

# Part 3 Examination in Management and Practice

## Guide 2018

School of Architecture

Faculty of Technology,  
Design and  
Environment

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The Faculty embraces the University's policy on Equal Opportunities and looks forward to working together with examiners and candidates, the University's Equal Opportunity Office and the Candidate Disability Service to endeavour to meet the spirit of equality legislation and secure the objectives of the Race Relations (Amendment) Act 2000, the Equality Act 2010 and the Special Educational Needs and Disability Act (SENDA) amongst others.

If you have any difficulty in accessing the information contained in this document, please let us know by contacting the Professional Studies Advisor: Karl Kjelstrup-Johnson: [kkjelstrupjohnson@brookes.ac.uk](mailto:kkjelstrupjohnson@brookes.ac.uk)

The details in this Guide were correct at the time of going to press. However, the Department cannot guarantee that minor details of the actual examination process may differ from those stated in this Guide.

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# 1. Welcome

Welcome to the School of Architecture in the Faculty of Technology, Design and Environment, Oxford Brookes University.

Founded in 1927, the School of Architecture is one of the largest in the UK and a highly regarded centre of education for architecture and the built environment. Design, practicality and social purpose are central to the Department's tradition.

The School is at the forefront of thinking about how professionals and the industry can work together in the public interest both in the EU and worldwide.

It has over 1,000 students, supported by some 200 academic and support staff. Many students are from overseas, many in postgraduate programmes including taught Masters programmes and research degrees.

The School has extensive academic links with over 120 universities and organisations across the world which provide opportunities for collaboration and study abroad. There are also strong links with industry worldwide and it has a highly rated research portfolio.

The School runs architecture programmes that are accredited by the Royal Institute of British Architects (RIBA) and the Architects Registration Board (ARB) for Parts 1, 2, and 3 and has strong links with architectural practices. For further information about the School's activities please have a look at our website at:

[www.architecture.brookes.ac.uk](http://www.architecture.brookes.ac.uk)

This guide is intended to help you to prepare for the Part 3 Examination in Management and Practice, that allows you entry into the architectural profession, and we hope that you will find it informative. If you have any suggestions that might improve the guide please contact the Examination Manager, Adam Najak at: [anajak@brookes.ac.uk](mailto:anajak@brookes.ac.uk).

Good luck with your preparations for the examination.

Matt Gaskin  
Head of the School of Architecture








## 2. Summary

- 2.1.1 The Part 3 Examination in Management, Practice & Law is the final stage in an architect's education and training – and the foundation for life-long learning and development as a member of the architectural profession.
- 2.1.2 Candidates who successfully pass the Part 3 examination are entitled to register as an architect in the UK with the Architects Registration Board (ARB) and to apply for worldwide corporate membership of the Royal Institute of British Architects. The term 'architect' is a protected title and can only be used by ARB registered architects. Once you have registered with the ARB you can practice as an architect. However, concomitant with full professional status is the requirement to pay an annual registration fee to the ARB and to comply with the profession's code of conduct and to maintain and develop professional skills (CPD). See [www.arb.org](http://www.arb.org) for further details.
- 2.1.3 This guide aims to give you advice on a range of issues that face you when you are contemplating taking the Part 3 examination. Answers to frequently asked questions such as, am I eligible? When and where can I take the examination? What does the examination consist of? Do I have all the necessary material ready for submission and to a satisfactory standard; may be found in the appropriate sections.
- 2.1.4 The guide also makes some suggestions on how you might work with your fellow Part 3 candidates to further your understanding and test your knowledge of important topics that you will encounter in the examination.
- 2.1.5 Reading around the subject is important to establish basic knowledge. Solving problems in architectural practice very often has no right and wrong answer so it is also important to read widely, keep abreast of current trends and form your own opinions. Appendix 3 provides you with an indicative reading list.

## 3. Your Candidate Status

- 3.1.1. Schools that offer exemption from Part 3 do so in two distinctly different ways and it is crucial that you understand the difference between the two.
- 3.1.2. Some schools may offer a taught course, in which case your status would be **'student'**. In addition to exemption from Part 3 the school usually makes an academic award on successful completion of the course and in this case there is a teaching responsibility on the part of staff who deliver the course.
- 3.1.3. **When you apply to do the Part 3 at Oxford Brookes your status is that of 'candidate'.**
- 3.1.4. It is very important to understand the implications of candidate status.
- 3.1.5. Candidate status means that it is a **self-taught** course and there is no teaching or advisory responsibility taken by the staff at the School of Architecture.
- 3.1.6. Preparation for the entire examination, which consists of Case Study, Personal Statement, CV, PEDR sheets, written and oral exams, is the complete responsibility of the candidate.
- 3.1.7. The School offers support in terms of Introductory, Spring and Summer Seminars but any guidance given at any stage should not be taken as an indication of ultimate success. Passing or failing depends entirely on your own performance in front of the examiners in all sections of the examination.
- 3.1.8. Oxford Brookes University does not provide an academic award; candidates who successfully pass the Part 3 examination are then entitled to register as an architect in the UK (ARB Registration) and to apply for worldwide corporate membership of the Royal Institute of British Architects.

## 4. Part 3 at a Glance

Winter Introduction seminar	January 8 <sup>th</sup>		Acceptance of proposed Case Study One day Winter Seminar
Spring Seminar	March 21,22,23		Three day Spring Seminar
Summer Seminar	June 12,13,14		Three day Summer Seminar
Autumn Submission Day	Sept 10		One day Documentary submission submit: CV Personal Statement Case Study PEDR sheets/PCE
First Examination session	Oct 12,13		Two days: Topics A and B
Final Examination session	Nov 16		One day
Result			Issued five working days after Final Examination

### 4.1. Eligibility, readiness and application

4.1.1. Have you already achieved recognised academic and/or professional qualifications at RIBA/ARB Part 1 and Part 2?

4.1.2. If you have not yet achieved Part 1 and Part 2, what action are you taking to achieve them?

Note: A candidate who passes Part 3, cannot register as an architect in the UK until verification of passing Parts 1,2 and 3 has been registered by the ARB.

4.1.3. Are your Professional Experience Development Record (PEDR) sheets up to date and signed on time?

4.1.4. Will you have a minimum of 24 months practical experience?

4.1.5. Will you have completed at least 12 months of the above experience during the 24 months leading up to taking the Part 3?

4.1.6. Do you have the conviction that you are ready to take the examination at Part 3?

4.1.7. Is your application form correct and does it demonstrate the breadth and depth of your experience?

## **4.2. Preparation of submission material**

- 4.2.1** As soon as you have applied to take the Part 3 examination and been accepted you should begin to prepare your Case Study, and your Personal Statement and continue to complete and submit your PEDR sheets on time.

## **4.3. The Winter Seminar**

- 4.3.1** The Winter Seminar, held over one day will introduce you to all areas and subject required to meet the Part 3 criteria. You will be introduced to the Professional Studies Advisor who will be able help **you** assess whether your case study proposal is progressing satisfactorily.

## **4.4. The Spring Seminar**

- 4.4.1** The Spring Seminar, held over three days, will build on your professional practice experience gained so far and cover for example: minimising professional risk, the financial management of practice and handling disputes. There is an opportunity for candidates to meet with the Professional Studies Advisor to help **you** assess whether your case study is progressing satisfactorily.

## **4.5. The Summer Seminar**

- 4.5.1.** The summer seminar series held over three days is delivered by a group of industry experts on construction law, contract, Health & Safety, planning issues, Architects Appointment and Code of Conduct. There is a further opportunity for candidates to develop with the Professional Studies Advisor further help assessing whether your case study is progressing satisfactorily or identifying any difficulties you may be behaving with progressing your case study.

## **4.6. Winter Seminar Topics**

- 4.6.1.** The Winter Seminar will usually cover the following topics:-

Introduction to Part 3 at Brookes  
The guide to the syllabus and regulations  
How to form study groups and  
The Case study broken down  
How to develop good professional personal statement documents  
How to write good PEDRs  
How to prepare for the Interview and Exams  
Discussion forum (experience to date)

## **4.7 Spring and Summer Seminar Topics**

- 4.7.1.** The Spring and Summer Seminars will usually cover topics across RIBA/ARB criteria :-

PC1\_ Professionalism  
PC2\_ Clients, Users and Delivery Services  
PC3\_ Legal Framework and Process  
PC4\_ Practice and Management  
PC5\_ Building Procurement



## **4.8 Autumn Submission Day**

- 4.8.1.** You will be required to submit **two** paper copies of your Case Study, Personal Statement – including CV, and PEDR sheets on the day bound into one document, plus one electronic copy.

Candidates, who cannot attend the submission day, may submit the documentary submission by post to arrive by first post on the autumn submission day. Electronic copies can be submitted by e-mail to: [anajak@brookes.ac.uk](mailto:anajak@brookes.ac.uk)

## **4.9. The Formal Examinations**

- 4.9.1** The examinations consist of two sessions including written papers and oral examinations.
- 4.9.2** The First Examination will require candidates to respond to a selection of questions and analyse and respond to a scenario that the candidates might experience in practice in written format and through an oral interview. The First Examination runs over two days. You will meet with the examiners who will mark your documentary submission, your written examinations and conduct your oral examination.
- 4.9.3** The Final Examination is run as an oral interview that takes about 45 minutes and is held approximately three or four weeks after the First Examination session.
- 4.9.4** Results will normally be sent to all candidates within five working days of the final exam.

## 5. Eligibility

### 5.1. The Basics

5.1.1 You are only eligible to register as an Architect in the UK if you have gained ARB and RIBA Parts 1, 2 and 3.

5.1.2. In order to register, you must be able to provide documentary evidence that you have gained RIBA and ARB Parts 1, 2 and 3 from a prescribed school of architecture or directly from the ARB.

5.1.3. If you obtained your Part 2 overseas through a CAA or an RIBA recognised school abroad you will not be eligible to register in the UK. You will need an individual assessment by the ARB to gain ARB Part 1 and/or Part 2, and evidence of passing the Part 3 examination.

5.1.4. For further clarification of these requirements click on the following websites:

[www.arb.org.uk](http://www.arb.org.uk) and [www.architecture.com](http://www.architecture.com)

5.1.5. To be eligible to take the Professional Practice Examination you must have gained the prescribed period of practical experience, a minimum of 24 months practical experience, by the time you sit the written exams. RIBA and ARB guidance states:

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

Definitions:

*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.

5.1.6. Any period of full time employment less than 3 months will not be recognised. Any interval between employments exceeding 3 months in any one year may lead to the candidate being suspended from the Programme until new employment is secured.

5.1.7. If you are currently working abroad and not working under the supervision of an EEA registered architect (e.g. in the USA) the above rule will not apply retrospectively, as long as you have 12 months UK experience and you were working under the supervision of someone established as an architect within the country you were working (e.g. registered by a state licensing authority).

- 5.1.8.** If you are in any doubt about experience obtained outside the EEA, please contact ARB and the RIBA direct who will advise you accordingly.
- 5.1.9.** As far as ARB is concerned, freelance work is acceptable so long as arrangements are in place for the work to be supervised by a registered architect. Provided that the Professional Studies Adviser is satisfied that the supervisory arrangements are sufficient, then ARB is generally willing to agree with the decisions of the individual PSAs on this matter.
- 5.1.10.** ARB will accept evidence of Professional Studies experience other than the PEDR in exceptional cases.

## **5.2. The Certificate of Professional Experience.**

- 5.2.1.** The Certificate of Professional Experience is used in lieu of the Professional Experience and Development Record sheets, only by those with substantial experience or training. Candidates using the Certificate of Professional Experience will be at least 30 years of age and will have had at least 6 years' experience in an architect's office.

## **5.3 Advice on applying for Exemption from the use of the Professional Experience and Development Record**

- 5.3.1.** Candidates with lengthy experience who have reached a degree of responsibility in their offices which gives them supervisory functions may apply to their Professional Studies Advisor for permission to use the RIBA Certificate of Professional Experience in lieu of the Professional Experience and Development Record Sheets, provided that they satisfy the following conditions:

- they are over the age of thirty at the time of application;
- they have at least six years of experience in architects' offices;
- they are working at a sufficient level to be capable of taking responsibility for small jobs or of acting as a team leader in charge of a number of assistants engaged on either a large project or a series of smaller projects.

- 5.3.2.** Immediately after passing Part 2 of the RIBA Examination in Architecture, or the equivalent recognised examination in a school of architecture, such candidates should send to their Professional Studies Adviser the following:

- a statement of the length of their experience;
- a description of the kind of work they are currently undertaking, with the character and size of projects;
- a statement from their office about their work and the level of responsibility.

- 5.3.3.** Because a Certificate of Professional Experience is of limited value to the Professional Practice Examiners in assessing the quality of experience, it must be accompanied by a report (of approximately 2000 words) and supplementary evidence, giving a critical analysis of each employment to date.

## **5.4. How to complete a Certificate of Professional Experience**

- 5.4.1.** To complete a Certificate of Professional Experience online, your first step is to register on the website: [www.pedr.co.uk](http://www.pedr.co.uk). Once registered, click on 'Your certificates' under the 'Certificates of Professional Experience' menu. Click on 'New Certificate' and follow the links.

- 5.4.2.** The best way to complete your certificate, especially when starting a new record, is to fill in the details on each page and then click on 'Save and proceed to the next step'. This

will take you through all the sections you need to complete. Most sections can be left blank and you can return to them at any time using the menu options on the left.

## **5.5. Viewing and printing draft copies of your record**

- 5.5.1. Partial or completed record sheets can be viewed by clicking on the 'View Record' menu item. Draft copies can be viewed and printed at any time. They will appear in a pop-up window in the printer friendly format. Use the print button on your web browser to print the record.

## **5.6. Submitting a Certificate of Professional Experience**

- 5.6.1. The Certificate of Professional Experience must be signed by an employer (a principal in private practice or the chief architect in a public commercial or industrial practice) to confirm the candidate has undertaken the activities recorded overleaf whilst in their employment. A letter of support from the employer to accompany the Certificate would also assist the Examiners.
- 5.6.2. A separate Certificate must be submitted in respect of each employment in which the candidate has obtained professional experience.
- 5.6.3. Before completing the Certificate of Professional Experience the candidate should read the [Advice Note on the Regulations](#) on the PEDR website regarding their use.

## **5.7. Shadowing**

- 5.7.1. The Architects Registration Board (ARB) and the Royal Institute of British Architects (RIBA) have both confirmed that it is not necessary to be in employment whilst undertaking the Part 3 Examination.

- 5.7.2. However you must still satisfy the following conditions:

You must have completed the minimum 24 months professional experience, see paragraph 5.1.5 above. You must have identified and be able to write about one or more projects you have been involved in that cover all the RIBA work stages. This will be the Case Study section of your documentary submission.

- 5.7.3. If you find yourself in the position of being made redundant, you should ask your office mentor if there would be an opportunity to 'shadow' your chosen project to completion. This means that you have the opportunity to see the process at first-hand, be present at site meetings and site visits, and act as if you had been a part of the team. In other words, you are not permitted to submit a desk-based study.
- 5.7.4. From paragraph 5.7.2 above it can be seen that shadowing cannot be a substitute for professional experience but it can be a means of continuing to acquire professional knowledge in difficult circumstances.
- 5.7.5. Shadowing should only be considered in emergency circumstances, for example if a project stops because of client difficulties or if you are made redundant. It should only be used as a temporary measure between periods of gaining professional experience through direct involvement in projects.
- 5.7.6. Shadowing should keep you as close to the direct experience as possible, for example you should be able to attend as many meetings as possible with clients, consultants, statutory agencies and on site.

- 5.7.7.** A senior member of staff should be nominated as the person for you to shadow thus ensuring the widest range of exposure to situations and therefore knowledge.
- 5.7.8.** Your office mentor should ensure your shadowing experience meets the requirements set out above and they should also provide a statement of confirmation to that effect.
- 5.7.9.** You should also remember that 1,250 hours/year which is about 24-25 hours/week, is the equivalent of full-time work; if you have the chance to negotiate part-time work in your practice, this would count towards your 24 months. See paragraph 5.1.5 above.

## 6. Readiness

- 6.1. The Part 3 examination presents a series of challenging assessments and examinations, devised to test your professional knowledge, skill and judgement and your understanding of the requirements of professional conduct.
- 6.2. The experience that you record in your PEDR sheets should show a gradual accumulation of knowledge and understanding of architectural practice and management issues.
- 6.3. The case study should illustrate your ability to handle the many complex situations that occur in practice in a professional way.
- 6.4. Preparation for the examination is paramount and adequate time should be set aside to investigate thoroughly topics that are likely to occur in the exam. Time spent at this stage is a worthwhile investment now and in your future career.
- 6.5. But perhaps the most important factor is your own confidence and conviction that you are ready to take the Part 3 examination. Only you will know when that time has arrived.
- 6.6. Examiners will allow for a certain amount of nervousness but they must be convinced that you have the self-assurance to act properly under pressure and in the best interests of all the parties involved.

## 7. Application

- 7.1. Your Application Form must be completed and sent in no later than 31st December of the year preceding the Examination year. The Professional Studies Advisor will look at this carefully to determine your readiness to take the Examination and may accept or reject your application.
- 7.2. If the Professional Studies Advisor has any concerns or requires clarification regarding your application then a telephone interview may be arranged.
- 7.3. An annual fee is charged for the examination which covers:-  
  
the signing of your PEDR Sheets,  
advice on request from the Professional Studies Advisor,  
attendance at the Introduction Seminar  
attendance at the Spring Seminar,  
attendance at the Summer Seminar  
attendance at the Autumn Submission day  
the Written and Oral Examinations.
- 7.4. **PLEASE NOTE that the Oxford Brookes Part 3 Examination is not a taught programme and does not provide you with an academic award.**
- 7.5. **PLEASE NOTE that if any part of the submission does not reach the required standard candidates will be informed whether progression through the programme is possible.**

## 8. Preparation

- 8.1. The aim of your preparations is to enable you to demonstrate, within the terms of the Part 3 examination, the levels of knowledge, skills, experience and competencies required for entry into the architectural profession.
- 8.2. The basic groundwork for the Part 3 examination should have begun in the practice and management component of your Part 1 programme and then extended in the practice and management component of your Part 2 programme.
- 8.3. Additionally, your practical experience, pre and post Part 2 will have provided you with an opportunity to relate theory to practice and giving you first hand insights into job-running, office management etc.
- 8.4. As soon as your application to take the Part 3 examination has been accepted you should begin to prepare your Case Study and Personal Statement.



## 9. The Introduction Seminar

- 9.1. You are advised to attend the Introduction Seminar, as you will be introduced to all of the areas you are required to meet to be successful in the Examinations.
- 9.2. The purpose of the Introduction Seminar is to introduce you and prepare you for the year ahead. The seminar will consist of a number of presentations on key areas of the Criteria (see Appendix 2).
- 9.3. This Seminar is the prelude to the Spring Seminar, which reviews practice and management, using working sessions to help you prepare for the Examination.
- 9.4. The Spring and Summer Seminars will take place at Oxford Brookes University. A detailed timetable will be sent to you separately.
- 9.5. Candidates will be briefed in this seminar on:-
  - How to organise their Documentary Submission for ease of assessment by the examiners.
  - Ensuring consistency between the components of the Documentary Submission.
  - The content and structure of the Personal Statement and CV.

## 10. The Spring and Summer Seminars

- 10.1. You are advised to attend all Seminars, prior to sitting the Examinations.
- 10.2. The purpose of the Spring Seminar is to address management issues related to practice and to monitor your experiences in professional training as a group. The seminar will consist of a number of presentations on key areas of the Criteria (see Appendix 2) by expert speakers.
- 10.3. This Seminar is complemented by the Summer Seminar, which reviews legal and legislative aspects of practice, using working sessions to help you prepare for the Examination.
- 10.4. The Spring and Summer Seminars will take place at Oxford Brookes University. A detailed timetable will be sent to you separately.
- 10.5. Candidates will be briefed at the Spring Seminar on:-
  - How to organise their Documentary Submission for ease of assessment by the examiners.
  - Ensuring consistency between the components of the Documentary Submission.
  - The content and structure of the Personal Statement and CV.

## 11. The Autumn Submission Day

- 11.1 The Autumn submission day, at the School of Architecture, is designed to provide support to candidates to ensure that their documentary submission is complete, provide an opportunity to meet with the examiners, and discuss any remaining points prior to sitting the final written and oral examinations. It is also an opportunity for candidates to meet with their study groups and plan their revision.
- 11.2 You will be required to submit **two** paper copies of your Case Study, Personal Statement – including CV, and PEDR sheets/CPE on the day, plus one electronic copy.
- 11.3 Candidates who cannot attend the submission day, may submit the documentary submission by post to arrive by first post on the autumn submission day. Electronic copies can be submitted by e-mail to Adam Najak: [anajak@brookes.ac.uk](mailto:anajak@brookes.ac.uk).

# 12. The Examination

## 12.1. Scope and Purpose

12.1.1. The scope and content of the Part 3 Examination in Management and Practice are designed to align with the *RIBA Description & Regulations for the Recognition of Courses and Examinations in Professional Practice and Management (Part 3) in the United Kingdom* (2003) and the *RIBA Criteria for Validation*. Both documents are available in digital form from the RIBA website:-

<https://www.architecture.com/education-cpd-and-careers>

12.1.2. The purpose of the Examination is to test not only your skill and knowledge but also your experience and judgement, regarding the organisation and management of architectural practice, the design and procurement of buildings and the operational relationships between the architect, client, associated professions, statutory authorities and the building industry.

12.1.3. In essence, you will be examined on your knowledge of professional practice, your ability to apply that knowledge in practice, and the quality of the professional judgement you exhibit in so doing. This will be the result not only of your academic and office experience, but also of your own private study during this time.

12.1.4. The minimum standard of the examination and assessment at Part 3 is that of an ordinary, competent practitioner exercising a duty of skill and care that is deemed to be reasonable for an architect working on buildings of medium complexity at the outset of their professional career. This minimum standard is defined by the Part 3 Criteria (see Appendix 2).

12.1.5. When awarding marks for the elements of the examination the internal examiners will be assessing the extent to which the specific Part 3 criteria for that component (see Appendix 2) have been met.

## 12.2. The Requirements

12.2.1. The requirements for Part 3 fall into three sections and each carry the following marks:

Section 1 Documentary Submission			Section 2 First Examination	Section 3 Final Examination
Case Study	PEDR sheets/CPE	Personal Statement and CV	Written and oral exam	Interview
300			200	100

12.2.2. The pass mark is 50% and you should note that all the marks are subject to moderation (up or down) until ratified by the final Examination Committee.

12.2.3. You must achieve pass level in each part of all the sections to pass the Part 3 examination.

### **12.3. The Documentary Submission**

- 12.3.1.** The Documentary Submission includes your Case Study, PEDR sheets/CPE and your Personal Statement including your CV. They should, therefore, be regarded as three parts of a single documentary submission and be presented as such (bound together in one document).
- 12.3.2.** The Documentary Submission should be presented in double sided printing and printed in the following order:-
- CV
  - Personal Statement
  - Case Study
  - PEDR sheets/CPE
- 12.3.3.** While the PEDR sheets/CPE are a factual record of your professional training and of the projects you have worked on, a **critical evaluation** is to be made of your training in the Personal Statement, and of a selected project in your Case Study.
- 12.3.4.** It is emphasised that your Examiners expect a high professional standard of presentation, strictly edited for conciseness, using clear English, proofed for spelling and punctuation (by someone else if necessary) and properly cross-referenced with a representative selection of documents, drawings and other illustrative material neatly captioned, mounted and bound. Please ensure your documents are securely bound.
- 12.3.5.** Failure to achieve this standard will attract criticism from your Examiners and may affect your final mark.
- 12.3.6.** Submissions that have been selected by the Examiners as exemplary are available for inspection in the School and you are urged to refer to these.
- 12.3.7.** Some or all of the components of your documentary submission may contain information that is sensitive or confidential. This may make reference to clients' circumstances, project data or office personnel for example. You should seriously consider whether it is appropriate to include such information. If it is absolutely essential to the documentary submission then you should seek the advice of your mentor about how it can be satisfactorily incorporated. You should not include any sensitive or confidential information against the advice of your mentor or your own better judgement.

### **12.4. The Personal Statement (Including CV)**

- 12.4.1.** The Personal Statement has two elements:-
- your C.V.
  - an analytical account of your experience.
- 12.4.2.** The analytical account should include a summary sheet and an outline of the structure of the principal offices in which you have worked i.e. size, sole proprietor, limited liability company or limited liability partnership, or multi or single discipline. The bulk of the text should be focused on a critical self-appraisal.
- 12.4.3.** The critical self-appraisal of your architectural education and practice experience can cover all aspects of your training in offices, including work outside the recorded PEDR

sheets/CPE, or the 24 months. The Examiners are aware that nobody is perfect and so you should be candid about your strengths and weaknesses *vis a vis* the development of the knowledge skills and competencies outlined in the Part 3 Criteria (see Appendix 2)

- 12.4.4. The CV is a short, two page chronology of historical facts about your career. This gives the Examiners some framework with which to comprehend your career but they are primarily interested in your critical self-appraisal.
- 12.4.5. An A4 format is preferred for the Personal Statement and the text should not exceed 1,500 words, typed and illustrated with photographs and drawings. Page and paragraph numbers are essential throughout your Personal Statement for ease of reference in conversation with the examiners.
- 12.4.6. The CV and Personal Statement should be written to the standard of a job application.

### **Learning Outcomes**

The candidate will demonstrate:-

- A critical and reflective analysis of their professional experience.
- A critical overview and examination of the construction industry and the context in which the architectural profession operates.
- The candidate should reflect on notions of architectural professionalism in relation to fellow professionals and society as a whole.

## **12.5. The Case Study**

- 12.5.1. The purpose of the Case Study is to focus attention on a particular project or projects you have worked on in order to demonstrate your understanding of the progress of a job from initial contact with a client, through the successive stages of the plan of work to final account and beyond to any user responses and performance studies.

The objective is to produce a critical and analytical account of an approved project(s), supported by your practice, demonstrating depth of knowledge and experience across the range of RIBA work-stages. A purely descriptive account of an ongoing project, will not be sufficient to demonstrate depth of knowledge.

- 12.5.2. On occasions circumstances may prevent you from monitoring one project from start to finish. If so, the examiners will accept that you demonstrate your knowledge and ability across all work stages on more than one project. However the number of projects should be kept to an absolute minimum and should not lead to a fragmented case study.
- 12.5.3. If on a single project, you feel your experience on any work stage was limited in some way, you may supplement that experience for that work stage with an account from a corresponding part of another project, but only if this is necessary.
- 12.5.4. The choice of Case Study must be made with the agreement of your employer and, should any difficulty arise over sensitive information, you are advised to take your Supervisor into your confidence and assure him or her of the confidentiality of the submission.
- 12.5.5. The Case Study should include:-
  - A one-page synopsis that identifies the project/s title/s and type/s, the size and cost, the planned programme milestones and the identification of critical issues and incidents. Candidates are encouraged to use bar-charts and key dates for this purpose.

- A list of the versions of major legislation and contract that you have covered. There may have been changes between the time of writing and the Oral Examination. Your examiners will be up to date with current legislation and practice and so will assume latest versions unless you tell them otherwise.
  - A contents page and numbered pages and paragraphs, for easy reference during the oral examination.
  - A cover sheet should be provided stating the number of words in the main body of text in the case study.
- 12.5.6.** Candidates should use images sparingly to support the explanation of the structure of their case study or studies and how they relate to the RIBA stages of work.
- 12.5.7.** A very brief project context should be given in the main text and supported where necessary with material in the appendices. A site plan should be included at the beginning of each project used in the case study.
- 12.5.8.** The case study should be properly referenced throughout either by accurate sectional cross references or according to the Harvard referencing system.
- 12.5.9.** It may be of assistance to the examiners if a short series of photographs are incorporated as scanned images to give further clarity to the project description or as an aid to the narrative of events on site.
- 12.5.10.** You should select only material that is strictly relevant to your critical evaluation, making use of appendices if necessary. **Plans, sections, elevations and 3D illustrations should be kept to an absolute minimum.** The examiners do not require copies of every letter or note associated with the project. In fact, brevity is often the hallmark of a good study.
- 12.5.11.** The body of the Case Study should expand on the synopsis in a succinct, analytical and explanatory way including your own account of how any problems were either anticipated or overcome.
- 12.5.12.** The case study is an analytical document. It may include incident studies where candidates can demonstrate an in depth judgment in a focused way. A suggested structure for this might be:-
- A brief description of the incident.
  - Identify the key players.
  - Identify key statutory, legal and other references.
  - Give a diagnosis/analysis.
  - Describe the implications.
  - Give a prognosis/strategy/tactics for an outcome.
- 12.5.13.** The format should be A4 and should be between 7,000 and 9,000 words. This does not include appendices which, if used, should be kept to an absolute minimum. Footnotes should not be used as a means of either extending the word limit or contain any analytical material for the case study.
- 12.5.14.** It is essential that you exercise firm judgement in editing your Case Study for maximum conciseness.

### Learning outcomes

The Candidate will demonstrate:-

- An understanding of the role of the architect in society.
- A clear understanding of their professional obligations and responsibilities to clients, fellow professionals and society.
- An ability to practice within the profession.
- A knowledge and understanding of managing a client's expectations through proper briefing, appropriate terms of appointment and the provision of financial advice.
- A knowledge and ability to apply appropriate legal, statutory and regulatory controls on behalf of the client.
- An understanding of the different contractual methods by which projects are procured in the construction industry.
- An understanding of the different means of resolving disputes under contract.
- An ability to analyse, interpret, and apply different sources of information.
- An ability to form balanced judgments supported by evidence.

**12.6. PEDR Sheets/CPE** (available at: [www.pedr.co.uk](http://www.pedr.co.uk) ).

- 12.6.1.** The completion and submission of the PEDR sheets are a precondition for sitting the Part 3 Examination except if you are submitting the Certificate of Professional Experience (CPE).
- 12.6.2.** It should be stressed that Part 3 requires not only that the requisite period of professional training is completed but also that the experience is adequate in terms of management, contract and site experience to the level of competence required.
- 12.6.3.** It is particularly important that you ensure that your professional training is monitored at the time it happens, both by your Office Supervisor and by your Professional Studies Advisor (PSA), by sending in your sheets at 3-monthly intervals.
- 12.6.4** The monitoring of the PEDR sheets by your Mentor and the PSA is not simply a bureaucratic exercise. It is a demonstration of the candidate's commitment to reflective practice, and offers the ability for both the Mentor and PSA to advise on recent and future skill development. As a demonstration of your commitment to professional development, it is essential to submit the PEDR forms to your Mentor and PSA within the prescribed time-limits.
- 12.6.5.** Examiners are quick to notice when sheets are signed a long time after the event and if you find yourself in this position, you should send in all your sheets up to date without further delay so that you can show that at least from that point on, your training is being properly supervised.
- 12.6.6.** In addition to serving as a diary, your entries need to be critical, to point to particular learning experiences.

### **PEDR/CPE Learning outcomes**

The candidate will demonstrate a knowledge and understanding of:-

- Time management and keeping comprehensive project records.
- Effective communication with all stakeholders within a project.
- Contractual obligations and the implementation of financial controls in a project.
- Legislation and regulatory processes and their implications.
- Effective collaboration.
- The role of the architect within different methods of procurement.
- And an ability to implement contractual obligations depending on the role of the architect.



## **12.7. First Examination session**

- 12.7.1.** The First Examination will require candidates to answer a number of questions and analyse and respond to a scenario that the candidates might experience in practice. The examination runs over two days. During the first part of the examination the candidates will answer in writing the questions and scenarios in an open-book examination setting. During the second part of the examination candidates will be assessed in an oral interview, which is normally held at the School of Architecture, Oxford Brookes University.
- 12.7.2.** The First Examination is structured into the five RIBA/ARB criteria for Part 3 and will cover areas such as contracts, law, planning acts, building regulation control, health and safety, practice management, project management, design team and building industry, building terminology, and professionalism. The topics will be examined through a combination of short and longer answer questions relating to selected scenarios and a simulated project. Candidates must answer ALL questions.
- 12.7.3.** The oral interview will allow candidates to further expand their answers as required to demonstrate knowledge of the RIBA/ARB criteria
- 12.7.4.** Candidates should read the questions carefully. Identify key words and the real substance of the question. The question very often gives clues to possible answers or a tentative structure for an answer.
- 12.7.5.** Candidates should allocate time sensibly; making sure time is apportioned roughly equal amounts to each question.
- 12.7.6.** Answers should be concise and focussed and, long-winded answers should be avoided. Bullet points are permissible.

### **First Examination Session Learning Outcomes**

The candidate will demonstrate knowledge and understanding of:-

- The implications of being bound by a code of professional ethics.
- An ability to operate within a legal and statutory framework.
- The different business models used by architects and demonstrate an ability to manage resources, finances and personnel.
- The role of the architect within different methods of procurement.
- Demonstrate an ability to implement contractual obligations depending on the role of the architect.

### **The Final Examination**

- 12.7.7.** This is normally held at the School of Architecture, Oxford Brookes University, approximately 3-4 weeks after the First Examination.
- 12.7.8.** The Final Examination will usually last for about 45 minutes. Both your Examiners will have marked your documentary submission.
- 12.7.9.** The External Examiner will sample the oral interviews to ensure that they are conducted in a manner that is valid, reliable and fair and that standards are appropriate.
- 12.7.10.** The Oral Examination is conducted as a professional interview and requires proper preparation.

- 12.7.11.** The Examiners will discuss with you your professional experience as outlined in the Documentary Submission, and your PEDR sheets/CPE. In assessing your competence, the Examiners are interested in:
- Your professional development to date;
  - Your ability to apply theoretical knowledge in practice as demonstrated by your answers in the written examination;
  - Your maturity of judgement and ethical standards as demonstrated during the oral examination.
  - Your ability to communicate in a clear, concise and professional manner.
- 12.7.12.** In advance of the Final Examination, therefore, it is essential that you review all your previous submissions.
- 12.7.13.** In addition to this, the Examiners are free to question you on any aspect of the Part 3 Criteria (see Appendix 2).
- 12.7.14.** You should feel free to contribute questions and observations to the discussion and to do so in a manner that demonstrates the ethical attitudes and maturity expected of someone with professional integrity.

### **Final Examination Learning Outcomes**

The candidate will demonstrate a knowledge and understanding of:-

- The notion of professionalism and demonstrate an ability to make equitable professional judgments.
- And an ability to discharge their professional responsibilities to their client.
- Legal, statutory and regulatory controls and an ability to implement them appropriately in a given context.
- The means by which projects are procured.
- And an ability to communicate effectively.
- And an ability to participate in resource, financial and personnel management within a business context.
- Business structures, their legal constitution and the means by which they are promoted.
- Forms of contract, on site administration and methods of resolving disputes.

### **12.8. Submission Dates**

- 12.8.1.** Please note that 2 copies of your CV, Personal Statement, Case Study and PEDR sheets/CPE must be handed in at the Autumn Submission Day or posted to arrive no later than by 12.00 noon, together with one CD.
- 12.8.2.** You should regard this as having the force of an examination requirement and failure to comply, without mitigating circumstances, may make you ineligible to sit the Examination.
- 12.8.3** PEDR sheets/CPE will only be accepted for submission if they are presented already signed up to the date of submission. If, in order to comply with the minimum requirements for completing your professional training, you need to complete your PEDR sheets right up to the time of the Written Examination, then you may bring this final sheet and ONLY this sheet with you to the Written Examination for signing and forwarding to the examiners.

**12.8.4.** The deadline for the Documentary Submission is strictly enforced. Work submitted late, without the prior submission of a medical certificate from your doctor or other written valid documented reason, will not be accepted.

## **12.9. Results**

**12.9.1. The result of the Part 3 Examination is a pass or fail.** Following ratification by the Examiners your result will be sent to you by post normally within five working days of the Oral Examination.

**12.9.2.** If you have been unsuccessful, we will write to you with guidance from your Examiners, as soon as practicable after the examination.

**12.9.3.** In line with University practice, you have a right of appeal against the decision of the Examination Committee. The Appeals procedures are set out in Appendix 4.

## **12.10 In the Event of Failure.**

**12.10.1.** In the event of failure the examination components will have the following currencies:

- If a candidate passes the Documentary Submission it may be carried forward for one year only.
- If a candidate passes the First Examinations then the result may be carried forward for one year only.

**12.10.2.** Candidates are required to retake the Final Examination when resubmitting the Documentary Submission or re-sitting the First Examinations.

**12.10.3.** If a candidate fails the Documentary Submission it may be resubmitted with revisions.

**12.10.4.** The same Case Study may only be resubmitted once.

**12.10.5.** If a candidate fails the Part 3 Examination at the second attempt then the Professional Studies Advisor will offer suitable advice.

## **12.11. Assistance**

**12.11.1.** If you have any questions or concerns during your preparation for Part 3, please contact either the Professional Studies Advisor or Adam Najak, Professional Examination Manager at: [anajak@brookes.ac.uk](mailto:anajak@brookes.ac.uk).

**12.11.2.** The address for any correspondence is:

Adam Najak  
School of Architecture  
Oxford Brookes University  
Gipsy Lane Campus  
Oxford OX3 0BP

## 13. The Examiners and the External Examiner

### 13.1. The Examiners.

- 13.1.1. Two Examiners, one of whom may be drawn from the RIBA Register of Professional Examiners, will be responsible for assessing you throughout your Part 3 examination. All Examiners are current or recent practitioners and many have experience of examining Part 3 at other Universities.
- 13.1.2. The Examiners comprise some members of the Examination Committee whose responsibility is to assess the competence of candidates to practice architecture. The Examiners will assess the extent to which each section of the examination meets specific Part 3 criteria.
- 13.1.3. The pool of examiners is carefully managed to ensure a balance between practice and academia, male and female.
- 13.1.4. A pair of examiners is allocated to you at the time of your documentary submission at the Autumn Seminar.
- 13.1.5. That pair of examiners will independently assess your CV, Personal Statement, Case Study, PEDR sheets and examination scripts.
- 13.1.6. The same pair will interview you, usually for about 45 minutes. Both Examiners will have marked your documentary submission.
- 13.1.7. The examiners will come to a single joint conclusion as to whether they feel you have reached the pass standard or not, and this will be discussed at the meeting of the Examination Committee.

### 13.2. The External Examiner

- 13.2.1. The External Examiner is a member of the examining team, charged with:-

- Reviewing the assessment of candidates' examination performance,
- The maintenance of quality and standards in the assessment process.
- The fair and equitable treatment of candidates.

The External Examiner will monitor the assessment process and provide a perspective that places the provision and its assessment in a framework of the RIBA/ARB prescribed standards for Part 3.

- 13.2.2. The duties and powers of the External Examiner(s) are laid down by the Academic Regulations of the University in the Policy for External Examining of Undergraduate and taught Postgraduate Programmes at Oxford Brookes University (<https://www.brookes.ac.uk/regulations/current/core/a3/a3-7/>).

- 13.2.3. The External Examiner:-

- Will attend meetings of the examination committee, to have access to candidate work that is assessed and to attend oral examinations.
- Has the right to report directly to the Vice-Chancellor on matters of major concern that pose a serious risk to the quality and standards of the Examination if serious issues are not satisfactorily addressed by the Head of School (or nominee).

- Has the right to contribute to discussions on the moderation of marks and on decisions concerning marks and awards to individual candidates. The responsibility for marks and awards, however, rests with the Examination Committee as a whole and the external examiner will not act as the sole and final arbiter on such decisions.
- Will comment on draft examination papers submitted to them by the internal examiners.

**13.2.4.** If a candidate is unable, through disability, to be assessed by the normal methods, examiners may vary the methods as appropriate and in accordance with the University's Regulations Governing Alternative Assessment Arrangements for Disabled candidates on the matter, bearing in mind the objectives of the examination and the need to assess the candidate on equal terms with other candidates.

# 14. Guide to Self Learning

## 14.1. The Importance of Self Study.

- 14.1.1. In addition to your academic education and office training, it is essential that you also pursue your own studies towards taking the Part 3 Examination.
- 14.1.2. As you proceed with your studies you should develop an understanding of the level of competence needed to be a practising architect and develop a programme of study to achieve it.
- 14.1.3. While the spring and autumn seminars and your office experience will introduce you to the main elements of professional practice **it is your responsibility, through self-directed learning**, to ensure that you are in a position to demonstrate, through the Part 3 examination, all the Part 3 Criteria (see Appendix 2). Here are some ways that might help you to direct your own learning:
- 14.1.4. Keep abreast of practice issues by reading *Building Design*, *Architects Journal*, *Construction Law Journal*, *Building* and other publications. The latter carries very helpful practice information. The correspondence pages are full of debate, to which you can contribute. The RIBA Journal with its 'practice' sections is essential reading.
- 14.1.5. Glance at the Law Reports in *The Times* or *The Independent*: there are occasionally reports on cases of great importance to architects. The news columns are also informative.
- 14.1.6. Make sure that you do not allow yourself to become isolated during this period of study. Make full use of your Office Supervisor and other office colleagues and associates for discussing issues and asking questions.

## 14.2. Study Groups

- 14.2.1 You may wish to form a study group as part of your self-learning process and we would be pleased to assist with this.
- 14.2.2. A study group enables you to:-
  - Test your knowledge against your peers.
  - Debate issues that have no right or wrong answers
  - Exchange moral support with other candidates.
- 14.2.3. You could additionally:-

Create a blog or meet face to face with other candidates in your locality to debate topical issues.

Set each other example of examination questions.

Role-play using situations from your respective offices or based on previous examination questions.

Ask your Office Mentor for advice.

Ask to do some work shadowing in areas where you feel you need extra understanding.

**14.2.4** All lectures slides, the Guide, past exam papers and exemplars will be made available to candidates. You may wish to set up social networking sites through Linked In or Facebook to share information and questions between your study groups.

**14.2.5.** Please note that some examination papers from previous years' examinations and model answers will be available at the Spring Seminar.

### **14.3. ARB/RIBA Criteria**

**14.3.1.** Appendix 2 lists the new RIBA/ARB Part 3 Criteria which came into force in 2011. The criteria define the knowledge, skills and abilities that young architects should be able to demonstrate if they are to gain entry into the profession. The Part 3 examination, including the Case Study, Personal Statement, PEDR sheets, written and oral examinations, is designed to ensure that you are examined on all the criteria.

**14.3.2.** The criteria can also be found on the ARB and RIBA websites.

# 15. You and Your Employer

The following is taken from the RIBA web site [www.pedr.co.uk](http://www.pedr.co.uk) 'Duties and Responsibilities of the Employer'.

## 15.1. Your Employment Leading to Part 3.

- 15.1.2.** To ensure success in the Examination, candidates must achieve the prescribed learning outcomes of the Examination, through continuous monitored support and development in his/her practice. In this respect it is important that the mentor is familiar with the current RIBA/ARB criteria for Part 3.
- 15.1.3.** During professional experience, whilst your status is that of an employee first and foremost, the office should also create an environment where you can learn your new skills and develop professional abilities within a structured setting. As a guide, there are four undertakings that should be regarded as setting a minimum standard when engaging a candidate completing professional experience:
- To give a candidate reasonable opportunities to gain an adequate breadth and depth of experience from the range described in the Professional Experience and Development Scheme.
  - To nominate an experienced architect (or other professional in non-architectural work settings), who will be personally responsible for directing the candidate's work, and supervising and guiding the candidate's professional experience so that the range, quality and depth of activities undertaken shall be such as to satisfy the objectives of professional experience. This person is known as the Employment Mentor.
  - *Stage Two Professional Experiences:* To allow 10 paid working days in total for professional activities which have the educational objective of broadening the candidate's professional experience and 10 working days paid leave in total for attendance at Part Three courses and examinations. Not more than 10 paid working days to be taken in one calendar year.
  - To sign, date and comment upon the candidate's professional experience and development record in a fair, accurate and timely manner at the end of each 3-month period of professional experience.
- 15.1.4.** Candidates are required to work under the direct supervision of a registered architect in the practice who has agreed to be the candidate's Office Mentor. Candidates are encouraged to seek comment on projects as they develop, and on written papers and preparatory reading for the Examination from other qualified professionals within the office.
- 15.1.5.** Candidates' employers should recognise the important role of the office in providing both guidance to the candidate and a balance of work through practical experience in their development.
- 15.1.6.** The active support of your office is fundamental to your preparation for the Examination. You are expected to discuss entering the Examination with your employer and to provide confirmation of their support when applying for the Examination. You should explain to your employer what they have undertaken, show them this guide and seek guidance on the work they are required to do.



## 15.2. Your Employment Mentor

### 15.2.1 The duties and responsibilities of the Employment Mentor

<b>The Employment Mentor is responsible for:</b>	<b>In addition, the Employment Mentor must:</b>	<b>The candidate is expected to:-</b>
establishing an organisational framework which will facilitate the provision of high quality professional experience		comply with the code of professional conduct set by the RIBA
overseeing the educational and professional development of the candidate in the work place, supervising his/her daily work and reviewing the candidate's achievements for each professional development period.	provide the candidate employee with a detailed job description and contract of appointment providing information about hours of work, the time allocated for study and opportunities for educational and professional development	take responsibility for their own learning, so that by the end of their period of professional experience the candidate will be ready to accept the responsibilities of a registered architect and continue with CPD
ensuring that the candidate employee is not overburdened by responsibilities inappropriate to his/her experience, or overwhelmed by tasks of limited or repetitive educational value	ensure safe working arrangements for the candidate employee and proper supervision of the candidate at all times, including arrangements for cover in times of absence	contribute fully to, and take responsibility for, his/her own work within the office, subject to supervision by the Employment Mentor
discussing with the candidate employee at the start of each 3-month period of professional experience, the work objectives and learning opportunities within that period	sign, date and comment on the candidate's achievements for each 3-month period of professional experience, within a reasonable time frame (not unreasonably withholding permission to include work produced in the office to supplement the PEDR)	complete the professional experience and development record in a fair, open and timely manner, agreeing with you in advance the inclusion of any material generated in the office
providing systematic professional training which should include firsthand experience of a range of general procedures and tasks as well as some which are speciality specific	ensure that the candidate employee is obtaining the necessary experience of practical procedures and contractual arrangements to compliment studies for the Part 3 Examination	
ensuring that the candidate employee is not routinely expected to undertake tasks of no educational value or required to work hours that are in excess of their contract.	facilitate and encourage the candidate's attendance at professional practice Part 3 programmes.	not undertake a task for which they have not been adequately prepared

For information employment on the role of the mentor see <http://www.pedr.co.uk/> .

**15.3 PEDR sheets.**

- 15.3.1** Your Mentor is required to review and comment on your PEDR record and reflective log on a regular basis. This is to ensure that advice and guidance can be fed back into your professional development. However it is your responsibility to ensure that you meet regularly with your Mentor to discuss your recent progress, your skills development and future needs.
- 15.3.2.** It is crucial that you complete your PEDR sheets after each 3 month period of professional experience and they are submitted for signature and comment by your Professional Studies Advisor within the two month time limit. When assessing your complete documentary submission the examiners will take into account whether you were consistent in submitting your PEDR sheets in a timely fashion.
- 15.3.3.** You will have already recorded your experience prior to Part 2. The safe keeping of your PEDR sheets is your responsibility and no one else's. You should ensure that completed originals signed by yourself, your mentor and your Professional Studies Advisor are kept safe until you bind them into your documentary submission for assessment by the examiners at Part 3.

## 16. Mitigating Circumstances

- 16.1.** Absence from the Examination or non-submission of examinable work without due written notice of withdrawal shall be regarded as a failed attempt, unless a medical certificate or other evidence of extenuating circumstances is provided to account for absence from the Examination.
- 16.2.** Dates for documentary submissions, First Examinations and the Final Examination are published annually and are fixed.
- 16.3** Absence from the Examination or non-submission of examinable work without due notice of withdrawal shall be regarded as a failed attempt, unless a medical certificate or other evidence of extenuating circumstances is provided to account for absence from the Examination.
- 16.4** Applications for consideration under mitigating circumstances, submitted with relevant evidence as described below, will be considered in the first instance by the Part 3 Programme Leader. If in the opinion of the Programme Leader, the submission is valid, then he/she may grant an extension of up to 7 days.
- 16.5** For periods in excess of 7 days, the submission will be referred to a sub-committee of the Professional Examiners for consideration. The Professional Examiners are empowered to grant up to a maximum of 35 days, but only in relation to the fixed examination committee dates.
- 16.6** **Evidence**  
Submission of evidence of mitigating circumstances must include the following information:
- Name and candidate number
  - Identify the examination element(s) which have been affected
  - Details of the circumstances which you believe have affected your ability to submit work or attend for examination.
  - Documentary evidence from an authoritative third party (e.g. your doctor or other professional) of all the circumstances you require to be considered.
- If your submission for consideration for mitigating circumstances is not submitted before the submission date, then you must also provide documentary evidence from an authoritative third party of the reasons for the late submission.
- It is your responsibility to include all the information that you want considered.
- 16.7** The Examination management will only consider the information that you submit, and will not seek further information from other parties.
- 16.8** **If the Programme Leader decides that the submitted evidence is inadequate, or that the reason for submitting evidence late is inadequate, then the request for consideration under mitigating circumstances will be rejected.**
- 16.9** If candidates are not satisfied with the outcome of the above procedure, they can request that the decision be reviewed by the sub-committee of the Professional Examiners. However, the original decision will only be changed if the candidate can show that such decision was made improperly or that it was a decision that no fair and reasonable person/body could have made. Any such request must be made by e-mail to the Programme Manager within 10 working days of receipt of the original decision.
- 16.10** **There is no appeal against decisions under mitigating circumstances of decisions made by the sub-committee of Professional Examiners.**

## 17. Cheating

- 17.1. All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as conduct (whether successful or not) aimed at deceiving the University into acknowledging a false level of attainment by a student. Cheating including assisting someone else to cheat (including attempting to assist someone else to cheat) may be subject to disciplinary action in accordance with the University's Disciplinary Procedure. The University takes this issue very seriously and students have been expelled or had their degrees withheld for cheating in assessments. It is important that students having difficulties with their work should seek help from their tutors rather than be tempted to use unfair means to gain marks. Candidates should not risk losing their degree and undermining all the work they have done towards it.
- 17.2. Any form of cheating is strictly forbidden under this regulation but, in order to assist understanding, a number of specific forms of cheating are described. These include but are not limited to the following examples:
- i. Submitting other people's work as your own – either with or without their knowledge. This includes copying in examinations; using notes or unauthorised materials in examinations; submitting work you have paid for as your own; impersonation – taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on your behalf or pretend to be you.
  - ii. Plagiarism – taking or using another person's thoughts, writings or inventions as your own. To avoid plagiarism you must make sure that quotations from whatever source are clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing. The Library has a leaflet about how to reference your work correctly and your tutor can also help you. It is not enough just to list sources in a bibliography at the end of your essay or dissertation if you do not acknowledge the actual quotations in the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to acknowledge the source properly, you give the impression that it is your own work.
  - iii. Collusion – except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, you must not collude with others to produce a piece of work jointly, copy or share another candidate's work or lend your work to another candidate when it is likely that some or all of it will be copied.
  - iv. Duplication – submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission.
  - v. Falsification – the invention of data, its alteration, it's copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.
  - vi. Custom Writing Services – this includes the use of any service which produces custom materials. The University may consider any request placed with any form of custom writing service to be a form of cheating, whatever use is then made of the material produced, and therefore to be an offence under the Student Conduct Regulations. This extends to include any request for any piece of work (either formative or summative assessment or work which is not linked to any form of assessment or credit-bearing element of your programme) including, but not limited to, essays and dissertations (including outlines and guides), reports, exam notes, proposals, posters, presentations, the editing or improvement of existing work, statistical services and computing services including program and code development.

vii. Assisting Others to Cheat – The University considers assisting others to cheat (including attempting to assist someone else to cheat) as a form of cheating for which the individual student providing assistance is culpable.

# 18. References for the Part 3 Examination

The following notes (Always use the latest version of acts, amendments and published documents) indicate the areas to which particular attention should be given:

- Appointment of an Architect
- Contract Documents
- Specification Documents
- Buildings Acts
- Planning Acts
- Codes of Conduct
- Health and Safety and CDM regulations
- Business Management
- Land law

## 18.1. The Appointment of an Architect

18.1.1. You should have a thorough knowledge of the RIBA Plan of Work 2013.

18.1.2. You should be familiar with fee computation.

18.1.3. You should be able to compose a letter that constitutes a contract or services between the architect and his or her client.

## 18.2. Contract Documents

18.2.1. Architects are frequently criticised for a casual approach to contract administration that fails to protect their clients' rights and financial resources. Good administration requires thorough knowledge of the contract that governs the project and an ability to apply it with rapid and confident accuracy.

18.2.2. **JCT Standard Building Contract with Quantities 2011: SBC/Q** It is suggested that you study this contract in some detail. This will give you a familiarity with a form of Building Contract and associated procedures that is in widespread use. But, there are many variants in practice and the written examinations are structured such that you can answer from your own experience of contract.

18.2.3. By studying this form of contract a methodology and basis for analysing and comparing other forms including European Forms can be established.

18.2.4. Particular areas for attention are:-

- Identify all the architects' powers, duties and certificates; there are about 60 of them.
- How to fill in the Contract and its Appendices
- The various certificates and other standard documents and the ways in which they are used.

**18.2.5. JCT Design and Build Contract 2011: (DB)** and identify the duties of:

- An agent
- An architect whose agreement had been novated to the Contractor so that he/she was now sub-contractor.

**18.2.6. JCT Intermediate Building Contract 2011: (IC).** Study this along the lines indicated above for SBC/Q:2011.

### **18.3. Specification Documents.**

**18.3.1.** It is necessary to know how specification documents operate during design work or contract administration.

**18.3.2.** You should take the opportunity to study the Office Library and visit the technical sections of manufacturers' web sites.

**18.3.3.** Reference to a BS, for example, is in itself meaningless until the document is read, understood and applied in real situations. Neither can work be properly inspected unless the specification is applied properly.

**18.3.4.** Architects, like all others, are legally responsible for using 'reasonable care' and that is defined by studying 'the state of the art', which in turn is ascertained by reading the published documentation that applies to the design in question.

**18.3.5.** Useful sources of specification information are:-

- British Standards
- British Standard Codes of Practice
- Agreement Certificates
- BRE Digests and publications
- Manufacturers' technical specifications.

### **18.4. Building Acts**

**18.4.1** Areas requiring particular attention:-

- The Building Act 1984
- The Building Regulations 2011
- Approved Documents

While the technical aspects of these documents are of course vital, for the purpose of the Part 3 Examination it is important to understand their scope. For example, to what extent do they apply and what is their effect? Which are mandatory and which are only for guidance? To what extent do Building Regulations apply at all?

## **18.5. Planning Acts**

**18.5.1.** The following are useful references:

<http://www.planningportal.gov.uk/planning/planningpolicyandlegislation>

On this you will find links to current planning documents and legislation, amongst them:

*The National Planning Policy Framework (2012)*

Statutory Instruments such as:

*The Town and Country Planning (Development Management Procedure) (England) (Amendment No. 3) Order 2012*

*The Town and Country Planning (Local Planning) (England) Regulations 2012*

*The Planning (Listed Buildings and Conservation Areas) Regulations 1990*

Planning policy is backed up by Government legislation eg.

*Localism Act 2011 (refer to Part 6 in particular)*

*Planning Act 2008*

*Housing Act 2004*

**18.5.2.** The distinction between policy, legislation and statutory instruments should be understood. The list of documentation is bewildering but you should become familiar with the principles behind those most commonly referred to in practice.

**18.5.3.** The scope of Development Control should be thoroughly understood. What is excluded from control and what is 'permitted development' is important, as is the mechanism of varying these controls by Ministerial action.

**18.5.4.** The provisions regarding Conservation Areas and Directions should be familiar, as should the issues surrounding Green Belt developments, rights of light and party walls. This is not an exhaustive list and should be supplemented by your own research.

## **18.6. Code of Conduct**

**18.6.1** The Code of Conduct sets out the standards of professional conduct and practice expected of Architects, including complaints handling and client service. The Code does not repeat obligations placed upon Architects by the general law, for example, in the areas of discrimination and employment.

**18.6.2.** You should understand your responsibilities to other architects and to society.

**18.6.3.** You should understand your responsibilities in relation to your competence to carry out work, to manage all aspects of finance and carry adequate indemnity insurance.

**18.6.4.** An architect should be familiar with all relevant technical, legal and professional standards.

## **18.7. Health & Safety and CDM Regulations.**

**18.7.1.** The basis of British health and safety law is the *Health and Safety at Work etc Act 1974*. The Act is supported by *The Management of Health and Safety at Work Regulations 1999*.

**18.7.2.** The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other.



**18.7.3.** The CDM Regulations (2007) aim to reduce the incidence of accidents and occupational ill health due to construction work. Note: Construction (Design and Management) Regulations 2015 (CDM 2015): Transitional arrangements will come into force in April 2015.

**18.7.4.** You should be familiar with the obligations that these pieces of legislation place on you as architect, your client, contractor and site personnel.

**18.8. Business Management.**

**18.8.1.** At the core of bringing architectural ideas to fruition is the knowledge of what business models are appropriate and how resources within the workplace environment are utilized.

**18.8.2.** You should understand the function and content of the major financial control mechanisms that apply to a company as a whole and to each individual project.

# Appendix 1 - Reading List

This list has been largely compiled by our seminar speakers and examiners and does not claim to be comprehensive or definitive. It is offered more as a starting-point to help you develop your own list of references. You are also advised to contact RIBA Publications for full details of their current publications (<http://www.ribabookshops.com>).

## Architectural Management and Practice

- Brookhouse, S. (2012) Part 3 Handbook: Questions of Professional Practice, London: RIBA Publications
- Blackett-Ord, M. (2002). The Modern Law of Partnership and Limited Liability Partnerships. (2nd ed). Butterworths Law, London.
- Chappell, D. and Willis, A. (2010). The Architect in Practice. 10th ed. Wiley-Blackwell.
- Hart, T. and Fazzani, L. (2006). Intellectual Property Law. (3rd ed) Palgrave Macmillan, Basingstoke.
- Jackson and Powell (2<sup>nd</sup> Supplement, 2008). Professional Negligence (Chapter on Architects and Engineers), Sweet and Maxwell, London.
- Lavers, A. and Chappell, D. (2000) A Legal Guide to the Professional Liability of Architects. (3rd edition)
- Luder, O. (2006). Good practice Guide -Keeping out of trouble. London, RIBA Publications.
- Paterson, F. (1996). Professional Indemnity Insurance Explained. London, RIBA Publications.
- Speight, A. and G. Stone. (2004) Architects Legal Handbook, the law for Architects (8th ed) Butterworth Architecture, Oxford.
- Architect's Handbook of Practice Management, eighth edition RIBA publications

## Construction Contracts

- JCT Minor Building Works Contract – (MW)
- JCT Intermediate Building Contract – (IC)
- JCT Standard Building Contract – (SBC)
- JCT Agreement for Minor Building Works – (Contract) (MW)
- JCT Constructing Excellence
- Various forms of NEC Contract
- Various ACA forms of Contract
- Birkby, G. and P. Brough, (2008). Good Practice Guide - Extensions of Time. RIBA Publications, London.
- Chappell, D. (2007). Understanding Standard JCT Building Contracts. (7th ed) Spon Press, London
- Chappell, D. (2007) JCT Design and Build Contract. Blackwell Scientific, Oxford.
- Jones, N. (2004). The JCT Major Project Form. Blackwell Science, Oxford.
- Jones, N. (1999). Jones' and Bergman's JCT Intermediate Form of Contract. Blackwell Science, Oxford.
- Keating on Building Contracts 7th Edition by Ramsey, V. and Furst, S. (2003) Sweet and Maxwell, London.
- Lupton, S. (2006). Guide to SBC05. RIBA Publications, London.
- Lupton, S. (2007). Guide to MW05. RIBA Publications, London.
- Uff, J. (2005). Construction Law. (8th ed) Sweet and Maxwell, London.
- JCT Major Project Form (2003) RIBA Publications
- JCT Major Project Form (2004)– Sub Contract and Guidance Notes. RIBA Publications, London.
- Lupton, S. et al (2012)5<sup>th</sup> edition Which Contract. RIBA Publications, London.

## Property Law

- Anstey, J. (1996). An Introduction to the Party Wall etc – Act (1996). London, RICS.
- Anstey, J. (2006). Rights of Light 4<sup>th</sup> Edition. London, RICS.
- Anstey, J. (2004). Anstey on Boundary Disputes. London, RICS.

Ball, S. and S. Bell (2000). Environmental Law. (5th ed) Blackstone Press Ltd. London.  
Bickford-Smith, S. and Francis, A. (2000) Rights of Light (The Modern Law). Jordans, Bristol.  
Bickford-Smith, S. and Sydenham, C. (2004). Party Walls: Law and Practice. (2nd ed) Jordans, Bristol.  
Moore, V. (2007). A Practical Approach to Planning Law. (8th ed) Oxford University Press, Oxford.  
Polley, S. (2011). Understanding The Building Regulations (5th ed) Spon Press, London.  
Tricker, R. (2007). 5<sup>th</sup> Edition Building Regulations in Brief. Butterworth Heinemann, Oxford  
Wevill, J (2012) Law in Practice – The RIBA Legal Handbook, RIBA Publishing

### **Dispute resolution**

Foskett, D. (2005). The Law and Practice of Compromise. (6th ed) Sweet and Maxwell, London.  
Harris, Planterose and Tecks. The Arbitration Act 1996. (4th ed) Blackwell Science, Oxford in conjunction with the Chartered Institute of Arbitrators.  
Marshall, E. (2001). Gill: The Law of Arbitration. (4th ed) Sweet and Maxwell, London.  
Nesie, M. and Boulle, L. (2000). Mediation: Principles, Process and Practice. Butterworths Law, London.  
Redmond, J. (2001). Adjudication in Construction Contracts. Blackwell Science, Oxford.

### **Health and Safety**

Billington M.J., Anthony Ferguson and A.G. Copping (2002). Means of Escape from Fire. An Illustrated Guide to the Law. Blackwell Science, Oxford.  
CDM Regulations – Work Sector Guidance for Designers. (CIRIA Report 166). CIRIA, London  
Managing Health & safety in Construction – Construction (Design and Management) Regulations 2007 (CDM Regulations) Approved Code of Practice – L144  
Health & Safety in Construction – HSG150 – ‘The Yellow Book’ (2005)  
Health & Safety Law for the Construction Industry S E Flink & H Grice – Thomas Telford Publishing  
Management of Health and Safety at Work. L21 Approved Code of Practice and Guidance HSE (2000) HSE Books.  
Joyce, Raymond (ed) (2001) The CDM Regulations Explained. Thomas Telford.  
Penton, John (1999) Disability Discrimination Act: Inclusion. London, RIBA Publications.

### **Appointment and Procurement**

RIBA Agreements 2010  
RIBA Standard Agreement 2010(2012 revision): Architect  
RIBA Concise Agreement 2010(2012 revision): Architect  
A Client's Guide to Engaging An Architect, (2013) RIBA Publications, London.  
Craig, R. (1999). Procurement Law for Construction and Engineering. Blackwell Scientific, Oxford.

### **General**

#### **Down Detour Road: An Architect in Search of Practice**

Eric J.Cesal  
ISBN: 9780262014618 (The MIT Press, 2010)

#### **Architect Professional Practice Manual**

James R. Franklin  
ISBN: 0071358366 (McGraw Hill, 2000)

#### **Architects Essentials of Negotiation, 2<sup>nd</sup> Edition**

(part of a series including Marketing, Cost Management, Presentation Skills etc.)

Ava J Abramowitz  
ISBN: 978-0-470-42688-3 (Wiley, 2009)

#### **Curing The Fountainhead: How Architects and their Clients Communicate**

Andrew Pressman  
ISBN: 0471309923 (Sterling Publishing Company, 2006)

**Professional Practice 101: Business Strategies and Case Studies in Architecture, 2<sup>nd</sup> Edition**

Andrew Pressman, Thomas Fisher  
ISBN: 978-0-471-68366-7 (Wiley, 2006)

**Professional Practice: A Guide To Turning Designs Into Buildings**

Paul Segal, FAIA  
ISBN: 978-0-393-73180-4 (Norton & Company, 2006)

**Wonderland Manual for Emerging Architects**

Wonderland; Forlati, Silvia; Isopp, Anne (Eds)  
ISBN: 978 7091 0822 2 (Springer, 2012)

**Ethics and History**

**The Ethical Architect: The Dilemma of Contemporary Practice**

By Tom Spector  
ISBN: 1 56898 285 2- (Princeton Architectural Press, 2001)

**Ethics for Architects: 50 Dilemmas of Professional Practice**

By Thomas Fisher  
ISBN: 978 1 56898 946 4 (Princeton Architectural Press, 2010)

**The Architect: Chapters in the History of the Profession**

Spiro Kostof  
ISBN: 0 19 504044 9 (Oxford University Press, 1986)

**Architecture: The Story of Practice**

Dana Cuff  
ISBN: 0262031752 (0-262-03175-2) (MIT Press, 1991)

**Websites**

[www.constructingexcellence.org.uk](http://www.constructingexcellence.org.uk)

[www.ciria.org.uk](http://www.ciria.org.uk)

[www.building.co.uk](http://www.building.co.uk)

[www.pmtoday.co.uk](http://www.pmtoday.co.uk)

[www.techniquesarchitecture.com](http://www.techniquesarchitecture.com)

[www.archpaper.com](http://www.archpaper.com)

[www.bdonline.co.uk](http://www.bdonline.co.uk)

[www.communities.gov.uk/planningandbuilding/](http://www.communities.gov.uk/planningandbuilding/)

[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

## Appendix 2 – The ARB/RIBA criteria and Mapping for Part 3.

A= assessed D= documented

	Personal Statement	Case Study	CV	PEDR Sheets	First Examination	Final Examination	Winter & Spring Seminar	Summer Seminar	Autumn Seminar
<b>1 Professionalism</b>									
A successful candidate will be able to demonstrate overall competence and the ability to behave with integrity, in the ethical and professional manner appropriate to the role of architect. The candidate will have the skills necessary to undertake effective communication and presentation, organisation, self-management and autonomous working. The candidate will have a clear understanding of the architect's obligation to society and the profession, and a sufficient awareness of the limits of their competence and professional experience to ensure they are unlikely to bring the profession into disrepute.	A	A	A	A	A	A	D		D
1.1 Professional ethics					a	a			d
1.2 The architect's obligation to society and the protection of the environment		a		a	a	a			d
1.3 Professional regulation, conduct and discipline		a	a		a	a			d
1.4 Institutional membership, benefits, obligations and codes					a	a			d
1.5 Attributes of integrity, impartiality, reliability and courtesy	a		a		a	a			d
1.6 Time management, recording, planning and review to assure competence				a	a	a	d		
1.7 Effective communication, presentation, confirmation and recording	a	a	a	a		a	d		
1.8 Ability to negotiate effectively and adapt to changing circumstances		a		a		a	d		
1.9 Autonomous working and taking responsibility within a practice context	a	a		a		a	d		
1.10 Continuing professional development	a		a	a					d

	Personal Statement	Case Study	CV	PEDR Sheets	First Examination	Final Examination	Winter & Spring Seminar	Summer Seminar	Autumn Seminar
<b>2 Clients, Users and Delivery Services</b>									
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 a competent service, either singly 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, relevant legislation, and the execution of appropriate programmed and coordinated project tasks.	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>D</b>	<b>D</b>	<b>D</b>
2.1 Types of clients, their priorities and the management of the relationship		a		a	a	a	d		d
2.2 Briefing, organising and the programming of services appropriate to appointment		a		a	a	a	d		
2.3 Architects' contracts, terms of engagement, scope of services and relevant legislation		a		a	a	a	d	d	d
2.4 Warranties and third party rights					a	a	d	d	d
2.5 Communication, progress reporting and the provision of appropriate and timely advice	a	a		a	a	a	d		d
2.6 Budget and financial awareness and cost monitoring or control		a		a	a	a	d		
2.7 Responsibility for coordination and integration of design team input		a		a	a	a	d		d
2.8 Invoicing, payment of fees and credit control					a	a	d		
2.9 Intellectual property rights and copyright law						a			
2.10 Duty of care, professional liability, negligence and professional indemnity					a	a		d	d

	Personal Statement	Case Study	CV	PEDR Sheets	First Examination	Final Examination	Winter & Spring Seminar	Summer Seminar	Autumn Seminar
<b>3 Legal Framework and Process</b>									
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.	A	A	A	A	A	A	D	D	D
3.1 The relevant UK legal systems, civil liabilities and the laws of contract and tort (delict)*		a		a	a	a	d	d	d
3.2 Planning and Conservation Acts, guidance and processes		a		a	a	a	d		d
3.3 Building Regulations, approved documents or standards, guidance and processes		a		a	a	a			d
3.4 Land law, property law and rights of other proprietors		a		a	a	a	d		d
3.5 Terms within construction contracts implied by statute		a		a	a	a	d		d
3.6 Health and safety legislation and regulations		a		a	a	a			d
3.7 Statutory undertakers and authorities, their requirements and processes		a		a	a	a			d
3.8 Environmental legislation and sustainability		a		a	a	a			d
3.9 Historic buildings, heritage and culture					a	a	d		d
3.10 Accessibility and inclusion legislation		a		a	a	a	d		

	Personal Statement	Case Study	CV	PEDR Sheets	First Examination	Final Examination	Winter & Spring Seminar	Summer Seminar	Autumn Seminar
<b>4 Practice and Management</b>									
A successful candidate will be able to demonstrate understanding of the business priorities, required management processes and risks of running an architectural practice, and the relationship between the practice of architecture and the UK construction industry. The candidate will have the skills necessary to engage in business administration and ability to resource, plan, implement and record project tasks to achieve stated goals, either individually or within a team. This will be supported by knowledge of the nature of legal business entities, office systems, administration procedures and the relevant legislation.	A	A	A	A	A	A	D	D	D
4.1 The roles of architectural practice in the construction industry		a		a	a	a	d		d
4.2 External factors affecting construction and practice at national and international levels						a	d		d
4.3 Practice structures, legal status and business styles					a	a	d		
4.5 Practice finance, business planning, funding and taxation					a	a	d		
4.6 Marketing, fee calculation, bidding and negotiation					a	a	d		
4.7 Resource management and job costing					a	a	d		
4.8 Administration, quality management, QA systems, recording and review					a	a	d		
4.9 Staff development, motivation, supervision and planning					a	a	d		
4.10 Team working and leadership				a	a	a	d		



	Personal Statement	Case Study	CV	PEDR Sheets	First Examination	Final Examination	Winter & Spring Seminar	Summer Seminar	Autumn Seminar
<b>5 Building Procurement</b>									
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.	A	A	A	A	A	A	D	D	D
5.1 Procurement methods, including for public and larger projects and relevant legislation		a		a	a	a	d		d
5.2 The effect of different procurement processes on programme, cost, risk and quality		a		a	a	a	d		d
5.3 Collaboration in construction and provisions for team working		a		a	a	a	d		
5.4 Tendering methods, codes, procedures and project planning		a		a	a	a	d		d
5.5 Forms of contract and sub-contract, design responsibility and third party rights		a		a	a	a	d	d	d
5.6 Application and use of contract documentation		a		a	a	a	d	d	d
5.7 Roles of design/construction team members and their interaction		a		a	a	a	d	d	d
5.8 Duties and powers of a lead consultant and contract administrator		a		a	a	a	d		
5.9 Site processes, quality monitoring, progress recording, payment and completion		a		a	a	a	d		
5.10 Claims, litigation and alternative dispute resolution methods		a			a	a		d	d

## **Appendix 3 – Regulations for Candidates Taking Written Examinations**

- 19.1.** The Part 3 examination in Management Practice and Law is organised under the auspices of Oxford Brookes University and candidates are required to observe all instructions given to them by examiners, invigilators, or any member of the Oxford Brookes University Examination Office.
- 19.2.** Candidates are expected to be aware of and to comply with the University Regulations. It is advised that candidates read the regulations before each examination session. The regulations can be found at:  
  
<https://www.brookes.ac.uk/regulations/>
- 19.3.** Candidates are expected to have familiarised themselves with the University regulations.
- 19.4.** Oxford Brookes University Examination Office is responsible for invigilating and setting the venue for the written examinations. This is beyond the control of the Programme Leader and the Programme Manager

## Appendix 4 – Appeal and Complaints Regulations

**20.1.** The following regulations set out the grounds, time-scales, arrangements and regulations for the conduct of appeals against the decision of the Part 3 Examination in Management Practice and Law Examination Committee. The regulations follow the pattern of the *Oxford Brookes University Assessment Regulations; Review of and appeals against a decision of an examination committee*

<https://www.brookes.ac.uk/regulations/>

### **20.2. Requests for Reviews.**

**20.2.1.** Appeals against the decision of an Examination Committee must be made in writing to the Chair of the Examination Committee within one month of the publication of the result.

**20.2.2.** Appeals may be based only on the grounds set out in paragraph 20.2.5 below. Disagreement with the academic judgement of the examiners cannot in itself constitute grounds for appeal.

**20.2.3.** Any written request for an appeal must include a statement indicating under which of the grounds, set out in paragraph 20.2.5 below, the candidate is appealing and a statement of facts that constitute the basis for the appeal. If the Chair of the Examination Committee considers these facts insufficient to constitute an appeal, he/she may request the submission of further information within ten working days of the receipt of the appeal.

**20.2.4.** If, in the opinion of the Chair of the Examination Committee the appeal does not fall within one of the permitted grounds, or is unsupported by evidence, he/she shall reject the appeal and inform the candidate in writing within ten working days of the receipt of the appeal.

**20.2.5** A decision may be reviewed on the ground that:

- a) the assessment was not conducted in accordance with the regulations for the programme; and/or
- b) the judgement of an examiner or examiners was improperly affected by personal bias; and/or
- c) there was a material administrative error or some other material irregularity in the conduct of the assessment, such that the assessment decision would have been materially different had the error or irregularity not occurred.

**20.2.6** A student may not seek a review under these regulations on the ground that mitigating circumstances adversely affected their performance in an assessment and/or that they believe an inappropriate allowance was made for such circumstances; these issues are the subject of the Mitigating Circumstances Regulations. (See section 16)

**20.2.7** A student may not seek a review under these regulations on the ground that academic advice or guidance affected their performance; in such circumstances a student may submit a complaint under the Student Complaint Procedure.

**20.2.8** Disagreement with the academic judgement of an examiner or of the Examination Committee in assessing the merits of an individual piece of work or in reaching any decision about the assessment, progression and/or exclusion of a student based on the marks, grades and other information relating to the student's performance, cannot in itself constitute grounds for a request for review.

### **20.3 Reviews on the ground of medical and/or other circumstances.**

**20.3.1** A candidate may request that an assessment decision is reviewed on the ground that their performance in a section of the examination was adversely affected by illness or other factors previously unknown to the Examination Committee or that such previously unknown factors prevented the submission of sections of the examination or attendance at the oral examination.

Such a request shall be accompanied by a medical certificate or other documentary evidence acceptable to the Examination Committee and include the reason(s) why they were unable or unwilling to make the relevant facts known to the Examination Committee before it took its original decision.

**20.3.2.** If, in the opinion of the Chair of the Examination Committee, the reasons provided by the candidate under paragraphs 17.6 and 17.9 do not demonstrate that circumstances beyond the candidate's control prevented them from bringing the relevant facts to the Examination Committee's attention before it took its original decision, they shall reject the request summarily and shall inform the candidate in writing of their reasons for so doing within ten working days of the receipt of the appeal.

**20.3.3.** If the medical or other factors set out by the candidate were known to the Examination Committee and fully taken into account when it reached its original decision, the Chair of the Examination Committee shall confirm the original assessment decision. Otherwise, the Chair shall consider what, if any, modification of the assessment decision shall be made in the light of the factors concerned and within the regulations applicable to the programme. The decision of the Chair shall be final and the candidate will be notified of the decision within twenty-one working days of the receipt of the appeal.

## **20.4. Outcomes**

**20.4.1.** If, in the opinion of the Chair of the Examination Committee, having consulted with such members of the Examination Committee as she/he considers appropriate, the case put forward by the candidate is well founded, he/she shall determine what, if any modification of the assessment decision shall be made, within the conditions set out in the programme regulations, and shall take any steps necessary to implement the decision and to inform the candidate of the decision, in writing, within twenty-one working days of the appeal. The Chair shall report the decision to the next Examination Committee.

**20.4.2.** If the Chair of the Examination Committee considers that the case put forward is without substance he/she shall reject it and inform the candidate in writing, with reasons, within twenty-one working days of the receipt of the appeal. The Chair of the Examination Committee's decision is final and the candidate shall have no further rights of appeal.

## **20.5. Complaints**

**20.5.1.** If candidates submit a complaint about any part of procedures for the Part 3 Examination then they should do so by letter to the Complaints Officer and he/she will normally respond within ten working days.

**20.5.2.** Oxford Brookes University is committed to monitoring and evaluating all its services to enhance their quality. Feedback and comments on these services are always welcome. In certain areas formal mechanisms have been established to receive and process these views.

**20.5.3.** The Candidate Complaint Procedure is one such mechanism. It is also the mechanism by which candidates registered with the University can obtain redress, as far as possible, for any disadvantage, damage, injury or distress caused by acts or omissions of the University, its staff or agents.

**20.5.4.** It is hoped and expected that candidates will take full advantage of these mechanisms. In particular, groups or individual candidates who wish the University or a part of the University to modify its policies or practices or the content or delivery of its courses.

**20.5.5.** The University recognises that there may be occasions when these mechanisms are not sufficient to deal with all the problems that may occur from time to time. This procedure is a further means by which the University can identify any shortcomings and improve its procedures and practices.

**20.5.6.** Full details of the Complaints Procedure can be viewed at:  
<https://www.brookes.ac.uk/regulations/>

## Appendix 5 - Plagiarism

- 21.1. Candidates must ensure that work submitted for assessment is genuinely their own and is not, or has not been submitted by themselves for credit elsewhere. Candidates must also ensure their work is not plagiarised (borrowed, used without specific permission acknowledged, or stolen from other published or unpublished work). Work, which is proven to be plagiarised, will receive a 0% assessment. Quotations and paraphrasing should be clearly identified and attributed to the original author, using one of the standard conventions for referencing. Assessed work should not be completed or submitted as a joint effort unless agreed by the Professional Studies Advisor. Such co-operation is considered as syndication and any such communality of text is considered cheating and will not be accepted.
- 21.2. Oxford Brookes University has strict rules to ensure that candidates' work for assessment is actually the result of their individual effort, skills and knowledge and has not been produced by means that will give an unfair advantage over other candidates.
- 21.3. All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual candidates undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any candidate found using any form of cheating, attempting to cheat or assisting someone else to cheat you will be failed in the relevant component by the Examination Committee..
- 21.4. The University's regulations define a number of different forms of cheating, although any form of cheating is strictly forbidden. These are:
- **submitting other people's work as your own** – either with or without their knowledge. This includes copying in examinations; using notes or unauthorised materials in examinations;
  - **impersonation** – taking an assessment on behalf of or pretending to be another candidate, or allowing another person to take an assessment on your behalf or pretend to be you;
  - **plagiarism** – taking or using another person's thoughts, writings or inventions as your own. To avoid plagiarism you must make sure that quotations from whatever source must be clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing. The Oxford Brookes Library website has a leaflet about how to reference your work correctly and your tutor can also help you. It is not enough just to list sources in a bibliography at the end of your essay or dissertation if you do not acknowledge the actual quotations in the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to acknowledge the source properly, you give the impression that it is your own work;
  - **collusion** – except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one candidate, you must not collude with others to produce a piece of work jointly, copy or share another candidate's work or lend your work to another candidate in the reasonable knowledge that some or all of it will be copied.
  - **duplication** – submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission;
  - **falsification** – the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.
- 21.5. If an Examiner is concerned about possible plagiarism in a candidate's work, the candidate will be notified and will be invited to provide a written explanation. All such incidences will be reported to the Examination Committee. The Examination Committee will determine the level of sanction that may apply, including the moderation of marks and, in extreme cases, suspension from registration.
- 21.6. Disciplinary Procedure in cases of academic misconduct in assessed course work:

If an Examiner suspects that plagiarism, collusion or any other form of cheating has occurred in respect of material submitted for assessment they shall immediately inform the Professional Studies Advisor. From this point in time until the case is determined the mark for the piece of work shall be a deferred grade.

- 21.7.** Upon receipt of such a reference, the Professional Studies Advisor shall carry out such investigations, as they deem appropriate. This may include corresponding with, or holding one or more investigative interviews with one or more candidates. Such an investigative interview may take the form of an exploration of their understanding of the material submitted in the presence of such other members of staff, as the Professional Studies Advisor deems appropriate.
- 21.8.** At the conclusion of the investigation the Professional Studies Advisor shall decide, for each candidate allegedly involved separately, whether on the balance of probabilities they have breached the regulations relating to 'cheating'. While identification of source material is sufficient to conclude that such a breach occurred, the absence of such evidence does not preclude disciplinary action since such action may also be based upon a reasoned academic judgment that the work submitted is not that of the candidate alone.
- 21.9.** If in the view of the Professional Studies Advisor the incidence of alleged 'cheating' can be construed as either misguided or unintentional 'cheating', (e.g. poor referencing, failure to adequately reference visual material), and is a first breach of regulations, the Professional Studies Advisor will recommend whether or not the work can pass, and a warning letter will be issued to the candidate.
- 21.10.** If the Professional Studies Advisor is unable to conclude that the candidate did breach the regulations relating to 'cheating', the candidate's work shall be marked on the basis that it is entirely that of the candidate working alone.
- 21.11.** If the Professional Studies Advisor concludes that the candidate did breach the regulations relating to 'cheating', they shall require the candidate to attend a Disciplinary Interview with the Professional Studies Advisor together with the Chair of the Examinations Committee (or his/her nominee not directly contributing to the Part 3 Examination). The candidate will be given one month's notice of the Disciplinary Interview date, which will be held whether or not the candidate chooses to attend.
- 21.12.** If an alleged case of 'cheating' is confirmed, the range of penalties available to the Disciplinary Interview panel are:
- Written warning.
  - Written warning and zero marks for the submission.
  - Written warning, zero marks for the submission, and reference made on file.
  - Suspension from Examination.
- 21.13.** Candidates have a right of appeal to the Oxford Brookes University against any penalty imposed following the Disciplinary Interview, in which case any such appeal will be considered by the Examination Committee as a whole.
- 21.14.** All incidents of alleged 'cheating' referred to the Professional Studies Advisor, will be recorded and referred to the next meeting of the Examination Committee, for progress report and determination of outcome.
- Do not take any risks, do not cheat.**

# Appendix 6 – The Programme Management and Examination Committees

## 22.1. The Programme Management Committee

22.1.1. The Programme Management Committee includes the following members.

- The Chair of the Programme Management Committee and the Programme Leader.
- All examiners.

22.1.2. The Programme Management Committee is responsible for maintaining the academic standards of the examination.

22.1.3. The Programme Management Committee establishes its own standing orders including provision for: the taking of decisions between regular meetings and reporting them to the next regular meeting; making suitable arrangements for recording its decisions and the factors taken into account in reaching them. These records shall normally remain confidential.

22.1.4. The duties and powers of the Programme Management Committee relate to the publication of a scheme of assessment and calendar of examinations, deadlines and other appropriate matters for the modules of the programme, at the beginning of each examination year.

## 22.2. The Examination Committee

22.2.1. The Examination Committee shall include the following members:

- The Chair of the Examination Committee: The Head of the School or his/her nominee.
- The Examiners nominated to carry out the Part 3 Examination.
- The External Examiner(s), who shall be appointed by the University Quality and Standards Committee on behalf of the Academic Board in accordance with the procedures as adopted by the Oxford Brookes Quality Assurance Handbook.

22.2.2. The duties and powers of the Examination Committee relate to two key areas:

- The marking of invigilated examination papers, assessing the documentary submissions and conducting oral examinations.
- Compiling and moderating final examination results which they shall have no power to alter save as provided for in the Regulations for the Review of and Appeals against a Decision of an Examination Committee (See Appendix 4 above)

## Appendix 7 - Acceptable English Language Qualifications

All candidates who are applying for entry from outside England, Scotland, Wales, Northern Ireland and the Republic of Ireland are required to produce evidence of English Language qualifications as shown on the table below:

QUALIFICATION	MINIMUM RESULT ACCEPTED	NOTES
Overseas GCE 'O' level or GCSE in English Language	Grade C or above	This qualification has a 'shelf life' of 10 years
IGCSE in English	Grade C or above	This qualification has a 'shelf life' of 10 years.
IGCSE English as a second language	Grade B or above (UG degree)	This qualification has a 'shelf life' of 10 years.
'A' level in a Social Science or Humanities subject	Grade C or above	This qualification has a 'shelf life' of 10 years
IELTS	6-7	<ul style="list-style-type: none"> <li>• There are separate tests in reading, writing, listening and speaking.</li> <li>• Applicants should be advised to choose the academic modules in the test.</li> <li>• IELTS is valid for 2 years.</li> <li>• Website: <a href="http://www.ielts.org">www.ielts.org</a></li> </ul>
TOEFL (Test for English as a Foreign Language) <i>Paper based test</i>	550-600	<ul style="list-style-type: none"> <li>• TOEFL is valid for 2 years</li> <li>• Website: <a href="http://www.toefl.org">www.toefl.org</a></li> </ul>
TOEFL (Test for English as a Foreign Language) <i>Computer based test</i>	207-260 (for UG & PG courses)	<ul style="list-style-type: none"> <li>• TOEFL is valid for 2 years</li> <li>• Website: <a href="http://www.toefl.org">www.toefl.org</a></li> </ul>
TOEFL Internet based test	IBT 90 = IELTS 6.5 IBT 80 = IELTS 6.0	<ul style="list-style-type: none"> <li>• TOEFL is valid for 2 years</li> <li>• Website: <a href="http://www.toefl.org">www.toefl.org</a></li> </ul>
TOEFL (Test of written English)	Recommended Marks: 5	<ul style="list-style-type: none"> <li>• TOEFL is valid for 2 years</li> <li>• Website: <a href="http://www.toefl.org">www.toefl.org</a></li> </ul>
International Baccalaureate (IB) in English	Specific English score not necessary if English is being taken at Higher or Standard level.	
Cambridge Certificate in Advanced English (CAE)	Grade B or above	
Cambridge Certificate of Proficiency in English (CPE)	Grade B or above	
London tests of English	Level 4+	London tests of English
Hong Kong Certificate in Education Examination (HKCEE) in English	Grade C or above in Syllabus B	
Hong Kong Use of English Examination	Grade C or above	
Indian CBSE /ICSE in English Language	Standard XII: 65% - 70% (for UG & PG courses)	
Israeli Bagrut	Complete the Bagrut with 80% (8/10) in Unit 3 English	
University of Warwick English Language Test (WELT)	<ul style="list-style-type: none"> <li>• Grades CCC or above (for UG &amp; PG courses)</li> <li>• Grades BBC/BCC (Postgraduate)</li> </ul>	Please note there is no oral exam as part of this test.
International Foundation Diploma (IFD)	Pass the IFD with 55% overall (Pass module U70509 with 50% or more)	
English for University Studies (EUS) level 4	Pass at 50% overall (PG only)	<ul style="list-style-type: none"> <li>• One term course run by ICELS</li> <li>• Exit level is equivalent to IELTS 6.5</li> </ul>
Advanced Placement International English Language Examination (APIEL)	<ul style="list-style-type: none"> <li>• Score of 4 or 5</li> </ul>	



# Appendix 8 - The Health and Safety of Visitors to the University

## 23.1. Introduction

23.1.1 This Health and Safety Notice should be read and understood by all employees of Oxford Brookes University. Staff should inform visitors of the relevant sections of this Health and Safety Notice. Where appropriate it should also be brought to the attention of the members of the candidate body.

## 23.2. Legal responsibilities

23.2.1. The University, as the occupier of its premises, owes a "common duty of care" to its visitors, i.e. a duty to take such care as is reasonable in the circumstances, to see that visitors will be safe in using the premises to which they are invited or permitted access. It has a higher duty of care to children, as the University must be prepared for children to be less careful than adults.

## 23.3. Duties of staff

23.3.1. Members of staff who invite visitors onto any University site must ensure that their visitors report to the appropriate site reception. If the site does not have a reception then the visitor must report directly to the person(s) that they are visiting. The member of staff is also responsible for the health and safety of the visitor while on site and must make them aware of the fire and emergency procedures and any special procedures within the area that they are visiting. If the visitor has a disability and/or restricted mobility the person responsible for the visitor must be aware how to evacuate them safely in the event of an emergency.

## 23.4. Casual visitors

23.4.1. People visiting the public areas of University must be made fully aware of the University's fire and emergency procedures. This is achieved by appropriate signage around the University premises.

Members of the public attending events at an Oxford Brookes University site(s) will be classified as casual visitors. It will be the responsibility of the person in charge of the event to make casual visitors aware of relevant health and safety precautions, emergency and fire procedures.

## 23.5. In the event of an emergency

23.5.1. When alarm bells sound the building is to be evacuated. All those in the building or fire zone must leave the building by the recommended escape route. Escape routes are indicated by notices showing a white running figure on a green background. The direction of travel and arrow shows the route to the nearest fire exit.

23.5.2. Fire assembly points are shown on the map of the campus overleaf.

23.5.3. Persons with restricted mobility and wheelchair user can find more information about emergency procedures at:

[https://www.brookes.ac.uk/services/hr/health\\_safety/docs/obuhsn09.html](https://www.brookes.ac.uk/services/hr/health_safety/docs/obuhsn09.html)

# Appendix 9 - The Useful Stuff Map

Headington Campus: Gipsy Lane

