

PART 3

Advanced Diploma
in Professional Practice
in Architecture
Prospectus

RIBA Part 3 Course 2024
London, UK
(Non-residential)

RIBA 
Architecture.com

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Disclaimer

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

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1 Key staff

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2 Introduction

The RIBA has its own Part 3 course and qualification – the Advanced Diploma in Professional Practice in Architecture, which is administered in the RIBA North office. The course is delivered at the RIBA, 66 Portland Place, London.

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

What is Part 3?

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

This is based on and assessed against the current professional criteria for Part 3 as outlined by ARB/RIBA, see ‘What is assessed?’ (page 8).

What is included?

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

- Induction session
- Study packs via RIBA Academy
- PEDR monitoring by assigned PSA
- Two intensive seminars, each of four days duration
- Project example webinars
- Office briefing (on request)
- Tutorials (online)
- Study Group allocation
- CIS Library access to the RIBA Part 3 handbook by Prof. Stephen Brookhouse
- RIBA 2024 Core CPD: On-Demand Digital Club Ticket
- Associate Membership (*running from 1 January 2024 until 31 December 2024*)
**subject to eligibility and approval by Membership Admissions Committee*



3 Course Content and Structure

Through the RIBA Academy website we offer monthly downloadable self-study packs, which includes content such as sample practice problems, that will support you in preparing for your final examination.

In addition to the distance learning, you would be required to attend two intensive four-day seminar weekends, usually held in March and July in London. These seminar weekends include lectures and group working sessions.

Induction session

Once candidates have been registered onto the course, they will have the opportunity to attend the scheduled induction evening, delivered in London.

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

Online self-study packs

The copyright protected material of the online monthly study packs is devised for the candidate's personal use in connection with the course and the examination. These are provided on a monthly basis from January to June 2024.

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

- RIBA professional practice information documents
- Short questions to test your Part 3 knowledge
- Past practice problems examination papers
- Project case study exercise
- Example case study submissions (redacted)



Seminar weekends

The two seminar components of the course are normally held at the RIBA, 66 Portland Place, London, over a weekend. The dates of the seminars are published in the 'key dates' and candidates should reserve study leave with their offices at the beginning of the course.

These four-day seminar weekends include lectures and group working sessions, which cover the [ARB/RIBA criteria for Part 3](#).

The lecture programme usually covers:

- ARB / RIBA Codes
- Building Regulations
- Contract Administration
- Contract Law
- Cost Management
- Fee Proposals
- Health & Safety (CDM)
- Ethics
- Human Resource Management
- Land Law
- Managing Client Expectations
- Marketing
- Planning
- Professional Indemnity Insurance (PII)
- RIBA Plan of Work
- Starting a Practice
- Fire & Life Safety

Due to the intensity and nature of the two seminars, participation is an essential requirement of the course.

PEDR Monitoring

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

Tutorials

One-to-one tutorials will take place online with an assigned Professional Studies Advisor in March and again in advance of the examination.

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





Study groups

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

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

Drop in sessions

We offer regular optional 'drop in sessions', where candidates can meet with the Professional Education Programmes Director / Part 3 Course Leader.

These are informal sessions so candidates can discuss Part 3 related issues. Dates of these session can be found in 'key dates'.

The sessions are held online or at RIBA, 76 Portland Place, London.

Project example webinars

We deliver 'project example' webinars from January to June, that work through a theoretical project covering the majority of the RIBA workstages and some common issues encountered. We invite candidates to submit questions in advance and also during the sessions. Dates of these session can be found in 'key dates'.

4 Examination Process and Assessment

What is assessed?

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

How is it assessed?

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

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

The first opportunity to take the examination is in September 2024, however the RIBA Part 3 have exam sittings every six months. Candidates have up to three years to successfully complete the examination Spring (2028).

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

Curriculum Vitae

The curriculum vitae must not exceed two A4 pages in length. It must list in chronological order the dates and places of academic study and qualification, and professional work, that have been significant in the candidate's professional development.

Self-evaluation

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

Whilst hard facts are needed regarding your experience and responsibilities the examiners are primarily looking for your evaluation of this experience. i.e. evidence of the use of reflective practice. Where appropriate, cross-references may be made to the curriculum vitae, PEDR sheets and/or the case study. The self-evaluation must be between 3,000 and 5,000 words in length.

PEDR log sheets

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

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

Case Study

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

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

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

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

Practice Problems examination

The 'practice problems' office-based examination normally takes place in the candidate's place of work or home and is held over two full working days, covering your knowledge of the ARB/RIBA criteria for Part 3. In these papers candidates must answer ALL questions derived from the ARB/RIBA criteria. (This is an open book exam)

A nominated examination supervisor from the candidate's place of work is required for liaison.

Professional Interview

Normally the professional interview takes place four weeks after receipt of the candidate's documentary submission and is conducted by two Professional Examiners, with interviews normally held at RIBA, 66 Portland Place, London.

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



5 Key dates

December 2023	11	Induction evening, London (<i>optional</i>)
January 2024	3 24 26	Issue of Study Pack 1 Drop-in session, <i>online (optional)</i> Project example webinar <i>Tip - Start submitting any unsigned PEDR sheets to date</i>
February	1 14 19 23 27	Issue of Study Pack 2 Drop-in session, <i>online (optional)</i> Drop-in session, <i>online (optional)</i> Project example webinar Submission of draft CV and case study synopsis
March	1 11 15 23-26	Issue of Study Pack 3 Drop-in session, <i>online (optional)</i> Project example webinar Part 3 Seminar, London
April	1 26	Issue of Study Pack 4 Project example webinar
May	1 8 24	Issue of Study Pack 5 Drop-in session, <i>online (optional)</i> Project example webinar
June	1 17 21	Issue of Study Pack 6 Submission of draft case study - Autumn 2024 exam Project example webinar <i>*programme continues on the next page*</i>

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

July	6-9 29	Part 3 Seminar, London Drop-in session, online (<i>optional</i>)
August	1	Exam notification deadline - Autumn 2024 <i>Tip - Finalise case study and self-evaluation</i>
September	4 5 6 9	Autumn Examination - Day 1 Practice Problems Autumn Examination - Day 2 Practice Problems Autumn Examination - Day 3 Final Submission Hard copy submissions due at RIBA North
October	7-8 21	Autumn Examination - Interviews London Results issued to candidates and ARB / RIBA notified (TBC) <i>Tip - Review examination answers prior to interview</i>
November	6	Draft case study submission - Spring 2025 exam
December	7	Graduation Ceremony, London (TBC)

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

6 Eligibility Criteria, Fees and Application Procedure

Who is it for?

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

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

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

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

How much does it cost?

The fees set for 2024 are as follows:

- Registration fee £200 + VAT (£240) *payable within four weeks of registration acceptance*
- Course fee £2035.42 + VAT (£2442.50) *payable from January 2024*
- Examination fee £475 + VAT (£570) *payable on receipt of exam invoice*

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

How to apply?

To apply please complete the [RIBA Part 3 UK 2024 \(London, non-residential\) Application Form](#) and send via email to Part3@riba.org

The provisional deadline for applications for the RIBA Part 3 course is 30 November 2023.

7 Useful Information

ARB/RIBA Criteria for Part 3

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

Preparatory course for the ARB prescribed exams*

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

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

*this is for candidates who have completed qualifications overseas.

Individual Portfolio Review Sessions

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

8 Testimonials

Selection of testimonials from successful RIBA Part 3 graduates below.

"Being able to fit study around working hours made all the difference to me. Even in a fully virtual setting due to the pandemic, I found the staff to be really supportive and the study group was extremely helpful too."

Sophie Crocker, Architect & Health Designer.

"The RIBA Part 3 team and the external speakers who participated in the seminar weekends have created a very educational and fruitful experience for all the course participants. During the course, I felt supported, and the staff helped me balance my work and study whilst developing confidence within my day to day tasks."

Panayiota Christoforu, Architect.

8 FAQ's

Application

Do I need to include copies of my qualifications?

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

How and when do I pay the registration fee?

The registration fee is invoiced on successful enrolment/registration onto the RIBA Part 3 course. Payment is then due within four weeks, and can be paid by cheque, bank transfer or credit/debit card payment over the phone.

How and when do I pay the course fee?

The course fee will be invoiced from January 2024. You can choose to pay by invoice, credit/debit card or direct debit.

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

- By invoice – this will be raised in the first week of January and sent to the candidate directly by email.
- By credit/debit card – Payment will be taken by 10 January 2024. We will not provide receipt unless previously requested.
- By direct debit – This may be set up to be paid in no more than five instalments starting January 2024. Payments are usually taken on or shortly after 21 of each month.

How and when do I pay the exam fee?

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

Course

Do I have to attend the drop-in sessions?

No, these are non-compulsory sessions.

Do I have to attend the seminar weekends?

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

Practice/Office

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

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

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PEDR

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

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

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

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

Can I back date my professional experience?

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

Examination

How many times can I take the examination?

The examination must be complete within three years of attending the course (Spring 2028); in this time, you can take the exam as many times as required.

For further information please contact Part3@riba.org