio and visual recording of lectures is not permitted.

Following each lecture, candidates (for both the Part 3 course and the Lecture Only course) will be asked to anonymously complete an online feedback survey: please do this as it helps us review the course and plan for the future.



4.2 Tutorials

The four one-to-one tutorials form an essential part of the teaching and learning. Tutorials are available throughout the year except in April, August and December. In these tutorials, the Critical Analysis Report (CAR) and Professional Development Appraisal (PDA) are discussed and developed and practical experience is monitored and recorded.

Making an appointment

Candidates normally have up to four one-to-one tutorials with their Professional Studies Advisor/Tutor. by appointment, will usually take place at in the Professional Studies Office Room 3.16 at Bartlett School of Architecture, 22 Gordon Street, London WC1H 0QB. These tutorials are arranged to fit with an agreed work programme based on the date of the final Professional Practice and Management portfolio/Unit 6 submission and oral examination.

Appointments must be made by candidates through the Professional Studies Administration Office by phone, email or at the end of the previous tutorial. Candidates who are unable to attend an appointment must telephone or email in advance to cancel. Candidates who cancel less than five days before their tutorial, or fail to attend, cannot be guaranteed substitute tutorials for the loss. Candidates who fail to arrange tutorials in good and reasonable time will not be guaranteed all four tutorial sessions – it is the responsibility of the candidate to book their tutorials.

4.3 Tutors and Professional Studies Advisors (PSA)

Femi Oresanya, Jane Paterson, Lucy Read, Susan Ware and Katy Wood provide Part 3 tutorials. Where possible, candidates will normally see the same tutor for tutorials; however, this cannot always be guaranteed. The assigned tutor is also the candidate's personal tutor, available to discuss issues arising from the course or the workplace.

4.4 Preparation for tutorials

Candidates should come to tutorials well prepared to make good use of the time. The agreed deliverables discussed at the preliminary meeting must be produced at tutorial 1.

Drafts of a candidate's work must be submitted to the Professional Studies Office to arrive at least five working days in advance of the appointment for the Tutor/PSA to prepare for the tutorial. If you fail to provide the drafts in good time, your tutor may not have the requisite time to read, assess and plan for your tutorial and your appointment may be removed or rescheduled. Your tutor may arrange to have your drafts provided digitally, although this is at the discretion of the tutor – typically a printed hard copy will be required.

4.5 Pathway 1 – Programming your work

Candidates taking Pathway 1 receive four tutorials between January and May. These candidates need to be aware that the timeframe for production of draft material and tutorial input is very tight and fixed tutorial dates will be agreed at the first tutorial.

Tutorial 1

Candidates should come prepared with the agreed premeeting deliverables which may include a first draft of their Critical Analysis Report (CAR) together with PEDRs/Records of Work Experience (RWE) for signing/ review. The first drafts must be developed versions of those discussed at the preliminary interview. The first draft of the CAR should include the overall structure and proposals for an in-depth study.

Tutorial 2

Candidates should come to the second tutorial prepared with a further developed CAR and the first developed draft of their Professional Development Appraisal (PDA).

Tutorial 3

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

Tutorial 4

Candidates should come to the fourth and last tutorial for a final review of the documents to be submitted.

4.6 Pathway 2 – Programming Your Work

Tutorial 1

Candidates should come prepared with the agreed premeeting deliverables which may include a first draft of their Critical Analysis Report (CAR) and Professional Development Appraisal (PDA), together with PEDRs/ Records of Work Experience (RWE) for signing/review. The first drafts must be developed versions as those discussed at the preliminary interview. The first draft of the CAR should include the overall structure and proposals for an in-depth study.

Tutorial 2

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

Tutorial 3

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

Tutorial 4

Fourth tutorial candidates should have submitted the final version of their CAR, with illustrations, appendices, etc.

4.7 Submitting work for tutorials

If you would like to submit your drafts for tutorials outside of office hours (10am–6pm), it may be left at the security desk on the ground floor, but please mark it for the attention of the Professional Studies Office at the Bartlett School of Architecture.

4.8**Group seminars/
study groups**

Study groups/seminars are essential core activities embedded in different ways in different pathways and units. The purpose and composition of the study groups will change over the duration of the course.

Pathway 1

Candidates attend three group classes. The first will be introductory, the second will review progress and peer review of documents, and the third will offer final guidance for revision for the final examination. Candidates are also expected to form self-directed study groups from their Pathway 1 cohort for mutual support and peer review of mock examinations.

All Pathways

Candidates are strongly advised to engage in self-directed study groups. With the exception of Units 1 and 2 when study groups are facilitated by the unit leaders, study groups are self-managed and self-directed and typically comprise 6–8 people. They provide mutual support through the Part 3 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 Unit assessments through peer review. 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. Study groups can communicate and manage themselves through Moodle chat groups or social media. It will be the group's responsibility to find a suitable place and time to meet, with many shared public spaces available in The Bartlett outside of typical working hours. Study groups must respect the confidential nature of their discussions and activities.

Details of how the study groups are constituted and their role for Units 1 and 2 are defined in the Introductory sessions for Units 1 and 2.

4.9**ID cards and security**

All Part 3 candidates and Lecture Only course participants will be issued with a UCL visitor's ID card to gain entry to lecture theatres and buildings. The ID card must be carried at all times on UCL premises. Candidates will be provided with further instructions on how to obtain their ID card by the Professional Studies Office.

4.10**UCL email account/
moodle e-learning**

Candidates will be given a UCL Information Systems User ID to let them access UCL email and the UCL e-learning system, Moodle.

The onus is on the candidate to check both their UCL email account and the Part 3 Moodle which provides essential information about the course, including:

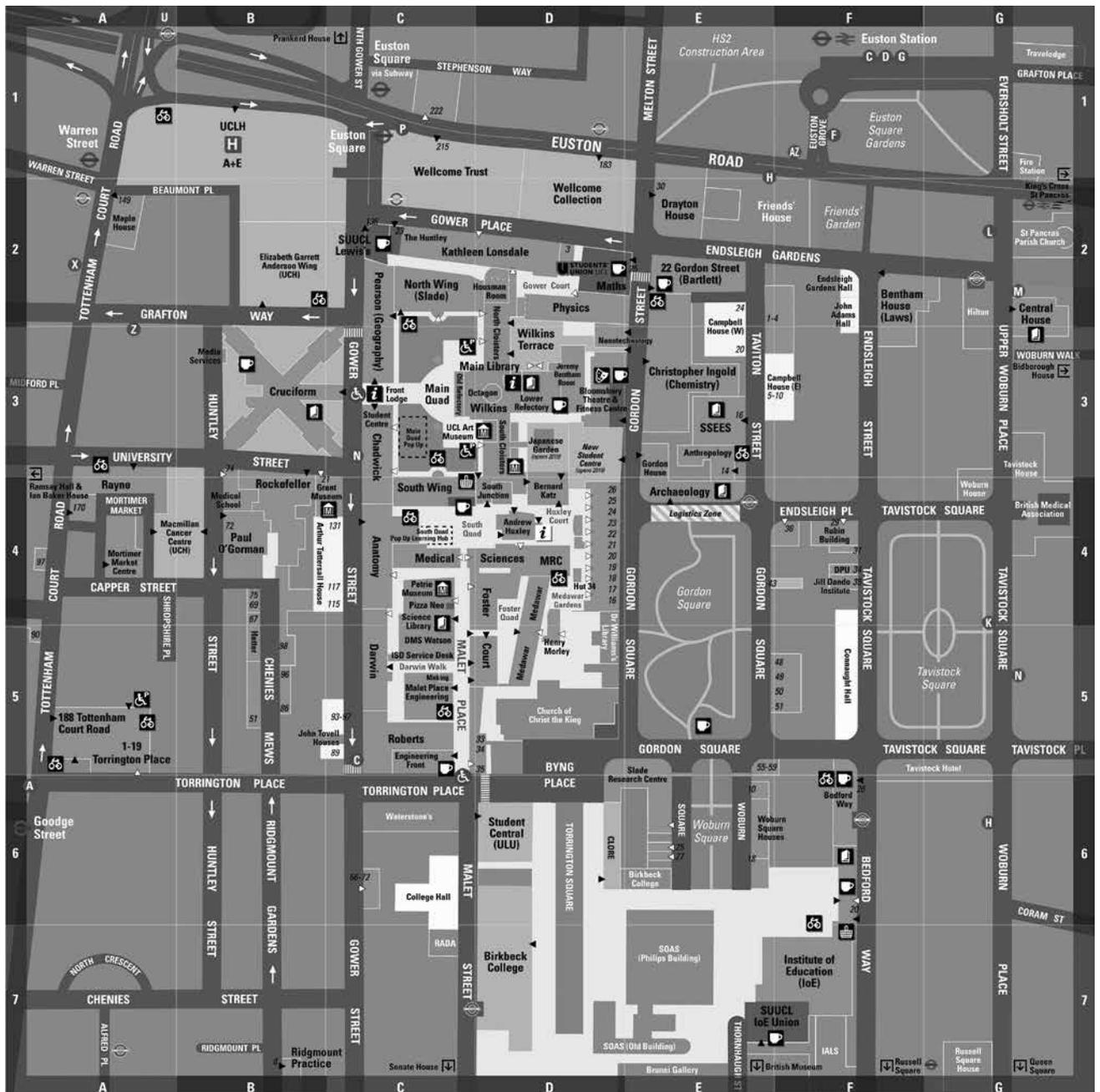
- Course dates for lectures, Unit registration, seminars, submissions, assessment, examinations etc.
- News updates about the course, as well as relevant articles, current events, etc.
- Past examination question papers, handouts and revision notes
- Links to resources
- Unit 5 and Pathway online assessment and multiple-choice/short-answer exams.
- Policies such as Health and Safety, Extenuating Circumstances, Reasonable Adjustment.

4.10 UCL email account and Moodle <i>continued</i>	Submitting Work Candidates will be expected to submit their Unit 1-5 work on Moodle via the Turnitin plagiarism detection software. The system will account for any potential plagiarism or collusion for submitted work. For Unit 6, the hardcopy versions you produce will be the version that is assessed, but candidates will still be required to submit work via Moodle (for historical archiving purposes only).
4.11 Meet the examiners evening – All Pathways	At this session, which will take place several weeks before the examination, candidates meet their Professional Examiners. This session incorporates time for candidates and examiners to meet informally and then moves to discussion groups based around questions of topical professional interest supplied by the candidate. This event is not assessed and does not contribute to the assessment of the candidate's performance. However, Professional Examiners expect all candidates to engage fully and to take part and submit questions and actively participate in discussions.
4.12 Mock examination workshop – All Pathways	A workshop session is held to prepare candidates for the oral examination, advice on interview technique is provided and mock oral examinations take place.
4.13 Recommended reading	Each Unit will have a shortlist of recommended texts/books/articles as well as an overall reading list on Moodle. Candidates are reminded that this course 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 Design.
4.14 Candidate work as precedents	<p>Samples of good Critical Analysis Reports, Professional Development Appraisals and Records of Work Experience are available for inspection at the Professional Studies Office. Candidates are encouraged to view them before and after tutorials. Please phone or email the Professional Studies Office to ask for access to these documents outside of tutorial dates. They cannot be taken away, photographed or copied. Examples of Unit 1–5 submissions will be available on Moodle.</p> <p>Successful candidates may be approached to agree for examples of their Unit 6 work to be made available to future candidates as exemplars and written permission to use Unit 6 work will be sought from the candidate (who should also confirm that their practice has no objection to this work being made available). Work from Units 1–5 is submitted anonymously and is available on Moodle. <i>Note: Unit submission format and content of Units can change from year to year – examples are for guidance only.</i></p>
4.15 Events and venues	Lectures are held in lecture theatres at various locations on the UCL campus, but mainly in the UCL Chemistry Auditorium, 20 Gordon Street, WC1H 0AJ. The lecture course and venues will be circulated by e-mail and posted on Moodle. Email reminders are also sent out before each lecture to candidates' UCL email addresses. Candidates must carry and present their UCL identity cards whenever on UCL campus.

4.16 The Professional Studies Office

Tutorials and meetings are held in the Professional Studies Office, The Bartlett School of Architecture, Room 316, 22 Gordon Street, London WC1H 0QB. To visit, please take the lift at 22 Gordon Street to the third floor, turn left as you exit the lift and continue down to the end of the corridor.

The Bartlett School of Architecture (formerly Wates House)



Detailed descriptor of Pathway 2 – Course work Units 1–5

5.1 Pathway 2 overview

This section of the Handbook gives an indication of the amount of work required for each Unit 1–5. The Bartlett Part 3 is a rigorous course and the time needed for each Unit should not be underestimated. Pathway 2 has been designed with flexibility so that candidates can pace their work and take Units to suit their time commitments, we advise that your practice mentor/supervisor be informed of critical dates and your Part 3 workload commitments.

The ARB/RIBA Criteria

The five Professional Criteria are held jointly by the RIBA and ARB (Appendix 1). The Criterion is the rubric at the top of each numbered section, which is followed by a list of numbered subsections for explanation and guidance and which do not form part of the Professional Criteria for Part 3. However, candidates are strongly advised to ensure that they are fully conversant with them as this will enable candidates to demonstrate an understanding of the criteria being met:

The Unit 1 to 5 tasks broadly follow the ARB/RIBA criteria categories however there is overlap in Units 2 and 3, Unit 5 covers all criteria. The candidate's performance in Units 1–5 may be reviewed by the Professional Examiners in the Unit 6 oral examination and will be considered holistically, examiners may use the full range of criteria and guidance topics to assess the candidates in the oral examination

The Bartlett lecture course covers many, but not all, the Criteria and the ten guidance topics, candidates are expected to understand the requirements of the Professional Criteria and ensure that they have managed their study to ensure compliance.

To pass, the candidate must pass each of the six units:

- Unit 1 Professionalism (PC1)
- Unit 2 Clients, Users and Delivery of Services (PC2)
- Unit 3 Practice and Management (PC4)
- Unit 4 Building Procurement (PC5)
- Unit 5 Legal Framework and Processes (PC3)
- Unit 6 Professional Practice and Management Portfolio (All Criteria).

Candidates must attempt Units 1–6 within 24 months of registration and in only very exceptional circumstances, supported by sufficient evidence, may an extension beyond the 24 months be considered. Normally only two attempts at any one Unit are permitted. The Unit is a *component* of the Part 3 course and is made up of *elements* (assessment tasks).

Each of the first five Units must be passed before submitting for the final, sixth Unit. The Units 1–5 and lecture course are offered once a year. The Unit 6 examination is provided twice a year.

Unit 1–5 formatting and submission

All Unit 1–5 submissions are made via Moodle and are checked against the Turnitin plagiarism detection software. Individual Unit descriptor handouts are issued at the start of each Unit giving details of word-count protocols, key dates and further specific instructions.

Submissions must be formatted so that they are legible in printed form (should markers prefer to download submissions and mark on hard copy) and be in A4 portrait format; 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.

5.1 Pathway 2 overview *continued*

Candidates must retain digital copies of their Unit 1 to 5 submissions and will be required to copy these submissions on to a memory stick (provided by the course administration) at the time of submitting work for Unit 6. Full details Unit 6 submission procedure will be provided at the time of Unit 6 registration.

Timing

During the Unit period (typically 4-5 weeks), 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 to complete the submissions.

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

At the end of each unit, candidates will be asked to complete anonymously an online feedback survey which helps us review the Unit's content for the future.

Assessment Units 1-5

Units 1–5 use different forms of coursework-based assessment including an essay paper; open-book multiple-choice/short-answers questions; a group presentation with a short report; and open-book office-based papers. Full details of the assessment tasks and marking criteria are issued with the Unit descriptors and posted on Moodle. Each Unit is introduced through a class/ lecture. Units 1–5 are marked internally by the Unit co-ordinators, and sample second-marked in accordance with best practice guidelines and a range of marking bands sampled by the External Examiner.

Professional Examiners are provided with Unit 5 work on a memory stick, they cannot change the 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. It should be noted that the tasks set in Units 1–5 do not necessarily test the candidate against 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.

Mark Sheets & Feedback Units 1–5 At the end of each Unit, normally within 6–8 weeks of the hard-copy hand-in date, candidates will be provided with their marks based on first and where appropriate, second marking, and comments and feedback are provided to candidates who have failed. Results are sent to candidates' UCL email addresses via the Professional Studies office. Candidates who fail Units 1–4 will be invited to a group feedback session with the Unit Coordinator. Candidates who fail Unit 5 can meet the Coordinator by request.

Fails and re-sits

Units 1 to 5 coursework and assessment take place once a year, candidates who fail units are required to re-sit the unit at the next available opportunity – usually the following year. Candidates can attend the lecture course and the Unit introductions for a second time at no charge. A charge of £300.00 is levied for resubmissions.

5.2

Unit 1 Professionalism

Unit 1 aim

This Unit aims to educate a generation of architects equipping them to practice in an increasingly challenging environment. In this Unit, we encourage candidates to develop the skills beyond those required at the 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 changing the global construction industry and to examine the effect of politics and economics on the design and procurement of the built environment in future practice.

ARB/RIBA (PC1) Professionalism

A successful candidate will demonstrate overall competence and the ability to behave with integrity, ethically and professionally appropriate to the role of the 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.

PC1 Guidance

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

Delivery

- Introductory and research/writing skills class
- Up to 10 Unit related lectures
- Lecture notes on Moodle
- Study group draft peer reviews (study groups will be facilitated through a 'speed dating' event following the Unit's introductory lecture)
- Candidate's self-directed learning
- Unit-related reading list
- Previous examples available on Moodle.

5.2

Unit 1 Professionalism *continued*

Timing and format

3,000-word essay on a directed topic. Full details and essay-writing conventions (footnotes, academic referencing) will be discussed in the introductory lecture and included on the unit descriptor on Moodle. The essay is submitted via Moodle to meet hand-in date. The essay is submitted via Moodle to meet hand-in date.

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. Study groups should 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% or above. Marking criteria will be issued along with the descriptor. All candidates will receive feedback on their submission but those who fail will receive additional feedback via the opportunity to attend a feedback session with the unit coordinator.

Assessed key learning outcomes

The candidate will be able to demonstrate that they meet the PC1 criterion through their Unit 1 submission and also be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description above.

Exterior, the Bartlett School of Architecture, 22 Gordon Street



5.3

Unit 2 Clients, users and delivery of services

Unit 2 aim

This unit aims 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 unit is supported by lectures covering the topic of clients, users, appointment agreements and the delivery of services. The unit includes presentation 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.

ARB/RIBA (PC2) Clients, Users and Delivery of Services

A successful candidate will be able to demonstrate an 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 competent service, both singly and as part of a team, including an understanding of client needs, appropriate communication, programming, coordination and competent delivery. This will be supported by the knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate coursed and coordinated project tasks.

PC2 Guidance

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

Delivery

- Introductory class
- Up to 10 Unit-related lectures
- Lecture notes on Moodle
- Presentation skills workshop
- Previous examples available on Moodle
- Group working
- Candidate's self-directed learning
- Unit-related reading list.

5.3**Unit 2 clients, users
and delivery of services**
continued

In addition to the ARB prescription criteria, through the group-work project, candidates will be able to demonstrate their ability to project manage and deliver a presentation, to work in groups and to develop their communication skills, both graphically and verbally.

Within the Part 3 lecture series, there will a lecture on understanding clients and their needs along with personality types and profiling (Myers Briggs Type Indicators MBTI); workshop of structured exercises in which candidates, working in groups, will be able to practice essential skills, including teamwork, building trust, listening, questioning, presentation techniques and understanding emotional intelligence.

Timing and format

The unit description on Moodle gives details of the Unit format and assessment tasks, which include: a group verbal/visual (PowerPoint) presentation plus written submission in response to a client brief/scenario (Assignment 1), followed by a critical individual reflective report of up to 1,800 words (Assignment 2).

Marking and feedback

Each candidate will be assessed individually, but the submission for Assignment 1 will be marked as a team. Teams will be assessed on the basis of their presentation and the content of the written submission – the first for clarity and evidence of learning from the work undertaken during the introductory evening; the second to evidence an understanding of the client’s brief and awareness of professional issues surrounding appointment documentation.

The aggregate of the marks for both Assignments is the overall result for the Unit. To pass the Unit, candidates must achieve an overall mark of 50% or above.

All candidates will receive feedback on their submission but those who fail will receive additional feedback and the opportunity to attend a feedback session with the unit coordinator.

Assessed key learning outcomes

The candidate will be able to demonstrate that they meet the PC2 criterion through their Unit 2 submissions, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description and be able to develop the skills necessary to build client-focused presentations practice teamwork and its application in pitching to clients apply theoretical technical knowledge to practical situations 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.

5.4 Unit 3 Practice and management

(Note: Unit numbers do not coincide with Professional criteria numbering)

Unit 3 aim

This unit aims 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, resource planning, and further 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.

ARB/RIBA (PC4) – Practice and Management

A successful candidate will be able to demonstrate an 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.

PC4 Guidance

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

Delivery

- Unit related lectures
- Lecture notes on Moodle
- Introductory class
- Previous examples available on Moodle
- Study group learning
- Candidate's self-directed learning
- Unit related reading list.

5.4 Unit 3 Practice and Management *continued*

Timing and format

A descriptor containing formatting and word count details for the various open book course-work tasks will be issued at the beginning of the Unit. 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 should not collude with other candidates but should provide evidence-based research from industry and practice wherever possible. Self-directed study group work is strongly suggested.

Marking and feedback

Assignments are marked out of 100%. To pass you must get 50% or more. Marking criteria will be issued along with the Unit descriptor. All candidates will receive feedback on their submission but those who fail will receive additional feedback and the opportunity to attend a feedback session with the unit coordinator.

Assessed key learning outcomes

The candidate will be able to demonstrate that they meet the PC4 criterion through their Unit 3 submission, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description above and be able to: develop skills required for managerial/leadership within positions within practice develop effective and persuasive business documents for review evidence understanding of practice costs, and fee preparation, alongside resourcing calculations illustrate insightful and thorough assessment methods to enable clear decision making.

Exterior, the Bartlett School of Architecture, 22 Gordon Street



5.5

Unit 4 Building procurement

(Note: Unit numbers do not coincide with Professional criteria numbering)

Unit 4 aim

This unit aims to allow candidates 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.

ARB/RIBA (PC5) Building Procurement

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.

Guidance

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

Delivery

- Unit-related lectures
(please note that the contract related lectures are a key for this Unit)
- Lecture Notes – on Moodle
- Previous examples available on Moodle
- Introductory class
- Unit-related reading list
- Self-directed study groups
- Candidate's self-directed learning.

5.5

Unit 4 Building procurement *continued*

Timing and format

Tasks are issued at the beginning of the unit 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 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% or more. Assessment Criteria for the marking will be issued with the Unit Descriptor.

All candidates will receive feedback on their submission but those who fail will receive additional feedback and the opportunity to attend a feedback session with the unit coordinator.

Assessed key learning outcomes

The candidate will be able to demonstrate that they meet the PC5 criterion through their Unit 4 submission, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description and are able to: demonstrate that the candidate can competently complete the range of contract documents that would normally be used in practice, evidence an ability to competently administer a building contract, including dealing with claims illustrate an ability to deal with a range of contract management and site problems competently and professionally and within an appropriate timescale.

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5.6

Unit 5 Legal framework and processes

Unit 5 aim

This Unit aims 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 multiple-choice paper and one short-answer 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 Units and Professional Criteria PC1-5.

ARB/RIBA (PC3) Legal framework and processes

A successful candidate will be able to demonstrate an understanding of the legal context within which an architect must operate, and the processes are 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.

Guidance topics

The topics listed below are for explanation and guidance only and do not form part of the Professional Criteria for Part 3. However, candidates are strongly advised to ensure that they are fully conversant with them as this will enable candidates to demonstrate an understanding of the PC3 criterion being met.

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

Delivery

- Up to 10 Unit-specific lectures
- Introductory class
- Revision exercise – open-book paper in the form of a set of previous papers will be posted on Moodle for candidates to use as a mock examination
- Candidate's self-directed learning
- Preparation of A3 revision note sheet (crib sheet for the exam)
- Unit-related reading list.

5.6

Unit 5 Legal Framework and Processes *continued*

Timing and format

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

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

Short-Answer Paper

The first paper will consist of short-answer questions with a choice of 10 from a total 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.

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. To pass you must get 50% or more. All candidates will receive feedback on their short answer paper.

Assessed key learning outcomes

The candidate will be able to demonstrate that they meet the PC3 criterion through their Unit 5 submission, the Unit 6 Professional Practice and Management Portfolio and the oral examination. In addition, candidates will be able to demonstrate skills beyond the criterion threshold levels, as outlined in the Unit description and are able to: demonstrate knowledge and understanding of the legal and statutory procedures and processes required for the delivery of a project in the UK demonstrate knowledge and understanding of the responsibilities of the architect for health and safety.

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Professional Practice and Management Portfolio (Unit 6) – Pathway 1 and Pathway 2

6.1 Overview

Pathways 1 and 2 culminate with the submission of the Professional Practice and Management Portfolio/Unit 6. Which consists of the CAR, PDA RWE and exam Papers 1,2 and 3 (Pathway 1) or Unit submissions and mark/feedback sheets (Pathway 2). All hard copy submissions are collated by the Professional Studies administration team to form two sets of the Professional Practice and Management Portfolio for the Professional Examiners. At the end of the oral examination, candidates receive one copy, the second copy is retained for the School of Architecture records.

6.2 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 an 8,000 to 10,000-word analytical, in-depth report intended to demonstrate a candidate's professional judgement. These are not narrative accounts but analytical and critical reflections on 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/PSA. 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 the delivery of a project through shadowing, research and speculation subject to Tutor's approval.

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 have been agreed with the Tutor/PSA at the preliminary meeting.

Candidates should be aware and assured that any discussions with their Tutor/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.

Exemplars of previous CARs are available for future candidate perusal, but it should be noted that they are available only with the express permission of candidates (who should check with their offices). Photographing them is not permitted.

6.3 Typical CAR

The traditional format for a CAR is to review the delivery of a project through the RIBA work stages. The suggested structure of a CAR will be described in the Unit 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/PSA'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, NEC contracts, 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 candidate will still need to demonstrate adequate experience and a depth of knowledge of traditional procurement routes, through, for example, compare-and-contrast analysis and critique.

The text should include drawings, plans, visualisations, photographs etc. Any key documents which might be in the appendices should be clearly referenced in the text. Appendices should be kept to a minimum. Candidates will be penalised if they exceed the word limit.

Multiple projects

Where candidates are not able to follow one project through 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.

Complex projects

Candidates working on very large complex projects, sometimes spanning several 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 the candidate has 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 the candidate's overall experience elsewhere.

6.3 Typical CAR *continued*

Shared Projects

Sometimes several 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.

'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/RWE demonstrates a suitable level of engagement at all the work stages and meets the ARB/RIBA criteria.

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 are predicated on competence to practise in a UK environment and that the CAR must somehow address UK issues. Candidates will need to demonstrate competence through their PEDRs/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.

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6.4 Professional Development Appraisal (PDA)

The Professional Development Appraisal (PDA) is an illustrated 3,000 - 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, nor a diary of events, nor a detailed account of academic learning experiences.

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 allows the candidate to draw on a wide range of influences, which may relate to professional development and practice, 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. Candidates are encouraged to review their strengths and weaknesses, and the different business management processes, cultures and ethos in the offices where they have gained experience.

Finally, candidates are encouraged to speculate to how their professional career may be developed over the next five to ten years.

The PDA will be read in conjunction with the CV, the CPD proposal and the professional criteria mapping document e.g. Fenwick diagram mapping candidate's experience against the ARB/RIBA criteria/work stages. The CV, CPD plan and Fenwick diagram are submitted bound into the PDA document. Examples of Fenwick Diagrams are posted on Moodle.

6.5 Records of Work Experience (RWE)

Candidates are strongly advised to provide their employer with a copy of this Handbook to keep their employer informed of their mentor's duties and the course requirements for the candidate to attend tutorials, lectures, classes, study groups and mock interviews. On commencement of the course the school will contact the employer inviting employers to contact the Course Director and discuss their candidates' progress.

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

Candidates working in practices which are part of the RIBA Chartered Practice Scheme should discuss with their practice mentor the level of support for the Part 3 course that will be provided by the practice in this context. The PEDR is a three-way contract between the candidate, the practice mentor and the School's Professional Studies Advisor to ensure that the candidate receives compliant, approved and monitored experience.

All candidates must be enrolled on the RIBA PEDR scheme (see www.pedr.co.uk). Non-UK candidates or candidates without current PEDRs are expected to enrol on the RIBA PEDR scheme at the commencement of the course.

6.5 Records of Work Experience (RWE) *continued*

All candidates must meet the ARB/RIBA 24 months minimum requirements regarding professional experience and will be required to produce a minimum of 24 months of approved and monitored PEDRs 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 Appendix 4 details of ARB/RIBA experience requirements.

For candidates who do not have completed and signed PEDRs prior to registering on the course, the format of the RWE must be agreed with the Tutor/PSA at the preliminary meeting.

There are three options:

- A full set of Professional Education Development Records (PEDRs)
- Certificates (RIBA format) of Professional Experience
- Alternative Records of Work Experience as agreed with Tutor/PSA.

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.

Assessment

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

6.6 The Professional Experience Development Record – PEDR

The PEDR should be augmented with drawings, photographs and written documentation to support the recorded information. Candidates are also advised to include a pie chart to represent their experience at Stages 1 and 2. We recommend no more than one A4 page per significant project per quarter. Candidates are strongly advised to ensure that their Mentor fully completes the sections in the PEDR for their comments on the candidate's progress.

Examiners attach a great deal of importance to these. All completed PEDRs should be submitted within the defined timeframe. Late submissions are only initialled by the Professional Studies Advisor and are poorly received by the Professional Examiners.

It is expected that candidates joining the course from other schools of architecture will have their logbook/PEDR sheets signed and 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.

How to complete the PEDR

PEDRs should be short and concise and avoid repetition. Candidates must keep on top of recording their professional experience and we expect that these should be up to date by their first tutorial with their Tutor/PSA.

Cover page

This page has details of the practice and most importantly the name and contact detail of your Employment Mentor (EM). Sometimes we contact the mentor to discuss a candidate's progress so it's important to make sure the details are correct for each quarterly sheet.

6.6

The Professional Experience Development Record – PEDR *continued*

Summary page 2

Work stages based on the RIBA Plan of Work, however, in some case candidates may be working in a different field so candidates should discuss how best to represent their experience.

Pages 3 onwards

These are the Project Details description pages and can become very repetitive. These pages describe each project by **essential** details e.g. cost, location, brief, sector, form of contract, programme and **essential** information, this section is often repeated quarter after quarter. The more detailed quarterly description of the candidate's activities in the **Project Tasks** section and will probably be different in each quarter. The **Work Stage** section is a numerical record of the number of hours spent on that project which can be carried forward and converted into a pie chart.

The candidate's **Reflective Experience Summary** ideally should be no more than 1 to 2 pages at the most and ideally shared with the Employment Mentor, however on some occasions, candidates may be critical of their experience/office and may prefer to keep this section confidential. In this section (or elsewhere) the candidate might like to reflect on their learning and map the activities they have undertaken against the ARB/RIBA criteria (see Appendix I).

The Student Mentor Employment Appraisal

Should ideally be prepared jointly with the Employment Mentor, it is an opportunity for the candidate to discuss their progress and identify areas for future experience for development. The Employment Mentor must independently complete the Mentor's comments and advice box and sign off the PEDR on behalf of the practice.

The quarterly PEDR must be sent the PSA with all signatures within two months and the PSA will complete the final section **PSA Review** based on the information in the earlier sheets. The candidate may wish to draw the attention of their mentor to this sheet when meeting the mentor in the following quarter.

Timing and submission of PEDRs

Completed quarterly PEDRs which have been signed, dated and commented upon by the candidate's Employment Mentor are submitted in hard copy via the Professional Studies Office to the Tutor/PSA **within two months of the last day of recorded experience** for PSA comment and counter signature. The Professional Studies Office will record the date that the PEDR is received.

Confidentiality practice/clients

Your PEDRs will contain practice/client commercially confidential information. Candidates should ensure that their practice mentor is aware of the information included in these documents and that neither you nor the practice is breaching any confidentiality agreements the practice may have.

You should inform your mentor that the PEDR is seen by the Bartlett PSA and will also be seen by the Part 3 Professional Examiners and possibly the External Examiner, all of whom are fully aware of the importance of maintaining commercial confidentiality when working with candidates in practice.

Working with your Employment Mentor

The candidate is expected to be in continuous dialogue with their Employment Mentor regarding their day to day activities within the office. The EM should be an architect with at least 5 years' experience or a professional person in an associated field. They are the person who directly supervises the candidate and has detailed professional knowledge of the work prepared by the candidate. The EM should assess the candidate's work, make comments and sign the PEDR for each three-month period.

6.6
The Professional
Experience Development
Record – PEDR
continued

Please refer to PEDR web site for more information on the role of the Employment Mentor. You may want to download the guidance sheets for employers and give them to your mentor to read.

PSA signing off PEDRs

The Bartlett PSA will sign off all PEDRs/RWEs covering the duration of the candidate's Part 3 studies, including one covering the three months before the start of the course. However, any PEDRs/RWEs signed retrospectively or when the candidates were not on the course or registered with the Bartlett School of Architecture, will attract an additional charge of £75 per PEDR.

6.7
RIBA Certificates of
Professional Experience

In exceptional circumstances, UK-educated candidates with at least six 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. This option must be agreed with the Tutor/PSA at the preliminary meeting. Candidates should be aware that they must additionally enrol on the PEDR scheme.

6.8
Records of Work
Experience (RWE)

Where PEDRs are not available (e.g.: EU/Overseas candidates) evidence of suitable experience is required. The document is supported by letters from employers confirming the work was undertaken as described. This submission might consist of summaries of the practices/projects undertaken in chronological order describing the project, including value, contract /procurement route, key issues, the candidate's role and responsibilities, together with relevant illustrations. Further details can be obtained from the candidate's Tutor/PSA.

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6.9

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 who will discuss the RWE, CAR and PDA and the unit submissions/written examinations.

The Professional Examiners are required to confirm 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.

Pathway 1:

Candidates' written examination work is marked by the Professional Examiners who will test the candidate's examination responses in the oral and also explore their RWE, CAR and PDA. Note The marks for the written examination papers are not available to the candidates until after the oral examination.

Pathway 2:

Although Professional Examiners do not mark Units 1–5 they will have received copies of the submissions, marks and feedback sheets, and they may explore topics from Units 1–5 criteria during the oral exam. Candidates should be prepared to answer questions on any aspects of their submissions and the criteria. See also section 5.5 of this Handbook.

Debriefing

Immediately following the oral examination and before the Board of Examiners meet, candidates are invited to a debriefing session with a Professional Studies Advisor.

Feedback survey

At the end of the oral exam, candidates are asked to anonymously complete an overall course feedback survey online. This feedback is taken seriously and informs the improvement of the course year on year.



Admissions criteria for Part 3 and professional studies courses, application procedure and fees 2020

7.1 Award title	The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) (Prescribed by the Architects Registration Board and validated by the Royal Institute of British Architects)
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7.2 Admissions criteria UK and EU recognized qualifications	<p>Candidates for The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA) course 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. Applicants for Pathway 1 must have obtained their Parts 1 and Part 2 exemption from a UK School of Architecture.</p> <p>Candidates from EU countries are strongly urged to obtain written confirmation from the ARB and 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.</p>
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7.3 Applicants with overseas qualifications	<p>The Bartlett will also consider applications from overseas (non-EU) applicants and architects who have not yet obtained the ARB prescribed examination Part 1 and Part 2.</p> <p>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.</p>
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7.4 Applicants with EU Qualifications (Registered Architects)	<p>The course is available as a Lectures Only course (i.e. non-examination; candidates follow the lecture course but do not register for the final examination) to EU-registered architects who wish to register with the ARB to practise in the UK.</p> <p>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, to gain the full qualification. This option is available at the discretion of the Director of Professional Studies.</p>
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7.5

Work experience

At the time of taking the oral examination, candidates must have a minimum of 24 months recorded experience of which the 12 months prior to the oral examination must be UK-based.

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 an Employment Mentor. See Appendix 4. Appendix 5 extract summarises the ARB guidance on the current situation regarding eligibility for registration and advice to candidates.

Evidence of meeting the professional experience requirements will be found in the candidate's Professional Practice and Management Portfolio/Unit 6 submission; it may take the form of Professional Education and Development Record (PEDR) sheets, RIBA Certificates of Experience or an Alternative Record of Work Experience (RWE).

7.6

Language requirement

Examiners expect candidates to have a high standard of written and spoken English to pass the examination. Candidates with poor English may find the writing of lengthy documents and the oral examination particularly challenging. Applicants to The Bartlett Part 3 course 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 courses for which they have applied. This requirement is specified to ensure that the progress of candidates is not hindered by language difficulties and that candidates can integrate socially while studying and living in the UK.

7.7

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 course 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'.

All applicants who have been accepted on the Part 3 course will be asked to bring their passport/visa to the Professional Studies Office at the preliminary interview.

7.8 Application procedure Part 3 full course	<p>Applicants should complete the appropriate application form (available from the Bartlett Part 3 website) and provide an up-to-date CV, a 300-word CAR proposal (1,000 words for Pathway 1), and a 1,000-word reflective résumé of professional and educational experience to the Professional Studies Office to Bartlett-Part3@ucl.ac.uk. Places are limited, so candidates are strongly encouraged to submit their applications as soon as possible.</p> <p>Offers are provisionally made on the basis of the application documents.</p> <p>All applicants receiving an offer attend a preliminary meeting with a Tutor/PSA in before the start of the course to discuss their work course and potential CAR topic. Offers are confirmed at the preliminary meeting.</p>
7.9 Application procedure lecture only course	<p>Those wishing to attend the Bartlett Professional Studies Part 3 lecture course for CPD or other purposes should complete and return the application form available from the Lectures Only section of the Bartlett Part 3 website to the Bartlett Professional Studies Office at bartlett-part3@ucl.ac.uk</p>
7.10 Application procedure for Stage 2 Experience Monitoring	<p>Post Part 2 graduates who are not on the Part 3 course may wish to have their experience monitored by the Bartlett's Professional Studies Advisor (PSA) and register for Stage 2 Monitoring. To register for Stage 2 Monitoring candidates should complete the application form (available from the Bartlett Part 3 website) and email bartlett-part3@ucl.ac.uk and be ready to pay the £300 annual fee. The fee covers up to four monitoring sessions per year. PEDRS will need to be submitted in hardcopy signed by both the candidate and their respective mentor. If PEDRs sheets are sent by post, please ensure that the sender's name and return address on the reverse.</p>
7.11 Fees for Part 3 – 2020	<p>Candidates take sole responsibility for all fees incurred on courses.</p> <p>The fee for the Bartlett Part 3 course in 2019 is £3,500. There is a prompt payment discount of £100, reducing it to £3,400, for receipt of the full fee by 28 February 2019.</p> <p>Exceptionally, payment via three instalments is possible – please contact us for details.</p> <p>The fee for retrospectively signing additional PEDRs for any period outside of the Part 3 course is £75 per PEDR.</p> <p>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 excluded from the courses, be unable to sit the unit assessment exercises or examinations, and/or have final marks and results withheld.</p> <p>Fees must be paid by via the UCL online store. Details are available from the Professional Studies Office. Fees are VAT exempt.</p>

7.12

Payment of fees by candidate's practice or third party

The Part 3 Office can, by agreement, invoice practices for fees, but candidates must note that should a candidate's fees not be settled by their practice, then the candidate will be expected to make up any shortfall. Payment is due within 30 days of invoice unless agreed otherwise. Payment by invoice must be requested in a timely fashion and an agreement between the practice and the School set up. All fees must be fully paid up by the date of submission of Unit 6/Professional Practice and Management portfolio. Candidates who have not paid their fees will be required to withdraw from the examination.

7.13

Re-sit and re-submission fees

Candidates who fail a Unit or other assessed element (including non-submission) will need to re-sit the unit or assessed element at the first available opportunity, usually the following year. The cost of re-sitting a unit/element regardless of attempt in 2020 is £300.

7.14

Withdrawal from course

Candidates wishing to withdraw from the Part 3 course must provide their request in writing. Candidates have 30 days from the start of their course on 7 January 2020 to withdraw. Candidates who withdraw from the course after these deadlines are liable to pay any outstanding fees. Candidates who have registered for units and examinations and wish to withdraw following registration will be deemed a non-submission and liable for the full fee at the time of withdrawal and any associated resubmission fee on their next attempt.

7.15

Other professional studies course fees

- The Fee for the Stage 1 Year Out certificate course for 2020 is £300
- ARB Guidance Workshops are £50 for 2020
- Fees for CPD events vary; Please contact the Professional Studies Office for more details.

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8 Examination and assessment regulations

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

8.1 Scheme of Award (Post-2018)

For candidates registered from 2018 onward:

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

Pass

Pathway 1: Candidates who achieve a mark of 50% or above for the online and written examinations (all elements to be passed) plus the Professional Practice and Management Portfolio (all elements to be passed) will normally be award a Pass. Candidates who achieve a mark of 70%+ for their CAR will receive a letter of commendation, so long as they pass all elements of their course at the first attempt.

Pathway 2: Candidates who achieve a mark of 50% or above for each of Units 1–5 and Unit 6/Professional Practice and Management Portfolio (all elements to be passed) will normally be award a Pass. Candidates who achieve a mark of 70%+ for their CAR will receive a letter of commendation, so long as they pass all elements of their course at the first attempt.

Fail

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 Unit or written examination submission will normally be required to re-sit in the next examination session. Mark for second attempts will be capped at 50%.

8.2 Scheme of Award (Pre-2018)

For candidates registered before 2018:

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

This award has been discontinued candidates should request details of the Scheme of Award from the Professional Studies Office.

8.3 Number of permitted attempts

Candidates will not normally be permitted more than two attempts at Units 1–5, or the written examination submissions. Candidates who fail individual elements of Professional Practice and Management Portfolio/Unit 6 may be permitted a third attempt at the discretion of the Chair of the Examination Board. Resubmitting candidates can only receive a maximum of a 50% pass.

8.4 Part 3 Prize

The **Ross Jamieson Memorial Award** is awarded to the best candidate each Summer/Autumn Professional Practice and Management Portfolio examination session. The best candidate will be decided based on the highest scoring Unit 1–6 average.

8.5 Summary of assessment and marking process

	Assessment task	Internal Examiners	Professional Examiners	Assessment sheets and feedback	Mark type
Pathway 1	Multiple choice/ Short answer paper	Marked internally	Review/explore at oral	Electronic	Numerical mark
Pathway 1	Written exam	n/a	Mark/Review/explore at oral	By Professional Examiner	Numerical mark
Pathway 2 Unit 1	Essay	Marked internally	Review/explore at oral	By internal examiner	Numerical mark
Pathway 2 Unit 2	Group presentation/Assignment 1 Individual Assignment 2	Marked internally	Review/explore at oral	By internal examiner	Numerical mark
Pathway 2 Unit 3	Coursework tasks	Marked internally	Review/explore at oral	By internal examiner	Numerical mark
Pathway 2 Unit 4	Coursework tasks	Marked internally	Review/explore at oral	By internal examiner	Numerical mark
Pathway 2 Unit 5	Short answer paper Multiple choice paper	Marked internally	Review/explore at oral	By internal examiner	Numerical mark
All Pathways	CAR	n/a	Marked individually by each Professional Examiner	CAR – Blue assessment sheet	Numerical mark
All Pathways	PDA	n/a	Marked individually by each Professional Examiner	PDA – Blue assessment sheet	Numerical mark
All Pathways	RWE	Checked internally	Marked individually by each Professional Examiner	Recorded on the Overall Marksheet (yellow)	Pass/FAIL
Pathway 1	Portfolio for Pathway 1	n/a	Marked and reviewed by each Professional Examiner	Recorded on the Overall marksheet	No further marksheets
Pathway 2	Portfolio for Pathway 2	Marked internally at unit level	Reviewed but not marked	No further marksheets	
All Pathways	Oral Exam	n/a	Assessed by each Professional Examiner	Oral – White Assessment sheet	Numerical mark
All Pathways	Overall mark sheet	n/a	Completed once examiners agree and on final marks after the oral exam	Yellow – Overall Assessment sheet	Scheme of Award Applies

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8.6

Late submissions

A late submissions policy will apply as follows:

- Up to two working days late: 10 percentage points deduction (but no lower than the pass mark)
- More than two but less than five working days late: capped at a pass (50%)
- 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.

8.7

Regulations for word/page limit

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

- Assessed work should not exceed the prescribed word/page limit
- For work that exceeds the upper word/page limit by less than 10%, the mark will be reduced by 10 percentage points; 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/page limit concerning tables, pictures and graphs, assumptions, footnotes, appendices, bibliographies etc., carefully consult each Unit or examination descriptor, as the allowance may be different for each Unit or examination. Be sure to check both the associated descriptor and cover sheet
- All parts not included in the word count submission are not marked and are for information and context purposes only
- In the case of coursework that is submitted over- or under-length and is also late, the greater of any penalties will apply.

Please note that these regulations are strictly adhered to and candidates are advised to carefully check the word or page count criteria for each submission on the unit descriptor and cover sheet.

8.8

Plagiarism, collusion and cheating

Plagiarism, collusion or cheating will not be tolerated. Plagiarism is using others' work without citation or consent. Collusion is conspiring in conjunction with peer groups or an individual to produce the same/similar piece of submitted work. Nor should candidates should employ third parties to assist with their submissions.

All work from Units 1–4 may be submitted via the plagiarism detection software 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, ideas and arguments without formal acknowledgement.

Candidates should know that they may be excluded from the course should their involvement in these activities be identified. If you are unsure of what is acceptable, contact your Tutor/PSA to discuss the issue and seek clarification.

8.9**Conflicts of interest and 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 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.

Candidates are advised that any study group activity should respect confidentiality. They should also not leave copies of their work where they can be easily accessed by others (e.g.: shared servers) and should also be aware that they should not circulate their submissions outside of their practice.

8.10**Examiners****External Examiner**

The External Examiner is appointed to oversee the examination process, to ensure that ARB and RIBA regulations and criteria are met and that examinations are in accordance with best practice procedures. The External Examiner monitors the examinations to ensure they 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 the 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 to monitor the consistency of standards and adherence to the ARB/RIBA criteria, ensuring the threshold pass is in line with national standards.

The External Examiner has a role in considering appeals and complaints.

Professional Examiners

The Professional Practice and Management Portfolio/Unit 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 practice from which the panel is drawn for each examination session.

The Professional Examiners, who have been in practice for several 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 Bartlett additionally provides training sessions for the Professional Examiners prior to each examination session.

Internal Examiners

The Internal Examiners, normally the Unit coordinators, together with a panel of markers, first mark the tasks associated with Units 1–5. All submissions for Units 1, 3, 4 and 5 are marked anonymously. Unit 2 is marked as group work and individually. Where appropriate, the submissions are second-marked. These marks are confirmed at the Examination Board; samples having been reviewed by the External Examiner.

8.11

Quality assurance and management – Examinations

The Professional Examiners will have met three times during the examination process. 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 Architecture Programmes Committee, the Bartlett School of Architecture's Departmental Teaching Committee and the Part 3 Professional Examiners. It is also forwarded to the Faculty Board of Examiners and contributes to the School's Annual Student Experience Review (ASER) report for UCL.

8.12

Candidate questionnaires and candidate representation

Candidates will be asked to complete an anonymous online survey and submit written comments following the individual lectures on the lecture course, each unit, and after the oral examination of the Professional Practice and Management Portfolio. The Course Director, the Professional Studies Staff and the Professional and External examiners greatly value feedback from candidates. This feedback is taken seriously and as a result changes and improvements are made to the course year on year.

These questionnaires are analysed, and comments responded to as far as possible. The results of the questionnaires are reported to the Bartlett's Architecture Programmes Committee 1 (APC1), which reports to the Faculty Teaching Committee.

The Bartlett School of Architecture operates a Student-Staff Committee which usually meets prior to the APC1 meeting. It is chaired by the Director of the School – Professor Bob Sheil – and is a forum for discussion of all matters of student and candidate 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.

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8.13 Extenuating circumstances

Although the Part 3 course is a professional course and does not offer UCL student status, we try to mirror UCL's Extenuating Circumstances policy in principle. (See here: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances>). These regulations define how we can support candidates whose experience may affect their performance at assessment. In light of this:

- Candidates are asked at the preliminary meeting if the candidate has a disability – see 8.14 below the school needs to be aware of e.g. dyslexia, so that appropriate adjustments can be made
- Candidates must notify the Professional Studies Office of any circumstances which are sudden, unexpected, significantly disruptive, and beyond the candidate's control and which may affect their performance at an assessment, such as a serious illness or the death of a close relative.

The Director of Professional Studies (or her delegate) should ensure that alternative arrangements are put in place for such candidates, such as an extension or deferral of assessment to a later date. Candidates should check whether their circumstances are covered by this (we may be able to support you better through Reasonable Adjustments, Special Examination Arrangements or Interruption of Study – see below) and if so, they should complete our Extenuating Circumstance form (available from Moodle) and obtain supporting evidence from a doctor or other appropriate authority.

The completed form and the supporting evidence should be submitted to the Professional Studies Office within one week of the circumstance taking place. The form should be submitted as soon as possible with supporting evidence and must be received before the relevant submission deadline in order to be considered. The Professional Studies Office will forward the form and evidence, confidentially, to the Director of Professional Studies (or her delegate) who will consider the application for Extenuating Circumstances and may:

- Agree on coursework extension of up to one week
- Condone late submission of coursework
- Defer (postpone) assessment to the next occasion
- Allow interruption of studies
- Allow additional time at the oral examination.

Where a candidate submits repeat requests for the same condition, the Director of Professional Studies may use her discretion to continue to accept the requests or to reject a request and instead require the candidate to apply for Reasonable Adjustments – see below.

Where a candidate is affected by ECs and is working in a group, the Director of Studies should use their discretion to consider the impact on other candidates in the group, for example, if the EC prevents the group from meeting a deadline or from completing the required work.

Candidates should note that unforeseen pressure of work at their practice and or multiple deadlines would not normally constitute reasonable grounds for an extenuating circumstance.

8.14 Reasonable Adjustments

Although the Part 3 course is a professional course and does not offer UCL student status, we try to mirror UCL's Reasonable Adjustments policy in principle.

(As seen here: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments>)

Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled candidates are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for candidates who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support with their studies due to an ongoing medical or mental health condition.

Under the Act, a disability is defined as a physical or mental impairment that has a substantial and long-term negative effect on a person's ability to do normal daily activities. 'Substantial' is more than minor or trivial, e.g. it takes much longer than it usually would complete a daily task like getting dressed. 'Long-term' generally means the condition has lasted or is likely to last, 12 months or more, although UCL also provides support for candidates with shorter-term conditions.

A disability can arise from a wide range of impairments which can include:

- Specific learning difficulties (e.g. dyslexia, dyspraxia)
- Mental health difficulties (e.g. depression, anxiety, schizophrenia)
- Mobility difficulties (e.g. wheelchair users, back pain, hypermobility)
- Deafness or hearing impairment
- Autistic spectrum conditions (e.g. Asperger syndrome)
- Long-term health issues (e.g. diabetes, arthritis, cancer, HIV, autoimmune conditions)
- Progressive conditions (e.g. motor neuron disease, muscular dystrophy, forms of dementia)
- Fluctuating or recurring conditions (e.g. bipolar disorder, epilepsy, rheumatoid arthritis, myalgic encephalitis (ME), chronic fatigue syndrome (CFS)).

A Statement of Reasonable Adjustments (SORA) offers support for long term conditions including specific learning difficulties.

Reasonable Adjustments include Special Exam arrangements, Interruption of Study, Pregnancy and Maternity Fitness to Study or Extenuating Circumstances arrangements. The latter should be considered at times when a candidate with a disability or ongoing medical or mental health condition feel they need a one-off coursework extension, a deferral of assessment or some other form of shorter-term help and an Extenuating Circumstance Form should be submitted.

If a candidate has questions about a longer-term condition or is unsure of which procedure to use, they should contact the Director of Professional Studies via the Professional Studies Office who can help the candidate to assess the options open to them and aid in completing the relevant form.

8.14 Reasonable Adjustments *continued*

Candidates with these types of conditions must notify the Professional Studies Office, **with supporting evidence** at the start of the course or as soon the condition(s) have been established thereafter. The data you supplied on application forms is for data return purposes so please **do not assume** that we have been formally notified. Candidates must note that, if they choose not to disclose information, we may not be able to offer the candidate all the support that they need. Candidates are responsible for considering their needs regularly and must contact us if they think that any changes need to be made to their Statement of Reasonable Adjustment (SORA).

Further details, including Academic, Professional and Competency Standards and support to candidates are available on the Professional Studies Moodle site.

8.15 Appeal/complaints procedure

Concerning the examinations, the examiners and the Bartlett School of Architecture reserve the right to exercise their professional and academic judgement in the assessment process. Appeals can only be considered on the basis of **procedural irregularity**, and **not on the basis of professional or academic judgement**.

Mediation is our priority in the first instance, and candidates should make the most of access to your tutor to discuss any complaints/appeals you may have and also use the questionnaires and feedback sessions with the Unit coordinators. Importantly during the debriefing session after the oral exam candidates should take the opportunity to identify and raise any concerns they may have regarding the conduct of the examination and oral.

In addition, all candidates who fail any element of Module 6 are invited by letter with an appointment date to a one-to-one feedback session with their tutor (or another acceptable member of staff). *Appeals/ Complaints cannot be considered unless this initial meeting has taken place.*

The complaint/appeals process will follow this pattern:

Meet the Unit Tutor/PSA for feedback and clarification. If the candidate wishes to pursue the matter they should:

- 1 Meet the Director of Professional Studies for mediation. If the matter cannot be resolved through mediation they should:-
- 2 Submit an appeal within fourteen working days after meeting with the Director of Professional Studies
- 3 If the matter then remains unresolved then the candidate should appeal to the External Examiner who will make recommendations
- 4 Finally, the candidate should either accept the External Examiner's recommendations or repost the appeal to the Director of the Bartlett School of Architecture
- 5 For complaints/appeals that are unresolved:- candidates can pursue a complaint through the UCL Student Complaints Procedure (<https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-10-ucl-student-complaints-procedure>) and thence, if not resolved satisfactorily to the Office of the Independent Adjudicator (OIA).

If during the process, the Appeal/Complaint is upheld, suitable mitigation/remedy will be proposed.

8.16

Candidate complaints

Informal and Formal Candidate Complaints

We aim to ensure that every candidate is satisfied with their experience with us. However, we recognise that from time to time problems do arise and candidates may wish to express concern or dissatisfaction with aspects of the course or the quality of services provided. A candidate feedback survey is issued at the end of every Unit, at the end of each lecture in the lecture series and following the oral examination.

Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Candidates can speak to their Tutor/PSA, unit or course coordinator or the Director of Professional Studies if they have any concerns about their course.

Formal complaints

If an issue cannot be resolved at a local level, candidates may feel they need to submit a formal complaint in the first instance via the Course Director or mediator to the Director of the Bartlett School of Architecture and is not resolved to pursue the complaint through UCL's Student Complaints Procedure.

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The Bartlett Professional Studies Office is located in Room 316 on the 3rd Floor of the Bartlett School of Architecture, 22 Gordon Street, London WC1H 0QB. Tel: 020 3108 9663 or email: bartlett-part3@ucl.ac.uk

Candidates' specific attention is drawn to the following with regard to Professional Studies:

9.1 Student status

Candidates on any Professional Studies part-time or short course will not be provided with UCL full-time student status, and therefore not provided with the same privileges as UCL 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 (e.g. Council Tax or Travel Card). If candidates require proof of enrolment for any other reason, they should contact the Professional Studies Office.

9.2 General Data Protection Regulations (GDPR) and candidate information

We mirror UCL's general Student Privacy protocols (see <https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice>). This sets out how any personal data we collect from you through your electronic and/or paper application to UCL and/or the Bartlett Professional Studies Office will be processed by us. Please note that we may also provide data in an anonymised form to UK Architectural Professional bodies (ARB, RIBA) and may also use it in anonymised forms for research purposes. Some candidate personal details are passed on to Professional Bodies for registration purposes on completion of the Part 3 course.

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.

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

As outlined in section 6.3 and 7.5 of this Handbook, candidates should be aware and assured that any discussions with their Tutor/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. Candidates in study groups must respect the confidentiality of discussions and peer review. It is only with the express permission of candidates (who should check with their offices) that exemplars are made available to future candidates for reference.

9.3 Record photograph	We may retain a photograph of you in the Professional Studies Office, for ease of identification. Professional Examiners may be provided with candidates' photographs for the 'Any Questions' evening.
9.4 Publication of personal details	The Bartlett or the UCL's Communication and Marketing 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. Candidates will always be asked for express permission before their content or likeness is used by the Bartlett.
9.5 Data protection and research methods	<p>Candidates and students should follow UCL data protection guidelines (see https://www.ucl.ac.uk/research/integrity/policies-and-guidelines/data-management-protection/data-protection) 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:</p> <ul style="list-style-type: none">• The person(s) is informed of the nature of the research and consents to their personal information being used before the research is begun. All information and work are kept securely and for example, not left on shared servers. Candidates should note that that audio and visual recordings of teaching events is not permitted• If in doubt, consult your Tutor/PSA in the first instance, who will be able to forward your query to the appropriate person within the Bartlett or UCL.
9.6 Contact details and communications	<p>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. The Professional Studies Office must be fully aware of the name you wish to use when we report exam results to the professional bodies. Candidates who obtain ARB Parts 1 and/or 2 prescription during the Part 3 course, should supply the Professional Studies Office on receipt of the ARB letter.</p> <p>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 and therefore candidates should monitor all email boxes for communications from us. Once candidates have UCL accounts we will send out our communications to them only via their 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.</p>

9.7 Copyright

As a general principle, UCL recognises that candidates and 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.

9.8 Access to the library

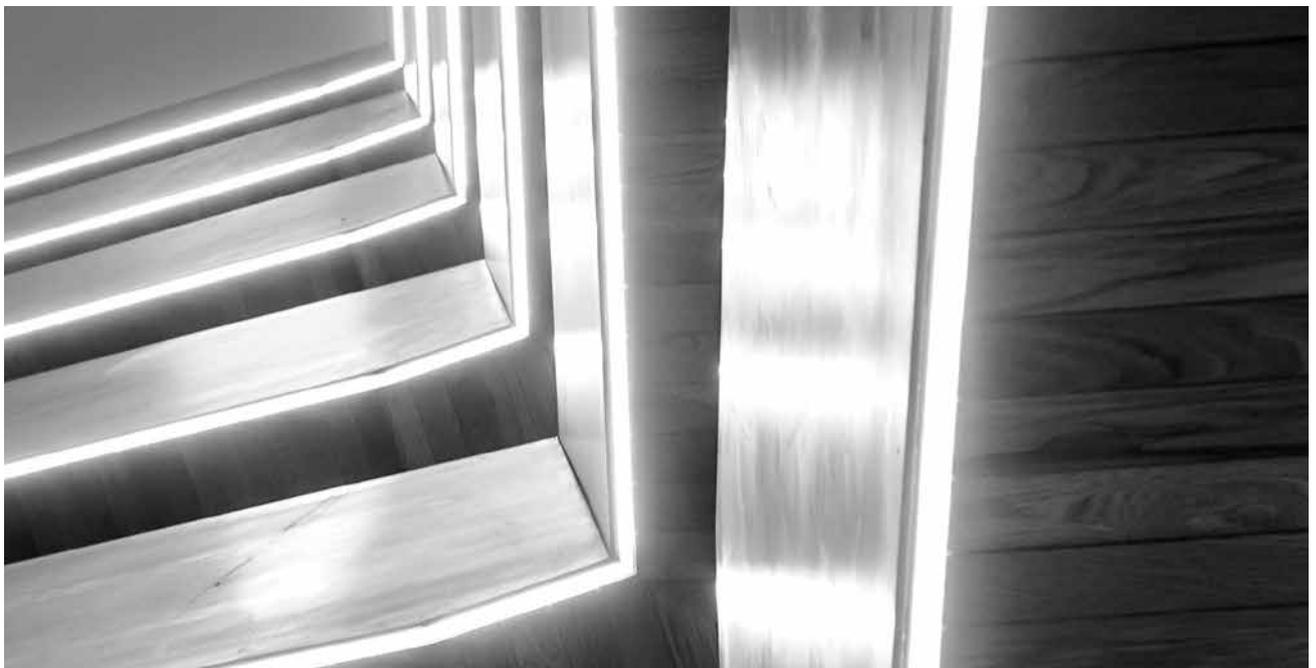
The Bartlett Library is on the Ground Floor of Central House, 14 Upper Woburn Place, London WC1H 0NN. It houses UCL's Built Environment collections. Candidates are entitled to use the library's facilities but are not entitled to borrowing rights or the removal of any books from the library. Professional Studies candidates may use the library for research or as a quiet study area.

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, their opening hours 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.

Interior, the Bartlett School of Architecture, 22 Gordon Street



9.9 Safety and security

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

- Keep your 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.

Interior, the Bartlett School of Architecture, 22 Gordon Street



9.10 Health and safety

The Bartlett undertakes all reasonably practicable steps to promote and secure the health and safety and welfare of all university personnel, candidates, 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. The 2018/2019 Arrangements for Managing Health and Safety are available on the Part 3 Moodle page. However, the following should be born in mind:

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
- 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.

Emergency procedures

In the event of the outbreak of fire:

- Sound the fire alarm, or telephone 222 using the red phones in reception or any telephone in the stairwells
- Evacuate the building by the nearest available exit.

In the event of the fire alarm sounding:

- Evacuate the building immediately (do not use the lifts)
- Ensure any persons under your supervision leave immediately
- Assemble at the assembly point marked on the fire instruction notice – Taverton Street (do not re-enter the building).

In the event of an emergency:

- Phone 222
- Clearly state your location and telephone number
- Clearly describe the nature of the emergency.

In the event of a minor accident involving injury:

- Phone 222
- Clearly state your location and telephone number
- Clearly describe the nature of the accident
- Obtain assistance from the nearest qualified First Aider, if they are available, or Designated Person.

9.10 Health and safety

continued

In the event of a major accident involving injury:

Obtain assistance from the nearest First Aider or Designated Person,

if available and inform Security. First aiders and their location are listed next to the first aid kit at the central kitchen on the 3rd floor

- Escort the patient to the University College Hospital Accident and Emergency Unit, Ground Floor, 235 Euston Road, London NW1 2BU.

Reporting of accidents

All accidents must be reported.

- Obtain an Accident Form from the Facilities Officer or Departmental Safety Officer, Room 114, First floor, 22 Gordon Street
- 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

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 the 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

Emergencies	222
Maintenance emergencies	30000
22 Gordon Street security (Ground floor entrance)	56128

9.11

Bartlett events

School of Architecture

Details of all Bartlett Architecture events, including current lecture series, can be found at the Bartlett website at <https://www.ucl.ac.uk/bartlett/architecture/>. 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 2020

The Summer Show is the annual celebration of student work at the Bartlett School of Architecture.

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.

9.12

Useful addresses

The professional bodies actively encourage student (or 'graduate') 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 relevant professional institutions.

The Architects' Registration Board of the United Kingdom (ARB)

8 Weymouth Street, London W1W 5BU

+44 (0)20 7580 5861

www.arb.org.uk

The Royal Institute of British Architects (RIBA)

66 Portland Place, London W1B 1AD

+44 (0)20 7580 5533

www.architecture.com

The Worshipful Company of Chartered Architects

<http://architectscompany.org>

The Royal Town Planning Institute (RTPI)

41 Boltoph Lane, London EC3R 8DL

+44 (0)20 7929 9494

www.rtpi.org.uk

The Chartered Institute of Building (CIOB)

Englemere Kings Ride, Ascot, Berkshire SL5 7TB

+44 (0)1344 630 700

www.ciob.org

The Royal Institution of Chartered Surveyors (RICS)

RICS HQ, Parliament Square London SW1P 3AD

+44 (0)870 333 1600

www.rics.org/uk

Below is an extract from ARB's The Professional Criteria at Part 3 from www.arb.org.uk/wp-content/uploads/2016/05/ARB_Criteria_123.pdf.

“For Part 3 courses and assessments, the Graduate Attributes of the successful candidate are reflected within the introductory paragraphs. The Professional Criteria at Part 3 exist within the paragraphs titled and numbered 1–5. *The numbered subsections are for explanation and guidance only and do not form part of the Professional Criteria at Part 3.*

The terms ‘knowledge’, ‘understanding’, ‘ability’ and ‘skills’ are used in the Professional Criteria to indicate the nature of the achievement required.

Candidates wishing to sit the Professional Practice Examination in Architecture (Part 3) are normally required to have successfully completed a recognised qualification at Part 1 and Part 2 level, or their equivalent recognised examinations. In addition, candidates are required to have completed the relevant professional practice experience before undertaking the Examination.

Each candidate’s experience of learning and development in professional practice will differ, depending upon the type of project, type and location of practice and management processes undertaken, and the preparation for the Examination must therefore be approached in a structured way.

Interior, the Bartlett School of Architecture, 22 Gordon Street



The candidate should manage the relationship between professional experience and academic study to provide coverage of the Professional Criteria, presenting a critically reflective body of work that complies with the requirements of the professional studies adviser or course provider. To meet the Professional Criteria, the candidate's experience should include evidence of commercial awareness, self-management, professional competence and integrity. A successful candidate should also be able to demonstrate authorship, knowledge, effective communications skills, and reasoning and understanding in relation to all issues within the Professional Criteria outlined below.

ARB/RIBA (PC1) Professionalism

A successful candidate will demonstrate overall competence and the ability to behave with integrity, ethically and professionally appropriate to the role of the 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.

PC1 Guidance

- 1.1 Professional ethics
- 1.2 The architect's obligation to society and the protection of the environment
- 1.3 Professional regulation conduct and discipline
- 1.4 Institutional membership, benefits, obligations and codes of conduct
- 1.5 Attributes of integrity, impartiality, reliability and courtesy
- 1.6 Time management, recording, planning and review
- 1.7 Effective communication, presentation, confirmation and recording
- 1.8 Flexibility, adaptability and the principles of negotiation
- 1.9 Autonomous working and taking responsibility
- 1.10 Continuing professional development.

Exterior, the Bartlett School of Architecture, 22 Gordon Street



ARB/RIBA (PC2) Clients, Users and Delivery of Services

A successful candidate will be able to demonstrate an 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 competent service, both singly and as part of a team, including an understanding of client needs, appropriate communication, programming, coordination and competent delivery. This will be supported by the knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate coursed and coordinated project tasks.

PC2 Guidance

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

ARB/RIBA (PC3) Legal framework and processes

A successful candidate will be able to demonstrate an understanding of the legal context within which an architect must operate, and the processes are 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.

Guidance

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

ARB/RIBA (PC4) – Practice and Management

A successful candidate will be able to demonstrate an 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.

PC4 Guidance

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

Exterior, the Bartlett School of Architecture, 22 Gordon Street



ARB/RIBA (PC5) Building Procurement

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.

Guidance

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

Interior, the Bartlett School of Architecture, 22 Gordon Street



Appendix 2

ARB/RIBA Part 3 Criteria Mapping Pathway 1 (seven-month fast track)

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

To be read in conjunction with lecture programme schedule, pathway descriptor, Professional Practice and Management Portfolio descriptor, Course Handbook.

Professionalism (PC1)	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Primary evidence
	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme	Submissions
A successful candidate will be able to demonstrate overall competence and the ability to conduct them self 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.	Lecture course Moodle for lecture notes	One Class-Essay writing and presentation Any Questions Discussion evening with Professional examiners Exam technique class	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	Tutorials provided throughout the course for Professional Practice and Management Portfolio Submission and oral examination	Written examination mandatory question Further test on-line paper Individual mapping matrix/PEDR/ Experience Record and CPD proposal Unit 6 Professional Portfolio submission and oral examination
Clients, users and delivery of services (PC2)	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Primary assessment
	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme	Submissions
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, 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, the execution of appropriate programmed and coordinated project tasks and associated legislation.	Lecture course Moodle for lecture notes	Any Questions Discussion evening with Professional examiners Presentation/ 'pitching' workshop Exam technique class	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	Tutorials provided throughout the course for Professional Practice and Management Portfolio Submission and oral examination	Written examination mandatory question Further test on-line paper Individual mapping matrix/PEDR/ Experience Record and CPD proposal Unit 6 Professional Portfolio and oral examination
Legal framework and processes (PC3)	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Primary assessment
	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme	Submissions
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.	Lecture course Moodle for lecture notes	Any Questions Discussion evening with Professional examiners Examination preparation seminars Mock exam	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	Tutorials provided throughout the course for Professional Practice and Management Portfolio Submission and oral examination	On-line multiple choice/ Short answer paper Individual mapping matrix/PEDR/ Experience Record, CPD proposal and CV Unit 6 Professional Portfolio and oral examination

Practice and management (PC4)	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Primary assessment
Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme	Submissions	
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 the nature of legal business entities, office systems, administration procedures and the relevant legislation.	Any Questions Discussion evening with Professional examiners Exam technique class	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	Tutorials provided throughout the course for Professional Practice and Management Portfolio Submission and oral examination	Written examination mandatory question Further test on-line paper Individual mapping matrix PEDR/ Experience Record and CPD proposal Unit 6 Professional Portfolio and oral examination	
Building procurement (PC5)	Primary delivery	Primary delivery	Primary delivery	Primary assessment	
Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme		
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.	Any Questions Discussion evening with Professional examiners Exam technique class	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	Tutorials provided throughout the course or Professional Practice and Management Portfolio Submission and oral examination	Written examination mandatory question Further test on-line paper Individual mapping matrix PEDR/ Experience Record and CPD proposal Unit 6 Professional Portfolio and oral examination	
Professional practice portfolio	Primary delivery	Primary delivery	Primary delivery	Primary assessment	
Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme		
Not applicable	Preparation for the oral examination Group work workshop on interview technique Mock interviews	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	Tutorials provided throughout the course or Professional Practice and Management Portfolio Submission and oral examination	Professional portfolio comprising of: Marked by Professional Examiners: 10,000-word Critical Professional Practice Report 5,000-word Professional Development Appraisal, CPD proposal Individual mapping matrix PEDR/ Experience Record* 45 min Oral examination *depending on format of practical experience record	

Appendix 3

ARB/RIBA Part 3 Criteria Mapping Pathways 2, 3 and 4 (12, 18 and 24 months)

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB/RIBA)

The Bartlett School of Architecture Examination in Professional Practice in Architecture – Part 3 (ARB)

To be read in conjunction with lecture programme schedule and unit descriptors, Professional Practice and Management Portfolio descriptor, Course Handbook.

ARB/RIBA Part 3 Criteria

	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Secondary delivery	Primary evidence	Secondary evidence
Unit 1 Professionalism								
Approx. five week taught Unit supported by concurrent lecture course	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme				
A successful candidate will be able to demonstrate overall competence and the ability to conduct them self 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.	Lecture course Moodle for lecture notes	One Class- Essay writing and presentation One seminar Essay draft review and discussion	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	Tutorials provided throughout the course for Unit 6	Units 2, 3, 4 and 5	3,000 word essay PEDR/Experience Record and CPD proposal Unit 6 Professional Portfolio submission and oral examination	Units 2,3,4 and 5 submissions	
Unit 2 Clients, users and delivery of services								
Approx. five week taught Unit supported by concurrent lecture course	Lecture course	Seminars/classes	Study groups/self study	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, 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, the execution of appropriate programmed and coordinated project tasks and associated legislation.	Lecture course 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 Moodle support, test, quiz etc.	Tutorials provided throughout the course for Unit 6	Units 1, 3, 4 and 5	Group Presentation and individual 2,000 word submission PEDR/Experience Record and CPD proposal Unit 6 Professional Portfolio and oral examination	Units 1, 3, 4 and 5 submissions	
Unit 3 Practice and management								
Approx. five week taught Unit supported by concurrent lecture course	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme				
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 the nature of legal business entities, office systems, administration procedures and the relevant legislation.	Lecture course 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 Moodle support, test, quiz etc.	Tutorials provided throughout the course for Unit 6	Units 1, 2, 4 and 5	Office based coursework equal to 3,000 words PEDR/Experience Record and CPD proposal Unit 6 Professional Portfolio and oral examination	Units 1, 2, 4 and 5 submissions	

Unit 4 Building procurement	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Secondary delivery	Primary evidence	Secondary evidence
Approx five week taught Unit supported by concurrent lecture course	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme	Units 1, 2, 3, and 5	Office based paper based on procurement/ Contract administration letters and documents forming a scenario PEDR/Experience Record and CPD proposal Unit 6 Professional Portfolio and oral examination	Units 1, 2, 3 and 5 submissions
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.	Lecture course 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 Moodle support, test, quiz etc.	Tutorials provided throughout the course for Unit 6			
Unit 5 Legal framework and processes	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Secondary delivery	Primary evidence	Secondary evidence
Approx five week taught Unit supported by concurrent lecture course	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme	Units 1, 2, 3 and 4	On-line unseen short answer and multiple choice paper PEDR/Experience Record, CPD proposal and CV Unit 6 Professional Portfolio and oral examination	Units 1, 2, 3 and 4 submissions
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.	Lecture course Moodle for lecture notes	Two seminars and mock exam Seminar 1 Discussion of topics Seminar 2 Introduction to on-line examination paper and worked examples	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc. Mock exam	Tutorials provided throughout the course for Unit 6			
UNIT 6 Professional Practice and Management Portfolio: Group presentation, case study, appraisal/experience, group presentation and oral	Primary delivery	Primary delivery	Primary delivery	Primary delivery	Secondary delivery	Primary assessment	
Unit 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.	Lecture course	Seminars/classes	Study groups/self study	One-to-one tutorial programme	Units 1, 2, 3, 4 and 5	Professional Portfolio comprised of: Marked by Professional Examiners: 10,000 word Critical Professional Practice Report 5,000 word Professional Development Appraisal, CPD proposal PEDR/ Experience Record* 45 min Oral examination *depending on format of practice experience record	
		Preparation for the oral examination, mock interviews	Self study reading, see book list Study Groups via Moodle Moodle support, test, quiz etc.	One to one tutorials provided throughout the course			

Work experience – the professional experience requirements

At the time of taking the oral examination, candidates must have the minimum of 24 months recorded experience of which the 12 months prior to the oral examination must be in the UK.

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 an Employment Mentor.

Evidence of meeting the professional experience requirements will be found in the candidate's Professional Practice and Management Portfolio/Unit 6 submission; it may take the form of Professional Education and Development Record (PEDR) sheets, RIBA Certificates of Experience or an Alternative Record of Work Experience (RWE).

The following extract summarises the ARB view of the current situation and advice to candidates. The Bartlett follows this guidance [source: <http://www.arb.org.uk/information-for-schools-of-architecture/practical-training-requirements/>].

Application for Registration – Eligibility

The qualifications and practical experience prescribed by the Board pursuant to Section 4(1)(a) of the Act are that the person:

- holds such qualification(s) as are listed in Schedule 2 to the Rules; and
- has 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.

Guidance on the application of Rule 13(b)

Whilst Rule 13(b) states that candidates for registration should have undertaken a minimum of 12 months experience working in the EEA (including the UK), the Channel Islands or the Isle of Man under the supervision of an architect, candidates should note that the UK's Part 3 qualification tests UK practice and law. 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 supervised during their practical experience. 'Direct supervision' is defined above but essentially, the supervisor should have control over and take responsibility for the work being undertaken. Typically the candidate and the supervisor will be employed by the same organisation but where the relationship is not typical they will need to satisfy their Professional Studies Adviser (PSA) that the level and type of supervision is appropriate.

While it is acceptable for any professional who is working within the construction industry (as defined above) 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. Candidates who are not supervised by an architect may find it helpful to seek guidance and support from an architect working in another practice.

The ARB Rule sets out the requirement for registration in the UK. Candidates may find that schools and Part 3 providers have more specific or additional requirements for entry to courses and for exam purposes. In the first instance they should discuss any queries with their Professional Studies Adviser (PSA) who will be able to advise them about the suitability of a placement and whether it is likely to satisfy ARB's and the school's own rules.

For the purpose of this rule:

- 'months' these will be 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 which consists of activities which would typically be undertaken by an architect in practice. (The Part 3 Criteria are helpful in setting out in broad terms, some of the activities which are likely to be required to be undertaken.)
- 'recently' at least 12 of the 24 months' experience should have been undertaken in the two years immediately before taking the Part 3 exam
- 'direct supervision' the person supervising should have responsibility for and control over the work being undertaken
- 'professional working in the construction industry' will be an architect registered in the territory where the experience is being undertaken or a chartered or 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.

Further information can be found under FAQs on the ARB website at http://www.arb.org.uk/wp-content/uploads/2016/05/PTR_FAQS1.pdf

Applicants should additionally refer to the following RIBA websites for:

Candidate eligibility criteria: www.pedr.co.uk/Guide/StudentEligibility

Employers' Duties and responsibilities: www.pedr.co.uk/Guide/StudentEmpDuties

Candidate duties and responsibilities: <http://www.pedr.co.uk/Guide/StudentDuties>

Candidates who are working abroad or who have unusual experience should consult their Professional Studies Advisor regarding the records of experience and evidence required as evidence of meeting the regulation.

www.ucl.ac.uk/bartlett/architecture



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