



## **QUALIFICATIONS IN ARCHITECTURE**

**Procedures for Prescription  
under the  
Building Control Act 2007**

**The Royal Institute of the Architects of Ireland**

*Approved by RIAI Council July 2011*

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<b>Contents</b>	<b>Page No.</b>
<b>1.0 Introduction</b>	
<b>2.0 Definitions</b>	
<b>3.0 Qualifications and Examinations to be Prescribed</b>	
<b>4.0 Prescription Categories</b>	
<b>5.0 Prescription Cycle</b>	
<b>6.0 Prescription Criteria</b>	
<b>7.0 Prescription Policy</b>	
<b>8.0 Visiting Boards</b>	
<b>9.0 Evaluation of an Established or Prescribed Qualification in Architecture</b>	
<b>10.0 Evaluation of a New Qualification in Architecture</b>	
<b>11.0 Evaluation of a Established or Prescribed Qualification in Professional Practice</b>	
<b>12.0 Evaluation of a New Qualification in Professional Practice</b>	
<b>13.0 Evaluation of an Established or Prescribed Register Admission Examination</b>	
<b>14.0 Evaluation of an New Register Admission Examination</b>	
<b>15.0 Change of Title</b>	
<b>16.0 Final Reports and Recommendations</b>	
<b>17.0 Prescription Process</b>	
<b>18.0 Appeals</b>	
<b>19.0 Published Information</b>	
<b>20.0 Review of Prescription Procedures</b>	
<b>21.0 Prescription Fees</b>	
<b>Appendices</b>	

## 1.0 Introduction

From its foundation in 1839 the RIAI committed itself to the development of knowledge required for the practice of architecture and the evolution of the architectural profession in Ireland.

On 1 May 2008, under the terms of the Building Control Act 2007, the Royal Institute of the Architects of Ireland (RIAI) was designated as the Registration Body for the purposes of Part 3 of the Act, Registration of Architects, and the Competent Authority in the State as respects architects for the purposes of Directive 2005/36/EC on the Recognition of Professional Qualifications.

Part 3 of the Act makes provision for the Prescription of Qualifications and of Register Admission Examinations. These procedures provide for prescription of:

- Qualifications in Architecture
- Qualifications in Professional Practice
- Register Admission Examinations

The Qualifications and Examinations submitted for prescription will be evaluated in accordance with these *RIAI Procedures for Prescription under the Building Control Act 2007*. Qualifications and Examinations which meet the criteria will be prescribed for a defined period and will be subject thereafter to re-evaluation at intervals set in accordance with the procedures.

The Prescription process involves an objective evaluation of the Qualification or Examination. In particular they are evaluated in terms of their compliance as appropriate with the requirements of:

- The Building Control Act, 2007
- Article 46 of *Directive 2005/36/EC on the Recognition of Professional Qualifications*
- *The HETAC/National Awards Standard for Architecture*
- *The RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect.*

In formulating these Procedures the RIAI has had regard to the principles and standards set out in:

- *INQAAHE Guidelines of Good Practice in Quality Assurance*. International Network for Quality Assurance Agencies in Higher Education, 2006.
- *UIA Recommended Guidelines for the Accord Policy on Accreditation / Validation / Recognition*. International Union of Architects, Beijing, 1999.
- *Standards and Guidelines for Quality Assurance in the European Higher Education Area*, European Association for Quality Assurance in Higher Education, Bergen 2005.

The Procedures are subject to on-going review, as set out in Section 20.0.

## 2.0 Definitions

### **The Minister**

The Minister of the Environment, Heritage and Local Government (Environment Community and Local Government as of 2011)

### **Prescription**

Recognition of a qualification or examination by regulations made by the Minister under Part 3 of the Building Control Act 2007.

**Provisional Approval**

A new qualification or examination which meets the criteria may be granted provisional approval for the years prior to completion by the first cohort of students/candidates.

**School of Architecture**

A department or other unit, within a Higher Education institution, which is responsible for the provision of a programme leading to a qualification in Architecture.

**Institution**

An educational institution providing a programme leading to a Qualification in architecture or professional practice, **or** an examining body providing a Register Admission Examination, which is applying for prescription.

**Programme**

A course of study leading to a qualification awarded by an awarding body or by a body with delegated authority to make awards in accordance with the Qualifications (Education and Training) Act, 1999.

**Established Programme**

A qualification which is already in place and in which at least one cohort of students has completed the full programme and achieved qualification.

**Prescribed Qualification**

An qualification which has been prescribed by regulations made by the Minister under Part 3 of the Building Control Act 2007.

**Examining Body**

A body which provides and administers a Register Admission Examination under section 14(2)(f) of the Building Control Act 2007.

**Council**

Council is the policy-making body of the RIAI. It makes decisions on behalf of the members and in accordance with the objectives of the Institute as expressed in its Memorandum of Association. It may exercise all such powers of the Institute as are not by the Companies Act, 1963, or any statutory provision for the time being in force or by the Articles, required to be exercised by the Institute in General Meeting.

**Board of Architectural Education (BAE)**

A standing committee appointed by Council in accordance with the By-Laws of the RIAI. Its function is to consider and investigate any matter relating to architectural education, to make reports and recommendations to the Council of the RIAI, and to perform such duties as shall from time to time be assigned to it by the Council.

**Accreditation Process Advisor**

Appointed by the RIAI, his/her role is to provide professional and technical advice and support to the Visiting Boards in relation to all accreditation procedures.

**NQAI / HETAC**

Any reference to the National Qualifications Authority of Ireland (NQAI) or the Higher Education and Training Awards Council (HETAC) should be understood as including any future merged statutory body/ies as may be established to carry out the functions assigned to them in these procedures.

**3.0 Qualifications and Examinations to be Prescribed**

- Honours Bachelor of Architecture (NFQ Level 8)/ Master of Architecture (NFQ Level 9). These are professional degrees in architecture which meet the requirements set out in the Building Control Act 2007. Programmes may consist of a pre-professional undergraduate degree in architecture followed by a professional Honours Bachelor or Master degree. In this case the evaluation process involves both degrees. However a

## RIAI Prescription Procedures

pre-professional degree cannot, in itself, be prescribed.

- Post-Graduate Diploma in Professional Practice
- Register Admission Examination  
This is an Examination carried out under the terms of section 14(2)(f) of the Building Control Act 2007.

### 4.0 Prescription Categories

There are three distinct categories within the prescription process:

- Provisional Approval. A new programme or Register Admission Examination system which meets the criteria may be accorded Provisional Approval for the duration of the period preceding completion of the Programme/Examination by its first cohort of candidates.
- Prescription. A Qualification awarded following completion of a programme, or a Register Admission Examination system of which at least one cohort of candidates has completed the examination, which meets the prescription criteria will be Prescribed for a defined period.
- Prescription Renewal. A prescribed Qualification or Register Admission Examination which, on re-evaluation, is found to meet the criteria will have its prescription renewed for a further period.

### 5.0 Prescription Cycle

A Qualification or Register Admission Examination is normally granted Prescribed status for a maximum period of five years. The calendar year/s during which the next Prescription visit will fall due is indicated in the Visiting Board's Final Report.

An institution should notify the RIAI of any significant changes in circumstances which occur in the intervening period. The RIAI will consider if the changes carry any implications for the Prescription status of the Qualification/Examination and any measures that may need to be instituted to address them.

If an institution fails to apply for renewal of prescription, or fails to supply the required documentation or facilitate evaluation by the Visiting Board, the Minister shall be so informed and advised that prescription should be withdrawn at the expiry of the current prescription period.

Visits to review established Programmes/ Examinations or prescribed Qualifications are normally carried out in two Phases:

- In the case of a Qualification in Architecture a Phase 1 Visit is carried out during term-time and a Phase 2 Visit at the conclusion of the same academic year, during the period when the year's work is on exhibition.
- In the case of a Qualification in Professional Practice the Phase 1 and Phase 2 activities are normally combined within a single Visit.
- In the case of a Register Admission Examination a Phase 1 Visit is carried out midway through the examination process and a Phase 2 Visit at the conclusion of the process, when all work completed by the candidates is available for evaluation.

New Programmes or Examinations are normally the subject of:

- a Preliminary Visit before the intake of the first cohort of students/candidates,
- one Interim Visit each year until the first cohort reaches its final academic year

- a Phase 1 Visit during and a Phase 2 Visit at the end of the academic year in which the first cohort graduates.

Interim Visits may be carried out by a panel of not less than two persons drawn from the Visiting Board Panel.

Where possible, Visits are scheduled to align with the institution's internal Quality Assurance cycle.

Subject to agreement between the institution and the RIAI, Intermediate Visits for the purposes of dialogue may be arranged. These are conducted by a panel of at least two persons drawn from the Visiting Board Panel.

## **6.0 Prescription Criteria**

### **6.1 Provisional Approval of a Programme in Architecture**

The criterion for Provisional Approval of a programme in Architecture is that, if delivered as proposed, it will provide the requisite instruction in the various elements of the discipline of architecture in accordance with Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications, so that graduates of the programme meet the HETAC/National award standards for architecture and have sufficient foundation to enable them through post-graduate practical experience to meet the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

### **6.2 Prescription of a Qualification in Architecture**

The criterion for Prescription of a qualification in Architecture is that the programme which leads to it has provided, and is judged likely to continue to provide, the requisite instruction in the various elements of the discipline of architecture in accordance with Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications, so that graduates of the programme meet the HETAC/National award standards for architecture and have sufficient foundation to enable them through post-graduate practical experience to meet the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

### **6.3 Provisional Approval of a Programme in Professional Practice**

The criterion for Provisional Approval of a Post-Graduate programme in Professional Practice is that, if delivered as proposed, it will produce graduates who meet the relevant award standard and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

### **6.4 Prescription of a Qualification in Professional Practice**

The criterion for Prescription for a Post-Graduate Qualification in Professional Practice is that the programme which leads to it has produced, and is judged likely to continue to produce, graduates who meet the relevant award standard and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

### **6.5 Provisional Approval of a Register Admission Examination**

The criterion for Provisional Approval of a Register Admission Examination is that the Examination, if conducted as proposed, will establish whether a candidate undergoing the Examination can demonstrate the competencies specified in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications and meet the HETAC/National award standards for architecture and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

### **6.6 Prescription of a Register Admission Examination**

The criterion for Prescription of a Register Admission Examination is that candidates who are successful in the Examination have demonstrated the competencies specified in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications, so that they meet the HETAC/National award standards for architecture and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect* and that it is judged likely that the examination system will continue to ensure that all successful candidates have met the criteria.

## 7.0 Prescription Policy

The purpose of Prescription is to ensure, in the interests of students, the public and the architectural profession, that the range of skills and the standard of performance demonstrated by graduates who have successfully completed educational programmes in architecture and professional practice, or by candidates who have successfully completed a Register Admission Examination, are adequate with regard to the design, technical and professional skills and ethical formation required for competent architectural practice.

The Prescription procedures will be implemented rigorously, fairly and transparently. All matters relating to an application for prescription will be treated as confidential by everybody involved.

Primary responsibility for the curriculum, quality and learning outcomes of education programmes rests with the educational institutions and the prescription procedure is not to be applied in such a manner as to stifle diversity or innovation.

## 8.0 Visiting Boards

Evaluation of Qualifications or Examinations for the purposes of Prescription is entrusted to Visiting Boards appointed by the RIAI. The role of a Visiting Board is to carry out objective evaluation of the Qualification or Examination in accordance with the criteria identified above and to recommend to the RIAI whether or not, in its opinion, the Qualification or Examination should be prescribed.

### 8.1 Composition

Each Visiting Board consists of a Chair and at least 4 ordinary members. The Accreditation Process Advisor, or an alternate appointed by the RIAI, is a de-facto member of every Visiting Board and monitors its activities to ensure that each Visit is conducted in accordance with RIAI Prescription Procedures and in a manner consistent with visits to other Programmes/Examination Systems.

The Chair may be a member of the RIAI Board of Architectural Education (BAE), and should be a person with previous experience as a Visiting Board member.

The Board should be formed to provide equitable balance and include as far as is practicable:

- Experienced and more recently qualified Architects;
- Architects with experience in architectural education;
- Architects with experience of practice in the public and private sectors;
- A person who has experience of prescription or equivalent procedures in another discipline or in another jurisdiction.

The panel should include persons with the necessary competence in academic assessment. At least one member of the Board should have served on a Visiting Board for another equivalent Qualification or Examination. In the case of a Prescribed Qualification or Examination at least one member should have served on the previous Visiting Board for the Qualification/Examination in question. To facilitate evaluation of non-studio work the inclusion of practitioners who have lecturing experience is desirable.

No person who is currently, or within the previous 5 years has been, a staff member (full- or part-time), external examiner or advisor, or is a close relative of a student or staff-member, in the programme leading to the Qualification or in the Examination concerned, or who has any other conflict of interest, may serve on a Visiting Board.

Any person appointed to a Visiting Board should declare to the RIAI, as soon as possible, any conflict of interest or apparent conflict of interest of which he/she subsequently becomes aware. In the event of any conflict or potential conflict of interest the RIAI will decide, in its absolute discretion and in consultation with the person in question, on the appropriate course of action.

## **8.2 Appointment**

The BAE will arrange the formation of a Visiting Board for a particular Qualification or Examination for approval by Council.

Visiting Board members will be selected from a Visiting Board Panel established by the RIAI. Panel members shall receive appropriate training, arranged by the RIAI, before carrying out any duties under these Procedures.

Where any Visiting Board member is unavailable to participate in a particular Visit the RIAI reserves the right to appoint such substitute person from the Visiting Board Panel as will maintain the Board composition set out above.

## **8.3 Roles of Chair and Accreditation Process Advisor**

The Chair is responsible for the direction of the Visiting Board's work during a Visit. The Accreditation Process Advisor advises the Chair, monitors the activities of the Board to ensure that the Visit is conducted in accordance with RIAI Prescription Procedures and in a manner consistent with visits to other Programmes or Examination systems. The Accreditation Process Advisor also acts as recorder for the duration of the Visit.

## **9.0 Evaluation of an Established or Prescribed Qualification in Architecture**

The prescription of an established or prescribed qualification in architecture involves the following sequential stages:

- Evaluation of Documentary submission. Then, subject to documented proposal being satisfactory:
- Phase 1 Visit mid-way through the academic year
- Phase 2 Visit at the conclusion of the academic year
- Final Report and Recommendations
- Decision as to whether Prescription is to be granted or refused.

## **9.1 Initiation of the Process**

The Prescription process is initiated by a letter of application to the RIAI from the Registrar of the institution concerned. The letter should identify the person within the institution to whom all future correspondence relating to the prescription process should be addressed.

Receipt of the letter of invitation is acknowledged and notified to BAE and Council. The RIAI will then appoint a Visiting Board as set out in Section 8.0.

In the case of an institution seeking prescription renewal the invitation should be issued to the RIAI by the Registrar of the institution concerned not later than 30 September in the calendar year before the current period of prescription expires.

In the case of an institution seeking prescription of an Established Programme for the first time the Head of School and the Management of the institution will normally be invited to attend an introductory meeting with members of the education division of the RIAI before appointment of a Visiting Board.

Following appointment of the Visiting Board-the RIAI notifies the Chair of the Visiting Board and sends him/her the projected timeframe for the Prescription Exercise and a copy of these RIAI Prescription Procedures, Article 46 of *Directive 2005/36/EC on the Recognition of Professional Qualifications*, *The HETAC/National awards standard for architecture* and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

Normally at a time not less than three months in advance the RIAI agrees with the applicant institution the dates of the Visit/s.<sup>1</sup>

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<sup>1</sup> In the case of a prescribed qualification the year during which an accreditation Visit is to be made should have been indicated in the previous Visiting Board Report.

## RIAI Prescription Procedures

The RIAI then writes:

(a) to the Registrar of the institution listing the members of the Visiting Board and confirming the Visit and the dates;

(b) to the Programme Director enclosing a copy of the *RIAI Prescription Procedures*, Article 46 of *Directive 2005/36/EC on the Recognition of Professional Qualifications*, *The HETAC/National Award Standard for Architecture* and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*, and:

- outlining the purpose of the Visit;
- requesting the submission of the required documentation by a date not less than six weeks before the date of the proposed Visit (Table 1);
  
- setting out documentation to be available during the Visit/s. (Tables 2 and 3).
- Describing the facilities the Institution is asked to provide (Appendix B).

(c) to the Visiting Board Chair and Board Members confirming:

- Date for the Board's Preliminary Meeting
- Dates of Visit/s

On receipt of the material listed in Table 1 one copy set is sent to the Accreditation Process Advisor for verification that it is complete. If the documentation is incomplete the institution shall be so notified within three weeks and the additional material shall be submitted to the RIAI within a further three weeks. A complete set of documentation is then sent to each member of the Visiting Board. If the additional material is not submitted within three weeks the RIAI reserves the right to postpone the date/s of the Visit/s

If the institution fails to submit the material listed in Table 1 the prescription process will be suspended.

Normally not less than one month before the Phase 1 Visit, the RIAI writes to the institution setting out the agreed timetable for the Visit. Indicative timetables are set out in Appendix C.

### **9.2 Evaluation of Documentary Submission**

In advance of the date set for the Phase 1 Visit the Chair of the Visiting Board convenes a Preliminary Meeting of the Board together with the Accreditation Process Advisor, briefs the members of the new Board, all of whom will have had the opportunity to read and consider all of the documentation submitted by the Institution.

The Board itself reviews the documentation, the previous Visiting Board Report, if any, issues which need particular attention, the Visit Timetable, allocation of tasks during the Visit and any other matters relevant to the particular visit.

### **9.3 Consultation with Relevant Bodies**

Prior to the date of a Phase 1 Visit the RIAI also convenes a briefing meeting with representatives of the National Qualifications Authority of Ireland (NQAI) and/or the Higher Education Training and Awards Council (HETAC), and the Accreditation Process Advisor.

### **9.4 Visits**

The function of the Board is to assess the programme and the standards of performance achieved by students in the programme in accordance with the Criterion set out in Section 6.2.

The programme for a Phase 1 Visit will usually include:

- Brief meeting with President and Dean of Faculty of the institution.
- Meeting with Head of School / Programme Director
- Meeting with programme staff and introduction to work in progress
- Inspection of programme facilities
- Meeting with programme students
- Sampling of lectures, seminars or reviews which may be taking place

## RIAI Prescription Procedures

- Informal visits to studios to see work in progress
- Discussion on how the programme meets the stated learning outcomes

The Head of the School, Staff and Students should be given the opportunity to raise any issues they consider relevant to the Visit.

After the Phase 1 Visit the Accreditation Process Advisor will prepare, for the information of Visiting Board members and the BAE, a Progress Report recording the progress of the prescription process, and identifying any particular matters to be noted or further examined by the Visiting Board.

If appropriate the RIAI may write to the institution indicating any additional information to be supplied before or during the Phase 2 Visit.

The programme for a Phase 2 Visit will usually include:

- Meeting with Head of School / Programme Director
- Review of exhibited work guided by appropriate staff member
- Assessment of documentation in relation to exhibition
- Review of examination marks broadsheets, examination scripts and portfolios from previous and current years
- Evaluation of achieved learning outcomes.
- Meeting with External Examiners

Visiting Board members should review the material provided in a systematic manner. During the Phase 2 Visit, particular care should be taken in the examination of representative portfolios in the 'high fail' and 'low pass' categories. Visiting Board members should review individual students' work over the whole of the academic year. A representative sampling of examination scripts, dissertations, case studies or other non-studio work should be examined on a similar basis. The Board should pay particular attention to the standard of work in the final year of the programme.

Following the Phase 2 Visit the RIAI, writes to the school to thank it for support provided for the Board's activities and to remind it of the procedures the Institute adopts in drafting and ratifying a Report.

### **9.5 Final Report, Recommendation and Prescription Process**

Following the Phase 2 Visit the Final Report and Recommendations of the Visiting Board will be prepared in accordance with the procedures set out in Section 16.0, and the decision on whether Prescription is to be granted, refused or withdrawn made in accordance with the procedures set out in Section 17.0 of these procedures.

## **10. Evaluation of a New Qualification in Architecture**

The prescription of a new qualification in architecture involves the following sequential stages:

- Development
- Evaluation of Documentary submission. Then, subject to documented proposal being satisfactory:
- Preliminary Visit before students enter the programme
- Report and Recommendation
- Decision on whether Provisional Approval should be granted or withheld.
- Interim visits on an annual basis until first cohort of students graduates
- Phase 1 Visit mid-way through the academic year
- Phase 2 Visit at the conclusion of the academic year
- Final Report and Recommendations
- Decision as to whether Prescription is to be granted or refused.

### **10.1 Development**

In the case of a new Qualification, the institution proposing the Qualification is invited to consult with the RIAI at an early stage in the development of the

Programme about any aspects of the proposal, but in particular its philosophical approach and vision of architectural education.

Such approaches are reported to the Accreditation Process Advisor, BAE and Council and the institution is sent copies of these Procedures, Article 46 of *Directive 2005/36/EC on the Recognition of Professional Qualifications, the HETAC/national awards standard for architecture and the RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

The consultation phase can be expected to involve exchanges of documentation and informal meetings with the staff and management of the institution. This consultation will have no bearing on the success or otherwise of a formal application for prescription.

### **10.2 Initiation of the Process**

When a developed proposal has been completed, the institution proposing the Programme submits to the RIAI its formal application for Prescription. The RIAI will appoint a Visiting Board as set out in Section 8.0 and initiate the processes set out in Section 9.1.

Documentation to be submitted with the application is set out in Table 5. Where the Programme has already admitted students, any available information relating to statistics, examinations, marks, QA reports, etc., as set out in Table 1, should be submitted also.

### **10.3 Evaluation of Documentary Submission**

In advance of the date set for the Preliminary Visit the Chair of the Visiting Board convenes a Preliminary Meeting of the Board together with the Accreditation Process Advisor, briefs the members of the new Board, all of whom will have had the opportunity to read and consider all of the documentation submitted by the Institution.

The Visiting Board will review the application having regard to Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications, The HETAC/national Awards Standard for Architecture and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*, the academic standing, resources and structures of the institution within which the Programme is to be provided and the calibre of proposed and/or existing school leadership and staffing. The Board may seek from the institution clarification in writing on any issues relevant to the Programme proposal.

### **10.4 Preliminary Visit**

The Visiting Board will carry out a Visit to the institution, at which it will meet the Principal of the Institution, Head of School/Department, Programme Director and relevant staff, review the physical resources and may observe any existing related Programmes in action. Where the Programme has already admitted students, the requirements set out in Table 2 for material to be made available to the Visiting Board should be met in so far as is possible and the timetable adjusted to include observation of the Programme in action, meetings with students, etc. as appropriate.

The function of the Board is to assess the proposed programme in accordance with the Criterion set out in Section 6.1.

### **10.5 Report and Recommendation**

After the Visit the Accreditation Process Advisor, in consultation with the Chair, prepares a Draft Visiting Board Report. The Draft Report, as agreed by the Visiting

Board, is presented to the BAE for its information. The BAE may refer any issue arising from the Report to RIAI Council for comment or decision.

The RIAI sends a copy of the Draft Report to the institution with a request to respond within 30

## RIAI Prescription Procedures

days if any observation in the Report is factually incorrect

After receipt and consideration of the institution's observations, if there be any, the Accreditation Process Advisor in consultation with the Chair prepares a Final Report.

The Report, which will be evidence-based, will cover, inter alia, and in the following sequence:

- The statement that the Report is confidential.
- Purpose of the Visit, its date, and Board composition
- A description of the Visit
- A review of:
  - Programme philosophy
  - Proposed Programme structure, curriculum and intended learning outcomes
  - Programme assessment strategy
  - Facilities
  - Staffing
  - Overall teaching and learning environment
- A clear recommendation, citing the reasons, as to whether Provisional Approval should be granted.
- Any conditions attached to Provisional Approval as the Visiting Board requires.
- Provisional date (calendar year) for the next Visit.

### **10.6 Provisional Approval**

The Chair of the Visiting Board and the Accreditation Process Advisor present the Final Report, together with any representations which may have been made by the institution, to the BAE for consideration. The BAE considers the case, decides on its Recommendation and reports to Council accordingly. Council decides whether or not to grant Provisional Approval.

If the Board considers that the Programme as proposed would not meet the criteria, but that with adjustment it might do so, it may issue an Advisory Report indicating to the BAE and the institution the areas in which improvements need to be made and may propose a provisional date for a further Visit. The Report may also contain advice as to how improvements might be achieved, but it will be for the institution to decide if and in what manner to implement such advice.

This sequence of Visit and Advisory Report may be repeated until such time as the Visiting Board considers that it can make a definitive recommendation to the BAE.

**Provisional Approval should be in place before the first intake of students into any Programme.**

### **10.7 Interim Visits**

A Programme which has been granted Provisional Approval will be visited annually by a Visiting Board, at a time to be agreed, until the first cohort of students has completed the Programme. Where circumstances warrant, such annual visits may be carried out by a reduced Visiting Board. The timing of Interim Visits will be as agreed between the institution and the RIAI, and the documentation to be provided before and during the visits will be as required by the Visiting Board in the particular case. Each visit will be followed by preparation of an Interim Report on the development of the programme for the information of the BAE and the institution.

An Interim Report may indicate the areas in which improvements need to be made and advice as to how improvements might be achieved, but it will be for the institution to decide if and in what manner to implement such advice.

### **10.8 Final Visits**

In the academic year which produces the first cohort of graduates from the programme, a full Visiting Board will carry out a Phase 1 and a Phase 2 Visit. The function of the Board is to assess the programme and the standards of performance achieved by students in the programme in accordance with the Criterion set out in Section 6.2. The Board should pay particular attention to the standard of work in the final year of the programme.

### **10.9 Final Report, Recommendation and Prescription Process**

## RIAI Prescription Procedures

Following the Phase 2 Visit the Final Report and Recommendations of the Visiting Board will be prepared in accordance with the procedures set out in Section 16.0, and the decision on whether Prescription is to be granted, refused or withdrawn made in accordance with the procedures set out in Section 17.0 of these procedures.

### **11.0 Evaluation of an Established or Prescribed Qualification in Professional Practice**

The prescription of an established or prescribed qualification in professional practice involves the following sequential stages:

- Evaluation of Documentary submission. Then, subject to documented proposal being satisfactory:
- One Visit mid-way during or at the conclusion of the academic year
- Final Report and Recommendations
- Decision as to whether Prescription is to be granted or refused.

#### **11.1 Initiation of Process**

The procedures for Initiation, Evaluation of Documentary Submission and Consultation with Relevant Bodies are as set out in Sections 9.1, 9.2 and 9.3, save that the relevant documents sent to the institution by the RIAI, and to which the Visiting Board shall have regard, are these Procedures and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*. The Visiting Board will then carry out a single Visit during, or at the conclusion of, the academic year as agreed with the institution.

The documentation to be submitted in advance of, and made available during, the Visit is set out in Tables 1 and 4.

#### **11.2 The Visit**

The function of the Board is to assess the programme and the standards of performance achieved by students in the programme in accordance with the Criterion set out in Section 6.4.

The programme for the Visit will usually include:

- Brief meeting with President and Dean of Faculty of the institution.
- Meeting with Head of School / Programme Director
- Meeting with programme staff and introduction to work in progress
- Inspection of programme facilities
- Meeting with programme students
- Sampling of lectures or seminars which may be taking place
- Discussion on how the programme meets the stated learning outcomes
- Review of most recent examination marks broadsheets, examination scripts
  
- papers and/or case studies together with those of previous years.
- Meeting with External Examiners

The Head of the School, Staff and Students should be given the opportunity to raise any issues they consider relevant to the Visit.

#### **11.3 Final Report, Recommendation and Prescription Process**

Following the Visit the Final Report and Recommendations of the Visiting Board will be prepared in accordance with the procedures set out in Section 16.0, and the decision on whether Prescription is to be granted, refused or withdrawn made in accordance with the procedures set out in Section 17.0 of these procedures.

## **12.0 Evaluation of a New Qualification in Professional**

## Practice

The prescription of a new qualification in professional practice involves the following sequential stages:

- Development
- Evaluation of Documentary submission. Then, subject to documented proposal being satisfactory:
  - Preliminary Visit before students enter the programme
  - Report and Recommendation
  - Decision on whether Provisional Approval should be granted or withheld.
  - Final Visit at the conclusion of the academic year
  - Final Report and Recommendations
  - Decision as to whether Prescription is to be granted or refused.

### 12.1 Development

In the case of a new Qualification, the institution proposing the Qualification is invited to consult with the RIAI at an early stage in the development of the Programme about any aspects of the proposal, but in particular its philosophical approach and vision of architectural education.

Such approaches are reported to the Accreditation Process Advisor, BAE and Council and the institution is sent copies of these Procedures and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

The consultation phase can be expected to involve exchanges of documentation and informal meetings with the staff and management of the institution. This consultation will have no bearing on the success or otherwise of a formal application for prescription.

### 12.2 Initiation of the Process

When a developed proposal has been completed, the institution proposing the Programme submits to the RIAI its formal application for Prescription. The RIAI will appoint a Visiting Board as set out in Section 8.0 and initiate the processes set out in Section 9.1.

Documentation to be submitted with the application is set out in Table 5. Where the Programme has already admitted students, any available information relating to statistics, examinations, marks, QA reports, etc., as set out in Table 1, should be submitted also.

### 12.3 Evaluation of Documentary Submission

In advance of the date set for the Preliminary Visit the Chair of the Visiting Board convenes a Preliminary Meeting of the Board together with the Accreditation Process Advisor, briefs the members of the new Board, all of whom will have had the opportunity to read and consider all of the documentation submitted by the Institution.

The Visiting Board will review the application having regard to the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*, the academic standing, resources and structures of the institution within which the Programme is to be provided and the calibre of proposed and/or existing school leadership and staffing. The Board may seek from the institution clarification in writing on any issues relevant to the Programme proposal.

### 12.4 Preliminary Visit

The Visiting Board will carry out a Visit to the institution, at which it will meet the Principal of the Institution, Head of School/Department, Programme Director and relevant staff, review the physical resources and may observe any existing related Programmes in action. Where the Programme has already admitted students, the requirements set out in Table 4 for material to be made available to the Visiting Board should be met in so far as is possible and the timetable adjusted to include observation of the Programme in action, meetings with students, etc. as appropriate.

The function of the Board is to assess the proposed programme in accordance with the Criterion set out in Section 6.3.

### **12.5 Report and Recommendation**

After the Visit the Accreditation Process Advisor, in consultation with the Chair, prepares a Draft Visiting Board Report. The Draft Report, as agreed by the Visiting Board, is presented to the BAE for its information. The BAE may refer any issue arising from the Report to RIAI Council for comment or decision.

The RIAI sends a copy of the Draft Report to the institution with a request to respond within 30 days if any observation in the Report is factually incorrect

After receipt and consideration of the institution's observations, if there be any, the Accreditation Process Advisor in consultation with the Chair prepares a Final Report.

The Report, which will be evidence-based, will cover, inter alia, and in the following sequence:

- The statement that the Report is confidential.
- Purpose of the Visit, its date, and Board composition
- A description of the Visit
- A review of:
  - Programme philosophy
  - Proposed Programme structure, curriculum and learning outcomes
  - Programme assessment strategy
  - Facilities
  - Staffing
  - Overall teaching and learning environment
- A clear recommendation, citing the reasons, as to whether Provisional Approval should be granted.
- Any conditions attached to Provisional Approval as the Visiting Board requires.
- Provisional date (calendar year) for the next Visit.

### **12.6 Provisional Approval**

The Chair of the Visiting Board and the Accreditation Process Advisor present the Final Report, together with any representations which may have been made by the institution, to the BAE for consideration. The BAE considers the case, decides on its

Recommendation and reports to Council accordingly. Council decides whether or not to grant Provisional Approval.

If the Board considers that the Programme as proposed would not meet the criteria, but that with adjustment it might do so, it may issue an Advisory Report indicating to the BAE and the institution the areas in which improvements need to be made and may propose a provisional date for a further Visit. The Report may also contain advice as to how improvements might be achieved, but it will be for the institution to decide if and in what manner to implement such advice.

This sequence of Visit and Advisory Report may be repeated until such time as the Visiting Board considers that it can make a definitive recommendation to the BAE.

**Provisional Approval should be in place before the first intake of students into any Programme.**

### **12.7 Final Visit**

At the conclusion of the academic year following grant of Provisional Approval, a full Visiting Board will carry out a Visit as set out in Section 11.2 above. The function of the Board is to assess the programme and the standards of performance achieved by students in the programme in accordance with the Criterion set out in Section 6.4.

### **12.8 Final Report, Recommendation and Prescription Process**

Following the Visit the Final Report and Recommendations of the Visiting Board will be prepared in accordance with the procedures set out in Section 16.0, and the decision on whether Prescription is to be granted, refused or withdrawn made in accordance with the procedures set out in Section 17.0 of these procedures.

### **13.0 Evaluation of an Established or Prescribed Register Admission Examination**

Clause 14(2)(f) of the Building Control Act 2007 provides for the admission to the Register for Architects of "A person who -

- (i) has at least 7 years' practical experience of performing duties commensurate with those of an architect in the State.
- (ii) is at least 35 years of age, and
- (iii) has passed a prescribed register admission examination."

The prescription of an established or prescribed qualification in Register Admission Examination involves the following sequential stages:

- Evaluation of Documentary submission. Then, subject to documented proposal being satisfactory:
- Phase 1 Visit mid-way through the examination cycle
- Phase 2 Visit at the conclusion of the examination cycle
- Final Report and Recommendations
- Decision as to whether Prescription is to be granted or refused.

#### **13.1 Initiation of Process**

The procedures for Initiation, Evaluation of Documentary Submission and Consultation with Relevant Bodies are as set out in Sections 9.1, 9.2 and 9.3. A Phase 1 Visit is carried out midway through the examination process and a Phase 2 Visit at the conclusion of the process, when all work completed by the candidates is available for evaluation.

The documentation to be submitted in advance of, and made available during, the Visits is set out in Tables 6, 8 and 9.

#### **13.2 The Visits**

The function of the Board is to assess the examination process and the standards of performance achieved by successful candidates in accordance with the Criterion set out in Section 6.6.

The Phase 1 visit will usually include:

- Meeting with Director of the Examining Body
- Meeting with staff
- Review of programme and documentation
- Review of admission and progression statistics to date.
- Review of work in progress
- Inspection of Examination facilities
- Meeting with Examination candidates

The Director of the Examining Body, Staff and Candidates should be given the opportunity to raise any issues they consider relevant to the Visit.

After the Phase 1 Visit the Accreditation Process Advisor will prepare, for the information of Visiting Board members and the BAE, a Progress Report recording the progress of the prescription process, and identifying any particular matters to be noted or further examined by the Visiting Board.

If appropriate the RIAI may write to the institution indicating any additional information to be supplied before or during the Phase 2 Visit.

The Phase 2 visit will take place on an agreed date following completion of the examination process and will usually include:

- Meeting with Director of the Examining Body
- Meeting with staff
- Review of exhibited work
- Assessment of documentation in relation to exhibition
- Review of examination marks broadsheets, examination scripts and portfolios
- Meeting with External Examiners
- Meeting with Examination candidates
- Discussion on how the Examination has met the stated objectives

### **13.3 Final Report and Recommendation**

Reports on a visit to a Register Admission Examination should be prepared in accordance with Section 16.0, save that the content of the report shall include the following as appropriate to the Phasing of the Visit:

- Statement that the report is confidential
- Purpose of the visit, date and Board Composition
- Description of the visit
- A review of:
  - Examination philosophy
  - Examination structure
  - Admission cohort/categories
  - Assessment modes, strategies and criteria
  - Completed submissions and assignments
  - Facilities/Resources
  - Staffing
  - Overall assessment environment
  - Developments since the previous Visit, if any.
  - Standards of performance of candidates within the Examination process and completing the Examination.
- A clear recommendation, citing the reasons for the decision, as to whether Provisional Approval / Prescription of the Examination should be granted and, if Prescription is recommended, the number of years for which it will apply. Maximum = 5 years.
- Any conditions the Visiting Board requires.
- Provisional date (year) for the next Visit to the Examination.

### **13.4 Prescription Process**

Following completion of the Report the decision on whether Prescription is to be granted, refused or withdrawn will be made in accordance with the procedures set out in Section 17.0 of these procedures.

## **14.0 Evaluation of a New Register Admission Examination**

The prescription of a new Register Admission Examination involves the following sequential stages:

- Development
- Evaluation of Documentary submission. Then, subject to documented proposal being satisfactory:
  - Preliminary Visit before the first intake of candidates Report and Recommendation
  - Decision on whether Provisional Approval should be granted or withheld.
  - Phase 1 Visit mid-way through the examination cycle
  - Phase 2 Visit at the conclusion of the examination cycle

## RIAI Prescription Procedures

- Final Report and Recommendations
- Decision as to whether Prescription is to be granted or refused.

### 14.1 Development

In the case of a new Examination, the institution making the proposal is invited to consult with the RIAI at an early stage in the development of the Examination about any aspects of the proposal, but in particular its philosophical approach and its approach to the assessment of the candidates provided for in Clause 14(2)(f) of the Act.

Such approaches are reported to the Accreditation Process Advisor, BAE and Council and the institution is sent copies of these Procedures, Article 46 of *Directive 2005/36/EC on the Recognition of Professional Qualifications, the HETAC/national awards standard for architecture and the RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*.

The consultation phase can be expected to involve exchanges of documentation and informal meetings with the staff and management of the institution. This consultation will have no bearing on the success or otherwise of a formal application for prescription.

### 14.2 Initiation of the Process

When a developed proposal has been completed, the institution proposing the Programme submits to the RIAI its formal application for Prescription. The RIAI will appoint a Visiting Board as set out in Section 8.0 and initiate the processes set out in Section 9.1. Documentation to be submitted with the application is set out in Table 7.

### 14.3 Evaluation of Documentary Submission

In advance of the date set for the Preliminary Visit the Chair of the Visiting Board convenes a Preliminary Meeting of the Board together with the Accreditation Process Advisor, briefs the members of the new Board, all of whom will have had the opportunity to read and consider all of the documentation submitted by the Institution.

The Visiting Board will review the application, having regard to Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications, The HETAC/national awards standard for architecture and the *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*, the academic standing, resources and structures of the Examining Body within which the Register Admission Examination is to be provided and the calibre of proposed and/or existing leadership and staffing. The Board may seek from the Examining Body clarification in writing on any issues relevant to the Examination proposal.

### 14.4 Preliminary Visit

On an agreed date the Visiting Board will visit the premises of the Examining Body. The function of the Board is to assess the proposed examination process in accordance with the Criterion set out in Section 6.5. The schedule for the visit will usually include:

- Meeting with Director of the Examining Body
- Meeting with staff and introduction to work in progress on the examination process
- Inspection of facilities, resources and administrative support
- Discussion on how the Examination will meet the stated objectives
- Discussion on the Submission and documentation.

### 14.5 Report and Recommendation

After the Visit the Accreditation Process Advisor, in consultation with the Chair, prepares a Draft Visiting Board Report. The Draft Report, as agreed by the Visiting Board, is presented to the BAE for its information. The BAE may refer any issue arising from the Report to RIAI Council for comment or decision.

The RIAI sends a copy of the Draft Report to the institution with a request to respond within 30 days if any observation in the Report is factually incorrect

After receipt and consideration of the institution's observations, if there be any, the Accreditation Process Advisor in consultation with the Chair prepares a Final Report.

The Report, which will be evidence-based, will cover, inter alia, and in the following sequence:

- The statement that the Report is confidential.
- Purpose of the Visit, its date, and Board composition
- A description of the Visit
- A review of:
  - Programme philosophy
  - Proposed Programme structure, curriculum and learning outcomes
  - Programme assessment strategy
  - Facilities
  - Staffing
- Overall teaching and learning environment
- A clear recommendation, citing the reasons, as to whether Provisional Approval should be granted.
- Any conditions attached to Provisional Approval as the Visiting Board requires.
- Provisional date (calendar year) for the next Visit.

### **14.6 Provisional Approval**

The Chair of the Visiting Board and the Accreditation Process Advisor present the Final Report, together with any representations which may have been made by the institution, to the BAE for consideration. The BAE considers the case, decides on its Recommendation and reports to Council accordingly. Council decides whether or not to grant Provisional Approval.

If the Board considers that the Programme as proposed would not meet the criteria, but that with adjustment it might do so, it may issue an Advisory Report indicating to the BAE and the institution the areas in which improvements need to be made and may propose a provisional date for a further Visit. The Report may also contain advice as to how improvements might be achieved, but it will be for the institution to decide if and in what manner to implement such advice.

This sequence of Visit and Advisory Report may be repeated until such time as the Visiting Board considers that it can make a definitive recommendation to the BAE.

***Provisional Approval should be in place before the first intake of candidates into any Register Admission Examination.***

### **14.7 Phase 1 and 2 Visits**

During the Examination cycle following grant of Provisional approval a Phase 1 Visit is carried out midway through the examination process and a Phase 2 Visit at the conclusion of the process, when all work completed by the candidates is available for evaluation. The documentation to be made available during the Visits is set out in Tables 8 and 9. The function of the Board is to assess the examination process and the standards of performance achieved by successful candidates in accordance with the Criterion set out in Section 6.6.

### **14.8 Final Report, Recommendation and Prescription Process**

Following the Phase 2 Visit the Final Report and Recommendations of the Visiting Board will be prepared in accordance with the procedures set out in Section 16.0, save that save that the content of the report shall be as set out in Section 13.3. The decision on whether Prescription is to be granted, refused or withdrawn made in accordance with the procedures set out in Section 17.0 of these procedures.

## **15.0 Change of Award Title**

Any change in an award title should be notified to the RIAI as soon as the institution has made a formal decision on the change. The notification should be accompanied by a statement from the institution as to any corresponding changes in the structure, duration, content or learning outcomes of the programme. The RIAI will consider if the changes carry any implications for the Prescription status of the Qualification. If there are none, Council will note the change and the RIAI will recommend to the Minister that the new Qualification should be prescribed.

If the changes do have implications for the prescription status of the Qualification the programme will be evaluated in accordance with Section 11 or Section 14 of these procedures as appropriate.

## **16.0 Final Reports and Recommendations**

### **16.1 Preparation of Report**

The Accreditation Process Advisor, in consultation with the Chair, prepares a draft Visiting Board Report. The Draft Report, as agreed by the Visiting Board, is presented to the BAE for its information. The BAE may refer any issue arising from the Report to RIAI Council for comment or decision.

The RIAI sends a copy of the Draft Report to the institution with a request to respond within 30 days if any observation in the Report is factually incorrect or, in the case where the result of the evaluation is to be a recommendation to refuse or withdraw prescription, to make representations as to why the approval should not be refused/withdrawn.

After receipt and consideration of the institution's observations and/or representations, if there be any, the Accreditation Process Advisor in consultation with the Chair prepares a Final Report.

The Chair of the Visiting Board convenes a meeting with representatives of NQAI and/or HETAC and the Accreditation Process Advisor to brief NQAQI/HETAC on the Final Report, the Visiting Board's recommendation and any observations/representations which may have been made by the institution.

The Chair of the Visiting Board and the Accreditation Process Advisor present the Final Report, together with any representations which may have been made by the institution, to the BAE for consideration. The BAE considers the case, decides on its Recommendation and reports to Council accordingly.

The RIAI sends copies of the Final Report and Recommendation to the institution, informing it of the date of BAE's Recommendation and, if the Recommendation is to refuse or withdraw prescription, the reason for that decision.

If the Recommendation is to refuse or withdraw prescription the institution may appeal the decision. (See Section 18.0: Appeals.)

### **16.2 Content**

Except in the case of a Register Admission Examination (see Section 13.3) a Final Visiting Board Report, which will be evidence-based, covers, inter alia, and in the following sequence:

- The statement that the Report is confidential.
- Purpose of the Visit, its date, and Board composition
- A description of the Visit
- A review of:
  - Programme philosophy
  - Programme structure, curriculum and learning outcomes
  - Programme assessment strategy
  - Lecture subjects
  - Studio work (except in the case of programmes in Professional Practice)
  - Facilities
  - Staffing
  - Overall teaching and learning environment
  - Developments since the previous Visit, if any.
  - Standards of performance of students within and graduating from the Programme
- A clear recommendation, citing the reasons, as to whether Prescription should be granted or renewed and, if so, the number of years for which this Prescription will apply. Maximum = 5 years.
- Any conditions attached to prescription as the Visiting Board requires.

- Provisional date (calendar year) for the next Visit.

### **16.3 Confidentiality**

Visiting Board Reports and all correspondence relating to them must be treated as confidential by everybody involved. This confidentiality allows the Visiting Board to be frank in its comments and advice, on the basis that the process has a critical function in maintaining the standard and quality of Qualifications and Examinations.

Under the Freedom of Information Act 1997 any public body must make Records available when so requested under the terms of the Act, unless they fall within one of the categories of records which are exempt. If the document is the property of a Third Party they must first seek that Third Party's consent. Under the terms of the Act all of the Universities and Institutes of Technology are 'public bodies', a Visiting Board Report constitutes a 'Record' and RIAI Visiting Board Reports are the property of the RIAI.

Section 26 of the Freedom of Information Act provides that information given to a public body in confidence and on the understanding that it will be kept confidential is exempt from disclosure where disclosure of the information would prejudice the giving of further information of that type and where it is important that the public body should receive further information of that type. RIAI Visiting Board Reports meet these criteria. However, in order to avail of this exemption the following conditions must be met:

- The RIAI should confirm in writing with the institution that any information given pursuant to a Visiting Board report is given in confidence and on the understanding that it be treated as confidential. This must be done at the time the report is given to the institution.
- The Report itself, and any drafts of the Report, should be marked 'Confidential'.

The institution should also be requested to limit circulation of the Report to those persons who have responsibility for delivery and maintenance of quality of the Programme.

### **Annual Report**

The Accreditation Process Advisor, in consultation with Board Chairpersons as required, prepares for the BAE a separate 'Annual Report' on the conduct of the process during that year. The BAE, having considered the Annual Report, forwards it to Council with any recommendations it may have.

## **17.0 Prescription Process**

### **17.1 Report to the Minister**

If (a) the Recommendation is to grant Prescription; or (b) the Recommendation is to refuse or withdraw prescription, or to grant Prescription subject to exceptional conditions, and the institution has not within 30 days of the date of the Recommendation, given notice of intent to appeal; the RIAI sends to the Minister its Recommendation to grant, refuse or withdraw prescription and the reason/s for that Recommendation.

If (c) the Recommendation has been appealed by the institution the RIAI sends to the Minister the original RIAI Recommendation, the decision taken by the Prescription Appeals Board, the date on which it was made and the reasons for it, and the Recommendation of the RIAI following any review carried out in accordance with a decision of the Prescription Appeals Board.

### **17.2 Minister's Decision**

The Minister consults with the National Qualifications Authority of Ireland or the Higher Education and Training Awards Council as appropriate.

The Minister decides whether he/she is or is not satisfied that:

## RIAI Prescription Procedures

the Programme provided by the body, leading to the award or conferral of the degree, diploma or other qualification provides the requisite instruction in the various elements of the discipline of Architecture in accordance with Article 46 of the Directive

or, in the case of a Register Admission Examination, that:

the Examination system ensures that all successful candidates have demonstrated the competencies specified in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications.

and prescribes, declines to prescribe or withdraws prescription accordingly

The Qualification/Examination is then added to, retained on or is removed from the Registration Body's published list of prescribed qualifications/examinations as appropriate.

### **18.0 Appeals**

An institution which receives notification of a Final Report and Recommendation to refuse or withdraw prescription, or to grant Prescription subject to exceptional conditions, may appeal to the Prescription Appeals Board.

#### **18.1 Making an Appeal**

Notification of intent to appeal must be submitted within 30 days of the date of decision recorded in the notification. Within 60 days of the date of decision recorded in the notification the Appellant shall submit in writing the grounds for the appeal, providing documentary evidence where relevant.

Permitted grounds for appeal:

- The Prescription process was not conducted substantially in accordance with *Qualifications in Architecture: RIAI Procedures for Prescription under the Building Control Act 2007*.
- The Recommendation reflects perversity of judgement (e.g. the Recommendation is not supported by the facts.)

An Appellant may at any time before the appeal is heard, withdraw the appeal in whole or in part by notifying the Prescription Appeals Board in writing of the withdrawal.

#### **18.2 Prescription Appeals Board**

The Registration Body shall establish a Prescription Appeals Board. The Board shall consist of a Chair and 5 ordinary members appointed by the Registration Body as follows:

- 2 architects with expertise in accreditation processes for programmes in architecture, nominated for such appointment by the registration body, one of whom shall be from another jurisdiction and neither of whom shall be a member of any other Board or Committee established under these Procedures or Part 3 of the Building Control Act 2007.
- 1 person, not an architect, nominated for such appointment by the Higher Education Authority, who has expertise in accreditation processes for programmes in other discipline/s, and is not a member of any other Board or Committee established under these Procedures or Part 3 of the Building Control Act 2007.
- 2 persons who are not architects, nominated for such appointment by the registration body, who are members of the Technical Assessment Board, Appeal Board or the Professional Conduct Committee and nominated to that Board or Committee by the Minister under Part 3 of the Building Control Act 2007.

The Chair shall be Fellow of the Chartered Institute of Arbitrators- Irish Branch.

No person who is currently, or within the previous 5 years has been, a staff member (full- or part-time), external examiner or advisor, or is a close relative of any student or staff-member, at the institution which is making the appeal, may serve on the Prescription Appeals Board.

### **18.3 Appeal Board Procedures**

The Chair of the Prescription Appeals Board may:

- Require in writing the representative/s of the Appellant, or any person whose evidence the Prescription Appeals Board may require, to attend before the Prescription Appeals Board on a date and at a time and place specified.
- Request the BAE to produce any documents in its possession relating to the Appeal, together with its observation on the Appeal
- Request the relevant Board/s whose recommendations were the basis for the BAE's Recommendation being appealed against to produce any documents in their possession relating to the Appeal, together with their observations on the Appeal
- Request any other information for the purpose of the proceedings that appears to the Chair to be fair and reasonable.

The procedures of the Prescription Appeals Board shall make provision for:

- Notifying the appellant institution and the Chairs of the relevant, Boards or Committees of the date, time and place of the sitting of the Prescription Appeals Board.
- Advising the Appellant of the right of its representative/s
  - to be present at the Prescription Appeals Board's sitting and to
  - present its case at its own expense through a legal representative
- Examination of witnesses
- Recording of proceedings

On the hearing of an appeal the Prescription Appeals Board may

- Confirm the BAE's Recommendation subject to any amendment thereof the Prescription Appeals Board thinks fit
- Decide that the appeal is allowable and that the application for prescription be reviewed

The Chair of the Prescription Appeals Board shall notify:

- the Appellant in writing, sent by prepaid registered post to the Appellant's stated address, of the decision taken on the appeal, the date on which it was made and the reasons for it
- the Council of the decision taken on the appeal, the date on which it was made and the reasons for it.

### **18.4 Review of Recommendation**

If the decision of the Prescription Appeals Board is that the appeal is allowable and that the Recommendation should be reviewed the Council shall appoint a new Visiting Board to review the application in the light of the reasons for the decision of the Prescription Appeals Board. No member of the Visiting Board whose recommendation is the subject of the appeal may serve on the new Visiting Board.

## 19.0 Published Information

The Registration Body will maintain a publicly available listing of currently prescribed Register Admission Examinations and Qualifications in Architecture and in Professional Practice.

When an institution first applies for accreditation this fact will be recorded by the RIAI in its listings of Qualification/Examination prescription status.

If an institution withdraws from the prescription process this fact will be recorded by the RIAI in its listing of Qualification/Examination prescription status.

Educational institutions must ensure that students and prospective students are thoroughly briefed on the approval or prescription status of a programme at all times and understand the consequences of refusal or withdrawal. Any information issued by the institution during the Prescription process and which makes reference to the RIAI should be referred to the RIAI for approval before publication.

The Registration Body will make available summary Final Reports and Recommendations on Qualifications/Examinations which have been the subject of the prescription process.

From time to time the RIAI will publish reports describing and analysing the general findings of its Prescription exercises.

## 20.0 Review of Prescription Procedures

These Procedures are subject to on-going internal review to take account of changing circumstances.

- (i) The Accreditation Process Advisor, or alternate appointed by the RIAI, is a de facto member of every Visiting Board. His/her role includes:
  - Monitoring the activities of the Boards to ensure that each Visit is conducted in accordance with RIAI Prescription Procedures and in a manner consistent with visits to other Programmes/Examinations.
  - Preparation, in consultation with the Chair, of a 'Process Report' on the conduct of the visit, including any recommendations for amendments to the Prescription Procedures.
- (ii) Following completion of the Procedures in relation to any particular Programme/Examination the institution and the Visiting Board members will be invited to submit their observations on the process and any proposals for amendments to the Prescription Procedures.
- (iii) The RIAI will revise these procedures as and if necessary following revision to the Building Control Act 2007, Article 46 of Directive 2005/36/EC, HETAC Awards Standards for Architecture, *RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect*, the issue of any relevant related statutory or policy document that may affect the prescription of qualifications, or in the interests of the proper conduct of the prescription process.

At intervals not exceeding five years these procedures will be subject to external peer review carried out in accordance with the standards set out in *INQAAHE Guidelines of Good Practice in Quality Assurance*. International Network for Quality Assurance Agencies in Higher Education, 2006 and the *Standards and Guidelines for Quality Assurance in the European Higher Education Area*, European Association for Quality Assurance in Higher Education, Bergen 2005, or such applicable standards as are in force at the time.

## 21.0 Prescription Fees

A schedule of fees payable by institutions participating in the Prescription process is published separately from time to time.

## Appendices

### Appendix A. Documentation

These Tables set out the documentation to be supplied by an institution before and during RIAI Visits.

**Note 1: Where a Programme consists of a pre-professional undergraduate degree followed by a professional Bachelors or Masters degree in architecture the documentation to be provided must cover both the pre-professional and the professional degrees.**

**Note 2: Unless stated to the contrary, any reference to ‘the preceding academic years’ refers to the four years preceding the current Visit or the years since the previous visit (if any), whichever is the greater.**

Table 1: Documentation to be Submitted to RIAI before a Phase 1 Visit to a Prescribed or Established Programme in Architecture or a Visit to a Prescribed or Established Programme in Professional Practice

Table 2: Documentation to be made available to Visiting Board during a Phase 1 Visit to a Programme in Architecture.

Table 3: Documentation to be made available to Visiting Board during a Phase 2 Visit to a Programme in Architecture.

Table 4: Documentation to be made available to Visiting Board during a Visit to a Post-Graduate Programme in Professional Practice.

Table 5: Documentation to be submitted to RIAI in advance of a Preliminary Visit to a New Programme in Architecture or in Professional Practice.

Table 6: Documentation to be Submitted to RIAI before a Phase 1 Visit to a prescribed Register Admission Examination

Table 7: Documentation to be Submitted to RIAI before a Preliminary Visit to a new Register Admission Examination.

Table 8: Documentation to be made available to Visiting Board during a Phase 1 Visit to a Register Admission Examination

Table 9: Documentation to be made available to Visiting Board before a Phase 2 Visit to a Admission Examination

### Appendix B: Facilities to be provided for Visiting Board during a Visit.

### Appendix C: Indicative Visiting Board Timetables for a Visit to a Programme in Architecture

**TABLE 1: Documentation to be Submitted to RIAI before a:**

- **Phase 1 Visit to an Prescribed or Established Programme in Architecture**
- **Visit to a Prescribed or Established Programme in Professional Practice**

The institution should send to the RIAI seven copies of each of the following:

1	Title of Programme and Title and NFQ Level of Qualification awarded.
2	Programme Prospectus
3	Brief description of the history of the Programme, its philosophical approach and vision of architectural education, together with a 1500-word assessment by the Programme Director of its strengths, weaknesses and current direction.
4	Programme duration, strategy, structure, assessment strategy and learning outcome. In Appendix: Summary schedule of Programme elements in tabular format with curriculum outline and allocation of assessment.
5	For each element of the Programme, including studio Programmes: <ul style="list-style-type: none"> <li>▪ Module specifications, including syllabus content</li> <li>▪ Pre-requisites</li> <li>▪ Learning Objectives and Outcomes</li> <li>▪ Mode/s of assessment</li> <li>▪ Handouts</li> <li>▪ Reading lists</li> <li>▪ Credits</li> <li>▪ Examination papers for each of the years of the Programme in the year immediately preceding the visit.</li> </ul>
6	Timetables
7	Brief description of management and decision-making structures
8	Brief description of Peer Review / Quality Assurance procedures
9	Staff lists of all full-time and part time academic and support staff, Visiting lecturers and critics. Curricula Vitae of all staff, including practice, awards, research, publications, and other non-teaching work. Summary CVs of Extern Examiners, Visitors, Critics
10	Statement of physical resources, including studios, teaching spaces and equipment, laboratories and workshops, library facilities, staff accommodation, resource centres, computers and information systems. (Studio, laboratory and workshop spaces are not a requirement for Post-Graduate Programmes in Professional Practice.) In the case of a prescribed programme the statement should also record significant changes that have taken place since the previous Visit.
11	Brief summary of post-graduate Programmes and of research carried out by staff and/or students.
12	Information on admission / transfer criteria and brief statement on any characteristics of the student population which might influence the nature of the course.
13	Information on assessment processes and on progression / graduation requirements
14	Statistical information on student numbers, numbers graduating, staff numbers, staff-student ratio.
15	Student appraisal, to be authored by students and appended to the document.
16	Latest internal Peer Review/Executive Summary of Quality Assurance Report
17	The School may, if it wishes, provide brief supplementary information on other School activities such as publications, exhibitions, competitions, etc. This must be presented in a separate document clearly identified as 'Supplementary Information'

## RIAI Prescription Procedures

**TABLE 2: Documentation to be made available to Visiting Board during a Phase 1 Visit to Programme in Architecture**

The institution should ensure that the following documentation is available to the Board during its Visit.

1	<p>Samples/Display for each stage/year of the Programme of: studio projects, lecture-based modules, assignments, field trips, complete with relevant handouts, methods of assessment and indicators across a range of results (fail, lowest pass, middle and high grades.)</p> <p>The school may decide on the mode of display or presentation. The objective is to present the work of the Programme clearly so that the members of the Visiting Board can make most effective use of the time available.</p>
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**TABLE 3: Documentation to be made available to Visiting Board during a Phase 2 Visit to a Programme in Architecture**

The institution should ensure that the following documentation is available to the Board during its Visit.

1	External Examiners' Reports for each of the preceding academic years.
2	Examination marks broadsheets for each Programme year, for each of the preceding academic years
3	Samples of examination Papers and students scripts; for each module for each Programme year for each for each of the preceding academic years: 3 Highest fails, 3 Lowest passes, 3 average passes and 3 Highest passes. This sampling should also include all other assignments, essays, reports (non-studio work) and/or dissertations.
4	<p>Full Academic Portfolios in hard copy format containing: the students' examination scripts, all written thesis reports and studio project work, including roughwork. sketch pads for each of the preceding academic years on a sample basis including:</p> <ul style="list-style-type: none"> <li>▪ For non-final years one each of: highest fail, lowest pass and highest pass.</li> <li>▪ For Final years, three each of: highest fail, lowest pass, highest pass, Grades 1:1, 2:1 and 2:2 as applicable.</li> </ul>
5	<p>An Exhibition of work should demonstrate the clear progression of each of the stages and how they relate to each other in the structure of the Programme.</p> <p>All work should be clearly labelled so that members of the Visiting Board can identify the student whose work it is, the Year and the element of the Programme to which it relates.</p>

**TABLE 4: Documentation to be made available to Visiting Board during a Visit to a Post-Graduate Programme in Professional Practice.**

1	External Examiners Reports' for each of the preceding academic years, if any.
2	Examination marks broadsheets for each of the preceding academic years, if any.
3	A representative sample of examination papers and examination scripts, Case Studies, CVs and/or Self-Appraisal Reports: highest fail, lowest pass, average pass and highest pass, for the current academic year, and the year preceding the Visit if any.
4	Record of recent internal audit exercise which takes into account the views of employers

## RIAI Prescription Procedures

**TABLE 5: Documentation to be Submitted to RIAI before the Preliminary Visit to a New Programme** in Architecture or in Professional Practice.

The institution should send to the RIAI seven copies of each of the following:

1	Proposed Title of Programme and Title and NFQ Level of Qualification to be awarded.
2	Brief description of the background to the Programme and Programme objectives, in the context of its philosophical approach and vision of architectural education.
3	Brief description of management and decision-making structures, including internal Quality Assurance / Peer Review systems/ Advisory Body
4	Programme duration, strategy, structure and learning outcome.
5.	For each element of the Programme: <ul style="list-style-type: none"> <li>▪ Module specifications, including syllabus content</li> <li>▪ Pre-requisites</li> <li>▪ Learning Objectives and Outcomes</li> <li>▪ Mode/s of assessment</li> </ul>
6	Entry requirements and examination and assessment structures
7	Statistical information on proposed student intake, transfers from other Programmes/institutions, staff numbers, staff-student ratio
8	Staff structure, designations and selection criteria (including practice, research, publications and other non-teaching work) together with the CVs of any existing staff.
9	Statement of physical resources including studios, teaching space and equipment, laboratories and workshops, library facilities, resource centres, computers and information systems. (Studio, laboratory and workshop spaces are not a requirement for Post-Graduate Programmes in Professional Practice.)
Where the Programme has already admitted students, any available information relating to statistics, examinations, marks, QA reports, etc., as set out in Table 1, should be submitted.	

**TABLE 6: Documentation to be Submitted to RIAI before the Preliminary Visit to a New Register Admission Examination**

The Examining Body should send to the RIAI seven copies of each of the following:

1	Brief description of the organisation making the proposal, its context, management and decision-making structures and internal Quality Assurance systems (Peer Review, Advisory Bodies, procedures for appointment and reporting mechanisms for External Examiners.)
2	Brief description of: background to the proposal; examination system objectives; and philosophical approach to the assessment of candidates choosing this route to Registration.
3	Listing of any relevant guidelines, codes of practice or standards with which the system procedures are designed to comply.
4	Statement of overall strategy and principles, structure and duration of the proposed examination system.
5	Proposed programme / calendar for the first cycle of the examination
6	Eligibility/admission criteria and evaluation procedure. Policy on exemptions and transfers from other routes to Registration.
7	Information on progression through and requirements for successful completion of the process, provision for repeat attempts and appeals and any limits on the period allowed for completion of the Examination or any Section of the Examination.
	Mapping of Examination process onto requirements of Article 46 of Directive 2005/36/EC and <i>RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect</i> .
8	For each Section of the process: <ul style="list-style-type: none"> <li>▪ Knowledge, Skill and Competences to be demonstrated</li> <li>▪ Structure of Section</li> <li>▪ Criteria for evaluation</li> <li>▪ Mode/s of demonstration and submission requirements appropriate to the candidate cohort</li> <li>▪ Mode/s and procedures of assessment appropriate to the candidate cohort</li> </ul>
9	Proposed candidate intake for the first cycle
10	Proposals for full/part-time staff structure, numbers, designations and selection criteria (including practice, research, publications) together with the CVs of any existing staff. Provisions for training in assessment methods.
11	Description of physical resources including offices, equipment, studio, meeting and assessment space.
12	Description of existing or planned resources to which candidates will have access - library facilities, on-line systems, etc., and any provision for orientation, supports and feedback mechanisms for candidates during the examination process.
13	Draft prospectus/guide, clearly setting out examination regulations, procedures (including complaints and appeals) and criteria for potential candidates.
14	Proposed fee structure for Examination.
15	Reporting mechanisms to candidates and RIAI on conclusion of the examination process.

<b>TABLE 7: Documentation to be Submitted to RIAI before a Phase 1 Visit to a Prescribed Register Admission Examination</b>	
The Examining Body should send to the RIAI seven copies of each of the following:	
1	Brief description of the organisation providing the examination, its context, management and decision-making structures and internal Quality Assurance systems (Peer Review, Advisory Bodies, procedures for appointment and reporting mechanisms for External Examiners.)
2	Brief description of examination system objectives and philosophical approach to the assessment of candidates choosing this route to Registration, together with a 1500-word assessment by the Programme Director of its strengths, weaknesses and current direction.
3	Listing of any relevant guidelines, codes of practice or standards with which the system procedures are designed to comply.
4	Statement of overall strategy and principles, structure and duration of the examination system.
5	Programme / calendar for the examination cycle
6	Eligibility/admission criteria and evaluation procedure. Policy on exemptions and transfers from other routes to Registration.
7	Information on progression through and requirements for successful completion of the process, provision for repeat attempts and appeals and any limits on the period allowed for completion of the Examination or any Section of the Examination.
	Mapping of Examination process onto requirements of Article 46 of Directive 2005/36/EC and <i>RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect</i> .
8	For each Section of the process: <ul style="list-style-type: none"> <li>▪ Knowledge, Skill and Competences to be demonstrated</li> <li>▪ Structure of Section</li> <li>▪ Criteria for evaluation</li> <li>▪ Mode/s of demonstration and submission requirements appropriate to the candidate cohort</li> <li>▪ Mode/s and procedures of assessment appropriate to the candidate cohort</li> </ul>
9	Statistical information on candidate numbers, progression through and successful completion of the Examination.
10	Details of full/part-time staff structure, numbers, designations and selection criteria (including practice, research, publications) together with CVs. Provisions for training in assessment methods.
11	Description of physical resources including offices, equipment, studio, meeting and assessment space.
12	Description resources to which candidates have access - library facilities, on-line systems, etc., and any provision for orientation, supports and feedback mechanisms for candidates during the examination process.
13	Prospectus/guide, clearly setting out examination regulations, procedures (including complaints and appeals) and criteria for potential candidates.
14	Candidate appraisals, to be authored by candidates and appended to the document.

<b>TABLE 8: Documentation to be made available to Visiting Board during a Phase 1 Visit to a Register Admission Examination</b>	
1	Complete set of current documentation, including all modes of assessment employed including for example assignments, examination papers, model answers (where appropriate) and assessment criteria.
4	Representative samples of Eligibility Submissions and Eligibility Assessment Results for each cycle since the previous visit, if any.
5	Samples of candidates' Written Assessments/Essays/Examination Scripts; for each element: 3 'Examination Criteria Met', 3 'Examination Criteria not Met', 3 Borderline cases. This sampling should also include all other assignments, essays, reports (non-studio work) and/or dissertations. For each cycle since the previous visit, if any.
6	Full Portfolios in hard copy format containing: the candidates' Written Assessment Scripts, Reports, Reflections and Design Work, including roughwork and sketch pads on a sample basis including: highest fail, lowest pass and highest pass. For each cycle since the previous visit, if any.
8	<p>A Exhibition of work from the current cycle, for members of the Visiting Board only, which should demonstrate how the work relates to the structure of the Examination.</p> <p>All elements of the assessment suite must be included. A summary of how the various assessments combine to contribute to the final outcome should also be provided indicating the importance of each mode of assessment exhibited to the final outcome.</p> <p>All work should be clearly labelled, with assessment results, so that members of the Visiting Board can identify the candidate (identified by candidate number only) whose work it is and the element of the Examination to which it relates.</p>

<b>TABLE 9: Documentation to be made available to Visiting Board during a Phase 2 Visit to a Register Admission Examination.</b>	
1	External Examiner/s Reports
2	Examination results.
3	Complete set of documentation, including assignments, examination papers, model answers (where appropriate) and assessment criteria.
4	Representative samples of Eligibility Submissions and Eligibility Assessment Results.
5	Samples of candidates' Written Assessments/Essays/Examination Scripts; for each element: 3 'Examination Criteria Met', 3 'Examination Criteria not Met', 3 Borderline cases. This sampling should also include all other assignments, essays, reports (non-studio work) and/or dissertations.
6	Full Portfolios in hard copy format containing: the candidates' Written Assessment Scripts, Reports, Reflections and Design Work, including rough-work and sketch pads on a sample basis including: Examination Criteria Met, Examination Criteria not Met, and Borderline cases
7	Oral Examinations: Results across the range of criteria.
8	<p>A Exhibition of work, for members of the Visiting Board only, which should demonstrate how the work relates to the structure of the Examination.</p> <p>All work should be clearly labelled, with assessment results, so that members of the Visiting Board can identify the candidate (identified by candidate number only) whose work it is and the element of the Examination to which it relates.</p>

**Appendix B : Facilities for Visiting Board during a Visit.**

The institution is asked to provide:

1	A private Meeting Room for use of the Board, with: <ul style="list-style-type: none"><li>▪ telephone and e-mail access</li><li>▪ facilities for viewing student work presented in electronic format?</li></ul>
2	Refreshments for the Visiting Board members in the Meeting Room which has been set aside for their use.
3	A member of staff nominated as facilitator/guide for the Board for the duration of the Visit.

**Appendix C: Indicative Visiting Board Timetables for an Programme in Architecture**

These timetables are indicative only as to the sequence and duration of events, and can be modified to suit the particular circumstances. At any Visit the Chair may decide to divide the Board to separately review different areas of the Programme.

The Chair may set aside time during the Visit for discussion, between the Head of the School, the Staff and the Visiting Board, on the general status of architectural education and any need for change in policy or approach by the profession or the schools.

**Phase 1 Visit**

09.00 – 9.30	Private meeting with President, or President's Nominee and the Dean of Faculty
9.30 – 10.00	Private meeting with Head of School/Department of Architecture.
10.00 – 10.30	Orientation tour of premises including brief introduction of Board to staff and students.
10.30 – 12.00	Members of the board divide their time between: <ul style="list-style-type: none"> <li>▪ making informal visits to studios to see work in progress on boards/computers</li> <li>▪ talking to students and members of staff individually</li> <li>▪ sampling any lectures, seminars or reviews which may be taking place.</li> <li>▪ reviewing library, laboratory and other relevant facilities.</li> </ul>
12.00 – 12.30	Private meeting of Visiting Board
12.30 – 13.30	Lunch – Staff and Visiting Board
13.30 – 14.20	Private Meeting with Students. All students should be invited to attend.
14.20 – 14.30	Private meeting of Visiting Board
14.30 – 15.30	Private Meeting with Staff. All full- and part-time academic and support staff should be invited to attend.
15.30 – 16.00	Private meeting of Visiting Board
16.00 – 16.45	Meeting of Chair and Accreditation Process Advisor with Head of School/Department/Programme Director <sup>2</sup>
16.45 – 17.15	Private meeting of Visiting Board to assess progress and identify particular issues to be addressed during Phase 2 Visit.

(After the Phase 1 Visit an Interim report is prepared by APA noting particular issues to be reviewed during the Phase 2 Visit.)

<sup>2</sup> The Head of School/Department may choose to have selected staff in attendance at this session.

## Phase 2 Visit

On a day preceding the Visit, at a time to be arranged, the members of the Visiting Board will meet at a location independent of the School to review the outcome of the Phase 1 Visit and set strategy for the Phase 2 Visit.

09.00 – 09.30	Meeting of Chair and Accreditation Process Advisor with Head of School/Department/Programme Director
09.30 – 11.00	Tour of exhibited work guided by a member of staff for each Year.
11.00 – 12.30	Members of the Board divide their time between inspection of: <ul style="list-style-type: none"><li>▪ portfolios</li><li>▪ Examination papers, scripts and dissertations</li><li>▪ Examination marks broadsheets ,etc.</li></ul>
12.20 – 13.00	Private Meeting of the Visiting Board
13.00 – 14.00	Lunch Staff and Visiting Board
14.00 – 15.00	Meeting with Extern Examiners
15.00 – 16.00	Members of the Board continue their inspection/review of Exhibition, student work, Examination marks broadsheets, etc.
16.00 – 16.30	Private Meeting of the Board
16.30 – 17.15	Private Meeting between Chair and Accreditation Process Advisor and the Head of School/Department.

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