



**UNIVERSITY OF
CAMBRIDGE**

Institute of Continuing Education

**UNIVERSITY OF CAMBRIDGE
INSTITUTE OF CONTINUING EDUCATION**

Postgraduate Certificate in Professional Practice in Architecture

2017-2018

Course code: 1718PPRA01

COURSE GUIDE

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1.0 Introduction

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

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

The Cambridge Part 3 course, including programme syllabus, teaching and examinations are organised by the Department of Architecture. It is now fully integrated into the University system and successful candidates are awarded a University of Cambridge Postgraduate Certificate in Professional Practice in Architecture. The Institute of Continuing Education (ICE) administers the overall formal approval processes, examination procedures and quality assurance and awards the qualification based on the recommendations of the Examiners. The course is taught at FHEQ Level 7 (e.g. at Masters level) and attracts 60 credits at M level.

The Part 3 Examination is recognised by the Architects' Registration Board and the Royal Institute of British Architects as the final qualifying examination for obtaining registered status and professional membership within the UK. UK registration as an Architect remains highly regarded throughout the rest of the world.

2.0 The Syllabus

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

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

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

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

3.0 Eligibility for the Course:

The course will be open to graduates from a:

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

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

It is possible for applicants to register to study the course but not take the examinations, however, this is at the discretion of the Course Director and preference will be given to applicants who are not registered with the ARB.

4.0 Eligibility for the Examination:

To be eligible for the Part 3 examination applicants should have recently completed a minimum of 24 months practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man. This experience must be approved by the student's Professional Studies Adviser (PSA). Students should refer to the following websites for the latest information on the requirements for experience: www.arb.org.uk

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

For students on the Part 3 course their experience must be recorded using the electronic version of the PEDR (see [http://www.pedr.co.uk/](http://www.pedr.co.uk)). The PEDR is not only a record of experience but also a means for students to reflect on their learning and to consider the extent to which they are meeting the required learning outcomes. In this way, it forms a personal statement of learning.

Earlier experience recorded in a Practical Training Record (Log Book) may be acceptable: please check this with the Course Director.

In exceptional cases, a student may record their experience using the Certificates of Professional Experience. The use of Certificates must be agreed in advance with the PSA and the Course Director.

The Course Director reserves the right to refuse entry or re-entry to the course and to the examination.

5.0 Re-sits

Students who have not been successful may re-sit the examination once only. Students who have failed twice will not be eligible to take the examination again at the University of

Cambridge. The second attempt must be made in the next academic year. A student failing to re-sit the examination the following year would have to re-apply, pay the current course fee and undertake the course workshop sessions again.

6.0 Intermission

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

Requests to intermit before an examination session must be made formally by 30 March. Late requests may be considered (at the discretion of the Course Director).

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

Intermitting students must return the following year and attend the appropriate workshops to complete their studies and should write to the Course Director before 1 September of the academic year in which they are returning to confirm their intention to return to the Course. All returning students are advised to discuss with the Course Director the possibility of attending workshops and joining appropriate student groups.

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

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

7.0 Competence in the English Language

All teaching and assessment for the course is in English. Students whose first language is not English should have passed a language proficiency test to show they have the necessary command of the language to get the most out of the course. Please be aware that less than native fluency in both spoken and written English may affect a student's success on the course. We will ask for certification as part of the admissions process. Please refer to the ICE Student Handbook or the ICE website at <http://www.ice.cam.ac.uk/studying-with-us/international-students> for further information for postgraduate students.

8.0 Student Support and Guidance

8.1 Facilities for students with additional requirements

The Institute welcomes applications from disabled students, including those with unseen disabilities and specific learning difficulties such as dyslexia, and makes every effort both to anticipate and to make reasonable adjustments to meet the needs of disabled participants. The Institute can best support and advise students when it has been made aware, in advance, of the support needed by the disabled student in relation to their study. It is important, therefore, that any requirement for disability-related support is noted when registering for the course. A student may disclose a disability at any point but, after the start of the course, support may take time to implement.

For further information, please visit our website at:

<http://www.ice.cam.ac.uk/studying-with-us/information-for-students/students-with-additional-requirements>

9.0 Resources for students

9.1 ICE Student Handbook

The Institute of Continuing Education's Student Handbook contains essential information relating to studying with the Institute. The Handbook is available on the ICE website at <http://www.ice.cam.ac.uk/studying-with-us/information-for-students> and will be readily accessible from within the VLE. **Students are expected to refer to this Handbook throughout their studies.**

9.2 Virtual Learning Environment (VLE)

It is essential that students have an email account and regular access to an internet connected computer. The course is supported by a web-based virtual learning environment and course communications will be sent via email.

Students are required to submit their Case Study and Career Appraisal and CV online within the required deadline dates.

The computing facilities available at a public library or internet café may be sufficient and unlimited free computing and internet access will be available to you within the University Library throughout your course.

Full login instructions and guidance will be sent by email. If you did not supply an email address on enrolment, or have changed your email address, please contact the Course Administrator. Your login name will be a University identifier (CRSid) supplied by the University's Computing Service. This will also be your user name to access electronic resources at the University Library and you will be entered onto the University's internal electronic Lookup service as an ICE student. Your CRSid will not however, give you an @cam email account.

9.3 University cards

You will be eligible to carry a University card (<http://www.admin.cam.ac.uk/offices/misd/univcard/whatis/>) which will also acts as your library card.

Your card should be ready for you at your first face-to-face teaching session. You are required to return this card to the Registry at the Institute of Continuing Education when it expires; the expiry date is given on the card. If you require a replacement card for any reason, please contact the Course Administrator.

9.4 University Library

While studying on this course you will be able to access the resources of the University Library (<http://www.lib.cam.ac.uk/students/>) both remotely, and in person on presentation of your University card. You will have the same borrowing rights as undergraduate students.

9.5 Department of Architecture Library

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

9.6 Cambridge University Press

Students of the Institute of Continuing Education are entitled to 20% discount on books published by Cambridge University Press (CUP) which are purchased at the Press bookshop, 1 Trinity Street, Cambridge (Mon-Sat 9am – 5:30pm, Sun 11am – 5pm). A letter or email confirming acceptance on to a current Institute course should be taken as evidence of enrolment.

10.0 Course format

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

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

The dates of the course workshops are:

21 and 22 September 2017
21, 22, and 23 March 2018
27, 28 and 29 June 2018

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

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

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

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

11.0 Assessment methods and student participation

Students will be required to complete successfully six assessed elements of the course and achieve satisfactory attendance on at least 75% of the taught sessions to be eligible for the award of the Postgraduate Certificate in Professional Practice in Architecture. These elements are:

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

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

Prior to the examinations and **by 12 noon (BST*) (11.00 UTC) on Monday 3 September 2018** students will submit two copies of their PEDR, Case Study and Personal Statement and CV.

These are to be addressed to:

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

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

Students will also be required to upload the Case Study, Career Appraisal and CV onto the VLE: **by 12.00 noon (BST*) (11.00 UTC) on Monday 3 September 2018**

** British Summer Time*

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

12.0 The Assessment Documents

12.1 PEDR / Log Books

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

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

12.2 Career Appraisal and CV

This has two elements:

- An analytical account of your experience
- Your CV

The analytical account should include a summary sheet and an outline of the structure of the principal offices in which you have worked i.e. size, sole proprietor, limited liability company or limited liability partnership, or multi or single discipline. The bulk of the text should be focused on a **critical self-appraisal**. The critical self-appraisal of your architectural education and practice experience can cover all aspects of your training in offices, including work outside the recorded PEDR, or the 24 months. The Examiners are aware that everybody's experience is different, so you should be candid about your strengths and weaknesses with regard to the development of the knowledge skills and competencies outlined in the Part 3 Criteria.

The CV is a short, two page chronology of historical facts about your career. This gives the Examiners some framework with which to comprehend your career but they are primarily interested in your critical self-appraisal.

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

12.3 Case Study

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

It is not expected that students will necessarily have experienced all aspects or stages of the project at first hand. In some cases a study of a single project will be appropriate. In others, case studies of two or three projects may be necessary to convey the breadth of a student's

work experience. For reasons of confidentiality no documents are expected to be submitted from offices without the permission of the employer.

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

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

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

12.4 The Examinations

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

Paper 1 (2 hours) examines the more general issues of the syllabus and requires answers to 10 questions, out of a choice of 15, requiring definitions of key words/issues and an explanation of how they impact on architectural practice. Students must answer two questions from 5 sections, each section relating to one of the professional criteria detailed in Section 2.

No references are allowed.

Paper 2 (3 hours plus 15 minutes' reading time at the beginning) includes questions on practice and project management and contract law and requires an answer to one question out of a choice of two in each of Parts A, B and C.

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

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

The Written Examinations will be held on **Friday 14 September 2018**.

12.5 The Oral Examination

The Oral Examination is conducted as a professional interview and requires proper preparation.

The Examiners will discuss with you your professional experience as outlined in the Submission Documents, your PEDR sheets and your answers to the two written papers. In assessing your competence, the Examiners are interested in:

- Your professional development to date;
- Your ability to apply theoretical knowledge in practice as demonstrated by your answers in the written examination;

- Your maturity of judgement and ethical standards as demonstrated during the oral examination.

In advance of the interview, therefore, it is essential that you not only review the answers you gave to the written papers, but also be prepared to discuss the questions you did not answer. In addition to this, the Examiners are free to question you on any aspect of the Part 3 Criteria.

Students should be confident enough to add to the discussion and to do so in a manner that demonstrates the ethical attitudes and maturity expected of someone with professional integrity.

The Oral Examinations will be held on **Friday 28 September 2018**.

13.0 Guidance on plagiarism

Students are expected to make sure that their assignments are supported by appropriate referencing and that there is no danger their work could be suspected of plagiarism. They should familiarise themselves with the guidance and plagiarism policy of the Institute available at <http://www.ice.cam.ac.uk/studying-with-us/information-for-students/plagiarism-policy>

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

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

For further guidance and information relating to the Institute's policies on plagiarism please refer to the Student Handbook.

14.0 Illness

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

15.0 The Examiners

Two Examiners, one of whom may be drawn from the RIBA Register of Professional Examiners, will interview you. Both Examiners will have marked your Submission Documents and your examination scripts. The Examiners are current or recent practitioners and most have experience of examining Part 3 at other Universities. The External Examiner and the Internal Examiner will see a selection of the submissions and the examination scripts and will also observe a number of the Interviews.

The External Examiner and the Internal Examiner are appointed for up to a period of three years (renewable annually). Their main functions are to ensure comparability and consistency of standards and fairness of assessment procedures.

16.0 Marking criteria

Students must pass all elements of the assessed tasks (including examinations) to be eligible for the award of the Postgraduate Certificate, the pass mark being 60%. Marking of all elements will be based on the following criteria:

Marking scale for courses at postgraduate level:

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

17.0 Moderation procedures and the award of credit

17.1 The Results

At the end of the interview process the examiners will make their final decision at a meeting of the Examiners' Board and Moderator's Panel attended by the Moderator, the External Examiner, the Professional Examiners and the Course Director. The assessment will be for Pass or Fail only: no grades will be awarded.

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

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

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

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

In exceptional cases it is possible that a student's mark for a failed component could be raised as a result of the Oral Examination, provided the student could demonstrate clearly that s/he improved on the failed elements.

Feedback from students is sought through feedback forms during and at the end of the course. The course will be subject to the ICE's existing arrangements for Quality Assurance.

18.0 Academic appeals and complaints procedures

Please refer to the ICE Student Handbook for full details regarding academic appeals and complaints www.ice.cam.ac.uk [Award bearing handbook](#)

19.0 Disciplinary procedure – students

Please refer to the ICE Student Handbook for full details regarding academic disciplinary procedures. www.ice.cam.ac.uk [Award bearing handbook](#)

20.0 Teaching staff

20.1 Course Director is responsible for the organisation, administration and conduct of the course and examination. She is supported by the staff of the Department, and particularly by the Academic Programme Manager and the Course Administrator.

Miranda Terry MA (Cantab) Dip Arch MSc (Lon) ARB RIBA. Miranda is an Architect who qualified from the University of Cambridge in 1996. She has worked on variety of projects in both the domestic and education sectors with several practices including Pringle Richards Sharratt Architects and Atkins Design Solutions. She has subsequently taken an MSc at King's College in Construction Law and is able to advise on issues such as appointments, project procurement and dispute resolution. Her recent experience has involved a number of listed properties and she is included in the RIBA's Conservation Register. She is a director at Francis Terry and Associates and has lectured previously in contract law and administration at Suffolk New College, Ipswich. (email: mjt93@cam.ac.uk)

20.2 Tutors on the Taught Course

Tutors and lecturers have previously included:

Dr Catherine Barnard, Faculty of Law, University of Cambridge

Tony Bingham 3 Paper Buildings

Dr Bill Bordass Usable Building Trust

Laurence Brett, Partner, Davis Langdon LLP

Marianne Davys, Architect

Chris Gregg CEO, British Land

Stephen Herbert, HOK

Dale Jennings Pencil and Ink

Colin Jones, Hewitsons LLP

Professor Anthony Lavers

Sarah Lupton, Cardiff University

Helen Yabsley, Bovis Lendlease

Basil Sawczuk MBA RIBA FCIM

Roger Shrimplin, Architect and Planner, CW & RC Shrimplin

Elaine Stowell ARB

Nick Kendall, Building control, 3C Shared Services

John Thompson, Building control, 3C Shared Services

David Tucker Director Rivington Street Studio

Richard Warwick Director ORMS

Adrian Dobson Director of Practice RIBA

20.3 Professional Studies Advisors (PSA)

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

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

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

The current pool of Professional Studies Advisors consists of:

Gordon Abbott
Mariano Cavaliere
Matt Cousins
Stephen Herbert
Bettina Hente
Dale Jennings
Jonathan McDowell
Emma Parkes
Richard Partington
Emma Robbins
David Tucker
Richard Warwick
Geoff Pyle
Ian Bramwell
Peter Williams

Our PSAs are all qualified architects.

21.0 The Examiners

21.1 Professional Examiners

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

The current pool of Professional Examiners consists of:

Zana Dean
Stefanie Fischer
Philip Johnson
Mary Kelly
Jerry Lander
Gavin Langford
Alison MacKinder
Femi Oresanya
Steven Pidwill
Mary Plowman
Jon Tollit
Susan Ware

The current Chair of Professional Examiners is: Steven Pidwill.

21.2 The External Examiner

The role of the External Examiner is to monitor the form, content and procedures of the course and to monitor the standards and consistency of the examination. The External Examiner will be an academic in architectural education at another educational institution or an experienced practitioner who is familiar with the requirements of the examination in professional practice.

The current External Examiner is Steven Best.

21.3 The Internal Examiner

The current Internal Examiner is Dr Ying Jin.

21.4 The Subject Moderation Panel will comprise:

Internal Examiner: Dr Ying Jin.

External Examiner: Steven Best.

Professional Examiners including the Chair of Examiners, Stephen Pidwill.

Course Director: Miranda Terry.

22.0 Administrative staff

Academic Programme Manager: Sue Brignell Institute of Continuing Education, University of Cambridge, Madingley Hall, Madingley, Cambridge CB23 8AQ, 01223 760862, sue.brignell@ice.cam.ac.uk.

Course Administrator: Pilar Alonso, Department of Architecture, University of Cambridge, 1-5 Scroope Terrace Trumpington Street Cambridge CB2 1PX, 01223 332959 Lucy.Hartley@aha.cam.ac.uk

23.0 Venue

Department of Architecture 1-5 Scroope Terrace Trumpington Street Cambridge CB2 1PX
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24.0 Contact details of ICE

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Please refer to the help and guidance section of the ICE VLE and the Student Handbook, available there, for further information and guidance relating to all aspect of the course including study skills, assignments, assessment and moderation.

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