



**QUALIFICATIONS ACCREDITATION SYSTEM**

**BOARD OF ARCHITECTURAL EDUCATION**

**VISITING BOARD PROCEDURES**

**Adopted by RIAI Council on 25 January 2008**

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## RIAI Qualifications Accreditation System

### 1.0 Introduction

**1.1** From its foundation in 1839 the RIAI committed itself to the development of knowledge required for the practice of architecture. The RIAI's responsibility in the matter of architectural education stems from its role in fostering the evolution of the architectural profession in Ireland.

**1.2** The Council of the RIAI is charged with determining all matters relating to the educational policy of the Institute. In discharging this responsibility, Council established the Board of Architectural Education (BAE), whose function is to advise Council on all matters relating to the education and training of Architects and of Architectural Technicians and to carry out such related functions as Council may determine. Among these are:

- Liaison with educational institutions with regard to the conduct and content of courses devoted to the education and training of Architects and Architectural Technicians.
- Accreditation of architectural courses and architectural technology courses which are consistent with RIAI education policy.
- Monitoring changing requirements for architectural education and training.

**1.3** The process of Accreditation is entrusted to Visiting Boards appointed by Council. Their role is to carry out an objective assessment of the content and standard of courses in terms of the requirements set out in the Institute's '*Statement of Policy on Architectural Education*', so as to ensure, in the interests of students, the public and the architectural profession, that the range of skills and the standard of performance attained/demonstrated by students graduating from the course is adequate in terms of preparation for a career in architectural practice.

**1.4** In formulating its Visiting Board Procedures the Institute has had regard to the UIA Recommended Guidelines for the Accord Policy on Accreditation / Validation / Recognition, adopted in Beijing, 1999. The Procedures also take cognisance of the Qualitative Criteria set out in the *UNESCO-UIA Validation System for Architectural Education*, adopted by the XXII UIA General Assembly in Berlin, July 2002.

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### 2.0 Accreditation Cycle

- 2.1** The Accreditation process for any academic programme is initiated by an invitation to the RIAI issued by the President/Principal/Registrar of the educational institution concerned.
- 2.2** Approved undergraduate courses in Architecture are normally evaluated quinquennially.
- 2.3** Approved post-graduate courses in professional practice are normally evaluated quinquennially.
- 2.4** Approved undergraduate courses in Architectural Technology are normally evaluated quinquennially.
- 2.5** Courses seeking accreditation for the first time or reinstatement of accreditation which has lapsed are normally visited at least once annually until a decision on accreditation has been reached.
- 2.6** Formal evaluation Visits for the purpose of Accreditation renewal are carried out at the relevant intervals by full Visiting Boards. Such Visits are normally carried out in two Phases: Phase 1 during term-time and Phase 2 at the conclusion of the same academic year, during the period when the year's work is on exhibition. In the case of post-graduate courses in professional practice the Phase 1 and Phase 2 activities are normally combined within a single Visit.

Where possible, Visiting Boards are scheduled to align with the Educational Institution's internal Quality Assurance cycle for the course concerned.

- 2.7** Subject to agreement between the Educational Institution and the RIAI, Intermediate Visits to any Approved course for the purposes of dialogue and review may be arranged. These are conducted by a panel of at least two persons drawn from the Visiting Board Panel.

### 3.0 Visiting Boards

#### 3.1 Visiting Board Schedule

At the first meeting following the appointment by Council of an incoming Board of Architectural Education, the Education Director sets out the Visits scheduled for the year, to include:

- Programme/Timelines for each Accreditation exercise
- Dates proposed/agreed
- Chair and Board Members where these have already been approved
- Draft proposals for other Boards as necessary.

In the course of the year further requests for Accreditation may be received from Educational Institutions (See Section 3.5: Accreditation of a New Course). The Visiting Board Schedule is amended as necessary.

### 3.2 Visiting Board Composition

Each Visiting Board consists of a Chair and at least 4 ordinary members. The Accreditation Process Advisor is an ex-officio member of every Visiting Board. Members, being Registered Members of the Institute, are eligible for appointment to any Visiting Board. Architectural Technician Members of the Institute are eligible for appointment to Visiting Boards for courses in Architectural Technology.

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

The ordinary members are to be chosen to represent the various categories of Institute members as appropriate to each course. Such a variety would include:

- Experienced and younger members;
- Members with experience in Architectural teaching;
- Members with experience in the Public Sector and in the Private Sector
- At least one member should have served on a previous Visit to the course in question.
- At least one member should have served on a Visit to another equivalent course, e.g. Architecture or Architectural Technology as appropriate.

To facilitate evaluation of non-studio work the inclusion of practitioners who have lecturing experience is desirable.

No person who is a staff member (full- or part-time), extern examiner, recent graduate of the course in question (within the previous seven years) or is a close relative of student or staff-member at the school concerned, may serve on a Visiting Board.

### 3.3 Appointment of Visiting Boards

The Education Director, in consultation with the Accreditation Process Advisor and the BAE, will arrange the formation of a Visiting Board for a particular course.<sup>1</sup>

Following approval by Council the Education Director notifies the Chairs and sends them each a copy of RIAI Visiting Board Procedures, the projected timeframe for the Accreditation Exercise, the current RIAI Statement of Policy on Architectural Education, and the relevant 'RIAI Standard of Knowledge, Skill and Competence'

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<sup>1</sup>The process of ascertaining availability of Board Members for the relevant dates will be established by RIAI Education Officer, who also makes all travel and accommodation arrangements for Visiting Board members.

### 3.4 Accreditation Visits

The procedures described here are those followed in the case of a Visit to an Accredited course for the purpose of Accreditation Renewal.

#### 3.4.1 Before the Visit

Normally at a time not less than three months in advance the Education Director agrees with the Educational Institution the dates of the Phase 1 and Phase 2 Visits.<sup>2</sup>

The Education Director then writes:

(a) to the President/Principal of the Educational Institution where the course is held to confirm the Visit and the dates;

(b) to the Course Director

- enclosing a copy of the 'RIAI Visiting Board Procedures' , 'RIAI Statement of Policy on Architectural Education' and the relevant RIAI Standard of Knowledge, Skill and Competence
- 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 Phase 1 Visit. (Table 1)
- setting out documentation to be available during the Phase 1 and Phase 2 Visits. (Tables 2 and/or 3). Where more than one course is to be assessed a separate set of documentation should be submitted for each.
- Describing the facilities the Institution is asked to provide (Table 5);

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

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

On receipt of the material set out in Table 1 a set is sent to the Accreditation Process Advisor Chair for verification that it is complete. If the documentation is incomplete the Educational Institution shall be so notified within two weeks and the required material shall be submitted to the RIAI within a further two weeks. The complete set of documentation is then sent to each member of the Visiting Board.

Normally not less than one month before the Phase 1 Visit, the Education Director writes to the school setting out the detailed timetable for the Visit. Indicative timetables are set out in the Appendix to these Procedures.

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.

<sup>2</sup> The academic year during which an accreditation Visit is to be made to a course should have been indicated in the previous Visiting Board Report

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

### 3.4.2 During the Visit

The function of the Board is to assess the content and quality of the course and the standards of performance achieved by students in the course. In their assessment and general observation of the course, its students and its staff the Visiting Board should have regard to the 'RIAI Statement of Policy on Architectural Education' and the relevant RIAI Standard of Knowledge, Skill and Competence.

The Board should pay particular attention to the standard of work in the final year of the course which is to be accredited.

The Chair is responsible for the direction of the Visiting Board's work during the 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 Visiting Board Procedures and in a manner consistent with visits to other Courses. The Accreditation Process Advisor also acts as note-taker for the duration of the Visit.

The programme for the Phase 1 Visit will usually include:

- Brief meeting with President and Dean of Faculty of the Educational Institution.
- Meeting with Head of School / Course Director
- Meeting with course staff and introduction to work in progress
- Inspection of course facilities
- Meeting with course students
- Sampling of lectures, seminars or reviews which may be taking place
- Informal visits to studios to see work in progress

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

The programme for the Phase 2 Visit will usually include:

- Meeting with Head of School / Course Director
- Review of exhibited work guided by appropriate staff member
- Assessment of documentation in relation to exhibition
- Review of broadsheets, examination scripts and portfolios from previous and current years
- 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.

### 3.4.3 Following the Visit

The Chair, through the RIAI, writes to the school to thank it for hospitality received and to explain the procedures the Institute adopts in drafting and ratifying a Report.

The Accreditation Process Advisor, in consultation with the Chair, prepares a draft Visiting Board Report. Where more than one course is being reviewed in the course of the Visit, separate Reports should be prepared in relation to each. 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 Council for comment or decision.

The Education Director sends a copy of the draft Report to the principal of the Educational Institution, with a request to respond within one month if any observation in the Report is factually incorrect.

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

The Chair of the Visiting Board and the Accreditation Process Advisor present the Final Draft Report to BAE. The BAE normally ratifies the content of the Report, confining comment to presentation of the information therein.

The BAE Chair, accompanied by the Chair of the Visiting Board, presents the Final Draft Report to Council. Council normally accepts the content of the Report, confining comment to presentation of the information.

The Education Director sends a copy of the approved Report to the Educational Institution, and writes to the members of the Visiting Board to thank them for their services.

The Accreditation Process Advisor, in consultation with the Chair, prepares for the BAE a separate 'Process Report' on the conduct of the visit, including any recommendations for amendments to Visiting Board Procedures. The BAE, having considered the Process Report, forwards it to Council with its recommendations.

### 3.5 First Accreditation of an Established Course

Where an existing course which already has a full degree programme in place is seeking RIAI accreditation for the first time the process is as described in Section 3.4: Accreditation Visits. However there should be a Preliminary Meeting between the Head of School/Department and Management of the educational institution and members of the education division of the RIAI before Submission of Documentation.

The documentation to be supplied before and during Visits is set out in Tables 1 and 2.

### 3.5 Accreditation of a New Course

In the case of a new course, the Institution proposing the course 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 referred to the Education Director and reported to the Accreditation Process Advisor, BAE and Council. The Education Director acknowledges the approach on behalf of the BAE, enclosing copies of these Procedures and of the 'RIAI Statement of Policy on Architectural Education' and the relevant 'RIAI Standard of Knowledge, Skills and Competences'.

The consultation phase can be expected to involve exchanges of documentation and informal meetings between the staff and management of the educational institution and members of the education division of the RIAI.

When a developed proposal has been completed, the President of the institution proposing the course submits to the RIAI Board of Architectural Education its formal application for Accreditation. Documentation to be submitted with the application is set out in Table 4. Where the course has already admitted students, any available information relating to statistics, examinations, marks, QA reports, etc., as set out in Table 1, should be submitted.

On receipt of an application for accreditation the BAE will appoint a Visiting Board as set out in Section 3.2.

The Visiting Board will review the application, having regard to the 'RIAI Statement of Policy on Architectural Education', the relevant 'RIAI Standard for Knowledge, Skills and Competences', the academic standing, resources and structures of the educational institution within which the course is to be provided and the calibre of proposed and/or existing school leadership and staffing. The Board may seek from the Applicant Institution clarification in writing on any issues relevant to the course proposal.

The Visiting Board will carry out a visit to the Applicant Institution, at which it will meet the Principal of the Institution, Head of School/Department, Course Director and relevant staff, review the physical resources and observe existing courses in action. Where the course 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.

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### 4.0 Visiting Board Reports

#### 4.1 Content

A Final Visiting Board Report 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:
  - Course philosophy
  - Course structure and content
  - Lecture subjects
  - Studio work
  - Facilities
  - Staffing
- Observations and recommendations, as considered appropriate
- A clear recommendation as to whether RIAI accreditation of the course should be renewed and, if so, the number of years for which this accreditation will apply. Maximum = 5 years.
- Any conditions, such as appointment of an advisor, requirement for submission of annual reports, re-visits.
- Provisional date (academic year) for the next Visit to the course.

Interim Visiting Board Reports, which are intended to record the progress of the Accreditation process, may contain advice and recommendations indicating to the School areas in which improvements which improvements need to be made and steps that might be taken by the School, and may propose a provisional date for a further Visit.

#### 4.2 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 quality of courses.

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 come into 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 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:

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- The RIAI should confirm in writing with the Third Level 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 Third Level Institution.
- The Report itself, and any drafts of the Report, should be marked 'Confidential'.

The Third Level Institution should also be requested to limit circulation of the Report to those persons who have a role in delivery and maintenance of quality of the course.

### 5.0 Approval

#### 5.1 Provisional Approval

Having completed its review of a course seeking accreditation for the first time the Visiting Board will recommend to the BAE that the course be accorded or refused Provisional Approval. Provisional Approval is dependent on the Board forming the view that the course if implemented as planned will meet RIAI criteria.

If the Board considers that the course as planned would not meet RIAI criteria, but that with adjustment it might do so, it may issue an Interim Report indicating to the School the areas in which improvements need to be made and steps that might be taken by the School, and may propose a provisional date for a further Visit.

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

**It is the view of the RIAI that Provisional Approval should be in place before the first intake of students into the course.**

#### 5.2 Final Approval

A Course which has been accorded 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 course. Where circumstances warrant such annual visits may be carried out by a reduced Visiting Board.

Following the visit at which the work of the first cohort of graduating students has been reviewed, the Visiting Board will prepare its Final Report and recommend to the BAE that the course be accorded or refused RIAI Approval.

#### 5.3 Continued Approval

A course is normally granted Approved status for a maximum period of five years. The academic year during which the next accreditation visit will fall due is indicated in the Visiting Board's Final Report.

An Educational Institution should notify the RIAI of any significant changes in

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circumstances concerning the course which occur in the intervening period. The Education Director will consult with the BAE to ascertain if the changes carry any implications for the accreditation status of the course and may institute measures to address these.

### 6.0 Published Information

Any information issued by the educational institution during the accreditation process and which makes reference to the RIAI should be referred to the RIAI for comment before publication.

### 7.0 Appeals

An Educational Institution that wishes to appeal a decision to refuse or to withdraw RIAI approval must do so within 28 working days of the date of issue of the Visiting Board Final Report. For the purposes of the Appeals Procedure the relevant date is that on which the Report is dispatched from the Institute.

#### Procedure

- a) The Institution shall submit in writing the grounds for the appeal, providing documentary evidence where relevant. Appeals should be addressed to the Board of Architectural Education.
- b) The appeal will be adjudicated by an Accreditation Appeals Board, appointed by Council, consisting of two Members of the RIAI and one member of another professional body. At least one member of the Board shall be a person with experience of accreditation processes in another system. No person who is a member of the Visiting Board whose recommendation is the subject of the appeal shall be a member of Appeals Board.
- c) The Appeals Board shall consider the appeal and consult as appropriate with the members of the Visiting Board. Representatives of the Educational Institution shall have the right to present its case to the Appeals Board in person.
- d) The Appeals Board will undertake a review of the original recommendation and present its findings to RIAI Council. The decision of the Appeals Board shall be final.

### 8.0 Accreditation Fees

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

**TABLE 1: Documentation to be Submitted to RIAI in advance of a Phase 1 Visit to an Accredited or Established Course in Architecture or Architectural Technology**

The Educational Institution should send to the RIAI before the submission deadline 7 copies of each of the following:

1	Title of course and Qualification awarded.
2	Course Prospectus
3	Brief description of the history of the course, its philosophical approach and vision of architectural education, together with a 1500-word assessment by the Director of the course of its strengths, weaknesses and current direction.
4	Course duration and structure In Appendix: Summary schedule of course elements in tabular format with curriculum outline and allocation of assessment.
5	For each element of the course, including studio programmes: <ul style="list-style-type: none"> <li>▪ Course descriptions, including syllabus content</li> <li>▪ Pre-requisites</li> <li>▪ Learning Objectives and Outcomes</li> <li>▪ Mode/s of assessment</li> <li>▪ Course handouts</li> <li>▪ Reading lists</li> <li>▪ Credits</li> <li>▪ Examination papers for each of the years of the course 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. This 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'

**TABLE 2: Documentation to be made available to Visiting Board during a Phase 1 Visit to an Accredited or Established Course in Architecture or Architectural Technology**

The Educational 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 subjects, 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 course 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 an Accredited or Established Course in Architecture or Architectural Technology**

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

1	External Examiners Reports' for each academic year since the previous Visit.
2	Mark broadsheets for each course year, for every academic year since the previous Visit;
3	Samples of Examination Papers and students scripts; for each module/subject for each course year for each year preceding the Visit: 5 3 Highest fails, 5 3 Lowest passes, 3 average passes and 5 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 year since the previous visit 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 three/five year 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 course to which it relates.</p>

**TABLE 4: Documentation to be made available to Visiting Board during a Visit to an Accredited or Established Post-Graduate Course in Professional Practice.**

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

1	External Examiners Reports' for each academic year since the previous Visit.
2	Mark broadsheets for every academic year since the previous Visit;
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.
4	Record of recent internal audit exercise which takes into account the views of employers

**TABLE 5: Documentation to be Submitted to RIAI in advance of a First Accreditation Visit**

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

1	Proposed Title of course and Qualification to be awarded.
2	Brief description of the background to the course and course 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	Course structure and content
5	Entry requirements and Examination and Assessment structures
6	Statistical information on proposed student intake, transfers from other courses/institutions, staff numbers, staff-student ratio
7	Staff structure, designations and selection criteria (including practice, research, publications and other non-teaching work) together with the CVs of any existing staff.
8	Statement of physical resources including studios, teaching space and equipment, laboratories and workshops, library facilities, resource centres, computers and information systems.

Where the course 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: Facilities for Visiting Board during a Visit.**

The school 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.

## Indicative Visiting Board Timetables

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 course.

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 and Dean of Faculty
9.30 – 10.00	Private meeting with Head of School/Department of Architecture/Architectural Technology.
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></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/Course Director <sup>3</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>3</sup> The Head of School/Department may choose to have selected staff in attendance at this session.

## Phase 2 Visit

On the 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 following day.

- |               |                                                                                                                                                                                                                      |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09.00 – 09.30 | Meeting of Chair and Accreditation Process Advisor with Head of School/Department/Course 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>▪ 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, 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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