ARCHITECTURAL ASSOCIATION
SCHOOL OF ARCHITECTURE

AA STUDENT HANDBOOK

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September 2012 Edition
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This handbook is to be read in conjunction with the current editions of the AA Undergraduate School Programme Handbook and the AA School Academic Regulations.
Introduction

The Architectural Association School of Architecture is a community of students and staff, whose organisation and activities create one of the world’s unique settings for architectural education. This handbook has been written for all students of the school, and is intended as a useful reference for your study at the AA.

The AA School is an intensive learning environment made up of many different resources and activities. These include the activities associated with the courses in the Undergraduate, Graduate and Visiting Schools, as well as the AA Public Programme, which each year hosts dozens of lectures, exhibitions, openings, symposia, book launches and other special events.

This Student Handbook is just one of many ways in which the AA School pursues its commitment to the communication and access of information needed to support successful work and study at the school. It is recommend that you first review the contents of the entire Handbook, and refer back to it throughout the year, as questions arise regarding any part of your academic studies or you have questions about living and studying in London.

In addition to the information provided in this handbook, you will find an overview of academic course requirements and academic processes and policies in three other key documents guiding your study: the annual School Prospectus, the Undergraduate Course Guide, individual Graduate Programme Guides, AA School Academic Regulations, Weekly Events List and online information updated throughout the year at www.aaschool.ac.uk.

I wish each and every one of you every success this year, and for many years to come.

Brett Steele
Director, AA School
Access Card
See membership section of the AA School Academic Regulations.

Academic Rules and Regulations
See the AA School Academic Regulations document, September 2012.

Accommodation
The AA does not have its own residence halls or other forms of accommodation, but does assist new and returning students with an accommodation service from the beginning of September during the early weeks of the academic year. An AA student is available during this time to advise about prices and location of accommodation.

A wide variety of accommodation is normally advertised in the Accommodation Office, normally located within the main building 34-36 Bedford Square and also on the London Student Housing guide website [London Student Housing](#).

The School does not have any arrangement with any residence, agency or hotel, and the AA does not have any obligation to provide accommodation to new or returning students. Types of accommodation available to students in London include:

- **Halls of Residence**: To live in a studio bedroom, sharing bathrooms and other facilities. Breakfast and evening meals are often provided, but self-catering halls can also be found where students buy and prepare their own food.

- **Independent Halls and Hostels**: Hostels are normally owned by charitable organisations. As well as providing accommodation they offer a homely environment, often with social opportunities and events. Like halls of residence, sometimes meals are provided, or sometimes there are cooking facilities. Hostels are very popular and have long waiting lists, so apply with plenty of time.

- **Private Accommodation**: This is when a student rents from a private landlord/landlady. Students will need to arrange this upon arriving in London. Make sure that a temporary room has been booked in a hostel or hotel in advance of arrival. It is difficult to find affordable accommodation in the central zones of London. Normally students in private accommodation will need to live some distance from the School and travel every day.

  **Private accommodation options often include**:
  
  - A single bedroom room in a private home, sharing facilities with flat mates or a landlord;
  - A bed-sit is a single room in which you live and sleep, usually with limited cooking facilities. Bathroom facilities are usually shared;
  - A studio flat is a single room with self-contained kitchen and bathroom;
  - A flat/house with multiple shared between students or colleagues.

One of the cheapest ways of living is to share a flat or house with friends or colleagues from the School. Rent, bills and cleaning can all then be shared.

Arranging long-term accommodation will usually require a signed agreement with the landlord/landlady. Upon signature of the agreement, a deposit and one month’s rent in advance will be required, which is returned upon departure. However, if damage has been caused to the accommodation or the required notice to leave has not been given, the landlord may have the right to keep the deposit. Some landlords / letting agents, if you do not have someone in the UK who will guarantee to pay the rent if you cannot pay, may ask for up to 6 months rent in advance.

It is important therefore not to sign any contract or agreement unless it is fully understood. Read all documents carefully before signature and keep copies. Always ask for a receipt for each payment. Free advice about your legal rights can be found at your local Citizens Advice Bureau [CAB](#).

Be careful if using an accommodation agency. Many are listed in BT’s Yellow Pages and can be good, but others ask for large deposits and rent in advance. Find out any costs before asking them to look for accommodation.

The cost of accommodation varies enormously according to type, quality and location, but it might be possible to find a room in shared accommodation for approximately £125 per week. Do check whether the rent includes gas, electricity, water; it almost certainly will not include the use of telephone.
Private accommodation is advertised in local newspapers, including Evening Standard, Loot website and Time Out. On the University of London Accommodation Office website there is a very useful Student Contact List, which enables students to advertise their accommodation.

Useful guide: The UKCISA, UK Council for International Student Affairs, produces a set of useful guidance notes for international students UKCISA website.

**Address**

The official postal address of the school is:
34-36 Bedford Square
London WC1B 3ES
Reception: +44 (0)20 7887 4000

In addition to the Bedford Square and Morwell Street buildings, Hooke Park is a 350-acre working forest in Dorset, south west England, that is owned and operated by the Architectural Association.

The address is:
Hooke Park
Beaminster
Dorset DT8 3PH
T: +44 (0)1308 863 588

**Admissions Department**

The Admissions Department, for both the Graduate and Undergraduate School, deal with every aspect of the admissions procedure from initial contact to entrance to the relevant parts of the School. This also includes the advertising of courses and arrangements for Open Days for prospective students and Introduction Week for all new students at the beginning of the academic year.

The Admissions Office is located on the 2nd floor of Building No. 36 Bedford Square and is normally open Monday-Friday 10am-6pm.

Further information on the admissions procedure can be found in the AA School Academic Regulations, the AA website, the Prospectus and the application form.

**Advice and Information**

All registered student queries should be directed towards your Unit Masters / Tutors or Programme Directors, who can advise you on the best source of additional information relating to your course / programme.

Questions relating to your weekly academic schedule, course submissions and other activities can often be answered by your Administrative Coordinator.

The AA School Director, Registrar and Administrative Coordinators all maintain open door policies and can provide additional guidance and pastoral support for personal matters that may arise. Contact details can be found in Appendix A.

Additional websites that may provide useful information on arrival in the United Kingdom can be found in Appendix B.

**Appeals (Academic)**

See the AA School Academic Regulations.

**Archives**

The recently opened AA Archives has moved this summer to a new location at the rear basement of 32 Bedford Square and welcomes AA students and members to research or browse through its extensive collections. Its holdings consist primarily of the administrative records of the Association, the educational records of its school and substantial collections of student drawings, posters, models and ephemera, dating back to the 1840s.
In addition, contemporary student work, including that of recent Diploma Honours students and recipients of AA prizes, are preserved in digital and paper formats. The archives contain the institutional memory and history of the AA and serve as a key resource for the study of architectural education over the last 160 years, shedding light on the significant role played by architecture schools in the formation, propagation and transmission of architectural culture, theory and practice.

The archives is also open to non-members who must purchase a temporary research membership from the Membership Office located on the Ground Floor of building No. 33 Bedford Square. Term-time hours: 10am–6pm Monday to Friday.

### Attendance

Students are required to regularly attend all relevant courses, and to be present for all tutorials, unit/programme presentations/crits, workshops, seminars and any other activities set by Unit/Programme Staff. Tutorials and other unit/programme meetings are arranged on a regular basis with the Unit Masters/Tutors/Programme Directors/Staff.

Failure to comply will result in official notification to the Registrar’s Office for further action in the form of:

- An official meeting with the Unit Master / Programme Director;
- Referral to a Progress Review (Undergraduate) for a decision on future studies;
- Referral to the Chair of the GMC (Graduate) for a decision on future studies;
- Written notification to student of decision.

For further information regarding attendance please see the AA School Academic Regulations.

### Audiovisual Lab

**Audiovisual: [AV Website](http://example.com) or [AV Twitter Site](http://example.com)**

The Audiovisual Department is concerned with video and sound technology, supporting teaching throughout the AA. It lends equipment to staff and students, assists guest speakers presenting lectures, documents, stage manages the AA’s Public Events programme and maintains a Video Editing suite in 39 Bedford Square. Recorded lectures and events can be accessed through the AA Photo Library and online at: [Photo Library](http://example.com).

**Teaching Spaces and Equipment Reservations:** audiovisual equipment for both internal teaching and the public lecture series is booked through an established procedure which can be obtained from the AV department. Staff and students should liaise with the relevant coordinator at least one week prior to when the equipment is required. It can be problematic to provide support for late or impromptu classes. Teaching spaces are equipped with large LCD screens or data-projectors for laptop use. Additional or specialist equipment such as slide projectors, book readers or Skype access/public address system should be requested in advance. The school as a rule does not record internal or complementary classes.

**Video Editing:** The school has a long history of utilising video within both unit programmes and Media Studies. This year Video Editing is located in a new space in 39 Ground Floor and houses designated Apple workstations running Final Cut Studio and Adobe CS 5.5 alongside various audio, video and encoding tools. DV/HDV players, audio interfaces, keyboards and microphones will be available throughout. See the [Resources Page](http://example.com) for more information. The space is open to all students and staff and those wishing to work with video in this area, discuss a video project or seek tuition should contact Joel Newman and see his websites [Media Studies](http://example.com) / [Vimeo](http://example.com).

**Loans:** the Audiovisual loan service is situated in the Hub at Ground Floor 16 Morwell Street. Group projects or multiple loans should be discussed in advance. Those borrowing equipment from the Audiovisual Department are fully responsible for its security, care and prompt return. An agreement form must be signed to this effect. Groups may borrow equipment as part of a well-defined unit project on or off school premises only after discussion with the Audiovisual Manager. Some equipment is not available for student use or use off-premises.

The school has a comprehensive insurance policy for those going abroad on unit trips. Unit staff should be aware that equipment will only be released for study trips after they have completed the Travel Insurance Form 2011 (Appendix C), which can also be downloaded from the school website.

Audiovisual can help you with a very broad range of equipment including: video cameras, tripods,
Manfrotto FigRigs, Gorilla Pods, Arri Lighting, LED lighting, digital audio recorders, microphones, audio mixers, video mixers, PA kit, vinyl/tape/iPod/minidisc/CD/DVD/Hi8/VHS playback, 8mm and 16mm film projection, LCD data projection, slide projectors, overhead projectors, digital presenters, signal generators, amplifiers, meters, speakers, PC laptops, headphones, distribution amplifiers, a USB microscope, and more. Further information visit the Website.

The AV Lab is located on the ground floor of No. 16 Morwell Street.
Term-time hours: 10am–6pm Monday to Friday.
For video editing: 10am–1pm and 2.30pm–5pm Monday to Friday.
For student equipment loans enquiries: Contact Joel Newman via email Joel Newman;

Awards and Prize Giving Ceremony
The Awards Ceremony for both the Undergraduate and Graduate School takes place on the last day of the academic year in Bedford Square Garden. Families and friends are invited to celebrate with students’ their achievements whilst studying at the AA.

This year the Graduation Ceremony will be held on Friday 21st June 2013. Full details and ticket details will be sent to all relevant students during Term 3.

Bank Accounts
It will normally require several weeks, and even months, to open a UK bank account, so preparations should begin immediately upon a student’s official registration in the School (Day One of Introduction Week, in September). Once a student has found a place to live, it is very likely that a bank account will be required. It is not possible to open a bank account until a permanent London address has been secured. In recent years UK banking laws have been tightened for anyone who has just arrived in the UK.

In the past the AA has recommended its own bank, Lloyds TSB Bank, located at 32 Oxford Street, London, just a few minutes’ walk from the school. In recent years HSBC Bank proved best for AA students opening new accounts, and their closest branches are: 156/157 Tottenham Court Road, London W1P 9LJ and 1 Woburn Square, Russell Square, WC1H 0LQ. Further information can be found on the Lloyds TSB Website. Further information on student bank accounts at HSBC can be found on the HSBC website.

The rules and regulations governing the issuing of bank accounts to overseas students are subject to change on a regular basis; please make enquires online before arrival in the UK.

The School can provide a written letter confirming status as a full-time student in the AA School, once registration as a full-time student has taken place (first day of Introduction Week). Banks, however, normally require such letters to confirm the new UK address, which must be secured, before the school can write a letter of reference. See the Letters section of this document for further information.

Banks normally offer accounts for students from overseas that allow account holders to transfer money between the UK account and other accounts overseas. These UK accounts normally provide a bank card that enables the account holder to withdraw cash from cash points, or automated tellers. It is not always the case that a bank will open a current account for a newly-arrived overseas student that includes a cheque book/debit card, and so you may not have access to full current account privileges within the UK. Details should be confirmed with the bank.

Some students in the past have managed to open accounts with internet banking services.

Bicycles
Bicycles are not allowed anywhere within AA premises, and must not be chained to outside railings in a manner that can obstruct access through areaways leading into the building. Bicycle racks are located outside No. 36 Bedford Square.

Cycling can be the cheapest, healthiest and fastest way of getting around London. Despite improvement to cycle routes London roads can be dangerous. Transport for London’s website provides good cycling code and advice about training TFL Website.
Bookshop
The AA Bookshop is located in 32 Bedford Square Ground Floor. The bookshop stocks a wide range of recent books on architecture, including all titles published by the AA. The bookshop is able to supply recommended course books and any title that is in print. AA Membership provides a 20% discount on all AA publications (cash, UK debit cards and credit cards), and books can also be purchased online at AA Bookshop.
Opening hours: 10am–6.30pm Monday to Friday and 11am–5pm Saturday.

Buildings
The AA School of Architecture is located in Bloomsbury, part of London that was built in the 18th century. Bedford Square is one of the best examples of Georgian London, and the AA occupies adjacent buildings at numbers 32, 33, 34, 35, 36, 37, 38 and 39 on the west side of the square, and No. 4 and 16 Morwell Street (behind Bedford Square).
Numbers 34-36 are the historic home of the AA School since the 1920’s, and these buildings are where the main public programme of lectures and exhibitions takes place, as well as the social activities of the school.
All undergraduate and graduate teaching activities are located in numbers 32 to 39 Bedford Square or in the Morwell Street premises in Numbers 4 and 16. The main administration of the AA takes place in the No. 36 Bedford Square premises. Additional teaching and learning activities take place in the AA’s Hooke Park, in Dorset.

Facilities & Building Maintenance
The AA Facilities Office manages the daily upkeep and maintenance of all AA buildings, including minor building works, repairs and maintenance. They are also responsible for building security, including CCTV, intruder alarms, card access door systems, and security staff supervision of main building entrances.
The Facilities office can be found in the basement of Building No. 33. Key contacts are the Manager Anita Pfautsch e-mail Anita, and Assistant Manager Peter Keiff e-mail Peter and the Health and Safety Officer Jillian Smith e-mail Jillian.
All accidental damage to AA facilities and resources, by students and staff, must be reported to the Facilities Office.
Jillian Smith manages the AA Health & Safety Policy and leads the implementation of all safety procedures and practices within all departments and among students and staff. Health and Safety booklet is available online and all students/staff have the responsibility of ensuring that they are aware of safety issues throughout the school.

Door Security Policy
From time to time it may be necessary to amend the AA’s normal open-door policy and entry may be gained to all buildings by using the AA Membership card and/or the entry buzzer.

Bursaries
See Scholarships and Bursaries section of this document.

Career Advice
Practical training and work experience are an integral part of the 5 year ARB/RIBA recognised course in architecture requirements for students planning to register as architects in the UK. The Architects Registration Board (ARB) requires a minimum of two years of supervised experience and training in practice before a student is eligible to sit the Part 3 Examination. The first of these years can be completed before the Part 2 examination.
The Professional Studies Coordinator and Alastair Robertson, the Director of Professional Practice, are located on the 2nd floor of No. 36 and can be contacted via email.
The Working out in Architecture Guide written by Alastair Robertson and the AA Course and Examination in Architectural Practice Guide can be found in Appendix D.
Company Secretary

The Office of the Company Secretary manages the flow of business from the Association and School to the Architectural Association’s governing body (i.e., “the Council”), and executes the organisation’s statutory, administrative and business affairs on their behalf. The Office deals primarily with matters related to the maintenance of the Architectural Association’s charitable status, the implementation and improvement of policies and systems ensuring transparency and accountability in the conduct of its affairs, and interaction with the relevant civic, trade and regulatory bodies.

Kathleen Formosa is the company secretary and can be contacted via email. Cristian Sanchez is the PA to the Company Secretary and can be contacted via email. Their office is located on the 2nd Floor 32 Bedford Square.

Complaints

See the AA School Academic Regulations.

Computer Room Guidelines

The Main Computer Room is on the ground floor of 16 Morwell Street. IT Support operates and maintains all computing equipment in the AA and it is also responsible for installing and maintaining the AA’s LAN and wireless networks throughout the AA. There is a help desk in the main computer room. Additionally 39 First Floor Front is available for student use when not being used for teaching. 39 Basement Front is set up as a rendering room and also can be used for small groups of students. All students are issued with Active Directory details to log onto the network and an AA email address. The AA email address will be used for all AA official notifications.

The proliferation of digital design technologies has had a profound effect on architecture. As part of its educational remit, the AA equips its students to use current design systems and software packages to their fullest extent. Photoshop, Illustrator, InDesign, Flash, AutoCad, Microstation, 3DS Studio Max and Maya will be introduced through one-day workshops in Term 1.

Software introductions will consist of six-hour teaching sessions and will be held in 39 First Floor Front. The Term 2 programme offers introductions on the advanced use of selected software packages and 3D modelling and the preparation of files for digital fabrication. There will be eight full-day Saturday workshops in the computer teaching room in 39 First Floor Front.

It is important to note that all students need to register for the software workshops online at Media Studies Website. The registration for each term will be in the second week of term. More specific details about the workshops and registration can be found in the Complementary Course booklet.

Term-time hours: 9am–9pm Monday to Friday; 10am–5pm Saturday; open by appointment on Sunday. Vacations hours: 10am-6pm Monday to Friday.

Password Guidelines

- Passwords are to be treated as confidential information and must not be revealed to any other individuals, including IT staff.
- Passwords known or suspected of being compromised should be changed immediately. Students should ask a member of the IT staff if they require assistance.
- Passwords used for accessing the AA systems should not be used for accessing non-AA systems. Similarly passwords used to access non-work related systems should not be used to access AA systems.
- Passwords used by students must contain a minimum of 8 characters and be comprised of 3 of the following: uppercase, lowercase, number, special character. Students will be required to change their password at the beginning of each academic year.

Bring Your Own Device Guidelines

Use of personal devices such as phones, tablets and computers by students of the AA are permitted to connect to the schools network and use the provided resources. However, the AA has guidelines for the use of personal devices whereby the student must ensure that they:

- Comply with current legislation.
- Use of AA IT systems in an acceptable manner
- Ensure that devices are secured if AA data is stored on the device to prevent unauthorised
access to device.

- Ensure that devices are protected with appropriate antivirus (if available for device) and system and software updates.

**Computer Programs**

All students should request information as to computing hard/software for their relevant programme or unit from their Programme Directors, Unit Masters or Computer Room staff.

Further information regarding email accounts and internet usage policies can be found in the AA School Academic Regulations.

**Council (AA Council)**

The AA Council are the trustees and directors of the Architectural Association, (Inc.) The Architectural Association, (Inc.) is a registered charity and a company limited by guarantee, the primary purpose of which is the running of a school of architecture. The AA Council is elected each year by the membership of the Architectural Association, which includes staff and students. With the exception of those in paid employment at the AA, all members of the Architectural Association are eligible to run for a seat on council subject to certain legal and other restrictions as outlined in the AA’s Articles of Association & By-Laws.

The AA Council for 2012/13 is as follows:

- President: Keith Priest
- Hon Vice President: Diana Periton
- Hon Vice President: Christina Smith
- Hon Secretary: John Andrews
- Hon Treasurer: Sadie Morgan
- Past President: Alex Lifschutz

Members:
- Joanna Chambers
- Eleanor Dodman
- Frank Duffy
- Lionel Eid
- Summer Islam
- Alexander Laing
- Aram Mooradian
- Hugh Pearman
- Yasmin Shariff
- Jerome Tsui
- Paul Warner

The Council meets at least six times each year in order to monitor the Association’s financial health, approve new business and review current initiatives and activities. Meeting dates and agenda items are announced on the Members’ area of the AA Website. In general, Council meetings are open to AA members wishing to attend as observers. Council does, however, reserve the right to hold certain meetings in camera in order to discuss matters of a sensitive nature, which may arise from time to time.

On a yearly basis, the Council endorses the school’s academic agenda, reviews the educational and cultural programme, and considers and approves the AA’s financial statements and proposed budgets. On an ongoing basis, the Council confirms the appointment of all staff, approves new applications to the membership, ratifies AA Diplomas and other academic awards, and promotes the work of the AA through participation in its cultural events and fundraising initiatives.

The Council appoints a Director (who serves within the School Community) responsible for the day-to-day running of the School and related administrative matters. Although the Director is fully accountable to the Council, his/her status is dependent on maintaining the confidence of the school community.

The Council also appoints a Company Secretary to execute and administer, on its behalf, matters related to the AA’s governance, corporate and charitable status, including major contracts, leases,
and other legal, statutory and regulatory matters.

The AA’s Articles of Association and By-Laws (i.e., The Constitution), minutes of past Council meetings, and related documents are available in the AA Library and also on the Members’ area of the AA website. For further information concerning the AA’s Council, governance or charitable status, contact the Office of the Company Secretary e-mail Kathleen Formosa.

Council Tax Exemption

Council Tax is the system of local taxation used in England, Scotland and Wales to part fund the services provided by local government in each country. This tax is paid monthly, often in addition to your agreed rent.

All full-time students are eligible for relief for Council Tax payments, which can normally be secured by a letter written by the School. Students are requested to await receipt of Council Tax notification from their relevant Council authority with their names clearly indicated on the letter, prior to requesting an AA School letter confirming their status as a full-time student with at least 24 weeks attendance each year.

Sabrina Blakstad in the Registrar’s Office can formalise arrangements to issue a letter to Undergraduate students. Graduate students should speak to their Coordinator in the Graduate office.

Counselling

See Pastoral Care section of this document.

Digital Platforms

Digital Platforms (AADP) is located in 37 Bedford Square (1st Floor Back). AADP is responsible for the design and maintenance of the AA’s online resources, including School websites, end-of-year DVD and digital documentation of the Projects Review Exhibition, and other online resources. Instructions for student uploads to online resources are available on the Website.

Digital Prototyping Workshop

The Digital Prototyping Lab, located in 36 Bedford Square basement, offers a number of digital fabrication technologies including five laser-cutting machines available to individual students, four CNC milling machines and two 3D printers operated by lab staff.

Students interested in using the laser cutting machines are first required to attend an induction course, after which they are able to reserve machine-time through an online booking system. People interested in using CNC or 3D printing do not need an induction but are recommended to refer to the online tutorials, or contact the Lab staff for individual or group tutorials on file preparation.

Term-time hours: 10am–6pm Monday to Friday. For further information see the Website.

Digital Photography Studio

The AA Digital Photo Studio is fully equipped with digital SLR cameras, tripods, lights and a variety of backgrounds for photographing models, drawings and installations. Computer facilities are also available for digitally processing the photographs.

The Digital Photo Studio manager, Sue Barr is available from Monday to Wednesdays to give advice and inductions to students using the studio for the first time. The studio must be reserved in advance and during busy periods students are limited to photo sessions of one hour.

Term-time hours: 10am – 9.30pm Monday to Wednesday (6pm – 9.30pm*); 11am – 3pm Thursday & Friday*; 10am – 5pm Saturday* (*Managed by student assistants). Phone: 020 7887 4080, 34 Bedford Square Basement.

Dining Room

See Restaurant and Bar section in this document.
Director / Head of School

Brett Steele is the AA Director and Head of School, and was elected by the AA School Community in 2005 and was then appointed AA School Director by the AA Council. Brett stood for and received a Vote of Confidence by the school community in 2009, and was reappointed for a second five-year term as from 1st August 2010.

The Director of the School is responsible for the overall running and daily operations of the AA School, including the appointment of staff, organisation of the academic calendar, and academic initiatives. The Director is also responsible for directing AA Publications, which produces all School-related print materials including the school Prospectus, Projects Review, exhibition catalogues, and one-off monographs, and the AA Public Programme, which includes evening lectures, conferences and symposia, exhibitions and other events.

The Office of the Director is coordinated by the Director’s Assistant, Roberta Jenkins. The Director of the School establishes the overall direction and vision guiding the development of the School, and works closely with academic and administrative staff throughout the academic year. The Director of the School meets regularly with AA Council Members, who are the Directors/Trustees of the Architectural Association (Inc.), to whom the School Director reports regularly on the academic and other activities of the School.

The Director operates an open-door policy for all AA students, who are invited to arrange meetings with him to discuss any issues that arise as part of their studies at the School. If you would like to make an appointment to see Brett please contact Roberta Jenkins via email.

Disability & Learning Difficulties

The Architectural Association School of Architecture provides all students the opportunity of a high quality of learning irrespective of whatever disability they may have and prides itself with a procedures which treat every individual in a special and caring manner.

The main premises of the AA School are within Georgian listed buildings and therefore are restricted with regard to disability access, but on acquiring further premises disability access has been one of the top priorities which will allow the AA to provide a better learning environment for disabled students.

The AA actively promotes a culture of diversity and inclusion to encourage people to feel free to disclose any disability, should they wish to do so, so that every person / student is treated equal and their requirements are listened to and acted upon to provide the best way forward for their learning environment. All students are encouraged to contact their Programme Director / Unit Master, Course Master and the Registrar with regard to their disability upon entering the School or if already a student as soon as they become aware of their disability. Arrangements can then be sought for that student in order that they gain the quality of education afforded to every student and are not disadvantaged. These arrangements can take many forms and would depend upon the circumstances of that particular student.

Our approach to issues of disability follows very closely the recommendation of Article 15 of the Revised European Social Charter: “Persons with disabilities (children, young persons and adults) should be integrated into mainstream facilities; education and training should be made available within the framework of ordinary schemes and only where this is not possible through special facilities”.

Dyslexia and Dyspraxia

It is widely recognised that dyslexia is prevalent within Art and Design education (Report by Katherine Kindersley 2002). Home students are encouraged to contact their Local Education Authority, as they are eligible to apply for the DSA (Disabled Students Allowance). Subject to assessment by a local LEA, an allowance can be awarded to cover expenses that may arise as a result of studying because of dyslexia. For further information, please contact the British Dyslexia Association; The National Bureau for Students with Disabilities SKILL, or their General Practitioner (Doctor – GP).

Subject to assessment, students may be entitled to various benefits, expenses and learning programmes that can assist their full-time studies. EU & International students are not eligible to apply for a DSA award through Local Education Authorities, and should explore opportunities provided through their home countries or contact their General Practitioner (Doctor – GP) for further advice.

Please refer to the Pastoral Care section of the Student Handbook for additional information on support all students.
Long Term Medical Conditions

The above information / support should be referred to. Please refer to the information on Pastoral Care later in this section.

Doctor / Dentist

See Healthcare section of this document.

Drawing Materials Shop

Located on the ground floor of No. 16 Morwell Street, the shop stocks a wide range of stationery, drawing instruments, computer consumables, videotapes and other essential equipment and supplies – all at very competitive prices. This includes a range of AA merchandise items. The shop also runs an overnight ordering facility for items not regularly kept in stock. Additional services include large-scale printing on the plotter and fax sending.

Opening hours: 10am–5.45pm Monday to Friday. Further information see the Drawing Materials Website.

End of Year Exhibition / Projects Review Publication

The opening of the Projects Review exhibition on the Friday of the last week of Term 3 formally concludes the AA's academic year. The work of all years and all Programmes, Units and Studios is on display for critical review by internal and external students and tutors as well as the interested public and members of the profession. It forms a useful means for AA students to inform themselves for future Unit choices.

The Projects Review Exhibition is on display throughout the month of July. There is an accompanying catalogue of the exhibition, called the ‘AA Book’. This publication is produced for the opening of the Exhibition with contributions from all parts of the School, each deeply involved in the writing, graphic selection and layout of their pages. The remarkable time in which this publication is produced – at one of the busiest times of the year – is a tribute to the dedication of the tutors, students and support staff of the School. Records of past Projects Review exhibitions can be found online here and on the AA log.

End of Year Tables

See the AA School Academic Regulations for assessment procedures.

Enrolment

See Registration section of the AA School Academic Regulations.

Equality and Diversity

The School is committed to ensuring equal access, treatment and opportunity to all students irrespective of their gender, age, disability, race, nationality, ethnic or national origin, religion, sexual orientation or personal circumstances. The Equality Act 2010 which came into force in October 2010 imposes on all public bodies, including educational institutions, the need to:

- Eliminate harassment, discrimination and victimisation;
- Advance equal opportunity;
- Foster good relations between diverse groups.

Therefore the school would expect the following from all staff and students:

- To oppose all forms of harassment, discrimination and victimisation;
- Create an environment in which student goals may be pursued without fear or intimidation or victimisation;
- Ensure victimisation does not take place with regard to any student who has complained or given information in connection with such a complaint;
Report unacceptable behaviour that is contrary to equality legislation and principles;
Treat all students fairly and with respect;
Ensure an environment for all students to participate fully in the learning process;
Ensure that learning and / or other materials do not discriminate against any individuals or groups;
Ensure that learning resources are equally accessible to all students.

The school will be committed to ensure that all staff, students and visitors comply with the Equality Act 2010 and that the procedures stated above are acknowledged and fully implemented and will be revised on a regular basis by the Human Resources department.

Should a breach of the above Equality Act occur please speak to the Registrar (located on the 2nd floor of No 36 Bedford Square) via email or the Head of HR (located on the 2nd floor of No. 33 Bedford Square) via email.

Examinations
See the AA School Academic Regulations for assessment procedures.

Exhibitions
AA exhibitions are an important part of the AA’s Public Programme. Exhibitions staff coordinate, produce and install a dozen or more exhibitions each year, which take place in the Exhibitions Gallery on the ground floor of 36 Bedford Square, and in the Front and Back Members’ Rooms and Bar on the first floor.

Exhibitions begin in October each year, and culminate in the end-of-year Projects Review exhibition featuring the work of the entire School. Projects Review opens on the final Friday of the academic year; this year it will open on Friday 21st June 2013.

The Exhibitions office is located on the Ground Floor of No 38 Bedford Square and further information on upcoming exhibitions can be found in the Events List and on the AA Website.

Fee Payments & Deposits
Tuition Fees* for the upcoming academic year are announced in January of that year and are subject to change. For many years the AA has worked hard to minimize any increases to levels consistent with cost-of-living increases in London. The AA Council has ratified the fees for main school programmes for the 2012/13 academic year. These fees are as follows:

Undergraduate School*
- Foundation: £16,077
- Undergraduate (First to Fifth Years): £17,814 (per year)

Graduate School*
- 12 month MA/MSc: £20,883
- 16 month March: £27,844
- MPhil/PhD Research Degrees: £18,713
- MPhil Projective Cities (20 months): £12,474 for the additional 8 months
- AAIS full time (12 months): £16,077; part time, two days per week for two years: £6,429 (tuition fee level for 2012/13)
- Conservation of Historic Buildings, AA Diploma, part time, one day per week for two years: £5,799 (tuition fee level for 2012/13)

* There is an additional £60 membership fee and £35 student forum fee per year (subject to change).

Part 3 Programme
- Pre-registration £250
- Seminar series registration £895
- P3 Exam £595
- Weekend Seminar ‘Contract Game’ £250
All students are encouraged to pay a year’s fees in advance, in order to take benefit of a 3%* discount for the year, if paid by the end of June / beginning of July prior to the upcoming academic year. Students unable to pay the entire year’s fees in advance will be invoiced to make payments at the beginning of the Terms 1, 2 and 3, or alternatively, in monthly instalments by prior agreement with the AA Registrar’s Office.

Fees paid by new students also include a deposit, equivalent to one term of fees. This sum is retained as a non-refundable deposit and credited towards the final term of study by a student in the school. (*subject to change)

The accounts department can be found in the Basement of Building No. 36 Bedford Square for students wishing to enquire/obtain individual tuition fee information for their studies at the AA School.

Financial Aid / Assistance
See Scholarships and Bursaries and / or Student Loans section.

Graduate Management Committee (GMC)
See the AA School Academic Regulations.

Gym Membership
The local YMCA gym is the closest to the AA School and offers full time students discounted membership. A letter confirming your student status can be requested via the Undergraduate / Graduate Coordinators office. For further information on the facilities at the gym please visit the YMCA Website.

Head of School
See Director.

Health Care

Doctors
Overseas full time students, who are intending to study in the UK are entitled to most health care free of charge from the NHS.

Bedford Square Medical Centre
60 Bloomsbury Street, London, WC1B 3QU
Phone: 020 7580 7128

All AA students may now register to use the facilities of this practice. Additional information on this practice can be obtained from the Registrars office.

It is recommended that as soon as a student secures a permanent address in the UK, that he/she then registers with a General Practitioner (doctor) at the above practice or a local practice or health centre near to where the student lives, as this is the only way to be seen by a doctor in order to obtain prescriptions for antibiotics and minor medications, or for referral to consultants for more serious health issues. Proof of address will be required (contract, utility bill).

Prescriptions are not free of charge and payment will be required (currently £7.40) for the medicines that have been prescribed when collected from a chemist/pharmacy.

A list of doctors in the local area can usually be found in a pharmacy, chemist or post office. Further information can be found by visiting the NHS Website. On the top right hand side corner is a search bar; to find a local GP put your postcode in the box and click go. This will bring up a list of practices in distance order from your postcode.

Dentist
Students who qualify for free NHS medical treatment are also entitled to NHS dental treatment, but you must be registered with a doctor to qualify. NHS dentists can be hard to find but the cost is much lower
than a private practitioner. There is also a helpline offered by the British Dental Association on 0870 333 1188 or visit the NHS Dental Website.

Hooke Park

Hooke Park is a 350-acre woodland in the West Dorset area of outstanding natural beauty. Previously developed by an institute researching new uses for wood in modern construction, the Park is organised as a campus and provides the AA with a valuable education and research resource. The ongoing management strategy will continue to be sympathetic to the rich diversity of the woodland’s flora and fauna.

Hooke Park is available for use by AA School units and programmes throughout the entire academic year but must be booked in advance. Bookings are made online by tutors on a first-come, first-served basis, and are subject to approval by the Director of the School and the Director of Hooke Park. Students wishing to use Hooke Park for educational purposes outside the scope of unit work must first get their proposal approved through their tutors and make the booking through them.

Accommodation

The dormitory, Westminster Lodge, accommodates 16 people in eight rooms each with two single beds, a toilet, shower and wash basin. A further eight fold-out camp beds are available for short visits. There is a large communal room with a wood burning stove. Basic tutor accommodation is also available in the hut adjacent to the workshop, where there is a room with two beds and a shower room. B&B and hotel accommodation is available in Hooke village, Beaminster and other local towns. Meals are provided in the Hooke Park refectory. See the booking form for further details.

Workshop

The intended use of the workshop should be described on the booking form, and approved and arranged with the workshop technician before the visit. The workshop is supervised for machine-tool use between 9.00 and 5.00, with lunch break 1.00–2.00. The workshop is fully equipped with woodworking hand-tools, and power tools as listed below:

**Workshop machinery:** 3-axis CNC router 1220mm x 2440mm bed, tilting arbour saws, wood lathes, metal lathe, band saws, morticer, planer thicknesser, bench grinder, bench drills, horizontal borer, bench mounting disc sander, belt finisher, panel saw. Spindle moulder and four sided planer (only operated by workshop staff).

**Portable electric tools:** Jigsaws, cordless drills, palm sander, belt sander, router, grinder, heat gun, pistol drills, plaster board driver, fret saw. Electric plane, biscuit jointer, circular saw, gas nail gun (under instruction only).

Forest

The Hooke Park estate comprises approximately 140 hectares of woodland, consisting mainly of spruce and beech trees planted in the 1950s. As Hooke Park is a working woodland, any activity that requires access to the forest or may otherwise affect the forest or the forestry activities should be indicated on the booking form so that access can be coordinated with the forester.

Insurance

Students are strongly encouraged to obtain personal coverage of their belongings, including the contents of their accommodation as well as personal computers, cameras and other equipment. The AA is not responsible for the loss of personal belongings of students or staff while on school premises. Normally, insurance application forms can be obtained online from companies offering insurance coverage for personal computers and other effects. Students must abide by the requirements of their insuring company regarding the securing of equipment in the studio space.

Travel insurance for official unit trips is organized by the Programme Directors/Unit Masters with the AA Company Secretary’s Office.

Introduction Week

Introduction week for the 2012/13 academic year is Monday 17th to Friday 21st September 2012. The first day’s activities listed below are an example of the week’s activities.
Monday 17th September 2012
Welcome to the AA!
Information packs will be available on arrival.
10.00–16.00 Registration for All Students
Lecture Hall
Please see times for your course below
10.00–13.00 Registration for all Foundation, First Year, Sustainable Environmental Design, Emergent Technologies and Landscape Urbanism students
14.00–16.00 Registration for all Intermediate, Diploma, DRL, PhD, AAIS, History & Critical Thinking, Housing & Urbanism, Projective Cities, and Design & Make students
To register you will need:
- A copy of your passport
- If you are from outside the EU, a copy of the visa allowing your stay in the UK for the duration of the academic year.
- Addresses and telephone numbers where you can be contacted in London and out of term time.
- Any outstanding documents as listed in your official offer letter.
- If you have not already paid your fees, please bring your chequebook or confirmation of payment if transaction has been undertaken in the past one/two days.
10.00–16.00 General Information Session
Lecture Hall
AA Student Forum, the YMCA, and a representative from a local doctor’s office will hold stands with information for new students.
12.30–14.00 Lunch
Dining Room
17.00 Director’s Welcome
Lecture Hall
Brett Steele, AA Director will welcome you to the School. Keith Priest, president of the AA Council, will speak about the Association, and the AA Student Forum will introduce themselves.
18.00 Welcome Drinks
Dining Room
Drinks for all new students
19.00 Bowling
Bloomsbury Bowling Lanes, basement of Tavistock Hotel, Bedford Way WC1
Meet in front of the AA at 7.00, or meet at the venue. Arranged by the Student Forum.

Letters
New Students
Upon receipt of the completed admission form, required deposit, fulfilment of all entry requirements and UKBA documents, new students can obtain a CAS (Confirmation of Acceptance for Studies) for a visa application from the Admissions Coordinators.
During Introduction Week registered new students are also able to request letters of reference for obtaining bank accounts, securing accommodation, etc, from the Admissions Coordinators in the Registrar’s Office. Please remember that before a letter can be written to secure a bank account, a student must have a permanent UK address and supply a copy of their passport.
Continuing Students
Once students have registered, the following types of reference letters can be obtained by contacting the Undergraduate School and the Graduate School Coordinators*:
• Confirmation of studies;
• Confirmation of passing year;
• Bank letter;
• Gym membership;
• Landlord references;
• Visa letters (for unit trips);
• UK trip letters.

Full time students are also eligible for relief for Council Tax payments. Please see the Council Tax section.

* If you require a specific letter please discuss directly with your Coordinator.

Library

The AA Library was founded in 1862 with a stock of ten books, various societies’ transactions and proceedings, and a number of journals. It now has over 46,000 volumes, with books and journals on the history of architecture of all countries and periods, current architectural design and theory, building types, interior design and landscape design. It holds rare and early works – the earliest is the Nuremburg Chronicle of 1493 – and special collections on the modern movement, international exhibitions, the nineteenth century and garden cities. A large collection of CDs/DVDs is available. In addition to online access to the Avery Index, the Art Index (full text), JSTOR, the Construction Information Service, Material ConneXion, CuminCAD and RUDI, the library has full text subscriptions to a number of art and architecture journals which can be found listed on the E-Journals page of the library’s website. The library also receives print editions of 118 periodicals and holds a substantial number of key historical magazines, including Wendingen and L’Architecture Vivante. The library includes the Archives of the Architectural Association, which consist of around 500 cubic feet of documents.

The library’s loan, reference and information services are available only to staff and registered students and members of the Association. Most materials may be borrowed from the library, although periodicals and some books are for reference only. Eight books may be borrowed by members; up to ten books at a time can be borrowed by undergraduate students; and graduate students and staff can borrow a maximum of 12 books.

The library website provides information about opening hours and policies and acts as a portal through which research can be undertaken on the internet. The online catalogue allows users to check the library’s holdings and their availability, as well as to reserve and renew books online.

Term-time hours: 10am–9pm Monday to Friday; 11am–5pm Saturday. Additional information visit the Library Website.

Research in outside Libraries

The Library at the AA provides access to some outside library resources for students.

The British Architectural Library at the Royal Institute of British Architects (66 Portland Place, London W1B 1AD) is free for on-site use to all registered architectural students. Hours of use, etc. are available on line at this link. It is the architecture library of record in the UK, and also provides the Architectural Periodicals Index found within its online catalogue. The National Art Library at the Victoria and Albert Museum (Cromwell Road, London SW7 2RL) also provides free access to students as a reference library for art and architecture material. You must register as a Reader before you use the library; you may do this in advance online. For more information about hours, etc, please consult the website. Additionally, students may find the Westminster Reference Library (35 St. Martin’s Street, London WC2H 7HP) an additional useful resource for art and design materials. Additional information can be found on their website.

All students may request material not held in the AA Library through Inter-Library Loan. When undergraduates are doing research in a unique area where the AA Library lacks a specific resource, they may request the material on Inter-Library Loan; they will need to talk to the Inter-Library Loan Librarian, Beatriz Flora, to ascertain that the material is not available elsewhere. Graduate students may request a range of materials related to their research topics; requests may be limited if a student requests a large number of items. Forms can be submitted either at the Issue Desk or online through the catalogue (see “Requests” on the library catalogue website). All Inter-Library Loans are limited to three renewals.
Graduate students can apply for admission to the British Library (96 Euston Road, London NW1 2DB, next to St Pancras station) to use the resources on-site; they should go to the British Library Admissions Office and bring a letter from the AA’s Librarian to show on which course they are currently registered, proof of identity and proof of address. There is no fee involved. Further information can be found on the British Library website.

Ph.D. candidates have access to the Open University Library and resources through SCONUL Research Extra, such as the M25 Consortium libraries. Ph.D. students must first be registered with the OU before joining the OU Library and then complete a SCONUL Research Extra registration form. They will then be issued a SCONUL Research Extra card and access to resources on the website.

Mobile Phones
To secure a personal mobile phone in the UK, which is generally arranged as a one-year contract, students are normally required to have a UK home address and UK bank account. An alternative option is to obtain a ‘pay as you go’ mobile phone account.

Modelmaking Workshop
The Model Workshop offers assistance and equipment to construct small-scale objects. It specialises in casting, plastics and small-scale modelmaking, and has an adjoining yard for larger work. All registered students are able to use these facilities. New students must attend a short induction course.
Term-time hours: 10am–6pm Monday to Friday; Saturday by appointment. Further information can be found at the Modelmaking Workshop website.

Open Days
Undergraduate School Open Days
Foundation/First Year: Monday 7 November 2012.
Fourth Year: Monday 5 December 2012.
Further details will be available on the AA website closer to the dates. Individual or group visits for those interested in applying can also be arranged with advance notice. For further details please contact the Undergraduate Admissions Coordinator on T + 44 (0) 20 7887 4051 or email.

It should be noted that new and current students are encouraged to visit the AA in July in order to see the end-of-year Projects Review Exhibition, displaying graphic and written work from across the entire School. This gives the students an effective way of gaining an overall impression and understanding of the types of projects, interests and approaches the Unit is interested in pursuing.

Graduate School Open Day
Graduate: Friday 18th January 2013.
Further details will be made available through the AA’s website nearer the date. Individual or group visits can also be arranged with advance notice. For further details please contact: Graduate School Admissions T +44 (0)20 7887 4067 or email.

Opening Hours
AA studios are not 24 hour facilities. For the personal safety and benefit of AA students, studios are closed before the nightly closure of the London Underground. The AA School premises are open normal working hours during term time, and the weeks proceeding and following the academic term.

Bedford Square
The main AA Bedford Square buildings are normally open from 9.00am to 10.00pm, Monday through Friday and 10.00am to 5.00pm on Saturdays. The majority AA Bedford Square buildings are closed on Sundays.

4 Morwell Street
The Morwell Street premises (No. 4) are open normal working hours during term time. The building is
open from 9.00am to 10.00pm, Monday through Friday and 10.00am to 5.00pm on Saturdays. This building is closed on Sundays.

16 Morwell Street

The Morwell Street studios (No.16) are normally open 10.00am to 10.00pm, every day of the week. The studios are open during term times and during the break between terms subject to agreement on dates, and closed at Christmas and Easter.

All Undergraduate/Graduate students making use of these studios agree to abide by a common set of rules, which are applicable to all studio spaces. Please see the AA School Academic Regulations, Teaching and Studio Spaces.

Pastoral Care

All students experiencing difficulties personally or with their studies should initially consult with and notify their Programme Directors/Unit Masters/Tutors/Registrar/Coordinators. Following this initial meeting the student should then contact and arrange to meet with the Registrar by email.

Further meetings can be arranged with the Director of the School, Brett Steele, or with Jorge Fiori, Head of the Graduate Management Committee, if the matter is related to academic or study activities. Students are encouraged to contact staff quickly of any issues or concerns that arise at any time throughout the year.

The AA School has access to psychological counselling services, and appointments can be arranged during term times through the office of the AA Registrar. All information given is treated in the strictest confidence. Information given to the counsellor is NOT reported to the School unless the student is deemed to be a danger to him/her-self, or to others. The AA School may, in some circumstances, refer students for treatment at the recommendation of a tutor or other School or Association employee. These references are also handled in the strictest confidence, and information given to the counsellor is not reported to the School.

Photo Library

The Photo Library holds around 150,000 slides of both historical and contemporary buildings, 25,000 slides of AA student work and several valuable photographic archives by F R Yerbury, Eric de Maré, Reyner Banham and Ahrends Burton Koralek. The unique collection was originally created by AA students and staff returning from school trips and other travels. Many were members of the AA Camera Club (founded in 1893, re-launched in 2006 to encourage current students to contribute images to the library).

AA students and staff can download low-res images from a fully searchable website featuring 8,000 images from the collection. We also publish cards and postcards from the collection which are available from the AA Bookshop and we hold regular exhibitions featuring the work of photographers who have made the biggest contributions to the collection in recent years. The Photo Library also holds archive recordings of over 1,500 AA lectures and conferences dating back to the 1970s that include titles by Cedric Price, Peter Cook, Robin Evans, Rem Koolhaas and Zaha Hadid. A broad selection of recent lectures are available online.

There is also a collection of over 1,000 films and documentaries which can be viewed in the cinema or borrowed overnight. The cinema is equipped with 20 seats and can be reserved for unit, programme or student screenings. The cinema is also the venue for the AA Film Club, held weekly and curated by students to highlight specific filmmakers and different cinematic genres throughout the term.

The photo library is located on the ground floor of No. 37 Bedford Square. Opening hours: 10am–1pm and 2pm–6pm Monday to Friday. For further information see the Photo Library website.

Pigeonholes / Student Mailboxes

Each student has a pigeonhole where information is left by the School. Foundation, First, Second and Third year pigeonholes are located at the Rear Ground Floor of Building No. 36, Diploma pigeonholes are in the Diploma corridor (3rd floor of No. 36 Bedford Square). Names will be allocated to pigeonholes as soon as possible at the beginning of each academic year.
Plagiarism and Student Work Substitution

Plagiarism is defined as stealing another person’s work and ideas and using them as though they were your own. It is plagiarism if you do not acknowledge the co-operation of another person who works with you or who gives you permission to use their work or if you use research without crediting the source.

Student work substitution is the submission of another students work in entirety. Plagiarism and student work substitution are very serious offences at the AA School and these practices are considered unacceptable and can lead to failure and removal from the School.

Students who offend this respect will be warned during individual tutorials/group tutorials following the preliminary consultations of the design work/coursework. In the case of suspicion of any such practice in relation to submitted design work/coursework the student will be called to meet with Programme Directors/ Unit Masters/Course Programme Masters/Registrar.

If there is inconclusive evidence of dishonest intent the student will be given one opportunity of re-submission. In a case of clear evidence of improper practices the submission will be passed to either members of the Undergraduate Group or the Graduate Management Committee for review and discussion.

Extensive and systematic dishonesty will be penalised and the School may impose any or all of any of the following penalties on a student found guilty of plagiarism:

- Removal from the School, without right of resubmission;
- Suspension from registration at the School or in particular courses for such period as it thinks fit;
- Denial of credit or partial credit in any course, courses or design work (portfolio);
- An official letter of warning / conclusion to be issued within 2 working days of the decision taken.

Plagiarism Prevention

A “Turnitin” site is in operation at the AA School and is available to staff and students to review papers and identify unoriginal material. For access to this site contact your Programme Director, Unit Masters/Course Programme Masters in the first instance.

Print Studio

The AA Print Studio is an essential infrastructural resource for the entire school, located on the 2nd Floor at No. 37 Bedford Square. The Print Studio includes editors, graphic designers, an art director and production manager, who are responsible for working closely with the Director’s Office and the entire school in the production of the print media produced by the School throughout the year.

The AA Print Studio is also responsible for coordinating and producing books, catalogues and other materials sold by AA Publications, including AA Files. The Studio each year produces the School Prospectus and Projects Review, documenting the courses as well as final results of the school each academic year.

Opening hours: Monday to Friday 10am-6pm.

Prizes for Students

AA Prizes are awarded annually and are presented at the Graduation Ceremony on the last day of the academic year. Programme Directors/Undergraduate Unit Masters/Tutors, Foundation Course Masters and Complementary Studies Programme/Course Masters are requested by the Director of the School to nominate students within their course/unit to be considered for one of the available prizes.

Nominations are assessed by the Director of the School and at least 3 – 4 members of the newly formed Academic Board. Many of the AA Prizes have been established for a number of years, for example the William Glover Bequest established in 1913, Henry Saxon Snell Award in 1909 and the Ralph Knott Memorial Fund in 1931. Further information on student prizes can be found on the website, in the Weekly Events List (where appropriate) and in the Prospectus.

Progress Reviews

See the AA School Academic Regulations for information and guidance on progress reviews.
Registrar’s / Coordinators Office

The Registrar and her team are responsible for the day to day running of the graduate and undergraduate school administration. The Registrar works closely with the School Director, as well as the Assistant Registrar and Coordinators of the School, in order to ensure that the academic timetable is organized so that it fulfils the requirements of the ARB/RIBA, OU and QAA validation processes.

The Registrar’s Office is located on the 2nd floor of Building No. 36 and operates an open door policy to ensure that staff and students are able to discuss any details of their course/programmes or to help with problems/concerns they may have encountered in an efficient and effective way.

The Registrars’ and Coordinators’ Offices are normally open Monday-Friday 10am-6pm.

Registration & Notification of Continuing Studies

See the AA School Academic Regulations.

Registering with Police

A student could be asked by Immigration Officials at an airport / port to register with the Police. This visit should normally be undertaken within seven days after arrival in the UK. Check the stamp in your passport; if it mentions that police registration should take place, a visit will be required to the Overseas Visitors Records Office at Ground Floor, Brandon House, 180 Borough High St, SE1 1LH (next to Borough Tube station).

To register with the Police, the requirements are: passport, an AA letter of acceptance, home office letters if applicable, and a London address. The office is open between Monday - Friday 9am-4:00pm, Tel: 020 7230 1208. There is a fee to register (£34). If the accommodation address is not in the Metropolitan Police Area, contact should be made with the local police service for the address and opening hours of other police registration offices. See the website for full details and procedures.

Restaurant / Bar

The bar and restaurant are open in term time to students, members, staff, friends and guests from Monday to Friday. Coffee, tea, pastries, sandwiches, snacks and drinks are served in the bar on the First Floor of No. 36 Bedford Square from 9.15am until 9.00pm Monday to Friday during term time.

Lunch is served from 12.15pm to 2.15pm Monday to Friday and 10am to 4.30pm on Saturday during term time in the dining room in the basement of No. 36 Bedford Square. The menu of the day can be viewed on the Restaurant website.

RIBA – Student Membership

Students on the five year ARB/RIBA recognised course in architecture are eligible for RIBA student membership. Student membership is free and entitles you to a wide range of benefits and services to boost your development which include:

- Being part of a prestigious and world renowned institute;
- Free use of the RIBA library and Information centre;
- Monthly RIBA Student newsletter featuring information about the latest architectural events taking place;
- Preferential rates for seminars and lectures at the RIBA;
- Access to RIBA Knowledge Communities and RIBAnet;
- Discounted subscription to the RIBA Journal for only £37 a year;
- 10% discount at RIBA bookshops in store and online;
- Exclusive funding opportunities available for students.

For details on any of these benefits and services, please call the Information Centre on 020 7307 3600 or visit the RIBA website.
Scholarships/Bursary Awards and Student Assistantships

The AA is committed to giving as many talented students as possible the opportunity to study. Around one in six AA students receives financial assistance from the Scholarship, Bursary and Assistantship programme.

What is the difference between a Scholarship and a Bursary?

Scholarships are offered to new First, Second and Fourth Year applicants who demonstrate academic excellence and financial need. They are available for two or three years, subject to continuing progress. Bursaries are offered to existing AA students and new graduate students, and must be applied for on a yearly basis.

How to apply for a Scholarship

Undergraduate applicants must complete the main application form no later than January 2013, stating their interest in an AA Scholarship in the ‘Scholarships and Awards’ section. Students whose work is considered to be of scholarship standard will be asked, after an entry interview, to complete a scholarship application form, provide financial information and prepare a portfolio for the scholarship committee.

For further information contact the Admissions Department on: T +44 (0)20 7887 4051 or email.

How to apply for a Bursary for Undergraduate students

Bursary application forms are available from the Registrar's Office from the end of March and should be returned by mid-May. The Undergraduate Bursary Committee, which meets in June to distribute the awards, bases its decisions on academic performance, recommendation from the tutor and financial need. Named Scholarship and Bursary Awards, are listed on the website.

How to apply for a Bursary for Graduate School students

Bursary application forms are available from the Registrar's Office upon an official offer of a place. Completed bursary forms to be returned by beginning of March. The Graduate Bursary Committee, which meets in March/April to distribute the awards, bases its decisions on academic performance, tutor recommendations and financial need. (Bursary awards range from one to one and a half terms, covering a proportion of student fees per year.)

Student Assistantships

A limited number of assistantships are offered to eligible full-time registered students who are experiencing financial hardship. Students work between seven and ten hours per week, providing assistance with certain administrative, exhibitions, or maintenance functions in return for an agreed remission of part of their fees or towards their living costs. New eligible students wishing to apply will be told the procedure when they register at the beginning of the academic year and are required to put their name forward to the relevant department.

All nominations will be vetted by Human Resources Department and Registrars Office for eligibility. Students will also be required to obtain a National Insurance (NI) Number before undertaking any work in any department. Failure to comply will mean non-payment for work undertaken.

To apply for an NI Number phone 0845 600 0643, visit the NI website or drop in to your local Job Centre Plus for information on application procedure. International students are normally required to attend an interview.

Smoking

The AA School became a smoke-free environment in compliance with UK law on 1st July 2007. Smoking is not allowed anywhere in the buildings, including the design studios, the hallway, or the front porch of AA premises.

Please maintain a reasonable distance from AA premises while smoking; leaving the door open while doing this allows smoke into rooms, attracts attention and has led to computer and other thefts in the past.

Student Cards (AA Membership)

Registered students and staff of the AA automatically become members, and membership is open to
anyone with an interest in architecture. Members participate in lectures and events, visit exhibitions and make use of the AA’s facilities.

Students pay a reduced Student Membership Fee, due annually and billed with the Term 1 tuition fees. Registered full-time students of the School receive complimentary copies of AA Files and the annual Projects Review catalogue published during their period of enrolment.

AA Membership cards are issued to all students upon their registration at the beginning of Term 1. The card can be used to gain access to the entrances of AA buildings and select facilities, which currently include the Computing Studio and Library.

The Membership card is also a pre-paid system, which provides the facility for a cash top-up card that can then be used to purchase food, drink, photocopying, Materials Shop goods and more. The AA Membership card also gives members a 20% discount on AA publications at the AA Bookshop.

Members receive regular updates from the AA by post and email. These include receipt of the weekly Events Lists, AA Files and notification of special AA Member Events. The AA also publishes for its members three times a year an AA Membership Newsletter, titled AAArchitecture, which informs members of recent and upcoming activities.

For any further information please contact the Membership Office which is located on the ground floor of 33 Bedford Square; 020 7887 4076 or email. The office is normally open Monday-Friday 10am-6pm.

### Student Forum

Student Forum is currently a voluntary-based and funded student organisation within the AA representing the student body, and acting on behalf of it within the larger AA community. The aim of Student Forum this year is to promote and increase students’ awareness and participation within the school, not only through school politics, but also student initiated projects, events, installations, and fundraising. The Student Forum will also be responsible for giving out travel bursaries based on financial need. A formal election process will be set-up at the end of each first term of every academic year, where students from any part of the school will be able to candidate themselves and then be elected to the Student Forum during the registration week of second term.

Current representatives of Student Forum are:

- Stefan Jovanovic (2nd Year)
- Joy Matashi (2nd Year)
- Tyler Bollier (2nd Year)
- Ahmad Al-Tahhan (2nd Year)
- Katy Long (2nd Year)
- Sophia Chang (2nd Year)
- Natasha Rieffel (2nd Year)

To contact the Forum please click here. Student Forum meets every other week in the bar. Student Forum events will be announced via posters around the school and will be published in the weekly events list.

### International Student Identity Cards

The cost of this card is included in the AA Student Forum membership fee. Once we have a comprehensive list of all registered students the Forum will place an order for the cards. They are usually received by the end of October. A notice will appear in the Events List when the cards can be collected from the Admissions office.

### Student Forum Travel Bursaries

Each year the AA Student Forum provides selected students financial assistance for unit trips i.e. partial funding of travel costs. The call for submissions is announced during Term 1 of each academic year and students are required to email the Student Forum a short application including the following information / documentation:

- Contact details;
- Candidate Statement explaining your financial situation and details of the trip;
- List of travel expenses (Accommodation and flight costs);
- Evidence of expenses when available (receipts or estimated travel costs).
Should you go on a Unit trip before the deadline there is the possibility of getting reimbursed. A jury will be formed to award the bursaries making sure that all the candidates remain anonymous during the entire process. In case you were awarded a Travel Bursary, you will be contacted by the Student Forum.

**Student Loans & Outside Financial Assistance**

New AA students (2012/13) from the UK and EU are currently eligible for a Tuition Fee Loan (non-income assessed). For further up-to-date information students should go to the student finance section of the website [Direct Gov website](http://www.direct.gov.uk) or [Student Loan Company website](http://www.studentloancalculator.org.uk) bearing in mind that the AA is a private institution and so not all this information applies. New students who have been offered a place should apply to the SLC. Those transferring from other British schools must inform the SLC / LEA.

**Student Loans**

Student loans are available to home students, or those who have lived in the UK for three years prior to embarking on higher education, for living expenses.

At the present time EU students are not eligible for student loans for living expenses unless they have been resident in the UK for three years prior to embarking on higher education.

All the above information is subject to change – please check the SLC website for up-to-date information: [Student Loan Company website](http://www.studentloancalculator.org.uk).

**Studio Spaces**

The AA manages studio spaces for students in the Bedford Square and Morwell Street buildings.

**Term Dates**

A summary of the 2012/2013 Academic Important Dates is outlined below:

- **Introduction Week 2012** (Monday 17th to Friday 21st September);
- **TERM 1** (12 Weeks): Monday 24th September to Friday 14th December;
- **Student Vacation**: Saturday 15th December 2012 to Sunday 6th January 2013 inclusive;
- **TERM 2** (11 Weeks): Monday 7th January to Friday 22nd March;
- **Student Vacation**: Saturday 23rd March to Sunday 21st April inclusive;
- **TERM 3** (9 Weeks): Monday 22nd April to Friday 21st June 2013;
- **Friday 21st June – Graduation Awards Ceremony**.
- **Graduate School MA/MSc students only – Term 4 – Monday 24th June to Friday 20th September (13 weeks)**

A full copy of the Academic Important Dates can be found in the AA School Academic Regulations, the Complementary Studies Course Booklet, from the Registrars Office and the Undergraduate/Graduate Coordinators offices (2nd floor of 36 Bedford Square).

**Transcript of Studies**

Transcript of studies can be requested via the Registrars office. Undergraduate students who have completed their studies please contact Sabrina Blakstad in the Registrars office; Graduate students who have completed their studies please contact Clement Chung in the Graduate Office. Undergraduate and Graduate charges: £40 per 5 authorised copies.

**Transport in London**

The London Underground railway, or the “Tube”, is London's quickest and most popular form of transport. Services run from approximately 6 am to midnight every day except Sundays and bank holidays (both have a separate timetable) including Christmas Day. There are 12 Tube lines identified by different colours on the tube map (available from all tube stations). The London underground is divided into 6 travel zones, zone one being the most central. Unless you have an Oyster card or travel card you must buy a ticket before you travel. The Oyster card for anybody using public transport is the best and cheapest way to pay. Full information can be obtained on the [TFL website](http://www.tfl.gov.uk).
Buses are an alternative to the Tube and again Oyster cards/Bus Passes are the most convenient and cheapest way of paying. If you do not have an Oyster card /Travel Card/Bus Pass tickets must be purchased from the ticket machines at bus stops before boarding any bus. Night buses are the way for many Londoners to get home if they are out late and these run until about 4.30 am. The service for night buses is more frequent within the inner London area and these should run at half hourly intervals.

Student Oyster Card information can be obtained from Danielle in the Graduate Office or by visiting the TFL Oyster Card website where an application can be completed online using your AA membership card number.

Taxis/black cabs are the most expensive way to travel in London but can be useful in an emergency or if you are travelling with friends and can share the cost. Please note that it is not advised to use mini cabs that are not officially licensed (by Transport for London) vehicles, see Getting Around website. Rail travel (young persons railcards -16-25 years of age) are available on the Rail website.

Cycling can be the cheapest, healthiest and fastest way of getting around London. Despite improvement to cycle routes London roads can be dangerous. Transport for London's website provides good cycling code and advice about training.

This website also outlines the Barclays Cycle Hire scheme which has a docking station around the corner from the School on Bedford Square.

Additional information on cycling in London can be obtained from London Cycling Campaign Tel: 020 7234 9310 or on the LCC website. They also produce a list of shops that rent out bicycles. Evans cycles is a common bike shop around London. See their website Evans Cycles.

Unit Seminars and Workshops

Many Units conduct seminars and workshops for their groups in order to deepen some of the areas of research and design specific to the Unit. This knowledge and learning is outside of and in addition to the knowledge achieved through the required Complementary Studies courses on offer to the students.

Seminars are often related to the history and theory of architecture or the development of various media and technologies in architecture. In doing this Units often work closely with outside experts and professionals in their workshops, including experts in such fields as cultural theory, digital fabrication, graphic design, art as well as structures or material technology. Such workshops are conducted at AA Bedford Square, or Hooke Park, where there is more room to build one-to-one structures, as well as in foreign countries directly with students of other Schools.

Unit Trips / Travel

It is strongly recommended that students attend unit trips/programme trips which are generally organised in relation to specific unit/programme briefs. Details relating to the trips are provided by academic staff well in advance of the trips. Undergraduate unit trips should be scheduled so as to minimize disruption with the Complementary Studies coursework.

Trips are normally international visits and students are required to pay for all personal costs associated with the trip. Travel visas may be required and students should be aware that adequate notice must be given to embassies before the scheduled trip. Students should contact the Undergraduate School /Graduate School Coordinators to obtain letters of reference as a required part of the travel visa application.

The AA School does provide travel insurance for all students who are undertaking an official trip. Please ensure that your programme/unit has registered the trip with the AA Company Secretary’s Office and completed the application form in Appendix C. For further information contact Cristian Sanchez by email.

Visas (UK Boarder Agency)

For further information please see the AA School Academic Regulations.

Please find below quick access links to the UKBA Tier 4 Application Forms.

Tier 4 (General) Visa - Applying for Entry Clearance
• Applying for a Tier 4 (General) student visa in your home country.

A Tier 4 visa allows the holder to come to the UK to study full time at the AA for graduate and undergraduate courses.

A Tier 4 visa is normally issued for the full length of your course plus some extra time (3/4 months).

Tier 4 (General) Visa - Extension in the UK

• Applying for a Tier 4 (General) student visa extension in the UK. If you are already in the UK on a student visa, you may be able to apply for a Tier 4 General student visa extension: to continue your course at the AA, or to start a new course at the AA.

A Tier 4 visa will normally be issued for the remainder of an existing course/full length of a new course plus some extra time.

Tier 4 (General) application form & guidance notes

Websites

The majority of Undergraduate Units have their own dedicated websites and online materials, which include examples of student projects, Unit Briefs and additional information. Links to these sites can be found via the main school website. The operation and administration of these sites is the responsibility of the Units, Studios and Programmes running these sites. They are not the property or responsibility of the AA School or The Architectural Association, Inc. An extensive archive of past student projects is kept in the AA Photo Library.

The AA School is committed to utilizing online resources for maximizing internal communication within the school community and the larger AA membership, as well as for extending the School to a larger international audience of interested architects, students and others. The School coordinates these efforts through the work of its AA Digital Platforms team, which consists of designers, programmers and editors who coordinate the school’s main online digital platform, found on the website.

The website’s content management system feed event details, photos, news and notices to Facebook and Google Calendar. The AA users twitter to send reminders to subscribers about public events.

Undergraduate units, Graduate programmes, research clusters and student groups throughout the school are encouraged to produce and maintain their own microsites. Digital Platforms provides technical and structural support to over 50 AA related microsites. By allowing individual groups autonomy in design and structure we have built a truly diverse web presence.

We have over 1500 lectures online, 4500 daily unique visits to the site and over 3000 active participants on Facebook.

Wood and Metal Workshop

The workshop is equipped with machine and hand tools for wood and metal. Facilities are available for working in steel and nonferrous metals, and for precise working in hardwoods, softwoods and panel products. Facilities may be used by all registered students and staff members; external registered students may do so at the discretion of the workshop staff and on payment of a prearranged fee. Hand tools and portable power tools may be borrowed when available. All First Year and new students will be required to attend a short induction course on safe working practices before they can use the workshop. Staff have a broad range of experience and their aim is to support individual projects as well as units whose programmes depend upon the use of the workshop.

Term-time hours: 10am–6pm Monday to Friday; 10am–2.30pm Saturday. Further information see the Workshop website.
APPENDIX A

Providing pastoral care, guidance and student support throughout the year

Brett Steele
AA Director of School
T: + 44 (0) 207 887 4026
E: brett@aaschool.ac.uk

Marilyn Dyer
AA School Registrar
T: + 44 (0) 207 887 4024
E: marilyndyer@aaschool.ac.uk

Jorge Fiori
Chair, Graduate Management Committee (GMC)
T: +44 (0) 207 887 4065
E: fiori@aaschool.ac.uk

Barbara Campbell-Lange
Academic Coordinator / Tutor
E: barbara@campbell-lange.net

ADMINISTRATIVE OFFICES

The Directors office is on the 2nd floor, 36 Bedford Square
Roberta Jenkins
PA to Brett Steele
T: +44 (0) 207 887 4026
E: roberta.jenkins@aaschool.ac.uk

The Registrars office is on the 2nd floor, 36 Bedford Square
Sabrina Blakstad
Registrars Office / External Students Administrative Coordinator
T: +44 (0) 207 887 4023
Sabrina.blakstad@aaschool.ac.uk

The Undergraduate School Office is on the 2nd Floor, 36 Bedford Square
Belinda Flaherty
Assistant Registrar
Academic coordination, scheduling and submissions
T: + 44 (0) 207 887 4092
E: belinda@aaschool.ac.uk

Kirstie Little
Undergraduate School Coordinator
T: + 44 (0) 207 887 4009
E: unco@aaschool.ac.uk
The Graduate School Office is on the 2nd floor, 36 Bedford Square
Clement Chung
Graduate School Coordinator
T: + 44 (0) 207 887 4025
E: clement@aaschool.ac.uk

Danielle Hewitt
Graduate School Coordinator
T: + 44 (0) 207 887 4068
E: gradschool@aaschool.ac.uk

Part 3 Studies Office is on the 2nd Floor, 36 Bedford Square
Rob Sparrow
Professional Studies Coordinator
T: + 44 (0) 207 887 4052
E: sparrow_ro@aaschool.ac.uk

ADMISSIONS DEPARTMENT

Admissions
Saira Haq
T: +44 (0)20 7887 4094
E: saira.haq@aaschool.ac.uk

Admissions (Graduate)
Jess Bugden
T: +44 (0)20 7887 4007
E: Jess_Bugden@aaschool.ac.uk
APPENDIX B

Useful telephone numbers / websites / email addresses:

**Transport**
Oyster card: [www.oystercard.com](http://www.oystercard.com)

**Student Loan Company (SLC)**
Direct Gov: [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)
SLC: [www.slc.co.uk](http://www.slc.co.uk)

**Insurance**
Endsleigh: [www.endsleigh.co.uk](http://www.endsleigh.co.uk)
Saxon: [www.saxoninsurance.com](http://www.saxoninsurance.com)
Cover 4 Students: [www.cover4insurance.com](http://www.cover4insurance.com)

**Citizens Advice Bureau (CAB)**
CAB: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

**Emergency Number**
Police, Fire, Ambulance: 999

**London Victim Support**
T: 0845 30 30 900 (UK wide)
W: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**Crime Stoppers**
T: 0800 555 111
W: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

**National Drugs Helpline**
T: 0800 77 66 00
W: [www.talktofrank.com](http://www.talktofrank.com)

**Drinkline**
T: 0800 917 8282

**Samaritans**
T: 08457 90 90 90
W: [www.samaritans.org](http://www.samaritans.org)

**NHS Direct**
T: 0845 4647
W: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)
APPENDIX C

Travel Insurance

Unit Trips Abroad
In order to ensure adequate and ongoing insurance cover for tutors and students travelling on AA business, protocols have been implemented for booking unit travel. Most important is the requirement that the Secretary’s Office be notified of unit trips at least one month in advance of travel.

Please see additional details regarding the following four areas of concern:

Travel Insurance

The Unit Trip Form must be completed and e-mailed to the Secretary’s Office (cristian@aaschool.ac.uk) at least 1 month in advance of travel to ensure insurance cover. Funds for unit trips will not be released before completion of the insurance policy.

Students/staff who intend to borrow AV equipment, must present this form to the AV department (Joel) as proof of cover. If a claim for AA equipment was unsuccessful because said equipment was inadequately insured, the person in charge of the trip (e.g. the tutor on unit trips) is personally liable for its replacement. Claims for loss or theft should be accompanied by a police report. Students/staff will be expected to prove that the loss was not due to negligence on your or the unit’s part.

Students are responsible for insuring their own laptops.

AA staff (incl. part time, casual, etc) and AA students involved in the Visiting School will be covered as long as their names appear on the insurance form. Local Students participating in the Visiting School are not covered.

Medical assistance:
AA Tutors/staff should collect a Worldwide Medical & Security Assistance Card from the Secretary’s Office.

Visas:
Consular offices generally require proof of adequate medical cover / travel insurance. Students/staff can get this letter from the Secretary’s Office, but please do not leave it until the last minute.

NOTE: if a visa application is denied the consular office should be asked to state their reasons in writing; otherwise claims for travel expenses cannot be submitted.

Sketch Passport
The Secretary’s Office can provide tutors and students with Sketch Passports. These signed and authorised documents ask for permission to study, measure and otherwise explore monuments and buildings abroad. It is written in English, French, Mandarin, Spanish and Arabic.

The Secretary’s Office strongly advises units travelling to sensitive countries and/or conducting research on government buildings, airports, or other secure buildings to obtain these passes for each individual in the group. Note that a passport photo will be required for processing.

Please see Cristian Sanchez in the Secretary’s Office at 32 Second Floor Front if you need more information on the range of cover provided.
## AA TRAVEL INSURANCE BOOKING FORM

### 2012-13

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APPENDIX D

Professional Practice Handbooks
Working out in Architecture

A student guide to getting a job and getting the best out of work experience

Alastair Robertson
AA Director of Professional Practice

November 2001
(Rev. October 2010)

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Introduction

This guide has been written, at the request of the AA Students Forum, by Alastair Robertson, who has been Professional Studies Advisor at the AA since 1975. He has also been responsible for Part 3 at the Royal College of Art and the University of Cambridge.

The guide is designed to help students get the best out of their periods of work experience, normally when they take a year out at the end of their third year.

It gives a great deal of emphasis on how to find the right sort of job and contains a number of useful (if subversive) tips on getting to the head of the queue in the job market. The guide also sets out the basic requirements for practical training laid down by the Royal Institute of British Architects (RIBA), and includes a summary of the conditions that students from overseas must meet in order to work in the UK and satisfy their visa requirements.

Practical training and work experience are an integral part of the requirements for students planning to register as architects in the UK. The Architects Registration Board (ARB) requires a minimum of two years of supervised experience and training in practice before a student is eligible to sit the Part 3 Examination. The first of these years can be completed before the Part 2 examination. However, in most cases, students will need around three years experience before they are really ready for the Part 3 exam, primarily because some of the key experience they need - running projects on site, in particular - is not likely to come before they are regarded by their employers as competent to do so - and this takes time.

The year out is not about experience alone. Students should also begin the process of developing their knowledge and understanding of the legal, contractual and procedural framework of the construction industry and what rules govern their professional role within it through reading and by attending relevant courses on professional practice issues.
Is work experience really necessary?

A few students, a very few, go through their full five years of study without spending any time working in an architectural practice. There is no rule which says this should not be done - but it is not generally a good idea. The normal pattern throughout the UK is for students to take a one year break (the 'Year Out') after their 3rd year and spend most of this period gaining experience of general practice in architecture.

Taking a break at other times is also possible, sometimes desirable, and sometimes necessary for financial reasons. However, students wanting to take an earlier or a later break should take advice first from their Unit tutors and then ensure they have agreement from the Registrar’s Office.

All students wishing to register as Architects and gain a professional qualification are required to have a minimum of two years experience of practice and the Year Out counts towards this - whenever it is taken.

Gaining work experience during the course is of practical help in other ways as well: The opportunity to develop greater technical proficiency; to learn about the legal and regulatory systems which govern how buildings are designed and built; and also to see the products of design taking shape on the ground are immensely important not only as preparation for later employment but also to set a wider and richer context for project work in the Diploma School.

Future employers also expect Diploma graduates to have had some work experience during their course and those that cannot include examples in their portfolios of technical and design work carried out on real projects may have difficulty finding the sort of job they are looking for after Part 2.

Short periods of work experience, in vacations for example, can also be valuable, particularly if students establish a continuity of contact with the same office.

For students from outside the EU and on a UKBA visa. It is quite critical that they obtain sufficient UK-based experience within the timeframe of their visa, otherwise their ability to complete the requirements of the final Part 3 exam may be in jeopardy, hence they should seek to spend their year out within the UK.
What is the right sort of experience to look for?

There is no prescription for what you should do in your year out. If you have no previous experience in offices you must be prepared to do a lot of very basic things to begin with while your employer assesses where he or she thinks you can contribute best to the work in the practice - but things usually get better!

Ideally, you want to be in a practice where there is a lot going on with projects at different stages of development. This gives you the chance to see where and how architects get involved in projects as they progress through the development cycle. It also gives you the opportunity to meet the other key players in the building game: contractors, clients, other construction professionals and those that regulate the system including Planning and Building Control Officers.

Big offices are not always best, not because they are bad employers, but because they are generally highly structured and you may not get as much diversity of experience and direct contact with clients, specialists and contractors as you would working in a smaller office.

Working on big projects can also be a disadvantage, particularly if you get locked into a lot of repetitive work on just one aspect of the project. Smaller projects are more interesting in that they tend to move more quickly and therefore you get involved in more of the project stages.

As a general rule, you should be looking for an office that offers the widest range of learning experiences and avoiding jobs which are narrow, repetitive and keep you isolated from the rest of the design and building team. The fact that you may be a first rate CAD technician or are able to knock off brilliant conceptual drawings for competitions does not mean that that is *all you do* on your year out.

Architects get drawn into a very wide range of design projects including urban design, landscapes, interior design, exhibitions and so on. These areas are all relevant to your work experience and you should get involved if you have the opportunity. Some major contractors and client organisations employ their own architects and it is quite acceptable to gain experience in the architect's department within these types of organisation.

Working in other design disciplines and for contractors where there is no qualified architect to supervise you can be very interesting and useful experience for a short period. The RIBA rules on practical training allow for up 6 months of such
experience to be counted towards the minimum of 2 years required before you are eligible to take the Part 3 examination. However, for students working under UK Border Agency (UKBA) visa regulations, only experience working for a UK registered architect is permitted.

Most students get invited from time to time to take on small private commissions, sometimes in their year out. Although the RIBA rules do not permit self employed practice experience to count towards the minimum Part 3 requirements, if such opportunities arise and they are within your capability they may be worth taking on. However, be very, very careful! It is not a good idea to take on private work at such an early stage in your training without having a qualified architect to act as your mentor. You really will need an experienced person to advise you on correct procedures and on matters such as Building Control and Planning; to check over your detailed proposals; and to advise you on contractual matters. Preferably, if you decide to take on private work, do so in addition to building your experience within an established practice. Also remember - you cannot describe yourself as an Architect until you have passed Part 3 and have registered with the Architects Registration Board. An additional problem is that it will be very difficult, if not impossible to get Professional Indemnity Insurance. Without such insurance, all your financial assets are put at risk if something goes wrong as a result of your designs.

For Home and EU students, working overseas during your year out is permissible and can often be just as worthwhile as working in the UK. Up to one year of overseas experience counts towards the minimum Part 3 requirements. However students subject to visa regulations will compromise their visa entitlements if they do this. Of course its value of non-UK experience depends on the type and scale of jobs you are working on and the experience and training you are gaining in the office. The only real disadvantage, if you have not worked previously in the UK, is that when you come to look for a job at the end of the Diploma School, UK employers may be a little concerned at your lack of local experience.

To sum up: you need to get as wide a range of experience as possible in your year out. You need to meet all the main players in the building game - and have time to find out what they do, how they do it and how they think.

You also need to build the basis of a good work-based portfolio. So make sure you keep samples and examples of the work you have done. The reason for this is that it will be extremely valuable when you are job hunting after Diploma School. Of course employers will be interested in your School portfolio, but you will build their confidence immensely if you can show them good examples of work you have done on live projects.
What the RIBA recommends your 'year out' should cover

The RIBA, the largest professional body for architects in the UK, indicates in its guidance that Professional Training Experience should include the following:

1. Give students reasonable opportunities to gain an adequate breadth and depth of experience from the range described in the Professional Education and Development Record (PEDR). This is likely to include:
   • attending meetings with clients, including discussions on the brief and project drawings
   • attending preliminary site investigations and meetings with local authority officers
   • involvement in preparation of design and production drawings, specification & schedules
   • attending meetings with contractors, QS and specialist consultants
   • involvement in pre-contact job management, contact procedures, writing correspondence & reports
   • making site visits, site meetings with contractors and sub-contractors
   • involvement in post-completion procedures, defects liability inspection and final accounts
   • involvement in office organisation, administration and management

   *NB This is a list for the whole of practical training, and at Part 1 some of these areas are likely to involve 'sitting in on meetings' & 'shadowing'.*

2. Provide an office supervisor - an experienced architect who will be personally responsible for directing a student's work so that adequate experience is obtained. The supervisor must have 5 years experience themselves of architectural design and contract administration, who is readily approachable by the student, but well enough placed in the office structure to have a good knowledge of the overall work of the practice, and able to arrange involvement / experience for the student. This person will be responsible for signing the students PEDR record on a monthly basis.

3. Allow visits / contact with the professional training adviser from the student’s school of architecture.

4. Allow the student a minimum 10 working days per annum for professional activities recognised as broadening their practical training. This may involve
them in time out of the office to attend seminars arranged by their school; or attending site visits or meetings arranged by the office on jobs unconnected with their own job in the office. This educational / training time should not affect their normal leave entitlement or pay. Students should expect to devote an equivalent amount of their own time to such activities.
The basic rules of job hunting

Most jobs in architecture come through personal contact not through job adverts - developing a good network is the best investment you can make. But don’t ignore the advertised jobs either

Advertised Jobs

The main published sources of jobs in architecture are Building Design and the Architect’s Journal. Both are worth looking at regularly to give an idea on what sort of work is available and are a reasonable guide to the sort of salary you can expect. If you see something you are interested in - move quickly. Telephone for more details; check out the sort of people they have in mind; ask if it is possible to visit the office to see what sort of work they do.

Detective work helps - Look out for multiple adverts from the same organisation, even if they are aimed at more senior staff - it may mean they are putting a new project team together and while they have advertised the senior jobs they may also have some more junior posts to fill that have not yet been advertised. Follow the editorial section as well. Practices that have won major competitions and commissions may need more staff and have not yet got round to advertising for them.

The RIBA has a web based job and information service for architectural, design and project management professionals. www.architects-online.org/ which provides both students and practices with an electronic bulletin board for advertising their availability and skills (students) and student training vacancies (practices).

The RIBA also runs a commercial recruitment service - but it is normally only for qualified staff. You can check this out on the Web on http://store.yahoo.com/riba-net/

Developing your Network

At the AA you have a ready made network of qualified architects among the staff. You may also have friends or relatives that are in practice. The initial step in the process is to ask them for their suggestions about architects they personally know who might be prepared to talk to you about getting work experience. DON’T ASK THEM FOR A JOB - If you do and they don’t - they will may not only be embarrassed by having to turn you down but may also be defensive about giving you the contacts that you need. If you don’t and they do have work they think you could do - they will make the offer without being asked. This is the start of your network.
The next stage is to make personal contact (preferably face to face or by telephone) with the individual you have been referred to. The line you should take is that you need some advice on job search and they have been recommended to you as someone who could help DON'T ASK THEM FOR A JOB either, for the same reasons as stated above. Ask whether it would be possible to bring along your Curriculum Vitae (CV) and portfolio for them to look at and give their (hopefully) constructive comments on it. If they have a job they think you would be suited for, they will probably make an offer. If they haven't, you will get the benefit of their advice. However, you also want their suggestions on who you might approach for possible employment. YOU WANT NAMED INDIVIDUALS WHO THEY KNOW PERSONALLY. Don't leave without them.

Congratulations! You are widening the net. It is now down to you to repeat exactly the same process with your new set of contacts. Always making personal contact. Always seeking advice rather than asking for a job directly. Always asking for recommendations about people who might be interested in your work. Always writing a 'thank you' note afterwards.

This is an intensive process - but it is much more likely to succeed than a cascade of CVs in the post to unknown practices. You also get a lot of good advice along the way.

**Be prepared - so you can respond quickly as opportunities arise**

Being prepared means having:
- a short, interesting CV you can put in the post, fax or e-mail within half an hour.
- a tidy, compact portfolio, preferably A3 size, with some really good examples of your work
- an A-Z that will help you find your way to someone's office easily

**The Curriculum Vitae (CV)**  
*(See also Appendix 1)*

CVs have a standard format - and employers expect you to comply with this:
- personal details and contact telephone number, address etc.
- basic educational details and qualifications listed in date order with GCSEs first
- work experience listed in the reverse order with your most recent experience first
- publications (if any)
- other interests, experiences (e.g. travel) and capabilities (e.g. language skills, sporting achievements)
Although some employers will ask for fuller details, you should keep your basic CV to two pages if you can.

A flattering photograph can be helpful sometimes but avoid the passport ‘mugshot’. Thumbnail graphics of work you have done can be added - but with care as you will be constantly updating them.

At this stage, it is helpful to include all your work experience including holiday and part-time jobs. Also include any voluntary work you have done. Where your work experience is very limited, it is often helpful to expand a little on the student projects you have been involved in so the CV does not look too bare.

In presentation terms - be innovative, use colour - you want to catch the attention of the reader. However, be careful that the graphics and layout do not obscure the essential details you need to get across.

You will probably create the document electronically. As you may need to e-mail as a file. Irrespective of what software you use to create it in, make sure you have one version in Word 97 with all the graphics in JPEG format and the text in a standard Microsoft font (e.g. Arial or Times New Roman). Remember it will probably be opened up on a standard desktop PC which will not support fancy fonts or graphic software like Quark or Photoshop. Even sending it as a PDF file can present problems.

Test the finished CV on a fax machine and a photocopier to make sure that it comes through these reprographic processes without losing clarity and readability. If you have an electronic version, send it to someone with a basic PC and ask him or her what it looks like.

*Find out who is the decision maker and make direct and personal contact as soon as possible - it helps to be at the front of the queue.*

**Making Contact**

Never, *ever* write a letter that starts "Dear sir/madam" or set up an interview without knowing the name of the person you are supposed to be meeting. You must always take the trouble to find out the name of the person to whom you should write or talk to about a job.

How do you do this?

If you are 'cold-calling', that is if you have no introduction to the organisation, then telephone and ask the receptionist the name of the person who is responsible for recruitment (and how it is spelled) - and their job title - thank them and hang up. Ring back a little later and ask for their ‘secretary’ - check that the information you
have been given is right and if it is, ask when it would be a good time to telephone them directly - say thank you and hang up again. Avoid speaking to the person directly at this stage if you can - you are not prepared.

Even if you do have a contact name in an office, telephone their secretary to check their name, title and availability.

If you are following up an advertised job, you should also use this opportunity to ask whether there is a standard form of application and ask for one to be sent.

You now know who makes the employment decision, so how do you make personal contact quickly and effectively? Face to face is best and before a formal interview is better.

**If there is a job advertised,** the action to take is to telephone the person in the organisation (whose name you now know), indicate your interest in applying and ask whether it might be possible, informally, to make a *very brief* visit to their office and see the sort of work they are doing. If they ask why? Then your answer is threefold:

- You are *really* interested to see what work they are doing
- It will help you prepare your formal application and
- It will help you select the right sort of work to show them - if you are selected for interview.

This strategy is not always successful in getting you a visit - but it does convey your enthusiasm and interest and, if you do get offered an interview, this will give you a head start over the competition.

If it does work and you are invited for an 'informal' visit, make the most of it, but remember, although it is supposed to be informal, they will be looking you over very carefully. Don't take your portfolio (unless they specifically ask you to - in which case they are treating this as your formal interview), but do take a couple of tidy copies of your CV. Show a lot of interest in the sort of work they are doing *and* the people you meet and *don't* ask about holidays or pay! Try to remember the names of the people you have been introduced to, the projects they have done or are doing and the clients they are working for - this will be really useful if you get to a formal interview. Finally, keep it short and thank them afterwards.

**If no job is advertised,** but you think there may be an opportunity for one, you can either use the 'Portfolio' routine described previously or, if they are a practice with a good reputation for particular types of work or are involved in any well publicised major projects, you can use the 'Interested Scholar' approach. It will
need a little research, but back copies of the leading architectural journals will have all you need for this.

The 'Interested Scholar' wants to talk to people on the design team. So your telephone research should be aimed at tracking down the design team leader for the project you have decided to be so interested in - not the recruitment officer. When you have tracked the right person down, why do you need to visit the office? You have many options:

- You are interested in the building and want to understand more about how it was carried through from concept to construction
- You want to understand how a building of that scale / type / complexity is designed
- You have never visited a major architectural practice before
- You would like to see the detailed drawings....etc.  etc.

Whatever your given reasons, be sure you have done your background research on the project in which you have declared an interest and on the practice itself. If you do get invited to visit, you will be expected to follow through with some intelligent and well informed questions about both.

However, remember that the main purpose of your visit is to find out if the organisation is likely to be recruiting staff, but don't play this card until the very end. If the person showing you around is impressed by your interest in the work of the practice and sees your questioning as intelligent and well informed, they will not take offence if you ask them, at the end of the visit, what opportunities their might be for you to come and work in the practice.

If there does appear to be a possibility of a job , promise to put a copy of your CV in the post. Don't hand one over on the spot - even if you have one with you - you will blow your cover story wide open! Send a copy of your CV to the person you met - even if they give you the name of another contact person in the organisation

If there is no work currently available, write a thank you letter anyway. You have made a good contact that you may well wish to follow up in the future.

**Telephone Tips**

1. Always smile when you are talking to people on the telephone - smiling changes the voice tone and this communicates positively to the listener!

2. Don't be shut out by 'gatekeepers' when you are trying to telephone a particular person in an organisation. Receptionists and secretaries often see it as their duty to block calls from people they don't know.
• You must have the right name of the person you want to talk to (see above).
• You will normally be asked for your name - give it.
• You may be asked what organisation you are from - tell them the "Architectural Association" or whatever School you are a student at (never student from...).
• You may be asked what the call is in connection with - tell them it is 'personal' (surely discussing a job is a personal matter!).

It is a very brave secretary or receptionist that will block a personal call - anyway you are not applying to the office secretary for a job, are you!

*Find out about the organisation before you see them - they are proud of what they do and will be impressed if you know about it.*

Architect's have to be good team players, both outside with others in the construction game and inside with others in the design team. Teams usually succeed best when they share common values and goals. Architects, as employers, are often as concerned about whether new recruits will 'fit in' to their design team as they are about their portfolio. Where students can demonstrate at interview that they have taken the time to try to understand the ethos and the values of the organisation - it can be very reassuring to the employer. However, these are not always transparent, so having some knowledge of their best work can serve a similar purpose.

*Only show those interviewing you examples of your best work - let them guess whether the rest is just as good*

*The Portfolio*

Getting your portfolio right is the second most important thing you must do (the first is to get the invitation to show it!)

It is probably true to say that an experienced architect or interview panel will have made up their mind about your technical and creative ability and its 'fit' with the job they are interviewing you for after looking at the first six drawings in your portfolio.

You therefore need to make a real impact, particularly with those first six pieces of work.

What are the key things to get right in the portfolio?
• Presentation is very important. Searching for a space to open up an A1 portfolio in a crowded office; unravelling and trying to hold flat drawings curled in a tube and picking up sheaves of unbound manuscript from the
floor is both embarrassing and unnerving in an interview situation. Unless there are overwhelming reasons for going large, use an A2 or preferably an A3 size portfolio, with everything reduced or properly mounted to fit in it.

- Show diversity in your portfolio - include a mix of creative material (including design development sketches), technical detailing, freehand and CAD - Only include the very best examples, and keep the overall number of pieces of work to around 20. More than 30 pages and the interviewer will get bored. However, examples of research work and written material, neatly bound can also be important.

- Avoid silly mistakes - make sure that none of the material you present has any silly errors or inaccuracies. In the same way that one silly spelling mistake can destroy the credibility of a letter, an obviously inaccurate piece of detailing on a drawing can destroy the credibility of that piece of work - get someone else to check your work is a good idea.

- Clear signposting helps - make sure that each piece of work is clearly and simply described. (e.g. 2nd year project - April 1999 - Barcelona Fountain - isometric projection - scale / ABC Partnership - House for Godot in Fresnes - September 1999 - Detail of atrium roof - scale). You can write more, but much more won’t be read at interview.

**How you present yourself is important - it’s not about posh frocks, suits and ties - it is about presenting the sort of image that the interviewer would expect you to present to their clients.**

**Personal presentation**

This is where an advance visit to the office can be helpful. You can quickly judge the dress code that is the norm - and every office has one. Looking too smartly dressed in a laid-back office can be just as out of place as looking really scruffy in one where more formal dress is expected.

The key thing to put across is that you are well organised and have got your act together. This means:

- not being late for your appointment (always plan your journey to be there 15 minutes in advance)
- knowing the name of the person you are supposed to be meeting
- looking tidy
- having a well presented portfolio

**The interview**

There is no standard format for a job interview. In smaller offices, there may just be one person who will interview you and it may be very informal. In larger organisations and in public sector organisations it may be quite a formal process with several people involved. When you are offered an interview it is worth asking how many people will be on the panel.
Remember - the person interviewing you may be just as anxious as you are to perform well. They will usually have to justify their decision to colleagues and if they make a bad recruitment decision it is their credibility which is at stake - not yours.

**Presentational tips**

Make sure that you:
- Act as naturally as you can and try to convey an positive ‘can-do’ attitude
- Sit up straight - it gives the impression of alertness and interest
- Don't fidget, wave your hands about or play with your face and hair - it is distracting and conveys anxiety
- Keep eye contact with the person while they are asking you questions - if you avert your eyes or stare at your feet all the time it can convey a lack of confidence or dis-interest
- If there is more than one person on the panel, make sure that you make regular eye contact with each person all while you are talking - if someone feels you have ignored them they will not be positive towards you
- Listen carefully to the questions being asked and ask for clarification if you don't fully understand the question
- Be brief and precise in your answers to questions - long and complicated answers may not be understood and can give the impression that your thinking is muddled

**Convey the right attitude - what can you do for the organisation?**

Your task is to convince the interviewer that employing you will be a positive advantage to the organisation. This means concentrating on what you can do for the organisation - not what the organisation can do for you. One of the best ways of getting this message across is making sure you know a little about the organisation before you come to the interview and also show a positive interest in the organisation and its work during the interview itself.

Employers will expect you to be flexible, so don't give the impression, for example, that you are only prepared to work on particular types of project or that you are not prepared to do certain types of work.

You will normally be expected to present your portfolio at the interview. It is a good idea to talk your interviewer(s) through the material. Make it short and interesting. An anecdote or a little story about a key aspect of each project will help bring the portfolio to life.

Most employers will appreciate it if you show an interest in learning new skills. In this context, it is a good idea to ask what opportunities there might be for you to do different sorts of work on different types of project.
Although you will need to know the basic terms under which you will be employed, avoid asking detailed questions at the interview about things like holidays, working hours, overtime and so on. These can be clarified after a job offer has been made - again, you can turn the job down if they are unsatisfactory. If you are not an EU citizen, you will need to tell them about this and state that your mandatory practical training is covered by your ‘Tier 4 Adult Student Visa’ and no additional permission is required.

If you are asked what salary you expect - don't quote a figure - you could lose a really good job by going a bit too high. Instead, throw the question back and ask what they would normally pay someone with your level of qualifications and experience. If it is too low, you can always say so. If you really like the job, but the salary offered is below what you are expecting it is always worth asking whether they would be prepared to review your salary after say, 3 months, when you will have had the opportunity to prove your worth.

If you are changing jobs or have had previous experience, you may be asked why you left. Be careful what you say about previous employers and avoid casting them in a bad light (even if it is justified). Draw out the positive things from the experience.

Finally, be as honest as you can with your answers and don't be tempted to exaggerate what you have done and can do.

If you have medical condition or a disability which may significantly effect your performance at work, you must disclose this. A failure to do so may put you and/or your employer at risk and your job in jeopardy; but do it in a positive way and indicate how you deal with the condition or disability on a day to day basis.

At the end of the interview, thank them for their time.

*Follow up quickly - if an offer is made, write to confirm your interest. Even if you don't get the job, write to thank them for considering you - you never know when you may be back!* 

If you don't get the job, it is worth telephoning to find out the reasons why. There may be some useful things that you will learn from the feedback.

**Be sure about your employment status**

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on a full-time or part-time basis\(^1\) and your employer will be responsible for making
national insurance payments and dealing with tax. By law, you should also
receive a contract of employment (though some employers are lax about this)
that sets out your hours, holiday entitlements etc.

If your status is 'self-employed', you are being effectively hired as a contractor
and are responsible for own tax and National Insurance payments. The RIBA
advises strongly against trainees working as self-employed and non-EU
students undergoing practical training are not permitted to work as self-employed
under Tier 4 Adult Student Visa regulations.

\textit{Salaries}

There are wide variations in what students get paid, particularly in the present
climate:

The most recent RIBA salary survey (2010) indicates the following:

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\hline
Stage & Salary & Per Hour \\
\hline
Part 1 / First Year Out Students (minimum) & \£16,692 / \£20,027 & c. \£8.56 / 10.27 \\
Outside London / In London & & \\
\hline
Part 2 Assistants / Recent Post Diploma & \£25,000 & c. \£13.00 \\
(Median UK) & & \\
\hline
Part 3/ 1-2 Yrs Post Diploma (Median UK) & \£30,000 & c. \£15.60 \\
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Higher figures can be achieved, but be careful, a high paying employer may want
you to do a very specific type of work (e.g. CAD operating) and not be so
prepared to give you a range of training and learning opportunities.

\(^1\) If you are subject to UKBA visa requirements, part-time employment is not permissible.
Getting the best out of your work experience

**Priorities**

What is important in the early stages of work experience is to gain an insight into
- who does what in the construction industry
- how they do it
- how they work together
- how roles, relationships and responsibilities are defined
- what rules and procedures govern the design and construction process and
- the sequence of activities and key stages that are involved

You also need to learn the basic skills and procedures that enable you to pay your way as an employee.

**Getting Started**

If it is your first job in an architectural practice, you may find that for the first few months you will be given a range of fairly routine tasks to carry out. The employer will probably do this in order to find out more specifically what you are good at, whether you fit in with the office and who you get on with best. Also, they will be giving you the chance to learn the basic routines.

If you already have some experience, they may throw you straight into a project team and expect you to get on with it.

Either way, it is easy to get locked into doing basic and fairly routine tasks and not get the opportunity to move on and learn new things and expand your knowledge and experience - this can get very boring. However, there are ways of overcoming this:

**When you start the job - ask for regular progress reviews - say, every 3 months.**

Inviting criticism of your work may sound a little threatening, but most employers will welcome the suggestion as it indicates to them that you are not only keen to learn but also want to get things right. You will find it gives you the opportunity to talk with your team leader not only about how you are getting on and things he or she thinks you need to learn or do better, but also it provides an opportunity for you to negotiate your way into new areas of experience.

It should be a 'formal' review in the sense that it is planned well in advance, the purpose of the review is clear and both you and your team leader have prepared for it properly.
Without a formal process for finding out how you are getting on and what new things you need to learn or do better it is sometimes difficult for a team leader to give you advice in a way that does not appear as personal criticism. Similarly, a request from you to do something different may easily be misconstrued and lead your employer to believe you are unhappy with the job you have been given.

On the down-side, if an employer is genuinely dissatisfied with what you are doing or is actually not prepared to give you wider experience - it is better to learn about this sooner rather than later and give yourself a chance to do something about it before it leads to a formal confrontation. On the up-side, you will probably learn a great deal from the dialogue that will be useful and help build your confidence and it will generally lead to a much wider range of experiences than would otherwise be offered.

**Never stop asking questions**

The cost to an architectural practice of errors in design information and of departures from laid down legal and contractual procedures can be catastrophic. In theory, all the work you produce as a trainee should be rigorously checked by a qualified person. However, in a busy practice, particularly when projects are being produced under pressure of time, much of what you do may not actually be examined in detail. Although legally you are unlikely to be held personally liable, as a trainee, for errors in documents or drawings that result in claims; as a professional in the making, you most certainly owe a duty of care to your employer to make proper checks to ensure that your work complies with normal standards of good practice.

What are normal standards of good practice? Most probably, you will be unfamiliar with most of them when you start your first job and the practice you join will probably not have a formal training process to explain them. The majority of trainees, regrettably, have to pick up the rules as they go along. Those that prosper, ask questions - relentlessly. Those that don't, keep quiet, make guesses or copy previous, similar work - all of which are actions which can have disastrous consequences.

As a trainee, asking questions when you don't understand things will not be seen as a nuisance or a reflection on your intelligence or ability. The opposite, in fact. It will be seen as a genuine desire to learn, to get things right, not to make mistakes and a concern to protect the reputation and standards of the practice.

Being an effective questioner is a skill and good role play is important if you are to get the answers you need. The role relationship you need to establish with those who can be of most help in advising you is that of Master and Apprentice.
As 'the apprentice' you must cast yourself as the willing learner and show respect for the wisdom and experience of the 'master'. Few experienced practitioners can resist being helpful when cast in this role and will often go out of their way to provide the appropriate coaching and instruction. You do not use this tactic with everyone in the practice, particularly those who quite evidently know little more than you do - or your cover will be blown. Also, the relationship demands that you actually do follow advice that has been given.

A very similar tactic can be used with those outside the organisation in which you are working from whom you also wish to learn. As long as you cast yourself at the outset as the 'learner' and them as the 'wise man' (or woman) - and ask sensible questions - you will find that most senior people in the industry (often at great length!) will be very pleased to explain what they do, how they do it and why. After all, what many people most enjoy talking about is themselves.

Keep a record of everything you do

An essential discipline that all architects must follow is to maintain a comprehensive record of what they have done, what agreements have been reached, what decisions they have made and what they plan to do next. Most maintain a running day book in which meeting notes are maintained, details are sketched, to-do tasks are recorded and telephone conversations summarised.

The Daybook

Now is the time to start this process. It has a practical short as well as long term value. Practically, it will be useful for recording your day to day activities, conversations and actions, for later transfer to your PEDR file (see below), it will be essential for recording visits and other activities for which expenses can be reclaimed, and it will also be of longer term value as a record of your learning and development. Most offices will require you to record your time and activities against the specific projects on which you are working, and your daybook will be a helpful prompt for this.

Project Materials

You will probably produce quite a lot of technical material during your year out. It is a good idea to keep copies of as wide a sample of your work as possible. Technical drawings, reports, surveys, competition drawings, site photographs and so on. This material will be extremely important once you start job hunting after Part 2 or if you change jobs during your year out. While it may not be as intellectually or creatively interesting as your school work, it may be equally as important when you are going for a job. Be careful to ensure that your team leader knows what you are keeping copies of and why as there may be issues of confidentiality and cost involved.
**The PEDR**

You are required to regularly maintain the RIBA on-line PEDR (Professional Education and Development Record) file, and use it as the basis for meetings during your year out with your school Professional Studies Advisor. Ultimately you will be required to submit it as part of your Part 3 examination.

For all year out students the RIBA’s PEDR format (for which you pay an annual fee) is mandatory. For students on visas it is the only acceptable evidence that they are compliant with visa regulations. This can be viewed and obtained from the Internet: www.pedr.co.uk.

The PEDR website provides excellent guidance for both students and employers on how to use the on-line record. It is reasonably clear and straightforward and should be read and followed. Where the guidance can be slightly misleading is in relation to work experience that does not technically comply with the RIBA requirements for the Part 3 Examination. Private commissions, for example, do not count towards the minimum, two years work experience you will need to be eligible for the Part 3 Exam. The best rule to follow is to record all your experience in the PEDR file. If you don’t record things as they happen - once you get to the Part 3 stage you will find it extremely difficult to reach five years into the past and remember what you actually did - and what you have forgotten may be crucial. The PEDR is structured as a three month record that MUST be verified by your employer within 2 months of the completion of the period. You record what you have done; it is signed of by a professionally qualified superior and your office mentor (if you have one). You should bring it with you to meetings with the school’s Professional Studies Advisor (PSA) - who will countersign each completed page.

**Visit your Professional Studies Advisor (PSA) regularly**

It is a mandatory requirement that all year out students register with a PSA – even if you intend to switch schools you must remain registered with the AA until you transfer that registration to another course. How often you meet the PSA during your year out is up to you. Most students manage two or three meetings, the first soon after they have started a job. The basic purpose of the meetings is to give you an opportunity to talk about what you are doing and check whether there are things you should be doing that you are not. For those working overseas, there is an e-mail route to the PSA and tutorials can be given using Skype. The PSA can advise if things are not going quite as you thought, if you are having problems with your employer or are wondering about changing jobs. The PSA will also visit you in your office if you think this will be helpful. It is a service that all year out students are entitled to and does not involve additional fees.
When is it time to move on?

Work experience for periods of less than 5 months do not normally count towards the RIBA minimum requirements for the Part 3 examination. This is a realistic minimum for several reasons. Firstly, it normally takes two or three months to settle into a new office and for the employer to assess how best to use you within the project team. Secondly, over a short period there is little time to establish relationships with others in the office to the level at which they will take you into their confidence. Thirdly, in a period of less than 5 months it is very difficult to see more than a few steps in the cycle of the development of a project and you really need to see as much of the process as possible. For these reasons alone, you need to have very strong reasons for leaving early.

However, if the practice clearly has no useful work for you to do or is intent on locking you entirely into a repetitive and undemanding work role - then you should move on. The key issue is whether the diversity of what you are doing is sufficient and whether you are really getting the opportunity to acquire new skills and learning. Ironically, some of the most capable students often get the worst deal. Those with high level CAD skills, or a flair for model making for example, can find themselves for a whole year doing nothing else.

If you are in any doubt about what decision to take, you should talk the issues through with your PSA.

For Students on visas, you must register your intention to move offices with the PSA through the Professional Practice Co-ordinator / Registrar’s Office and supply details of the UK registered Architect and practice with whom you are working. This is a UK Border Agency requirement.
Overseas Work – Will It Count?

The Year Out is a good time to spread your wings a little, sample practice outside of the UK and, if you are a Home or EU student, to enjoy some memorable architectural study visits to enrich your Part 2 programme.

As far as ARB and RIBA requirements are concerned, overseas work experience can be included in the minimum two years practical training - but all students should discuss and agree this with their PSA before they embark on this.

The AA has a wide international Membership and these can often provide a first port of call when you are travelling. The AA Membership Office may be able to advise you on how to make contact. Similarly, information on RIBA overseas chapters and member practices is available for RIBA student members from the RIBA International Affairs Department at Portland Place.
What to do when things go wrong

Projects do not always come in on cue, jobs do not always go as planned and the people you are working with are not always as pleasant and co-operative as you would like them to be.

It is important not to bottle up your concerns and anxieties, keep your head down and suffer in silence - it probably won't get better by doing nothing. Conversely, it is not generally a good idea to overreact to a set-back or criticism that you think is unjustified. It is therefore a good idea, providing he/she is not the source of the problem, to talk it through with your team leader. If they are the problem, then talk with the person who hired you or a more senior person in the organisation. Complaining to colleagues or others who can do nothing about the situation may actually make things worse and you could be putting people in the difficult position of having to take sides. This they may resent and end up not taking yours.

If the problems cannot be resolved by talking it through within the office, and most can, get in touch with your PSA - sorting such problems out goes with his job.

Other things to read

'A Student's Guide to the First Year in An Architect's Office' by Roger Harper available from RIBA Bookshops and Mail Order Publications T: 0207-251 0791
Appendix 1  
Example of a Curriculum Vitae

Curriculum Vitae

Marvin Hawkesthorne

Address: 22 Manor House Gardens, Oakley Road, London E7 5ST
Tel: 0208 986 4585
Mobile: 0756 843 719
e-mail: marvinh@cit.com

Date of Birth: 24 Sept 1989
Marital Status: Single
Nationality: British

Education

1997 - 2004 Monmouth School, Monmouth, Monmouthshire, Wales
GCSEs: English language, English Literature, Physics, Mathematics, French, German, Art, Biology, CDT
A Levels: Art, Economics, Geography

2005 - Architectural Association School of Architecture, London
Achievements RIBA Part 1
Boyarsky prize (2010)

Studio Projects

St Petersburg Pleasuredome - 3rd Year project.
The design of a fun palace in the centre of St Petersburg to rival Disney World. Project included Unit visit to the proposed site in Russia. Issues addressed included visual integration with the architecture of the old city, what Russians do at play, available technology and economy of construction.

House for an astronaut - 2nd Year project
An exploration of living spaces for a retired astronaut who had spent 10 years on the European Space platform

Mobile Home for 2150 - 2nd year project
Design studies for a mobile home for the future. Included an exploration of new materials technology, recycling of materials, sustainability and low energy.

Employment

July 10- Sept 10 - Mark Stephanopolis & Associates, Covent Garden
Architectural Technician

Design of Loft Apartment in converted warehouse at Canary Wharf for James Hancocks.
Budget: £250,000.
Site survey, Sketch scheme,
Preparation of scheme design submitted to and approved by client. Liaison with QS.
Preparation of drawings for Building Control.

Conversion of basement flat in Islington for Pedersen family.
Budget £140,000,
Sketch schemes prepared.
Liaison with Planning officer.
Employment (Cont)  July 2010 - Sept 2010 - Barclay Homes plc, Reigate

**CAD Technician**
Preparation of housing site layouts and presentation drawings in Esher and Windsor
Converting site survey data to digital format for variety of new sites
Layout of headquarters office interior for Barclay Homes.

Other Experience  Sept 2006 - March 2007 - Barcaldine Downs, Queensland, Australia
Jackaroo, Boundary rider, General Station Hand on 100,000 acre cattle station.
Activities Supervisor at residential holiday centre for disabled children. Supervised wide range of activities including horseriding, swimming and canoeing

Computer Skills
AutoCAD
MiniCAD
Quark XPress
Photoshop
MS Word

Languages
English  Mother tongue
French  Fluent in written and spoken language
German  Adequate for general purposes
Arabic  Basic conversational

Publications
Eastern Promise in the East End of London.
Article on urban regeneration. A.J. March 2010
City of Sand Castles.
Photographs of Timbuktu. GQ Magazine. August 2010

Exhibitions
Photographs of Timbuktu - Courtauld Institute. April 2009

Competitions
Headquarters and Stadium at Thirsk. November 2010
Horse Racing & Betting Levy Board. Highly Commended

Travel
April 2009 - June 2009 - Trans-Sahara expedition following old trading route from Marrakesh in Morocco to Lagos in Nigeria
Widely travelled in Europe and Australia

*Pleasuredrome St Petersburg*
Appendix 2

RIBA Student membership

Eligibility

Student membership is open to those studying architecture, Parts 1, 2 and 3 at an RIBA recognised school – including years out..

Student Subscription

Membership of the RIBA can be applied for at any time and starts straight away, although you are officially elected at the next Council meeting. The membership year runs from January to December with half-price rates being applied to those elected at the May and July Council meetings. The rates for RIBA Student membership can be seen on the RIBA website.

Benefits

The top five benefits from membership are:

• Student Discounts. Save money on purchases from the RIBA bookshop, 60% on the cost of the RIBA Journal and 40% on Subscription to the loan library.

• Information and advice. The RIBA is a vast resource of information and provides members with the answers they need or the reference works they require – in a timely, professional manner.

• Student e-mail. Find out about exhibitions, competitions and opportunities first hand. Sent to your personal e-mail address each week during term time.

• RIBANet. Link to the network of members and access 40 electronic discussion forums on architecture. Participate in debates or simply retrieve the information you need.

• Participation. As a student member you support the RIBA’s educational work which includes course validation and student awards such as the prestigious Presidents’ medals.

National Student Architecture Society

• Archaos is the National Student Architecture Society and if you are an Architecture student in the UK this is your society. The society is run by students for students and we have no fixed agenda except to be fun and helpful. Archaos have hosted three student forums in the last 18 months, covering topics like conditions of employment in the UK and the Architecture Syllabus and we plan to host many more.

• Archaos also have links to all schools in the UK and are constantly trying to improve links with students, academics and professionals in order to provide a strong student support network within the profession. They encourage
anyone and everyone to get involved and would love to hear from you if you are interested.

- The Archaos web-site, www.archaos.org, is intended to provide a service to students of architecture, giving information on all aspects of working in practice and life in education. The web-site provides unique advice about conditions of employment and lots more useful info. In addition Archaos publish updates on issues and information regarding every school and their Archaos representative.
Appendix 3  

Guidance for Overseas Students who are not nationals of the European Economic Area

Registered full-time Students studying at the AA who are not nationals of a European Economic Area (EEA) country or have the status of ‘UK Resident’ and are subject to UKBA Visa regulations are not normally required to obtain permission to take spare time and vacation work.

Similarly, under the Tier 4 Adult Student Visa requirements students are able to undertake practical training as a mandatory part of ARB/RIBA requirements. Their training must be in the UK and they must make sure that the experience they are offered is compliant with ARB/RIBA guidance. Students on practical training placement must also maintain and submit their PEDR record to the AA PSA on a regular basis - as evidence of the work placement. They should check with the PSA at the AA if they have any queries

The AA is required to act as the non-EU student’s sponsor during their year out and post Part 2 practical training period. This requires the student to keep the Professional Practice Co-ordinator and the AA Registrar’s office advised of their home and work contact details and any changes that take place.

Information can be obtained from the UK Border Agency website which is listed at Appendix 4 or from the AA Registrar’s Office regarding the latest visa arrangements for non EU students
Appendix 4

Work Permits

(Normally a requirement for, post Part 2 Experience in the UK for all students from outside the European Economic Area)

To gain work experience after the completion of or exemption from Part 2 in the UK, candidates who are not nationals of the European Economic Area (EEA) or hold the status of 'UK resident' must have a valid permit to work, which would be covered by the Tier 4 Adult Student Visa.

For workers from the European Economic Area and Switzerland
www.ukba.homeoffice.gov.uk/workingintheuk/eea/

If you are a national of the European Economic Area (EEA) or Switzerland, you are free to enter and stay in the United Kingdom. If you are a national of a state that recently joined the EU you may have to register with the UKBA or apply for their permission before you start to work.

Details of these arrangements are available on
www.ukba.homeoffice.gov.uk/workingintheuk/

Students who experience difficulty with these arrangements should discuss the matter with the PSA.
Appendix 5  Further Information

Professional Studies Advisor  Alastair Robertson AADipl AADipl(Trop Arch)
Professional Studies Advisor
Ty'r Wennol
Croes Faen
Penallt,
Monmouth NP25 4SB

Tel/Fax: 01600 715781
Mobile: 07774 102 676
E Mail: qwest@btconnect.com

Appointments & enquiries
Rob Sparrow
Professional Training Co-ordinator
Architectural Association
36 Bedford Square,
LONDON WC1B 3ES

Tel: 0207 636 0974
Fax: 0207 414 0782
E Mail: sparrow_ro@aaschool.ac.uk
www.aaschool.ac.uk

On-line appointments with PSA  Alastair Robertson  www.aaschool.ac.uk/STUDY/PROFESSIONAL STUDIES/part3.php
Skype: jethrotyrwnenol

RIBA
Royal Institute of British Architects
66 Portland Place
LONDON W1N 4AD

Tel: 0207 580 5533
www.architecture.com
RIBA Bookshop: 0171-251 0791
Books on-line: www.rbabookshop.com/
RIBA Electronic Logbook: www.pedr.co.uk
Jobs on line: www.architects-online.org/
Archaos: www.archaos.org

ARB
Architects Registration Board
8 Weymouth Street
LONDON WIN 3FB

Tel: 0207 580 5861
E-mail: Info@arb.org.uk
Website: www.arb.org.uk

APSAA
Association of Professional Studies Advisors
Website has some useful comparative info about schools for students
http://www.apsaa.org.uk/

UK Border Agency
(Information on Visa & Permit enquiries)
Immigration & Nationality Directorate
Lunar House
49, Wellesley Road
Croydon
CR9 2BY

Telephone: 0870 606 7766
Guidance & downloads of application forms www.ukba.homeoffice.gov.uk/workingintheuk/
The purpose of this guide

This guide is designed for AA students who want to gain work experience in Architect's offices during the course of their studies. It sets out the basics, including the RIBA's requirements, and a number of tips on how and where to apply for jobs; who to go to for advice and, for overseas students, how to avoid problems over working in the UK.

Architectural Association School of Architecture

36 Bedford Square
London WC1B 3ES

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Fax: (44) 207 414 0782

The School is run by the Architectural Association (Inc.), a Registered (Educational) Charity No. 311083 and a Company limited by guarantee.

Registered in England No. 171402
The AA Course and Examination in Architectural Practice

Providing exemption from the ARB/RIBA Part 3 Examination requirements

2012 (R22)

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Registered in England No. 171402
Registered Office: as above.
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INTRODUCTION

The co-ordination and organisation of professional practice and practical training at the AA is carried out by Alastair Robertson (Professional Studies Advisor) and Rob Sparrow (Professional Studies Co-ordinator). The AA also provides the same service for graduates in Architecture from the Royal College of Art.

Supervision of both the first and second years of work experience and practical training is normal and is also available to external students who have pre-registered on the AA Course on Architectural Practice. The AA also provides a short, post-experience course in professional practice and practice management; and a final, examination in architectural practice.

The AA course and examination in architectural practice is organised under the supervision of the AA Board of External Part 3 Examiners appointed by the Architectural Association. The Board is headed by a Chief Examiner who has ultimate authority on all matters relating to the conduct of the Examination.

The AA Examination is recognised by the Architects Registration Board (ARB) for exemption from Part 3 and the Royal Institute of British Architects (RIBA) as the final qualifying examination for obtaining registered status in the UK and professional membership respectively.

UK registration as an Architect is also recognised and highly regarded throughout the rest of the world and carries with it various degrees of exemption from local registration arrangements.

For anyone wishing to practice architecture independently or at a senior level within another organisation, passing the AA Examination in Architectural Practice and subsequent registration with ARB are the minimum steps required to be regarded as competent to practice as an architect and to acquire Professional Indemnity Insurance.

Most professions, including Architecture, are concerned that professional development does not cease at the completion of initial professional examinations. Continuing Professional Development (CPD) is a mandatory requirement for registered architects and is widely encouraged in many other professional fields.

Over the past decade new national awards have opened up possibilities for architects to embrace allied disciplines and higher levels of management. For architects in particular, the Construction Project Management NVQ Level 5 award is of relevance. This award for senior project managers is made jointly by the RIBA, the Institution of Civil Engineers, the Institution of Structural Engineers, the Chartered Institute of Building, the Chartered Institute of Building Services Engineers and the Royal Institute of Chartered Surveyors.
THE AA EXAMINATION IN ARCHITECTURAL PRACTICE

PURPOSE

The Examination is designed to establish whether a candidate is 'fit' to practice Architecture as a general practitioner in the United Kingdom.

The title 'Architect' is protected in law and no-one who is not registered with the Architects Registration Board (ARB) may use that title.

A 'Registered Architect' may go on to join a professional institution of which the RIBA is the largest and, if they are accepted into membership of the RIBA, may describe themselves as a 'Chartered Architect'.

The precise definition of what constitutes 'fitness' to practice has always appeared somewhat vague in that it incorporates an appraisal of the individual relating both to 'character' and 'good judgement' as well as 'proven skill', 'wide knowledge' and 'broad experience', but the minimum standards required are set out in the ARB/RIBA Criteria for Part 3.

Broadly speaking, the Part 2 Examination concludes assessment of a student's design and technical capabilities, leaving the examiners at Part 3 to concentrate on whether the candidate has the rounded capability required to:

• manage the design development process;
• manage the development of the project through the implementation process;
• manage the business of being an Architect; and
• do all these things within the framework of ethical practice, law and correct procedure.

The legal profession define the responsibilities thus:

'The Architect owes a duty to his/her client to exercise reasonable skill and care. He/she is not expected to be infallible or to know answers to all problems, but by holding him/herself out as competent to give advice or assistance, he/she must exercise that degree of care and skill which one would expect from any competent practitioner in the same profession'

It is from this definition that both the basis and the content of the Part 3 Examination is drawn, and why ultimate judgement regarding candidates' performance resides with their professional peers and not with any teaching institution.

ELIGIBILITY

Before being admitted to the examination giving exemption to the ARB Part 3, candidates must satisfy the AA Professional Studies Adviser (PSA) that the following conditions have been met:

• RIBA/ARB Part 1 pass or exemption; (see Note 4)
• RIBA/ARB Part 2 pass or exemption; (see Note 4)
• minimum 5 years in full time study in a higher level course in Architecture (this can include courses recognised by ARB/RIBA as leading to an architectural qualification);
have taken an appropriate course in professional practice and practice management

• have completed a minimum two-year period of practical training, ARB/RIBA requirements state:

  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.

In practice it is unlikely that students with less than 12 months experience in the UK working on UK-based projects and under the supervision of a UK registered architect will be successful in the Part 3 examination.

* have recorded and authenticated their work experience in the PEDR format or, for those of greater experience or partly trained outside the UK - a Certificate of Professional Experience. The RIBA provides guidance on the experience and practical training which are deemed appropriate for recording through the Certificate of Professional Experience, and the PSA will use this in deciding if a candidate may record his or her experience in this way.

* If their mother tongue is not English, to have achieved a minimum score of 6.5 in the IELTS test of written and spoken English or an acceptable equivalent.

* Have satisfactorily completed an Initial Assessment by the AA’s Professional Studies Advisor that they are adequately prepared to sit the Part 3 examination

Note: If RIBA Certificates of Professional Experience are used, then, for audit purposes, the ARB registration number (or local equivalent where experience has been gained outside the UK) of the person acting as their office supervisor/mentor must appear on the document.

Note 1a

Candidates who have gained their academic qualifications outside the UK must first apply to the Architects Registration Board (ARB) - (see address at end of booklet) to establish their exemption from the Part 1 and Part 2 Examinations and their eligibility to sit for the Part 3 Examination in the UK.

Note 1b

ARB Guidance on EU architecture qualifications held by EU nationals

Automatic recognition by ARB for registration purposes only applies if you meet the academic requirements of Article 46 and also hold whatever else would be required to practice or register as an architect in their home state – which in the case of Italy, for example, would be the State Exam. Those who meet the requirements of Article 46 but who do not hold the additional qualification would not be required to take the Prescribed Examination, you would be treated as holding the equivalent of Part 1 and Part 2 by virtue of meeting the Directive requirements but applicants would be required to take the ARB/RIBA Part 3 qualification at a recognized UK school to register in the UK.

For further information see:
http://www.arb.org.uk/templates/includes/registration/eu_qualifications_docs/e-competent-authorities.pdf
Note 2
Old format RIBA/ASSA Logbooks are only acceptable for experience gained before 2004.

Note 3
There is no limit set for the number of times a candidate may sit a Part 3 Examination at the AA. However, all re-sits are at the discretion of the Chief Examiner.

Note 4
Although ARB allow candidates to sit the Part 3 exam in advance of exemption from Part 1 and Part 2 it is the AA School policy not to accept candidates without P1 & P2 exemption. However, they may take the Part 3 Seminar course in advance of exemption being granted.

Note 5
It is AA School policy that all candidates, to be eligible to sit the Part 3 exam, must have a minimum of one year experience in the UK working predominantly on UK projects and under the supervision of a UK registered architect as a part of the specified 2 year minimum practical training requirement.

Note 6
Applicants who have already achieved UK registration from ARB through routes other than sitting the UK’s Part 3 examination may still, if they wish, sit the Part 3 examination. If they elect to do so then all the above rules for eligibility will apply. However, examination results will be passed to the ARB and the RIBA and the AA can accept no liability for any consequences arising from the candidate failing the exam.

Note 7
Applicants for the Part 3 Seminar Course and/or Part 3 examination are required to join the AA as members. This entitles them to use all the AA’s facilities including the Bar and Library and guest lecture series. Students registering only for year-out and Part 3 supervision are not required to join the AA as members but will be welcome to do so if they wish.

ASSESSMENT

The assumption is made that the majority of candidates will be principals in private practice by the time they are in their late-30s. The need is therefore to assess competence at the strategic as well as at the tactical level.

In order to be successful, a candidate must be able to demonstrate that he or she has reached the appropriate levels of knowledge, understanding and ability as set out in and required by the ARB/RIBA Criteria for Part 3. The examination process is designed to assemble 'evidence' in a systematic way about whether a candidate is competent to practise as an Architect. The result is not therefore determined solely by whether a candidate has done particularly well or badly on individual papers, but whether, overall, the examiners feel sufficient evidence has been produced for them to make a reasonable judgement with regard to their competence. Poor performance in one part of the exam may not disqualify excellent work elsewhere, but conversely, excellent performance in one area of examination will not compensate for major gaps in experience or understanding of fundamental issues.

The examination process favours those who are well prepared and experienced, particularly in the context of being able to apply and relate theory to practice. Although the minimum period of work practice remains two years, evidence suggests that most successful candidates will have had three years or more experience and have had front-line and in-depth job administration experience on at least two substantial projects in the UK.
**STRUCTURE**

The AA Examination in Architectural Practice is held twice a year, in the Spring and the Autumn. Candidates should give themselves a minimum 6 month period for preparation for the exam and also, because places are sometimes limited, signal their intention to take the examination by registering to take Part 3 with Rob Sparrow, the Professional Studies Co-ordinator at the AA and by discussing their intentions with the PSA, Alastair Robertson.

At the initial stage candidates will be interviewed, their work experience examined and their general eligibility for the exam process evaluated. Timetables, seminar attendance and reading lists and the Part 3 pre-registration and assessment process will also be explained and discussed.

If the candidate is re-sitting, previous examination performance and examiners comments will be reviewed.

In both the Spring and in the Autumn terms, there are intensive seminars covering topics central to professional practice. Candidates are expected to attend these seminars but are not obliged to do so if they can demonstrate that they have undergone similar preparation elsewhere. In putting these seminars together, speakers are selected from those who have been central to the creation and interpretation of policy and regulation. Speakers are encouraged not only to discuss the technical and the tactical issues but also the origins and the implications of policy, law and regulation.

While no conditions apply to attendance on the seminars, entry to the examination requires the candidate to undergo an Initial Assessment by the Professional Studies Advisor, based on a written submission that includes a 2,000 word essay on aspects of the candidate’s professional development. The assessment can be undertaken at any time but a successful outcome is required before candidates can register for the Part 3 exam.

In the period leading up to the examination, Candidates are encouraged to set up informal Study Groups with others planning to take the Part 3. The Co-ordinator will provide contacts (once a student is pre-registered on the Part 3 programme), but it is down to the individual candidate to take the initiative. Study Groups are known to be helpful in: sharing experience and understanding of practice issues; providing mutual support in examination revision; and focusing effort on priorities.

The examination is structured as follows:
INITIAL ASSESSMENT
for the part 3 examination in architectural practice

INTRODUCTION

Taking the Part 3 Examination is a big step for everyone and it is costly in self-esteem and money if you are unsuccessful. To help candidates through this process and increase the likelihood that they will be successful in the exam, the AA has introduced a Pre-registration Assessment process.

All candidates wishing to sit the Part 3 Exam must fully satisfy the assessment requirements. The assessment is carried out by the AA’s Professional Studies Advisor (PSA), Alastair Robertson, and the Chairman of the AA’s Part 3 Board of Examiners reviews all reports on those who are not considered by the PSA to be ready to sit the exam. A draft of the assessment documentation may be submitted as to the PSA for comment on one occasion. Comments will only be advisory and will relate to compliance, content, style and presentation. They will not indicate the likely outcome of the full assessment.

The cost of the assessment is included in the pre-registration fee that all entrants must pay. Those going on to sit the full Exam will be required to pay an additional fee on registration (See pp27).

Meeting the requirements for Initial Assessment is no guarantee that candidates will pass the full exam.

ELIGIBILITY

(Completed chart signed off by Profession Practice Co-ordinator)

Eligibility to sit the Part 3 exam is prescribed by ARB and the RIBA. It includes:

Proof of exemption from the Part 1 and Part 2 requirements of RIBA/ARB

The following original documents must therefore be presented to the Professional Practice Co-ordinator, Rob Sparrow:

- Certificate or letter from the candidate’s school(s) declaring that the candidate has met ARB/RIBA Part 1 and Part 2 requirements
  - Or
  - Letter(s) from the Architects Registration Board (ARB) declaring that the candidate has been exempted from Part 1 and Part 2 requirements

Also, if the candidate does not have English as a first language, then he/she must present original certificate(s) that they have met the required standard in a nationally recognised test in written and spoken English. IELTS with a score of no less than 6.5 is acceptable. (see AA website for further guidance - www.aaschool.ac.uk)

PROFESSIONAL EDUCATION AND DEVELOPMENT RECORD (PEDR)

A completed record of practical training (PEDR or an agreed equivalent - supported by an RIBA Certificate of Professional Experience) must be submitted to the PSA at the beginning of the formal examination period, to give time for the contents to be verified.

IELTS: International English Language Testing System The IELTS examination is a strong and well-constructed English proficiency test that caters to this demand. See www.ielts.org
The PEDR on-line logbook (for which candidates pay an annual fee) is the standard format that all UK graduates are expected to use. For details, see: [www.pedr.co.uk](http://www.pedr.co.uk)

The RIBA paper-based 'log book' ceased to be valid as a recording system in September 2004. Students with experience recorded in this format BEFORE 2004 will still be eligible to present this for the Part 3 Examination.

Candidates over the age of 30 with the appropriate 6 years or more post part 2 experience may use the RIBA Certificate of Professional Experience as an alternative to the on-line PEDR documentation to record and authenticate their experience.

For candidates who completed all of their academic training outside the UK, their minimum 1 year UK based experience must also be recorded in the PEDR format. They may use the RIBA Certificate of Professional Experience to record prior practical experience outside the UK.

Guidance on and agreement for the use of any alternative forms of recording experience should be sought from the PSA in advance.

**PRACTICAL TRAINING REQUIREMENTS**

Candidates must have experienced and recorded a minimum of two years full time supervised practical training of which:

- Each period of employment making up the minimum for compliance is no less than 3 months in duration
- Candidates are required to complete 24 months of recorded experience or a Certificate of Experience if over 30 years old and with more than 6 years of experience, as before.
- Under rule 13b[^4], there is greater flexibility over the type and location of practical experience that a candidate can record.
- The experience need not be in the UK, nor does it need to be post Part 2. At least one year should be in the EEA, the Channel Islands or the Isle of Man, under the supervision of an architect.
- The last recorded year should be within 2 years of the Part 3.
- In candidate guidance, the benefit of gaining UK experience in contract administration in a period close to the Part 3 examination is stressed.

[^4]: Rule 13b

- Candidates must be supervised and the supervisor should have control over and take responsibility for the work being undertaken. The supervisor would normally be the mentor.
- Typically the candidate and the supervisor will be employed by the same organisation. If not, the candidate will need to satisfy their PSA that the level of supervision is appropriate.
- It is acceptable for any professional within the industry to supervise up to 12 months. Candidates not supervised by an architect are advised to seek support from one.
• If part of this experience is in self-employment, they must still show that there has been supervision by a UK ARB registered architect.

• If part of this experience is outside the UK, they must show that their supervisor is fully registered locally.

• For candidates who have attended a UK school of architecture, they must submit their experience in the PEDR\(^5\) format and comply with the recording guidelines laid down by the RIBA.

• For candidates educated overseas, their UK experience should be recorded in the PEDR format. However, non-UK experience may be submitted in the form of an RIBA Certificate of Professional Experience; one for each employer.

• For candidates working part time the above rules also apply but should be adjusted in terms of the full time equivalent time period. E.g. 10 months at 20 hrs per week is equivalent to 5 months at 40hrs per week.

From records gathered over the past 30 years, most candidates who pass the Part 3 exam have had 3 years practical training of which 2 years is likely to have been in the UK. The reasons are various, however the significant factors appear to be that it usually takes some time in an office before a student is trusted with the level of responsibility they need to carry out particular tasks, particularly contract administration. Also, project cycles can often be quite long and it takes some time before a student gets to take a project onto site and through the construction stages.

Candidates are requested to complete the profile below of all relevant experience and within this identify those periods of employment that they wish to be considered as meeting their requirements for basic compliance.

For employment identified as meeting basic compliance requirements, The ARB registration number of their mentor/supervisor is required and should be listed below (or the local equivalent if experience is gained outside the UK).

**CAREER PROFILE CHART -**

This sets out in a summary format all their work experience and forms part of the PSA’s Initial Assessment. The format is provided in the Initial Assessment documentation and must not be varied.

**CAREER PROFILE ESSAY**

(2,000 word essay)

This is an essay and should be prepared as such. The schedule below is indicative of the topics the essay should cover – but it is not a rigid prescription. Depending on the characteristics of your career development to date you may wish to give more emphasis to particular issues and aspects of your professional development.

Where appropriate, you should cross reference your essay back to projects listed in Section 2 above.

\(^5\) See [www.pedr.co.uk](http://www.pedr.co.uk)
a  **Influences in architectural education and career development.**
This section will describe:
- Those circumstances that brought you into a career in architecture;
- The events, experiences and people who have influenced your choices and your development
- If pathways have been unusual, what has been the reason for this?

b  **Learning about the project initiation process**
This section will describe:
- Your exposure to the process of client engagement including securing the commission
- The preparation of initial conceptual ideas and the media you have used
- Difficulties encountered in client relationships and how these were overcome
- The techniques you have used to support the articulation of development proposals
- Interactions with other professional disciplines

c  **Turning concepts into buildability**
This section will describe:
- Your role in programming project development within a professional office
- Activities you have been exposed to in dealing with the regulatory authorities to obtain permissions
- Interactions with clients
- Issues that have arisen in the preparation of different types of contract documentation
- Observations regarding the cost effectiveness of different approaches to project development

d  **Success in running the job through the contract phases**
This section will describe:
- Issues relating to the identification and appointment of contractors
- Your role(s) and unusual experiences in the preparation and monitoring of different types of building contract
- Your observations about interacting with others in the project team during the contract stages
- Activities in which you have been involved associated with resolving disputes
- What has been learned from projects that have gone wrong - reflections on the success or otherwise of particular contracts

e  **Ideas and aspirations regarding the future**
This section will describe:
- What future plans you hold for career development and the rationale for this.

**PROCEDURES**

The Career Profile essay should be bound together with completed evidence of eligibility and the Career Profile Chart and handed in to the Professional Practice Coordinator, Rob Sparrow. He will pass the documents to the Professional Studies Advisor, Alastair Robertson, who will carry out the assessment and normally respond within 10 working days. Where the response is negative, guidance will be given on areas where the candidate’s experience and other relevant factors might be strengthened.

Completed PEDR forms are not required at this stage.
Documentation submitted for Initial Assessment also forms part of the material submitted to Part 3 examiners in hard copy format and digitally on the same memory stick on which they have put evidence of their experience (PEDR, CV etc) and answers to Paper 1.

Where candidates fail their assessment, they are required to pay the fee again if they wish to re-submit. However, as with the initial assessment one draft may be sent to the PSA for comment in advance of the final documentation

**Note:** Copies of Initial Assessment forms can be downloaded from the AA website (aaschool.ac.uk) and are also available to candidates on a memory stick or by e-mail from the PP Co-ordinator
THE PART 3 EXAMINATION

Note 1: All parts of the examination will be submitted in digital format using only MS Office and Adobe Acrobat software formats.

At the handout of Paper 1 the PP Co-ordinator will issue each candidate with 2 memory sticks (Memory Stick 1) on which will be pre-loaded the Examination Scenario and Paper 1. Candidates will add the following documentation on both memory sticks in separate folders as follows:

1. Initial Assessment Documentation
2. Answers to Paper 1
3. PEDR (and/or Cert PE records) signed and scanned as appropriate
4. A CV

Both memory sticks will be handed in on the morning of the examination day at the AA

Note 2: Papers 2, 3 & 4 are completed on laptops supplied by the AA. These will not be connected to the internet

Candidates will be issued with a further 2 memory sticks (Memory Stick 2) at the start of Paper 2 which will be pre-loaded with Papers 2, 3 & 4. The Invigilator will provide a code before each paper to unlock the relevant files. Hard copy versions of the exam papers will also be provided.

At the end of Paper 4 candidates must make a copy of the documents they have prepared during the day, put it on the other memory stick, label both sticks and hand them in to the invigilator. They should also bring their own storage device/stick to keep their own copies of what they have submitted.

Candidates may not use their own laptops nor may they upload notes or any other digital material onto the laptop supplied or connect other digital devices to it

Note 3: Aside from writing in digital format the normal exam protocols for the examination remain. There are however two important provisos

• It is the candidate’s responsibility to ensure that the PC they have been allocated is loaded with the appropriate software and is functioning satisfactorily. They must alert the invigilator to any hardware or software problems immediately and will be credited with any time spent resolving the matter.
• It is the candidate’s responsibility for ensuring that all the data on the digital memory sticks is complete and is readable by examiners using current versions of MS Office programmes (Word, Excel, PowerPoint) and Adobe Acrobat Reader

Note 4: Copies of past papers are available to candidates on a memory stick from the Co-ordinator.
INITIAL ASSESSMENT

This is an assessment made by the PSA of a candidate's suitability for the AA Part 3 exam. It was introduced because evidence shows that some candidates may meet the ARB/RIBA eligibility requirements for Part 3 in technical terms but still be very unlikely to pass the exam because of significant gaps in practical training and experience. It avoids having candidates enter the exam where there is little likelihood of them being successful. However, candidates can appeal against a rejection (see appeals).

Evidence of Eligibility

(Completed form signed off by Profession Practice Co-ordinator)
This form confirms that the candidate meets the Part 3 eligibility requirements including Part 1 and Part 2 Exemption and English language proficiency.

Career Profile Chart -

(Chart)
This sets out in a summary format all their work experience and forms part of the PSA’s Initial Assessment.

Career Profile Essay

(2,000 word essay)
This is an essay and should be prepared as such. The schedule below is indicative of the topics the essay should cover – but it is not a rigid prescription. Depending on the characteristics of your career development to date you may wish to give more emphasis to particular issues and aspects of your professional development.

PAPER 1 - Case Analysis:

(3-5,000 word Report)
The Case Analysis is developed by candidates in their own time from a Project Scenario prepared by the AA. The study focuses on the candidate's ability to develop a project brief from limited data; to use and develop information networks; and to project and plan a fully operational system for the development and management of a project and/or practice organisation.

There is normally around four weeks available to candidates for this exercise, which is handed out and discussed by the whole examination group during the final day of the Seminar Series. It often includes significant amounts of desk research and analysis. The resulting reports are expected to be concise and clearly (rather than elaborately) presented.

The completed reports are handed in both as hard copy and as a digital version on the memory stick that also contains evidence of their experience and of their Initial assessment. This is done on the day that candidates sit Papers 2, 3 and 4.

PAPER 2 Architectural Practice and Law

(3 hour written paper - References permitted)
This paper is taken under supervision at the Architectural Association in Bedford Square. The context of the paper develops from the Scenario provided for Paper 1. Candidates have 15 minutes beforehand to look at the paper and plan their approach.

Candidates are confronted with an evolving series of incidents and catastrophes within the building project(s) described in the scenario, about which their opinion and proposed actions are sought.
This paper is designed to test the candidate's ability to analyse the basis of a problem; to point to the relevant aspect of procedure, law or precedent; and to propose an appropriate remedy. Issues can range right across the environmental, legal and administrative spectrum. However, questions are always asked (and answers expected) in terms of what it is reasonable for an Architect to know.

Typically, there will be 5 questions to be answered out of 7, one of which may be compulsory.

**PAPER 3 Architectural Practice and Law**

(2 hour paper - References permitted)

This paper is taken at the AA on the afternoon of the same day as Papers 2 and 4. In style and content it is a continuation of Paper 2 and draws from the Scenario for Paper 1 as the context. Candidates have 15 minutes beforehand to look at the paper and plan their approach.

Typically, there will be 3 questions to be answered out of 5, one of which may be compulsory.

Candidates will need to bring a memory stick to keep a copy of their answers to Papers 2, 3 and 4. This provides candidates with the opportunity to review their responses to the examination questions they have – and have not – answered, prior to the Oral Examination at the Professional Interview which follows on about two weeks later.

**PAPER 4 Architectural Practice and Law**

(1 hour written paper – No references permitted)

This short written paper is taken under supervision at the Architectural Association in Bedford Square. It is made up of a number of quick-fire questions ranging right across the common ground of practice. Its purpose is to test candidate’s general knowledge. Candidates have 15 minutes beforehand to look at the paper and plan their approach. It is not related in any direct way to the scenario for Paper 1.

**PROFESSIONAL INTERVIEW - All Topics**

(Approx. 1 Hour)

This is the concluding part of the examination process and is designed to enable the examiners: to draw together all of the information gathered about candidates; to assess their interpersonal skills; to ask additional, oral questions; and make final judgements about a candidates suitability.

Examiners work in pairs and will have personally seen and marked all of the papers relating to their group of 3 - 5 examinees.

For candidates it is a last chance: to retrieve what may have been an imperfect performance in their written papers; to impress examiners with their ability to think on their feet; and to remind examiners of the breadth of their expertise.

The examiners may, in the professional interview, take a role similar to that of a professional client. Although the opening assumption is that the candidate is competent, the professional interview is an oral examination which is conducted within a limited time.
THE RESULT

At the end of the examination process the examiners make their final decision. To assist them, the PSA is often consulted on matters of practical experience and personal circumstances that may have influenced their performance. In the event of uncertainty, the Chief Examiner may also be brought in to moderate a borderline case. If uncertainties cannot be resolved, the case is brought to debate by the full panel of Architectural Practice Examiners for consideration and decision. The decision of the AA Board of Examiners for Architectural Practice is final. Unsuccessful candidates are provided with a written overview on their examination performance and are encouraged to discuss with the PSA at the AA those areas that require improvement.

All candidates receive written confirmation of their result. Results are published on the day following the oral examination at the Professional Interview, and are available from that date.

The names of successful candidates are sent to ARB and the RIBA. Those that are successful may, without further examination, apply for registration (with the ARB) and membership of the RIBA or other equivalent professional body.

Candidates who pass are strongly advised to register with the ARB as soon as possible. Those that delay registration for a significant period may be required to re-take the Examination - particularly candidates who have qualified outside the UK and who have been granted exemption from Parts 1 and 2 by ARB.

PERFORMANCE REVIEW AND APPEAL

Candidates who are dissatisfied with the written and/or oral feedback they receive regarding their examination performance may request a performance review with the Chief Examiner for Architectural Practice. The Chief Examiner will consult the candidate’s examiners and will also review material submitted. If appropriate, she or he will also meet the candidate. The purpose of the performance review is to clarify the advice already given and provide the candidate with the opportunity to discuss plans and priorities for improving their performance. It is not a forum for appeal.

Should a candidate believe that maladministration by the AA and/or misconduct in the examination proceedings has contributed to their failure at the examination, they are entitled to appeal. To do this, they must state their concerns and grounds for appeal in writing to the Chief Examiner for Architectural Practice at the Architectural Association within 14 days of the results being published. All written appeals will automatically be considered by the AA School Director, AA Registrar and AA Chief Examiner for Architectural Practice. If appropriate, the candidate will be invited to attend a discussion to clarify their grounds for appeal. Candidates will be formally notified of the outcome of any appeal proceedings.

If an appeal relating to maladministration and/or misconduct is upheld, the most probable outcome will be for the candidate to be re-examined by a new examiners’ panel at the earliest practical opportunity. As a result of an appeal, any offer that is made by the AA Part 3 Board of Examiners will remain valid for 2 years from the date of the offer, unless otherwise stated in writing by the Director of Professional Practice.

A fee of £350.00 is charged, in advance, for the appeal process. Should the appeal be upheld, the fee will be returned to the appellant.
THE EXAMINERS

Kathy Gal BSc(Hons) DipArch RIBA Dip Computer Science Chairman
Graham Brown ARB RIBA FCIarb.
Stephen Brookhouse MSc BA(Arch) BArch RIBA
Graham Frecknall MA Arch AADipl RIBA ACIarb
Gordon Gibb B Arch Dip Arch LLM RIBA ARIAS MCIArb
Richard Griffin AADipl RIBA MIMgt FRSA
Anthony Grimwade DiplArch RIBA
Michael Harris BSc (hons) BArch RIBA MAPM AIEMA
Catherine Hennessy BA(Hons)Arch DipArch BAFine Art RIBA
Sue Johnson BA(Hons) DipArch MSc(Proj Man)
Trevor Lawrence Dip Arch ACIarb RIBA FRSA
Mike Montuschi BSc (Hons) DipArch ACArch RIBA
Brian Powell DipArch RIBA ACIarb
REQUIREMENTS FOR EXAMINATIONS IN ARCHITECTURAL PRACTICE GIVING EXEMPTION FROM THE ARB/RIBA PART 3

Status
The requirements for Part 3 are specific UK requirements for registration, and the five Professional Criteria at Part 3 are not fully derived from the Directive. However, elements of these criteria are included within the General Criteria with the effect that professional aspects leading to Part 3 should be contained within courses meeting the General Criteria.

The examination provides those who wish to practise in the UK under the professional title of 'Architect' (or 'Chartered Architect' if they choose to become members of the RIBA) with an opportunity to demonstrate that they have sufficient knowledge and experience to be admitted to the Register of Architects.

Standard
The high standard of professional competence required for success in the examination is that which the public has a right to expect of all practising architects. Competence is understood to be a state of expertise expressed and observable in performance achieved through the acquisition of knowledge, understanding and skill and their application in practice, the exercise of which satisfies the requirements of job, task and role. It requires the development of critical abilities and those of judgement, communication, organisation and technique together with qualities of confidence, initiative, flexibility and maturity and an understanding of obligations and responsibilities. Competence includes, moreover, the application of knowledge, the exercise of skills and the intention to achieve success manifesting itself in the critical self-monitoring of performance.

The Professional Criteria at Part 3
Candidates wishing to sit the Professional Practice Examination in Architecture (Part 3) are normally required to have successfully completed a recognised qualification at Part 1 and Part 2 level, or their equivalent recognised examinations. In addition, candidates are required to have completed the relevant professional practice experience before undertaking the Examination. Each candidate’s experience of learning and development in professional practice will differ, depending upon the type of project, type and location of practice and management processes undertaken, and the preparation for the Examination must therefore be approached in a structured way.

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

- PC1 Professionalism
- PC2 Clients, users and delivery of services
- PC3 Legal Framework and processes
- PC4 Practice and management
- PC5 Building procurement

Each element has been expressed as a criterion. Each criterion is expressed in the form of a paragraph comprising three sentences. In each criterion the sentences are laid out in the same order, covering the same requirements or “candidate attributes”.

Sentence 1 What competence or understanding in relation to the criterion the successful candidate will be required to demonstrate.
Sentence 2 What skills or abilities the successful candidate will need to have.
Sentence 3 The level of knowledge or understanding of the subject material that the candidate will need to have.

PC1 Professionalism

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

Demonstration of an understanding of the following will contribute to this criterion being met:

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

PC2 Clients, users and delivery of services

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

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

**PC3 Legal framework and processes**

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.

Demonstration of an understanding of the following will contribute to this criterion being met:

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

* Scotland

**PC4 Practice and management**

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.
Demonstration of an understanding of the following will contribute to this criterion being met:

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

PC5 Building procurement
A successful candidate will be able to demonstrate understanding of UK construction and contract law, construction procurement processes and the roles of built environment professionals. The candidate will have the skills necessary to plan project-related tasks, coordinate and engage in design team interaction, execute effective contract communication and resolve construction-related challenges and disputes. This will be supported by an understanding of contractual relationships, the obligations upon an architect acting as contract administrator, job-related administrative systems and the management of projects in the context of the candidate's professional experience.

Demonstration of an understanding of the following will contribute to this criterion being met:

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

Approved: January 2010
Effective From: November 2011
SUPERVISION OF PRACTICAL TRAINING

PURPOSE

Work practice and practical training are a fundamental element in the development of professional competence. This is recognised in the rules laid down by the RIBA for recording work practice in the PEDR and in examinations in architectural practice. Scrutiny and appraisal of the totality of students work experience is a central feature of the Exam. While a candidate must gain a minimum period of work practice to be eligible to sit the Examination, it is not the duration but the quality and diversity of learning from work that is of major significance to the Examiners.

ARRANGEMENTS

Eligibility to sit the Examination in Architectural Practice requires a student to have had a minimum of two years supervised work practice and training, 12 months of which must be after Part 2 (experience suggests that 3 years is more appropriate). For international students on a visa, their post Part 2 year years should be in the UK otherwise their visa conditions may be compromised. All relevant experience must be recorded in the students PEDR on-line logbook. This can be viewed on the RIBA Website: www.pedr.co.uk.

Responsibility for the supervision of practical experience and training lies with the student's office supervisor / mentor and with the Professional Studies Adviser (PSA) at the school at which the student is currently registered.

All students who wish to prepare for and take their final examination at the AA are required to pre-register with the Professional Studies Advisor at the AA School. Pre-registration costs £250.00; it includes the cost of assessment for entry to the Part 3 examination and is valid for two years. Pre-registration with the PSA will automatically entitle AA and non-AA graduates to advice and counselling from the PSA up to the point at which they complete their Examination. Registration is also a requirement if the PSA is to sign off their PEDR records.

If students are self-employed or working in an organisation without a supervising architect they must have a registered architect who acts as their mentor and, on a regular basis, reviews their work and gives guidance. The student’s documentation should explain how they have dealt with this. This requirement technically only applies to the period of work experience they designate as meeting ARB/RIBA compliance requirements. However, if students are practicing alone it is actually very sensible to have this sort of arrangement anyway.

Counselling for all candidates is by appointment, normally at the Architectural Association in London. Where requested by the student, the PSA will visit them in their own office. No limits are drawn and if students require more advice and guidance, this will be provided. Counselling continues right up to the Examination and it is essential that all students discuss their plans for taking the Examination well in advance of the examination date in order to give time for examination preparation. 5-6 months is advised.

The PSA may sign PEDR records for year out students registered at the AA School or pre-registered at the AA for the Part 3 course and/or examination. The PSA will not sign PEDR records for any student who is not currently registered with the AA including AA Part 2 graduates.
Entry to the AA Part 3 exam in architectural practice is conditional on the student having met all the requirements described previously, having been successful in the initial Part 3 assessment process and having paid the examination fee in full.

OVERSEAS STUDENTS AND PRACTICAL TRAINING

To gain work experience after the completion of or exemption from Part 2 in the UK, candidates who are not nationals of the European Economic Area (EEA) or hold the status of 'UK resident' must have a valid permit to work.

All Post Part 2 students subject to UK visa regulations must be registered with the AA PSA, Alastair Robertson. Even if they plan to change schools for Part 3, their registration must remain valid until they register with their new school. Post Part 2 registration costs £250.00 and is valid for two years.

For further details contact Rob Sparrow Tel: +44 (0)207 887 4052 E-mail: sparrow_ro@aaschool.ac.uk. Who is the AA's Professional Practice Coordinator. PEDR forms will not be signed and UK Border Agency liaison will not be carried out unless the student is registered with the AA.

During 2008 and 2009 the UK introduced a points-based Permit system. This system replaced most of the existing work-based categories.

For highly skilled workers, investors and entrepreneurs
www.ukba.homeoffice.gov.uk/workingintheuk/tier1/
Highly skilled workers, investors, entrepreneurs and foreign students who have graduated from a United Kingdom university can apply under our new points-based system. You do not need to have a specific job offer, but you will need to pass a points-based assessment to be eligible to apply.

For sponsored skilled workers
www.ukba.homeoffice.gov.uk/workingintheuk/tier2/
If you have a job offer from a UK-based employer who is prepared to sponsor you, you can apply for permission to enter or stay in the United Kingdom.

For temporary workers
www.ukba.homeoffice.gov.uk/workingintheuk/tier5/
If you want to come to the United Kingdom to undertake short-term, temporary work there are specific arrangements for you.

For workers from the European Economic Area and Switzerland
www.ukba.homeoffice.gov.uk/workingintheuk/eea/
If you are a national of the European Economic Area (EEA) or Switzerland, you are free to enter and stay in the United Kingdom. If you are a national of a state that recently joined the EU you may have to register with UKBA or apply for their permission before you start to work.

Details of these arrangements are available on www.ukba.homeoffice.gov.uk/workingintheuk/

Students who experience difficulty with these arrangements should discuss the matter with the PSA.
SHORT COURSE ON PROFESSIONAL PRACTICE

PURPOSE

This short course on professional practice is designed to meet the needs of full design professionals and should not be regarded as a foundation programme to cover all professional issues. A number of offices send already qualified staff on this course as part of their CPD programme.

Note:
This course may not follow this exact sequence.

SEMINAR 1 – An introduction to the Course and Examination
A half-day briefing seminar by the Professional Studies Advisor that gives candidates an insight into the exam process and examination preparation techniques. Also, an opportunity to meet others on the course.

SEMINAR 2 - Standard Forms of Building Contract
A two-day seminar that examines the standard forms of building contract in great detail and also addresses how other contract forms in common use relate. This is an essential reference seminar for all candidates, particularly as it incorporates latest revisions and interpretations relating to the contract. An important component of this seminar is the architect’s own contractual appointment.

SEMINAR 3 - Professional Risk Avoidance
A half-day seminar focused on problems of greatest impact in the professional office including the commoner causes of claims against architects and how to avoid them.

SEMINAR 4 - Town Planning
A full day seminar that provides an introduction to the modern planning system, sets out the planning policy framework and the need for planning permission, deals with planning application and appeals procedures and explains the special controls applicable to historic buildings and conservation areas. It also refers to other aspects of the planning system and explores some contemporary planning issues.

SEMINAR 5 – Legislation Affecting the Building
A full day seminar which looks in detail at the current Regulations and Acts that architects must consider when designing buildings. The seminar deals with the Building Regulations and accompanying procedures and how they are administered, with the structure of building controls and the responsibilities of the local authorities in administering building law.

SEMINAR 6 - Practice and Project Management
A two-day seminar that examines the complex areas of practice and project management. Topics considered include the context for architectural practice, principles of management in design and construction, practice management, project administration and dispute resolution. The seminar topics are illustrated as appropriate by a variety of practical examples and involve candidates in the consideration of professional and ethical situations.
**SEMINAR 7 - The Role of the ARB**
This short seminar is provided by the Architects Registration Board and examines a wide range of compliance issues regarding the Architect’s role, responsibilities and duties.

**SEMINAR 8 - The Role of the RIBA**
This short seminar is provided by the RIBA and examines the role of the institution, the services it provides, how it operates and how it supports its professional membership.

**SEMINAR 9 – Managing a small business**
This half day seminar looks at the basics of running a small business including finance, personnel, marketing, communications and the related areas of legislation.

**SEMINAR 10 – Presenting Yourself**
This half-day interactive workshop is about how best to present yourself – for example, to clients, examiners and others with whom you are trying to create the best impression. It is designed to improve self-awareness and self-confidence and is full of helpful tips on what to do and what not to do when under the public gaze.

**SEMINAR 11 - Contract, Tort and Land Law**
The aim of this seminar is to demystify the subject and provide practical guidance. It begins with an introduction to the English legal system including how it evolved. This is followed by an outline of contract and tort. The students are given questions to consider over lunch and discuss during the afternoon session. The remainder of the afternoon is taken up with land law including case studies and questions.

**SEMINAR 12- Part 3 Examination Briefing & informal Reception**
This is a short one hour briefing by the Chief Examiner backed up by the Professional Studies Adviser to explain and take questions about the Examination.

**SUPPLEMENTARY SEMINAR – The Contract Game**

*This two-day interactive workshop is designed as a stand-alone programme that students can take as an add-on to the main course or separately. It is an ideal ‘top-up’ for those just about to sit the exam. This ‘booster’ course takes place during the weekend in the middle of the Seminar programme.*

The “players” directly engage in the processes involved in running a traditional building contract in the role of architect/contract administrator. Within the scenario-based computer simulation players work in teams to complete the contract administration activities required within a fictitious construction project. Each team follows a route created by a series of scenarios, which appear as letters, faxes, memos, emails or texts. In some cases there are multiple documents to be cross-referenced. The simulation is played in "real time", spanning a period from tender acceptance through the construction phase to Practical Completion, Final Certificate and beyond. There is never any break from the “game reality”.

The JCT Standard Building Contract is utilised as reference and it is necessary for team players to have made a study of the document beforehand. Each of the 36 scenarios must be answered fully and answers are in the form of contract correspondence or the use of forms. It is also a race against time, and against the other teams. Both guidance and opposition are provided by the "controllers" who take on the roles of the parties with whom the players correspond.
The Contract Game builds understanding of how to deal with the challenging situations that arise when working with a JCT Standard Building Contract and it helps clarify the relationships between the architect and all parties involved. The challenge is to deliver the building project on behalf of the client, providing competent design and administrative solutions without causing additional expense or delay to your client or risk to the architectural practice. The outcome for the players is an increased understanding and working knowledge of the JCT contract and an enhancement of the knowledge, understanding and skills necessary for successful examination and practice.
## FEES FOR 2012/13

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<tr>
<th>Service</th>
<th>Autumn 2012</th>
<th>Spring 2013</th>
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<tr>
<td>Registration with the PSA</td>
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<td>(Includes Year out/Part 3 supervision and Initial Assessment test)</td>
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<td>Seminars</td>
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<td><em>Contract Game Supplement</em></td>
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<td>Part 3 Examination Fee</td>
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<td>AA Membership Fee (Visiting)</td>
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### Notes:

1. AA Membership is a requirement for those attending the Seminar Course and the Part 3 Examination.
2. Candidates failing the Initial Assessment test must pay the pre-Registration fee again if they wish to resubmit.
3. All fees are payable in advance to the Part 3 Co-ordinator.
4. Candidates may pay for course fees separately from examination fees if they are planning to take the examination at a later date.
5. The Fees are non-refundable and non-transferable.
6. Only the advance payment of fees in full will secure eligible candidates a place on the seminar series and/or the examination.
7. Students with outstanding accounts with the AA will not be permitted to sit the examination.
8. Any re-sit of the Assessment Test and the Part 3 Examination in Architectural Practice is at the discretion of the AA Part 3 Chief Examiner and the full Assessment / Examination fee will be charged.
APPLICATION PROCEDURE

1. Contact Rob Sparrow and make first appointment to see Alastair Robertson who will review your experience and previous qualifications, explain the AA Seminar course and Examination in Architectural Practice and advise on your eligibility. You should bring with you your PEDR or another appropriate record of your experience and a current CV.

2. If you wish to proceed, pay the fee to register with the PSA to Rob Sparrow. This entitles you to receive continuing advice and support and resource materials as you prepare for the course and examination. You will be given a registration number that you should use in all correspondence. You will also be given a memory stick with details of and a pro-forma for the Initial Assessment test you are required to take to gain admission to the Part 3 exam.

3. When ready to take the seminar course, you need to complete and return the course application form (available from Rob or downloadable from the AA website) with the appropriate fee. Earlier payment is advised as the number of places is limited and only full payment of fees secures you a place.

4. When you think you are ready to take the examination, discuss this with the PSA Alastair Robertson and if you wish to go ahead, then you must submit documentation, explained earlier, for the Part 3 Assessment test. Subject to a satisfactory result from this Initial Assessment you need to complete and return your examination registration form with the appropriate fees to the Professional Practice Co-ordinator. Places on the examination cannot be guaranteed and only full payment of fees secures a place.
## READING LIST

### Note:
this list only represents a summary of publications. Candidates are advised to ask the opinion of their employers and also browse in the RIBA Bookshop where all publications listed should be available.

Candidates are expected to have studied and be familiar with the contents of the current editions of the following publications. The first is obtainable from the Architects Registration Board (ARB). The rest may be obtained from RIBA Bookshops, amongst others.

The publications listed constitute a core summary. Candidates are advised to obtain the opinion of their employers on additional reading matter and to browse www.ribabookshops.com or the RIBA Bookshop in Portland Place.

### PART 3
- Working Out in Architecture. Alastair Robertson. AA

### PROFESSIONAL
- ARB. Architects Code Standards of Conduct and Practice. ARB.
- RIBA. Code of Professional Conduct and Standard of Professional Performance. RIBA.

### LAW
- English Law - Smith & Keenan
- The Architects Act 1997. HMSO.

### TOWN AND COUNTRY PLANNING
- Cullingworth, B. Town and Country Planning in the UK.

### BUILDING REGULATIONS
- Building Regulations: Complete Package. HMSO.

### ACCESSIBILITY
- CAE. Designing for Accessibility. RIBA.

### HEALTH AND SAFETY
- Construction (Design and Management) Regulations 2007. HSE
- CIRIA. CDM Regulations: Work sector guidance for designers. CIRIA.
- RIBA. Model Safety Policy with Safety Codes for Architects Engineers and Surveyors. RIBA.

### PROJECT MANAGEMENT
- Lupton, S. Architects Job Book. RIBA.
- NJCC Codes of Procedure for Single Stage Selective Tendering, for Two
• Stage Selective Tendering, and for Selective Tendering for Design and Build. RIBA. (3 publications).
• Murray, M & Langford, D. Architect's Handbook of Construction Project Management. RIBA.
• CIOB. Code of Practice for Project Management For Construction and Development. Blackwell Science.

PRACTICE MANAGEMENT
• Lupton, S. Architect's Handbook of Practice Management. RIBA.
• Phillips, R. The Architect's Plan of Work. RIBA.

ARCHITECT CONTRACT
• RIBA. A Client's Guide to Engaging an Architect, RIBA.
• Construction (Design and Management) Regulations 2007. HSE
• RIBA. The Architects Contract: Guide to RIBA Forms of Appointment. RIBA.
• SFA/08 Standard Form of Agreement for the Appointment of an Architect RIBA
• Small Works, SW/99 (2004) RIBA

BUILDING CONTRACT
• Clamp, H & Cox, S. Which contract?: Choosing the appropriate building contract. RIBA.
• RIBA. Guide to selecting the appropriate JCT form of contract. RIBA. (FREE Download).
• Elkington, J. Brief summary of JCT Forms of Contract. RIBA. (FREE Download).
• Standard Forms of Building Contract (JCT & NEC). All current forms.
• Jamieson N. ‘RIBA Good Practice Guide: Inspecting Works’. RIBA

JCT 11 Forms of contract:
• JCT 11 Minor Works Building Contract (MW)
• JCT 11 Intermediate Building Contract (IC)
• JCT 11 Standard Building Contract (SBC/XQ)
• JCT 11 Design and Build Contract (DB)
• JCT 11 Minor Works Building Contract with Contractors Design (MW/D)

JCT 05 Contracts (Including Revision 2 Update):
• JCT 05 Minor Works Building Contract (MW)
• JCT 05 Intermediate Building Contract (IC)
• JCT 05 Standard Building Contract (SBC/XQ)
• JCT 05 Design and Build Contract (DB)
• JCT 05 Minor Works Building Contract with Contractors Design (MW/D)

NEC Contracts:
• The New Engineering Contract (NEC2): Box Set of 18 documents. Thomas Telford Publishing
• NEC3 Engineering and Construction Contract Guidance Notes
• NEC3 Engineering and Construction Contract
• NEC3 Engineering and Construction Contract Option C Target Contract with Activity Schedule
• NEC3 Engineering and Construction Contract Option A Priced Contract with Activity Schedule
• NEC3 Professional Services Contract
DISPUTE RESOLUTION
• Henchie, N. Adjudication for Architects. RIBA. (FREE Download)

MAGAZINES
• Architect's Journal.
• RIBA Journal.
• Building Design.
• Building.
• Construction Law Journal.

PART 3 RESOURCE PACK - Memory Stick

Candidates registering for the Part 3 Seminars and/or examination receive a free resource pack that includes seminar notes, registration forms, past papers and other useful resource materials.

A charge of £10.00 (includes P+P) is made for this pack if candidates are not pre-registered / registered. Copies of the Memory Stick are available from Rob Sparrow at the AA.
FURTHER INFORMATION

**Appointments with PSA and enquiries**
Rob Sparrow  
Professional Studies Co-ordinator  
Architectural Association  
36 Bedford Square,  
LONDON WC1B 3ES  
Tel: +44 (0) 20 7887 4052  Fax: +44 (0) 20 7887 4102  
E Mail: Sparrow_ro@aaschool.ac.uk  
Website: www.aaschool.ac.uk

**Professional Studies Advisor**
Alastair Robertson AADipl AADipl(Trop Arch)  
Contact via Rob Sparrow (as above)

**Royal Institute of British Architects,**
66 Portland Place  
LONDON W1N 4AD  
Tel: 020 7580 5533  
www.architecture.com  
RIBA Bookshop: 020-7251 0791  
RIBANet: www.ribabookshop.com/  
PEDR: www.pedr.co.uk

**APSAA** – Association of Professional Studies Advisors  
Website has some useful comparative info about schools for students  
http://www.apsaa.org.uk/

**Architects Registration Board**
8 Weymouth Street  
LONDON WIN 3FB  
Tel: 020 7580 5861  
E-mail: Info@arb.org.uk  
Website: www.arb.org.uk  
ARB Requirements for students qualifying at P1 & 2 outside the EU:  
http://www.arb.org.uk/registration/applying-for-reg-world.shtml

**UK Border Agency (Information on Visa & Permit enquiries)**
Lunar House  
40, Wellesley Road  
Croydon  
CR9 2BY  
Telephone: 0870 606 7766  
Guidance & downloads of application forms:  
www.ukba.homeoffice.gov.uk/workingintheuk/