



**UNIVERSITY OF
CAMBRIDGE**

Institute of Continuing Education

**UNIVERSITY OF CAMBRIDGE
INSTITUTE OF CONTINUING EDUCATION**

Postgraduate Certificate in Professional Practice in Architecture

2021-2022

Course code: 2122PPRA01

COURSE HANDBOOK

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INTRODUCTION

1.0 Introduction

Welcome to the **Postgraduate Certificate in Professional Practice in Architecture.**

In the UK, the training of an architect culminates with the Part 3 examination. Passing this examination qualifies the applicant to register with the Architects' Registration Board (ARB) and thereafter be called an architect, and to take up corporate membership of the Royal Institute of British Architects (RIBA). Thus it is the formal entry route into the profession.

The Cambridge Part 3 course, including programme syllabus, teaching and examinations are organised by the Department of Architecture with the Institute of Continuing Education (ICE) as the admitting and awarding body. All teaching is carried out by and within the Department of Architecture, but students have the additional benefit, if required, of student support offered through ICE. The course is fully integrated into the University system and successful candidates are awarded a University of Cambridge Postgraduate Certificate in Professional Practice in Architecture. The Institute of Continuing Education (ICE) administers the overall formal approval processes, examination procedures and quality assurance and awards the qualification based on the recommendations of the Examiners. The course is taught at FHEQ Level 7 (e.g. at Masters level) and attracts 60 credits at M level.

2.0 The Syllabus

The course is based on the ARB document Prescription of Qualifications: ARB Criteria, which were revised in June 2011. These criteria are 'held in common' by the RIBA and describe the requirements for recognition of Part 1, Part 2 and Part 3 courses in architecture in the UK.

A successful applicant should also be able to demonstrate authorship, knowledge, effective communications skills, and reasoning and understanding in relation to all issues within the Professional Criteria outlined below:

- 1) **Professionalism**
- 2) **Clients, users and delivery of services**
- 3) **Legal framework and processes**
- 4) **Practice and management**
- 5) **Building Procurement**

Potential applicants should view the full text of the Criteria before embarking on any Part 3 course; this can be seen on the ARB website (<http://www.arb.org.uk>).

STRUCTURE OF COURSE

3.0 Course Format

The course is delivered by intensive two- and three- day sessions in September, March and June, with submission of the PEDR, Career Appraisal and Case Study at the end of the course academic year (August/September) culminating in written and oral examinations in September.

The programme is offered on a part-time basis and students will normally take up to 12 months to complete the Postgraduate Certificate.

The dates of the course workshops are:

16 and 17 September 2021
23, 24, and 25 March 2022
22, 23 and 24 June 2022

The venue of the course workshops is:

Department of Architecture (1 Scroope Terrace, Trumpington Street, Cambridge, CB2 1PX)
www.arct.cam.ac.uk/

The aim of the course is to act as a forum for discussion of certain major concerns of the profession as well as providing preparation for the examination. The three sessions will cover the items noted in the Syllabus. These topics are of course all interrelated so that, over the year, there will be a number of overlapping lectures and seminars. The teaching is delivered through a mix of lectures, seminars, debates and workshops with an emphasis on learning through engagement.

In addition to the taught sessions, students are grouped into **Study Groups** who meet to discuss, and work on, current issues and problems in between the formal taught sessions. These groups can meet as often as they feel is practical. The study groups are a very important part of the course and all are encouraged to participate fully.

Students are required to attend each workshop. Failure to attend may lead to withdrawal from that year's examinations, and may lead to automatic termination of the student's place on the course. Students unable to attend the workshops due to illness or other exceptional circumstances must report this to the Course Director as soon as possible. Documentary evidence will be required.

Students are assigned a **Professional Studies Advisor (PSA)** who meets with them to discuss their office experience, to sign off their Professional Experience & Development Record. They may also advise them on their Case Studies, at their discretion. It is the responsibility of the student to contact and meet their assigned PSA. Any problems with a PSA must be raised immediately with the Course Director.

4.0 Teaching staff

The Post-Graduate Certificate in Professional Practice in architecture at the University of Cambridge does not provide tutorials or supervisors, in the conventional sense, as part of the course structure. The teaching elements are provided during the workshops and supported by a variety of contributors as follows:

4.1 Course Director is responsible for the organisation, administration and conduct of the course and examination. She is supported by the staff of the Department and the ICE, particularly by the Head of Academic Centre Administration, Academic Centre Coordinator and the Course Administrator.

Miranda Terry MA (Cantab) Dip Arch MSc (Lon) ARB RIBA. Miranda is a registered architect, who qualified in 1996. She has worked on variety of projects in both the domestic and education sectors with several practices including Pringle Richards Sharratt Architects and Atkins Design Solutions She has subsequently taken an MSc at King's College in Construction Law and Arbitration and is able to advise on issues such as appointments, project procurement and dispute resolution. She is a director at Francis Terry and Associates and has lectured previously in contract law and administration at Suffolk New College, Ipswich. She has acted Course Director since 2014 and acts as a Professional and External Examiner at other Part 3 institutions. Since 2018 she has been a member of the RIBA President's Advisory Committee on Dispute Resolution.

4.2 Contributors on the Taught Course

Contributors to the workshops are drawn from a variety of relevant spheres; the majority are practising architects or other construction professionals; others are academics drawn from within or beyond the University who specialise in the areas of professional studies, law and legislation; some our practising lawyers or dispute resolution experts; or representatives from the professional bodies (ARB and RIBA).

4.3 Professional Studies Advisors (PSA)

Professional Studies Advisors assist the Course Director. They are experienced practitioners, able to help students during the year preceding their Part 3 (Post-graduate Certificate in Professional Practice in Architecture) examination. Our PSAs are all qualified architects.

Their aim is to work with employers and students in a joint effort to ensure the best possible professional development and experience for students. The PSA and Course Director can advise employers and students on all aspects of professional experience, and student capabilities.

Professional Studies Advisors are also responsible for reviewing the students' PEDR sheets every quarter and commenting on the breadth, scope and adequacy of the professional experience gained by the student.

5.0 Online Access

It is **essential** that students have regular access to an internet connected computer. Students will be provided with an @cam.ac.uk email address, with which they will be able to access the web-based virtual learning environment (VLE). Course communications will be sent via email.

Students are also required to submit their Case Study and Career Appraisal and CV online virtual learning environment (VLE) within the required deadline dates (see next section).

6.0 Assessment methods and student participation

Students will be required to complete successfully six assessed elements of the course and achieve satisfactory attendance on at least 75% of the taught sessions to be eligible for the

award of the Postgraduate Certificate in Professional Practice in Architecture. These elements are:

- The Professional Experience and Development record (PEDR)
- A Case Study (in the region of 8,000 words i.e. within 10%)
- A Career Appraisal (3000 words) and CV (two pages of A4 only)
- Written Examinations (2 papers)
- An Oral Examination

The pass mark for each element of the assessment is 60%. Each element of the above assessment is marked separately, and students must achieve a pass in each element.

Prior to the examinations and **by 12 noon (BST*) (11.00 UTC) on Friday 26th August 2022** students will submit two copies of their PEDR, Case Study and Career Appraisal and CV. These are to be addressed to:

Part 3 Administrator
University of Cambridge
Department of Architecture
1 Scroope Terrace
Cambridge
CB2 1PX

They are to be marked "Part 3 Documents." It is the responsibility of each student to ensure safe and timely delivery.

Students will also be required to upload the Case Study, Career Appraisal and CV onto the VLE: by **12.00 noon (BST*) (11.00 UTC) on Tuesday 30th August 2022**

** British Summer Time*

A cover sheet will be submitted by the students stating that the work they are submitting is all their own and lies within the stipulated word counts for both items.

7.0 The Assessment Documents

7.1 PEDR / Log Books

The RIBA Professional Experience and Development Record (PEDR) is the formal record of a student's practical experience. They log the time spent on different projects and the stages of work in which the student has been involved. They attempt to elicit reflection by the student on the nature and quality of that experience and are signed by the student's Office Mentor and the Professional Studies Adviser (PSA) on a three-monthly basis. This is an essential part of monitoring and validating the depth and breadth of the student's experience.

Students must ensure any Log Books from the post-Part 1 year out and subsequent practical experience that are to be submitted for the Part 3 assessment have been kept up to date and regularly countersigned. It would be expected that post Part 1 records would have been countersigned by a PSA provided by the Part 1 institution. New records should be kept using the PEDR.

7.2 Career Appraisal and CV

This has two elements:

- An analytical account of your experience
- Your CV

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**. 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, or the 24 months. The Examiners are aware that everybody's experience is different, so you should be candid about your strengths and weaknesses with regard to the development of the knowledge skills and competencies outlined in the Part 3 Criteria.

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.

The Career Appraisal should be typed and illustrated with photographs and drawings. It is an opportunity for each student to introduce themselves to the examiners, to give more detailed context to the logbook, and to give coherence to their professional development.

7.3 Case Study

A case study submission is required. This should be a description of project(s) with which the student has been involved, making their experience **and their appreciation of it** readily accessible to the examiners. The case study is **not** merely a chronological history of the project(s) but should be an informed critical appraisal, which indicates to the examiners the knowledge and experience, obtained by the student. Therefore, it should place the student's own immediate involvement in the context of the project history overall, noting significant forces which have dictated its particular course, for example questions of planning, law, site access, contract choice, time constraints and contractor performance.

It is not expected that students will necessarily have experienced all aspects or stages of the project at first hand. In some cases a study of a single project will be appropriate. In others, case studies of two projects may be necessary to convey the breadth of a student's work experience. For reasons of confidentiality no documents are expected to be submitted from offices without the permission of the employer.

Students should discuss their study with their Office Mentor and with their Professional Studies Adviser early in the course.

Students should note that the contents of the submissions are confidential and are viewed by the PSA, the two examiners, the External Examiner, the Internal Examiner and the Course Director. The submissions remain with the Course Director, until they are destroyed.

The word count for assignments and dissertations is inclusive of all references in the main body of the text, of footnotes and endnotes but exclusive of any bibliography or list of resources consulted and of any abstract, list of contents or abbreviations that may be included at the beginning or the end of the assignment. Mathematical calculations or the contents of numerical tables are not generally included in the word count. Captions to illustrations are generally not included in the word count. Students using word processing tools may need to take this into account when assessing the word length of their assignments. The use of appendices is generally discouraged except where additional data is key to the explanation of any topics included in the main body of the text.

7.4 The Examinations

The format of the Examination is approved by ARB/RIBA and consists of written papers and the Oral Interview. There will be two written papers. These are marked as separate elements:

- **Paper 1** (2 hours) examines the more general issues of the syllabus and requires answers to 10 questions, out of a choice of 15, requiring definitions of key words/issues and an explanation of how they impact on architectural practice. Students must answer two questions from 5 sections, each section relating to one of the professional criteria detailed in Section 2.
No references are allowed.
- **Paper 2** (3 hours plus 15 minutes' reading time at the beginning) includes questions on practice and project management and contract law and requires an answer to one question out of a choice of two in each of Parts A, B and C.

A background scenario to Paper 2 is issued to students not more than 2 weeks before the written examinations, and clean, unmarked copies of certain prescribed documents are allowed in the Paper 2 examination for reference. These items will be confirmed ahead of the examinations.

The examination questions are set by the Chair of Examiners, the Professional Examiners and the Course Director, in consultation with the External Examiner.

The Written Examinations will be held on **Friday 9th September 2022**.

7.5 The Oral Examination

The Oral Examination is conducted as a professional interview and requires proper preparation. The Examiners will discuss with you your professional experience as outlined in the submitted documents, and your answers to the two written papers. 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.

In advance of the interview, therefore, it is essential that you not only review the answers you gave to the written papers, but also be prepared to discuss the questions you did not answer.

In addition to this, the Examiners are free to question you on any aspect of the Part 3 Criteria. Students should be confident enough to add to the discussion and to do so in a manner that demonstrates the ethical attitudes and maturity expected of someone with professional integrity.

Two Professional Examiners will interview you. Both Professional Examiners will have marked your submission documents and your examination scripts. It is possible that a student's provisional mark for a component could be raised as a result of the Oral Examination, provided the student could demonstrate clearly that s/he improved on the submitted elements.

The Oral Examinations will be held on **Friday 23rd September 2022**.

8.0 Marking criteria

Students must pass all elements of the assessed tasks (including examinations) to be eligible for the award of the Postgraduate Certificate, the pass mark being 60%. Marking of all elements will be based on the following criteria suitable for courses at postgraduate level (no grades are awarded for this programme):

Numerical scale	Grade awarded	Student's work shows
Excellent		
80-100	Pass with distinction (where the programme awards distinction)	Evidence of the exceptional quality in relation to the criteria listed for the award of 70-79% and outstanding critical insights and thought-provoking arguments
75-79	Pass with distinction (where the programme awards distinction)	An accessible, accurate and clear account. Clear assimilation and understanding of the evidence. Well informed by a wide range of relevant ideas. Excellent analyses, arguments and explanations. Exceptionally good structuring of the material with clear progression and development as the work proceeds
Good		
70-74	Pass	An accessible, accurate and direct account. Clear assimilation and understanding of the evidence. Well informed by current ideas. Very good analyses, arguments and explanations. Very good insights and personal reflections on the material. Carefully structured and organised presentation.
Competent		
65-69	Pass	An accessible, accurate and direct account. Good analyses, arguments and explanations. Good insights and personal reflections on the material. Well organised presentation.
60-64	Pass	An accessible, accurate and direct account. Fair analyses, arguments and explanation but with some remaining gaps or confusion. Fair degree of personal insight. Reasonably well organised presentation.
No pass		
50-59	Fail	Reliance on a restricted range of evidence, or irrelevant material introduced. Weaknesses of factual description. Weaknesses in the analyses, arguments and explanations. Weaknesses in the insights and reflections on the material. Weakly organised presentation with a poor progression through the work.
No pass		
0-49	Fail	Limited range of evidence or lack of focus. Weak understanding of the material presented. Lack of coherent argument. Absence of personal insight. Serious weaknesses in the organisation of the presentation.

9.0 Moderation Procedures and the award of credit

9.1 The Results

At the end of the interview process the examiners will make their final decision at a meeting of the Examiners' Board and Moderator's Panel attended by the University Moderating Examiner,

the Moderating External Examiner, the Professional Examiners and the Course Director. The assessment will be for Pass or Fail only: no grades will be awarded.

The moderators' and examiners' recommendations will be submitted to the next possible meeting of the Academic Policy and Operations Committee (APOC) of the Institute of Continuing Education, usually within the month following the professional interviews. Following approval by the APOC, successful students for the Postgraduate Certificate in Professional Practice in Architecture will be notified in writing. The list of successful students will be sent to ARB and to the RIBA to enable students to apply for registration and membership.

Unsuccessful students will be advised by the Course Director. An unsuccessful student may sit the assessments once more only, the following academic year.

A student who had failed a single component of the course may be allowed to retake only that component, with the following provisos:

- 1** the examiners, who in their final report may recommend to the Board that such a course of action be followed;
- 2** that the student would be permitted to come forward to resubmit the relevant element at the next available opportunity (the next academic year).
- 3** that the components to which this proviso should apply would be the case study, the Career Appraisal, Paper 1 or Paper 2, as well as the Log Book/PEDR and the interview;
- 4** and that in all cases the student would be required to present him or herself for oral examination with respect to the relevant component.

10.0 The Examiners

10.1 Professional Examiners

The Professional Examiners help to set the examination papers, mark the written submissions and conduct the Interviews. They are appointed by the Department of Architecture. They have been in practice for a number of years and many also examine at other schools and some also run Part 3 courses at other institutions.

The current Chair of Professional Examiners is: Steven Pidwill.

10.2 The Moderating External Examiner (MEE)

The role of the Moderating External Examiner is to monitor the form, content and procedures of the course and to monitor the standards and help to ensure comparability and consistency of the assessment processes.

The Moderating External Examiner will be an academic in architectural education at another educational institution or an experienced practitioner who is familiar with the requirements of the examination in professional practice. The Moderating External Examiner will see a selection of the submissions and the examination scripts and will also observe a number of the Interviews.

The current Moderating External Examiner is: Wendy Colvin, University of the West of England.

10.3 The University Moderating Examiner (UME)

The University Moderating Examiner is appointed from the staff of the University. As the MEE their main function is to ensure and consistency of standards and fairness of assessment procedures. The University Moderating Examiner will also see a selection of the submissions and the examination scripts and will also observe a number of the Interviews.

The current Internal Examiner is: Timothy Brittain-Caitlin, University of Cambridge.

10.4 The Subject Moderation Panel will comprise:

Internal Examiner: Timothy Brittain-Catlin

External Examiner: Wendy Colvin

Professional Examiners including the Chair of Examiners, Stephen Pidwill.

Course Director: Miranda Terry.

11.0 Eligibility for the Course:

The course will be open to graduates from a:

- UK school of architecture with validation of Parts 1 and 2 from ARB/RIBA.
- non-UK school or a non-validated UK school of architecture, where the applicant's education has been assessed as equivalent by the ARB at Parts 1 and 2.

Applicants in the second category are asked to provide recognition of the equivalence of their qualification(s) by applying to ARB BEFORE registration for the course, as part of the application process. Applicants must complete any ARB examinations before starting the course. Applicants will not be accepted onto the Part 3 course unless they have a positive assessment for equivalence at both Parts 1 and 2 from ARB.

12.0 Eligibility for the Examination:

To be eligible for the Part 3 examination applicants 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. This experience must be approved by the student's Professional Studies Adviser (PSA). Students should refer to the following websites for the latest information on the requirements for experience: www.arb.org.uk

The RIBA Professional Experience and Development Record (PEDR) is the on-line professional experience record for architectural students on the post Part 1 year out, and post Part 2 working towards their Part 3 (Postgraduate Certificate in Professional Practice in Architecture). The PEDR has been developed by RIBA to help architectural students record their professional experience and development in the workplace as part of their minimum seven years' education and training leading to qualification as an Architect. Students should refer to the following websites for the latest information regarding PEDR : www.pedr.co.uk

For students on the Part 3 course their experience should be recorded using the electronic version of the PEDR (see <http://www.pedr.co.uk/>). The PEDR is not only a record of experience but also a means for students to reflect on their learning and to consider the extent to which

they are meeting the required learning outcomes. In this way, it forms a personal statement of learning.

13.0 Department of Architecture Library

The Departmental Library at Scroope Terrace is available for use by students of the Course; please speak to one of the Librarians to discuss registration. It can also be used as a reference library by unregistered users.

PROCEDURES FOR THE COURSE

14.0 [ICE Student Handbook](#)

The Postgraduate Certificate for Professional Practice in Architecture is an award bearing post-graduate course from the University of Cambridge. As such it is governed by all the general rules and regulations of the University as well as any course specific requirements.

The Institute of Continuing Education details the applicable University regulations within its Student Handbook (Award-bearing course – postgraduate). The Student Handbook is available on the ICE website at <http://www.ice.cam.ac.uk/info/student-handbook> and will also be readily accessible to students from within the Virtual Learning Environment. It contains essential information relating to studying on this course. Please refer to the help and guidance section of the ICE VLE and the Student Handbook, available there, for further information and guidance relating to all aspects of the course including study skills, assignments and assessment

The most commonly referred to procedures are identified below:

14.1.1 Additional support for students (section 2.1)

14.1.2 Student Registration Process (section 2.2)

14.1.3 University cards (section 2.3)

Please note that students are required to submit a photograph during the admissions process, but that card should be ready at the first face-to-face teaching session. Your University card will act as your proof of your student status, no other documents will be issued with regard to this.

14.1.4 University Library and iDiscover (Section 3.2)

14.1.5 Cambridge University Press Discount (section 3.5)

14.1.6 Virtual Learning Environment (VLE) (section 3.6)

Full login instructions and guidance will be sent by email prior to the first teaching session.

14.1.7 Guidance on plagiarism (section 3.8)

Students will be required to attach to each assignment a completed **Assignment Cover Sheet and Declaration**, confirming that:

- the work I have submitted for assessment is my own, except where acknowledgement of sources is made;
- I have read the Institute's guidelines 'Plagiarism and how to avoid it' and the University of Cambridge guidelines on 'Good academic practice and plagiarism' which include the University's definition of plagiarism;
- I give permission for this work to be screened by Turnitin UK, as described in the VLE Help & Guidance area, and understand that it will be added to the Turnitin UK database.

For further guidance and information relating to the Institute's policies on plagiarism please refer to the [Student Handbook](#).

14.2.1 Mitigating Circumstances Procedure (Section 5.13)

Students who are too ill, or are unable to sit written examinations or attend the oral examination due to unforeseen and extreme circumstances, may be allowed to sit the relevant examinations in the following year, providing: they contact the Course Director immediately and provide documentary evidence of their illness. Students who are under medication when they sit the

written examinations or attend the oral examinations must inform the Course Director before attending the examination. Students taken ill during an examination must also inform the Course Director and examiners immediately. The examiners reserve the right to take a student's illness into account when assessing a student but in no case can a retrospective request for an allowance be made. In the case of illness leading to the student not completing the examination process, the student will usually be able to re-take those elements of the course at the next available opportunity, which is usually the following September, providing that the student has provided the required information as noted above.

14.2.2 Re-sits (Section 5.14)

Students who have not been successful may re-sit the examination once only. The second attempt must be made in the next academic year. A student failing to re-sit the examination the following year would have to re-apply, pay the current course fee and undertake the course workshop sessions again.

14.2.3 Student Complaints Procedures (Section 6.10)

14.2.4 University Examination Review Procedure (Section 6.12)

14.2.5 Student Disciplinary Procedure (Section 6.15)

14.2.6 Intermission (Section 5.16)

If during the year of the course, a student decides he or she wishes to intermit, i.e. return at a later date to complete their studies, the matter must be raised immediately with the Course Director who will consider each case. The student must complete an Application to Intermit Form (to be obtained from the Course Administrator) giving the reasons for their request. This is to be sent to the Course Director who will forward it to the ICE Head of Academic Centre Administration with support for the request. Documentary evidence may be required.

During the period of intermission, the student is strongly advised to keep in touch with the Course Director, their PSA and their study group. Access to University resources, however, is not available during an intermission.

Intermitting students must return the following year and attend the appropriate workshops to complete their studies and should write to the Course Director before 1 September of the academic year in which they are returning to confirm their intention to return to the Course

If, under exceptional circumstances, a student returning from an intermission to take the examination finds s/he is unable to do so, must inform the Course Director in writing by 1 June at the latest who will then inform the ICE Head of Academic Centre Administration. Failure to do so will result in the student being deemed to have withdrawn from the course.

Please note, students who resit or intermit must meet the course requirements and abide by the procedures set out in the Course Specification and ICE Student Handbook relevant to the year in which they take their examinations.

CONTACT DETAILS

15.1 Staff at Department of Architecture

Course Director: Miranda Terry, Department of Architecture, University of Cambridge, 1-5 Scroope Terrace Trumpington Street Cambridge CB2 1PX, 01223 332959

Email: mjt93@cam.ac.uk

Course Administrator: [Lucy Francis](#), Department of Architecture, University of Cambridge, 1-5 Scroope Terrace Trumpington Street Cambridge CB2 1PX, 01223 332959

Email: partiii@aha.cam.ac.uk

15.2 Staff at Institute of Continuing Education

Head of Academic Centre Administration: Zara Kuckelhaus, Institute of Continuing Education, University of Cambridge, Madingley Hall, Madingley, Cambridge CB23 8AQ, 01223 746204, **Email:** zara.kuckelhaus@ice.cam.ac.uk

Administrative Team: Institute of Continuing Education, University of Cambridge, Madingley Hall, Madingley, Cambridge CB23 8AQ, 01223 746226,

Email: architecture@ice.cam.ac.uk

Switchboard at Madingley Hall: 01223 746222

Website: www.ice.cam.ac.uk