

# Procedures for the Prescription of Qualifications

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# **Procedures for the Prescription of Qualifications**

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#### Foreword

The Architects Act 1997 gives the Architects Registration Board ('the Board') the duty of determining who has the legal right to <u>practise practice</u> as an architect in the UK. Most architects are registered by the Board because they have a qualification <del>and practical experience that the Board has</del> prescribed <u>(or deemed equivalent) by the Board and the practical experience required by the Board. The Board +Therefore, the Board has a statutory duty to set the standards required\_of someone who wishes to be registered and <u>accordingly</u>, the prescription of qualifications is therefore central to the Board'swork.</u>

In 2010 the Board revised its published criteria which set out the minimum levels of knowledge, understanding and skills that students/<u>candidates</u> of architecture must acquire at key stages in the process

of qualifying to become as an architect. The revised criteria become effective in April 2011 and will continue to form the basis upon which the Board makes decisions as to whether or not qualifications can be prescribed. Before the Board prescribes a qualification, it has to be satisfied that any person to whom it is awarded has and will have met all  $\in$  Criteria at the appropriate level.

The procedures set out in this document describe how from April 2011 universities, schools of architecture and other similar institutions that award an architecture degree, diploma, or the like or other such ,qualification, may apply for and obtain\_recognition from\_the decision of the Board as to whether it will be recognised

as\_a prescribed qualification. They replace (from that time) the previous 'Procedures for the Prescription of Qualifications' published by the Board in <u>November 2002 April</u> 2010. The new These revised procedures have been drawn up following an internal governance review; and stakeholders have been consulted on the adjustments.consultation with universities, schools of architecture, the Standing-Conference of Heads of Schools of Architecture (SCHOSA), the Association of-Professional Studies Advisers in Architecture (APSAA), the Royal Institute of British Architects (RIBA) and others. The Board is grateful to all those who have participated in the <u>consultation</u>. review of these procedures.

It is intended that the <u>pP</u>rocedures continue to be simple to operate both from the point of view of the applicant institution and of the Board. The institution retains the freedom to decide what material will best support its application. The <u>pP</u>rocedures

continue to enable the institution to receive a decision in good time before prescription may start and to meet the Board's staff before submitting its application to discuss the

pProcedures. They also remain reasonably flexible in order to accommodate the position of individual applicants and, if needed, to allow for adjustments which may particularly be needed in the early years. Newer features of the <u>Changes to the</u> pProcedures include <del>clarification</del> revisions to the roles and responsibilities of the Boards staff and Prescription Committee, and streamlining the application scrutiny process prior to consideration by the Board. on the consultation process which applies when qualifications are prescribed for the very first time; clarification of the Board decision-making process; information relating to the notification to the Board of significant and minor course changes; and the relevant requirements which stem from the Mutual Recognition of Professional

Qualifcations Directive (2005/36/EC). Furthermore, adjustments have been made to the standard conditions of prescription which apply once prescription has been granted. The Board's Staff will be happy to provide guidance in relation to any of the revisions.

Beatrice Fraenkel Chair, Architects Registration

Board April 2010

<u>Alison White</u> <u>Chair, Architects Registration Board</u> <u>Month</u> 2019

## Introduction

The Architects Act 1997 states in section 4(1)(3) that a person is entitled to be registered if:

a) he holds such qualifications and has gained such practical experience as may be prescribed;

or

b) he has a standard of competence which in the opinion of the Board, is equivalent to that demonstrated by satisfying paragraph (a).'

The Act places on the Architects Registration Board ('the Board') the responsibility for prescribing (recognising) the qualifications and practical training experience required for entry onto the UK Register of Architects. The prescription of qualifications is one of the keys to the Board's

strategy, which is to protect the consumer, support architects through regulation, and deliver the Architects Act 1997. The Board publishes criteria, which set out the minimum levels

of knowledge, understanding and skills that students/candidates must acquire at key stages in the process of qualifying as an architect.

The underlying framework for the criteria is to be found in Article 46 <u>(or Article 47</u>)of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC). The Directive sets out\_the minimum requirements for the length and core areas of study for architecture qualifications across the European Union. It facilitates mutual recognition of those qualifications

and the right of establishment and freedom to provide services across the European Member States. ARB is the UK's Competent Authority for Architects and as such has the responsibility of ensuring that all UK qualifications for the practise of architecture comply with the requirements of the Directive as well notifying the relevant qualifications to the European Commission.

These Procedures, -\_which are rules pursuant to section 23(1) of the Architects Act 199\_7, set out what a university, school of architecture, institution, or similarorganisation must do in order to maintain the prescription of a qualification orexamination recognised by the Board the processes to be followed in order for a university, school of architecture, institution or similar organisation (henceforth school or institute) to be granted and maintain prescription of a qualification. Inaddition, they set out the procedure leading to the prescription of a qualification or examination for the first time. In such cases the Board has a duty to under section. 4(3) of the Act to consult the bodies representative of architects which are incorporated by royal charter and such other professional and educational bodies as it thinks appropriate. The Board cannot delegate its duties under the Act to prescribe qualifications. In order to fulfil its responsibilities in relation to prescription, the Board is supported and advised by, amoung others, ARB staff, a panel of Independent Advisers and the Prescription Committee. Full details of the governance of prescription matters can be found on the ARB website.<sup>1</sup>

The procedures also set out what a university, school of architecture, institution or similar organisation must do to notify a significant or minor change to a prescribed qualification to the Board.

<sup>1</sup>www.arb.org.uk/prescription

## Definitions

Definitions Uunless the context otherwise requires:

- 'Application' includes material submitted in support of it.
- 'The Board' may include authorised members of the Architects Registration Board and itsofficers
- 'Criteria' mean the Board's criteria current at the relevant time (which may include criteria to come into force during the period of prescription).
- Institution' refers to the university, college or other body that is responsible for a course leading to a qualification.
- 'Notice' and 'notify' means a notice in writing and includes a notice sent electronically.
- 'Prescribed Qualification' means a qualification prescribed by the Board under section 4(1)(a) of the Architects Act and 'prescribe' has the same meaning as that used in the Act.
- 'Prescription' includes the process by which qualifications are prescribed by the Board (the prescription of qualifications) and the result, namely that which a qualification obtains if it is prescribed by the Board under the Architects Act-
- 'The Profession' refers to those on the Register of Architects.

1997 (thus a qualification 'has', 'gains' or 'loses' prescription).

- 'Programme specification', as defined by the Quality Assurance Agency, is a concise description of the intended outcomes of learning from a higher education programme, and the means by which these outcomes are achievedand demonstrated. These typically include the educational aims of theprogramme; the intended learning outcomes; strategies for teaching; learningand assessment; and an outline of the structure of the course.
- 'Qualification' includes an examination or assessment and, where appropriate, refers to first degrees, second degrees and diplomas, and professional practice examinations designated as Parts 1, 2 and 3 in the Board's criteria for the prescription of qualifications.
- 'School' refers to the academic unit within an institution that is responsible to it for the conduct of the course. A school may be an institution.

ARB	The Architects Registration Board – a statutory corporation under the Act –that acts through its authorised staff and representatives.
ARB Executive	The member of ARB's Qualifications Team with responsibility for scrutinising a particular prescription matter (application, annual monitoring, course/title change etc) and ensuring the
	Board has all materials to facilitate its decision making in respect of qualifications.
Application	The submission made by an institution in order to gain or maintain prescription.
Awarding body	<u>The institution – typically a university – that awards a qualification (e.g. a certificate, diploma, degree etc); and with responsibility for the academic standards of any awards granted in its</u>
	name, as well as the quality of the learning programme.
The Board	Individual Board members acting collectively. Decisions on awarding prescription and approving course/title changes are made by the Board, taking into account (though not bound by) recommendations from the ARB Executive.
	Before awarding prescription to a qualification for the first time, the Board has a duty under
	Section 4(3) of the Act to consult the bodies representative of architects which are
<u>Consultation</u>	incorporated by royal charter and such other professional and educational bodies as it thinks
	appropriate.
	Any change to the content of any prescribed qualification. Course changes must be notified to
Course change	ARB either within an annual monitoring submission, if pending, or at the earliest opportunity.
	See also 'title change' below.
	ARB's Criteria for the Prescription of Qualifications at Part 1, Part 2 and Part 3 levels (as
Criteria	amended from time to time).
	www.arb.org.uk/criteria
Delivering/delivery	A university, college, higher education institution or similar organisation responsible for
body	delivering a prescribed qualification; but which does not hold qualification awarding powers.
	The university, college, higher education institution or similar organisation is responsible for
	delivering a programme leading to a qualification. Institutions that do not hold qualification
	awarding powers must have an agreement with an awarding body in order for relevant
Institution	qualifications to be prescribed. See also 'school' below.
	N.B. For simplicity, institution/school are used interchangeably throughout these Procedures
	to collectively refer to a university, college, school of architecture, higher education
	institution or similar organisation.
	The group of individuals appointed by ARB to provide independent, impartial, expert advice
External Advisers	on matters relating to prescription.
	www.arb.org.uk/independent-advisers- Updated web link to be inserted
Notice/notify	A notice in writing (includes a notice sent electronically).
Prescribed	A qualification prescribed by the Board under Section 4(1)(a) of the Architects Act 1997 at the
<u>qualification</u>	appropriate level for the purposes of joining the UK Register of Architects.
	Includes the process by which qualifications are prescribed by the Board (the prescription of
Prescription	gualifications) and the result, namely that which a gualification obtains if prescribed by the
rescription	Board under the Architects Act 1997 (thus a qualification 'has', 'gains' or 'loses' prescription).
	www.arb.org.uk/prescription
	The panel of lay and architect members appointed by the Board to review and challenge the
Prescription	scrutiny of prescription submissions; and alert the Board to issues arising from the operation
<u>Committee</u>	of the prescription process.
	www.arb.org.uk/the-prescription-committee_
The Profession	Those on the UK Register of Architects.
Brogramma	The concise description of a higher education programme. These typically include the
Programme specification	educational aims of the programme; strategies for teaching, learning and assessment; and an
	outline of the structure of the course.
	Includes a programme of study, an examination or assessment and, where appropriate, refers
<b>Qualification</b>	to first degrees, second degrees and diplomas and professional practice examinations
	designated as Parts 1, 2 and 3 in the Board's Criteria for the prescription of qualifications.

Schedule 1	Schedule 1 of the Board's General Rules sets out the details of the qualifications that ARB currently prescribes at Part 1, Part 2 and Part 3 levels for the purposes of entry onto the United Kingdom Register of Architects. www.arb.org.uk/schedule-1
<u>School</u>	The academic unit within an institution that is responsible to it for the delivery of the qualification. A school may be an institution. See also 'institution' above. www.arb.org.uk/schools
Student/candidate	The individual undertaking a qualification. Student typically refers to those enrolled on a Part 1 or Part 2 qualification; and candidate typically refers to those enrolled on a Part 3 qualification.
<u>Title change</u>	Any change to the title, awarding body or delivering body of any prescribed qualification. Title changes must be notified to ARB either within an annual monitoring submission, if pending, or at the earliest opportunity. See also 'course change' above.

## Principles

 $The \underline{se} \, \underline{pP} rocedure \underline{s} \, \underline{is} \, \underline{are} \, \underline{\cdot} based \, on \, these \, cardinal \, principles:$ 

- a) The Board will make its decision on the basis of the material submitted with the application (and such other material that the institution or school supplies at the request of the <u>ARB Executive or the</u> Board);
- b) The institution is free to decide what material it considers justifies its application

It is for the institution to submit the material it considers justifies prescription-

The Board will provide guidelines <u>offers guidance</u> as to what material it expects to be provided in ARB's Good Practice Handbook.<sup>1</sup> (see ARB's).

<sup>1</sup>www.arb.org.uk/good-practice

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Acesss the Good-Practice Handbook. Weblink for Good Practice Handbook:

Ap	plying for Prescription of a New Qualification		Formatted: Font: +Body pt	(Calibri), 11
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• •	lifestions for which preservation has never been soughth of re-		Formatted: Font: +Body	
	lifications for which prescription has never been soughtbefore	////	pt	
	rently prescribed qualifications that have been subject to major	/// /	Formatted: Font: +Body	(Calibri), 11
100	lification in terms of structure and content		Formatted: Font: +Body	(Calibri), 11
1.0	Notifying the Board of an intention to apply	•	<b>Formatted:</b> Font: +Body pt, Bold	(Calibri), 14
			Formatted: Outline numb	ered +
<u>1.1</u>	An institution which that intends to apply for the prescription of a		Level: 3 + Numbering Style + Start at: 1 + Alignment:	
	qualification should is strongly advised to request a planning meeting with		Aligned at: 0.25 cm + Ind	
	the Board's staff, up to 12 months before applying, in order to gain a clear		cm	(Calibui) 11
	understanding of the steps that should be taken by it prior to the		Formatted: Font: +Body pt	Calibri), 11
	submission of the application.	•	Formatted: Font: +Body pt, Font color: Auto, Not E	
1.1	At that meeting the institution should be represented by those who are		/ Condensed by	· /
	sible for the preparation and submission of the application and for the		Formatted: Font: Font co Color(RGB(35,31,32))	lor: Custom
assemb	ly of material to support it.		Formatted: Normal, No b	oullets or
	A relevant member of the institution's Quality Assurance staff- (or faculty		numbering	
	equivalent), should also be present.		Formatted: Font: Font co Color(RGB(35,31,32)), Con 0.3 pt	
	The purpose of the meeting is to discuss the procedure to be followed by		Formatted: Font: Font co	lor: Custom
	the Institution before submitting its application for prescription, how the		Color(RGB(35,31,32))	
	application will be considered by the Board, and what occurs when		Formatted Formatted	
	prescription is granted.		Formatted	
	-The Board will not provide advice or guidance on the content of the		Formatted	
	application, or of any supporting material, as this is solely for		Formatted	<u>_</u>
	the institution to decide <del>(see paragraph 1.6). (see Sections 2.2 and 2.3</del>		Formatted	(
	below).		Formatted	(
	The meeting will be informal. No pre-application communication is to		Formatted	(
	be relied upon to vitiate any part of the prescription procedure itself.		Formatted: Font:	
			Formatted	
1.2	An institution must notify the Board of its intention to apply for the	/	Formatted	(
	prescription of a qualification not less than 12 Months and no longer		Formatted	
	than 18 months before the date from which prescription is to begin.		Formatted	
	not less than 12 months		Formatted	(
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	before the date from which prescription of the qualification is to begin.		Formatted Formatted	<u> </u>
	before the unit monthemprescription of the qualified to the States.		Formatted	<u> </u>
1.3	The notification should be in writing and must include the following;		Formatted	<u> </u>
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$\bullet$ <u>a</u> . Details of the title, length, <sup>1</sup> and mode of the qualification;		Formatted: Font color: Custom Color(RGB(35,31,32)), Condensed by 0.25 pt
b. A sample copy of the final award certificate which includes details of the award title that	_ /	Formatted
students/candidates will graduate with; The up-to-date programme specification for the qualification;	_\ `	Formatted: Numbered + Level: 2 +
<u>•c. The up-to-date internally validated programme specification for the qualification;</u>	_//	Numbering Style: a, b, c, + Start at: 1 + Alignment: Left + Aligned at: 1.9
-d. The date on which the Board should expect to receive the full	$ \backslash $	cm + Indent at: 2.54 cm
application (which must be within <del>8 weeks, two months</del> of the date		Formatted
on which the notification letter is received by the Board); and		Formatted
e. Any other information that is material to the application in		Formatted
accordance with these procedures.		Formatted
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		pt
<sup>1</sup> It is imperative that institutions ensure that the title listed in the notification,		
application form and throughout its full submission is consistent and is stated in the exact form that will appear on awards certificates (e.g. if award certificates will		
state 'Master of Architecture', this should not be shortened to 'March		
Architecture' in the application documentation as these are not the same title).		
Only students/ candidates with the prescribed gualification title as listed on		
Schedule 1 of ARB's General rules will have a gualification eligible for registration	_	Formatted: Font: +Body (Calibri), 11
upon graduation. For further advice on titles, please refer to the Good Practice		pt
Handbook.		
		Formatted: Font: +Body (Calibri), 14
2.0 Submitting the application		pt
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2.1 The institution will must submit its application to the Board within 8-		Formatted: Outline numbered +
weeks two months of the date of the notice given under <del>paragraph 1.2</del>		Level: 3 + Numbering Style: 1, 2, 3,

above section 1.2 above.

 4.4
 A school may submit an application on behalf of an institution provided

 that it is accompanied by the appropriate written authorisation from the institution.

 The application must be submitted either

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# in hard copy, or electronically. [From January 2011 the Board will only accept electronic submissions.]

Amongst other things, the institution must specify the dates for which prescription is sought, as well as a date by which it wishes to make its annual monitoring submission each year once prescription has been granted (see Appendix 2).

#### **Objectives – Prescription of a New Qualification**

4.5 <u>2.2 When applying for a new qualification to be prescribed, an institution</u> should bear in mind that in order for the Board to prescribe a new qualification, the institution and the Board must be confident that;

- a. the course proposal\_\_\_including the educational aims, the intended learning outcomes, the assessment criteria  $etc_{7_{-}}$  have been designed with the clear aim of ensuring that all those who receive the qualification meet have met all the e<u>C</u>riteria;
- <u>s</u>Systems are in place to ensure that all criteria will be met by all students/ candidates receiving the qualification for the period of prescription; and
- c. <u><u>t</u>The institution has adequate resources to maintain and, where appropriate, increase the achievements of students/candidates meeting all the <u>c</u><u>C</u>riteria.</u>
- 1.6–2.3 When considering deliberating an application for the prescription of a new qualification, the Board will consider assess whether certain the following factors-and any other factors suggested by the institution and agreed by the Board-are demonstrated within the that application. These will include the following;
- a. That explicit strategies and mechanisms for assessing students/candidates are proposed to ensure that <u>all</u> the <u>relevant</u> criteria will be achieved;
- b. That the institution has appropriately qualified staff to deliver the course and-

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	assess students/candidates; strategies and meachanisms of assessment will be		Formatted: Font: +Body (Calibri), 11 pt
	subject to both internal and external periodic review and audit;		Formatted: Font: +Body (Calibri), 11
с.	That appropriate mechanisms will exist to ensure that the appointment,		pt
	development and leadership of staff and examiners (including external-		Formatted: Font: +Body (Calibri), 11 pt
	examiners) is in accordance with best practice and takes account of the		
	<del>vocational, as well as the academic, aspect of the qualification; <u>the</u></del>		
	assessment will be rigorously monitored for consistency and benchmarked		Formatted: Font: +Body (Calibri), 11 pt
	for comparability with other institutions offering prescribed qualifications;		Formatted: Font: +Body (Calibri), 11
d.	That appropriate mechanisms are in place to ensure compliance with the		pt
	duties relating to equality and diversity placed on the institution by		Formatted: Font: +Body (Calibri), 11 pt
	equality legislation; mechanisms will exist to allow the institution to		(pr
	appropriately respond to problems identified by benchmarking, review and		
	audit processes;		Formatted: Font: +Body (Calibri), 11
P	That internal and external review and audit processes will be rigorous and that, in their		pt
<u></u>	implementation, steps will be taken to ensure that they take account of the vocational as well		Formatted: Font: +Body (Calibri), 11 pt
	as the academic, aspects of the qualification, there will be an engagement with the		
	profession, which will be ongoing during the period of prescription, in the		
	delivery of the course and the assessment of students/candidates;	_	Formatted: Font: (Default) +Body
f	That there will be engagement within the profession e that will be ongoing		(Calibri), 11 pt, Font color: Auto, Not Expanded by / Condensed by
	during the period of prescription- in the delivery of the qualification and		Formatted: Font: +Body (Calibri), 11
	the assessment of students/candidates;		pt
_	That the institution will have appropriately qualified staff to deliver the source		Formatted: Font: +Body (Calibri), 11 pt
<u>g</u> .	That the institution will have appropriately qualified staff to deliver the course		Formatted: Font: +Body (Calibri), 11
h	That appropriate mechanisms will exist to ensure that the appointment, development and leadership of staff	~	pt Formatted: Font: (Default) +Body
<u>11.</u>	and examiners (including external examiners) is in accordance with best practice and that take account of the	$\langle \rangle$	(Calibri), 11 pt, Font color: Auto, Not
	vocational, as well as the academic, aspects of the qualification;		Expanded by / Condensed by
i.	That appropriate mechanisms are in place to ensure compliance with the		Formatted: Font: +Body (Calibri), 11 pt
	duties relating to equality and diversity placed on the institution by		
	equality legislation;		
<u> .</u>	That the institution will have adequate resources during the period of		
	prescription; and		
k.	That the institution is committed to maintaining and, where appropriate,		
	enhancing its provision relating to the matters listed above or the future		
	period of prescription.		
<del>e. –</del>		•	Formatted: Font:

Applying for Prescription of a New Qualification	<b>Formatted:</b> Font: +Body (Calibri), 11 pt
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That strategies and mechanisms of assessment will be subject to both-	pt Formatted: Font: +Body (Calibri), 11
internal and external periodic review and audit;	pt
-That assessments will be rigorously monitored for consistency and	Formatted
benchmarked for comparability with other institutions offering prescribed	Formatted
qualifications;	/
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problems identified by benchmarking, review and audit processes;	
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in their implementation, steps will be taken to ensure that they take account of	
the vocational, as well as the academic, aspect of the qualification;	
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That the institution will have adequate resources during the period of	//
That the institution will have adequate resources during the period of prescription; and	/
prescription; and	Formatted
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Material to be Submitted with an Application			Formatted: Font: +Body (Calibri), 14 pt, Bold
2.4 It is the responsibility of the institution to provide the Board with		4	Formatted: Normal, No bullets or
the relevant evidence to justify prescription and give the Board confidence that			numbering
the objectives in Section 2.2 above will be met, The material must be the latest		$\land$	Formatted
available,			
4.7		A	Formatted
(and what not to include) can be found in the Good Practic <del>ve</del>	Acesss the Good		Formatted: Font:
Handbook. <sup>1</sup> However, this is not intended to be exhaustive or	Practice Handbook.		
restrictive- the institution is free to decide what information to supply			Formatted: Normal, No bullets or numbering
as part of an application.			Formatted: Font color: Custom Color(RGB(35,31,32)), Condensed by 0.25 pt
Student portfolios or other student work should not be submitted with an-		•	Formatted: Normal, Right: 6.72 cm, Space Before: 8.45 pt, Tab stops: 1.5 cm, Left
application. For an outline of the types of information typically submitted as			Formatted

part of an application, institutions may wish to refer to ARB's Good Practice
Handbook.

2.5\_The material submitted must <u>be the latest available, and must</u> address the objectives and factors set out in Sections 2.2 and 2.3 above, as this will inform the Board's consideration of and decision on the application. <del>address the</del> objectives and factors set out in paragraphs 1.4 and 1.5 above, as they will inform the Board's consideration of and decision on the application. In considering the above factors, the Board will not undertake an audit of an institution's systems and processes. However, it will take into account audits undertaken by other bodies.

 1.8
 In considering the above factors material submitted, the Board will

 not undertake an audit of an institution's systems and processes. However, it

 will take into account audits undertaken by other bodies.

1.9 The guidance given in ARB's Good Practice Handbook is not intended to restrict the institution from submitting other information that it may consider helpful in helping the Board to have confidence that the objectives in paragraphs 1.4 and

> 1.5 are being met. The institution is free to decide what informationjustifies its application for prescription. The institution may also wish tomake further reference to ARB's <u>Good Practice Handbook</u> which contains alist of derived questions used by the Board to analyse an institution's application.

- 2.6 When providing reports from examiners, agencies and advisers as evidence, institutions should also provide details of the procedures, methodologies, criteria and personnel underpinning the reports (where these are not given as part of the material already provided), so that the Board can give such reports due weight and relevance.
- 2.7 Once an institution has submitted a full application, it may not amend or add to the application (unless the ARB Executive and/or Board requests or permits further explanation(s) and/or representations in relation to the application).
- 2.8 The application must be addressed to ARB's Registrar, and must be submitted by or on behalf of the institution. If the application is not submitted by the school responsible for the qualification, the school must certify that the application and all supporting material has been seen and approved by the head of that school.

 If the application is submitted by a school on behalf of the institution, a name

 and address for communication must be provided, as thereafter the

 Board will only communicate with that person who will be deemed to

 have complete authority on behalf of the institution to act on its

 behalf for all purposes connected with the application and the

 qualification.

The institution should nominate a second contact (with whom the Board will

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#### communicate in the absence of the primary contact).

2.9 Please refer to the application form and guidance on completing this

document available online. <sup>2</sup>	_	Formatted: Font: +Body (Calibri), 11 pt, Superscript
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Weblink for the Good Practice Handbook:

http://www.arb.org.uk/qualifications/prescription\_of\_qualifications/good\_practice\_handbook/default.php

<sup>1</sup>www.arb.org.uk/good-practice <sup>2</sup>www.arb.org.uk/prescription Formatted: Font: +Body (Calibri), 11 pt Field Code Changed Formatted: Font: +Body (Calibri), 11 pt Formatted: Font: +Body (Calibri), 11 pt, Not Superscript/ Subscript Formatted: Font: +Body (Calibri), 11 pt,

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	Board can give such reports due weight and relevance.			Formatted: Font: +Body (Calibri), 11 pt
<del>2.1</del>	Once an institution has submitted a full application, it may not amend,			Formatted: Font: +Body (Calibri), 11
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	representations in relation to the application).			Formatted: Font: +Body (Calibri), 11 pt
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	School Approval of the Application (Section emitted from revised version	<u>)</u>		Formatted: Font: +Body (Calibri), 11 pt, Bold
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	and must be submitted by or on behalf of the institution in the Board's-			pt
	form. If the application is not submitted by the school responsible for the			
	course leading to the qualification the school must certify that the			
	application and all supporting			
	material has been seen and approved by the head of that school. If the			Formatted: Font: +Body (Calibri), 11
	application is submitted by a school on behalf of the institution a name-			pt
	and address for communication must be provided, as thereafter the Board-			Formatted: Font: +Body (Calibri), 11 pt
	will only communicate with that person who will be deemed to have			
	complete authority on behalf of the institution to act on its behalf for all-			
	purposes connected with the application and the qualification. Should the-			
	institution wish to nominate a second contact (with whom the Board will-			
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<del>2.4</del> —	The application will first be considered by the Board's staff, who may			
	examine it to see that the Board has all the information and material that			

the institution intends it to have. If the Staff consider that anything may be missing the Board may

notify the institution. This will normally be within 3 weeks. The institution will have 14 days to supply what is missing or to notify the Board that it does not intend to do so and explain why. The Staff will not otherwise at this stage be scrutinising the application for content. Neither at this nor at any other-stage will the Board owe any duty to notify the institution of anything that is

lacking in the application or that is unclear in it.

#### Weblink for the Application Form:

http://www.arb.org.uk/qualifications/prescription\_of\_qualifications/prescription\_procedures/prescription\_applicati ons.php

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Applying for Prescription of a New Qualification

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<b>A</b>	The Board's Prescription Committee	
2.5	The Board has established a Prescription Committee to oversee the stages	
	of this procedure up to submission to the Board. The membership should	
	consist of the following:	
	At least 4 members drawn from the ARB Board; plus	
	A further appointed member drawn from the ARB Board to act as Chair; plus	
	<ul> <li>A member of the Committee's pool of Independent Advisers</li> </ul>	
2.6	The Committee may add further persons drawn from the pool of	
	Independent Advisers to the membership of the Committee. The members	
	of the ARB Board sitting on the Committee (including the Chair) will be no-	
	less than 3 appointed and 2 elected members of the ARB Board.	
2.7	The Committee acts in an advisory capacity, as the Board alone decides	
	whether qualificationsare prescribed.	
<u>2.8</u>	Within 8 weeks of the receipt of an application the Committee will advise	
	whether the application should be considered by the Board or whether,	
	before it is submitted to the Board, there are any aspects of the application	
	or the material in support upon which further explanation is required	
	from the institution or advice is needed.	
<u>2.9</u> 2.2	If an explanation is required, the Prescription Committee will notify the	
	institution of the points upon which an explanation is required. Any-	
	explanation must be provided in writing within 3 weeks. Student-	
	portfolios or other student work must not be submitted with an-	
	explanation unless the committee (or the Board at any later stage) has	Information on
	specifically required them and then only to the extent specified	Independent Advisers
<del>2.10</del> 2.3	If advice is needed on an application, the Prescription Committee can seek	
	advice on the points upon which an explanation is required from its pool of	
	Independent Advisers. The pool consists of people who are impartial and	
	suitably qualified to advise the Board. The advice and the terms of reference	
	seeking the advice will be in writing. The Adviser/s will be given 3 weeks	
	within which to provide the advice. The advice will then be given to the	
	institution for comment. If the institution has any comments on the advice-	
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or if, in the light of the advice it wishes to explain or supplement its application with additional material it must submit such comments andmaterial within 3 weeks of receiving the advice. Once the institution hascommented, the Adviser will be asked to confirm whether they aresatisfied with the institution's response.

Weblink for further Information on Independent Advisers:-

http://www.arb.org.uk/qualifications/prescription\_of\_qualifications/prescription\_committee/independent\_advisor s.php

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All of this information will be provided to the Prescription Committee and the Board-Tomaintain impartiality, the identity of the Independent Adviser used will remain anonymous to the institution concerned.         3.1       The Committee may in exceptional circumstances seek further explanations and/or advice. If further explanations and/or advice are sought, the above procedure will be repeated, except that the Committee may shorten any applicable period. Further explanations sorally, in appropriate cases, however, the Committee may seek explanations or ally in appropriate cases.         3.2       Exceptionally, but where it considers it necessary and appropriate cases, as the Committee may require additional relevant information to be provided by an institution, during the course of a visit to the institution by such independent advisers as the Committee may mominate.         3.3       Following receipt of all explanations or advice the Committee will refer. the application to the Board. The Board will not generally consider any application unless it has been referred to it by the Committee	pt Forr pt	matted: Font: +Body (Calibri), 11 matted: Font: +Body (Calibri), 11 matted: Font: +Body (Calibri), 11
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it contains all the information and material that the institution intended	Forr	No bullets or numbering matted: Font: +Body (Calibri), 11
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or notify the ARB Executive that it does not intend to do so and why.	Forr cm, Forr pt	
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objectives and factors identified in Sections 2.2 and 2.3 above. If any

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clarifications are required, the ARB Executive will liaise with the institution. Any explanation must be provided in writing within three weeks.

The ARB Executive may draw upon the expertise of an Independent External Adviser(s)1 as and when required.

<u>3.3</u> Typically within three months of receipt of an application, the Prescription Committee will advise the ARB Executive on any additional aspects the ARB Executive may wish to consider.

Should further areas of clarification be identified, the ARB Executive will liaise with the institution, and the institution will have a further period not exceeding three weeks to respond.

The ARB Executive will decide whether or not the Prescription Committee will review any additional information submitted.

3.4 The ARB Executive will make a recommendation on the application to the Board at the point at which there is sufficient information to do so. The ARB Executive may seek the further advice of the Prescription Committee in relation to the recommendation.

Recommendations will be submitted to the Board in writing and accompanied by all of the material provided by the institution.

3.5 The institution is entitled to have sight of the papers which are to be presented to the Board; and for decision following the Committee's consideration of the application. The institution will have the opportunity to make representations on the paper and to offer comments on accuracy. It must provide any such comments within 14 days. three weeks of receiving the papers. In exceptional circumstances, the Prescription Committee may permit a longer period in which the institution may respond.

3.4 The institution's comments will be presented to the Board alongside the application.

<sup>1</sup>www.arb.org.uk/independent-advisers Updated web link to be inserted.

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# <u>4.0</u>The Board's Preliminary Consideration of a New Qualification

4.1 Once received, the Board will consider the application, along with the ARB Executive's recommendations and any comments/ representations from the institution.

 3.5
 explanations, advice and comments. At this stage, the Board will not make

 a formal decision in relation to the application. The Board will provide an indication

 as to the decision it is 'minded' to make, and this will be subject to the subsequent

 consultation {as required by section 4(3) of the Act} and any representations made by

 the institution in accordance with the procedure set out below.

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apply).

# 3.7 Stage 2

<u>4.3</u> On receipt of any Stage 1 representations, the Board will <u>take these into account and</u>reconsider its position<del>.</del>

 3.8
 <u>4.4 If, as a result of any representations</u> the Board is then minded to alter

 its stated position and prescribe a qualification as initially requested by the

 institution, the Board will conduct its consultation in accordance with section 5,

 pursuant to paragraph 4.5 below and Stage 3 will not apply.

<u>4.5</u> If, <del>as a result of any representations</del> the Board is still minded to grant prescription as <u>outlined</u> in <u>section 4.2 above</u> <del>under section 3.5(b)</del>, the Board will conduct its consultation in accordance with Section 5 below pursuant to paragraph 4.5 below and Stage 3 will not apply

3.9 However, in this circumstance, the Board will not conduct its consultation without first giving the institution the opportunity to defer the consultation pending further representations. The

institution will have three weeks 14 days to submit such representations.

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<del>a)</del>	a. <u>t</u> he institution requests that the consultation is so deferred; or	Formatted: Font: +Body (Ca	llibri), 11
<del>b)</del>	b. <u>+</u> The Board, after reconsidering its position following receipt of	Formatted: Font: +Body (Ca	llibri), 11
.,	age 1 representations, is minded to reject the application;	pt	
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	the Board will consider further representations, and on such terms, as it	Formatted	
	considers appropriate.	Formatted: Font: +Body (Ca	llibri), 11
	4.7 If no Stage 2 representations are received, the Board may, in accordance	Formatted: Font: +Body (Ca	libri), 11
	ts indication at <u>under</u> Stage 1, either reject the application or proceed to	pt	
	Itation on the basis that it is minded to grant prescription as outlined <u>inunder</u>	Formatted: Normal, Indent: cm, No bullets or numbering	Left: 0.2
sectio	01 <mark>4.2.b above<del>3.5(b)</del>.</mark>	Formatted	<u> </u>
	If the Board rejects the application, the provisions of paragraphs 4.82	Formatted: Font color: Custo	
below	will apply.	Color(RGB(35,31,32))	
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above,	<del>_3.5(b)</del> , the Board will proceed to consultation in accordance with <u>Section 5</u>	Formatted: Font color: Custo	om
below.	paragraph 4.5 below, except that <u>However, t</u> he institution will be given the	Color(RGB(35,31,32)), Conder 0.2 pt	nsed by
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4 <del>.2</del>	Stage 3	Formatted: Normal, No bulk	ets or
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	<u>4.8 If</u> , on receipt and consideration of any Stage 2 representations (or if	Formatted: Font:	<u> </u>
	no Stage 2 representations are received), the application is rejected by the	Formatted	
	Board, the institution will be notified of the reasons for its decision it will within 3	Formatted	(
	weeks <u>. of its meeting notify the institution of the reasons for its decision.</u>	Formatted	(
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	t <u>T</u> he Board <del>'s reasons</del> will indicate which of its criteria and/or objectives	Formatted	
	have not been or may not be met, but <del>the reasons</del> will not <u>provide</u> include	Formatted	

<del>any</del> advice on any remedial or other action that should be taken, as the institution will have to decide what it should do if it chooses to submit another application.

4.34.1 If the Board rejects an application, an institution can re-apply at any time.

4.4 <u>4.9 If</u>, on receipt and consideration of any Stage 2 representations, the Board is minded to accept the application and prescribe the qualifications <u>as</u> sought <u>by the institution</u>, the Board will proceed to consultation in accordance with <u>Section 5 below</u>, <del>paragraph 4.5 below</del>.

4.5 <u>4.10</u> If, on receipt and consideration of any Stage 2 representations (or if no Stage 2 Representations are received), the Board is minded to grant prescription as

outlined under section <u>4.2.b above</u>, <del>3.5(b)</del>, the Board will proceed to consultation in accordance with <u>section 5 below</u>.<del>paragraph 4.5 below,</del> except that <u>However</u>, the institution will be given the opportunity to withdraw its application before the consultation starts. The institution will have <u>three weeks <u>14 days</u></u> in which to withdraw its application.

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4.6 <u>5.1</u>	_Before prescribing a new qualification the Board is required, under Section	//	Formatted: Indent: Left: 1.5 cm bullets or numbering	۱,
	4(3) of the Architects Act 1997 <u>requires the Board</u> to consult bodies		Formatted: Font: Font color: Cus Color(RGB(35,31,32))	sto
	representative of architects which are incorporated by royal charter and such other professional and educational bodies as it thinks appropriate.		Formatted: Normal, No bullets o numbering	)r
	ARB typically consults with the Royal Institute of British Architects, the Royal Institute of Architects in Scotland, the Royal Society of Architects in		Formatted: Font: Font color: Cus Color(RGB(35,31,32)), Condensed 0.3 pt	
	Wales <u>(RSAW)</u> , the Royal Society of Ulster Architects( <u>RSUA</u> ), the relevant		Formatted: Font: Font color: Cus Color(RGB(35,31,32))	sto
	RIBA Region (if different from above) and the Association of Consultant Architects <u>(ACA)</u>		Formatted: Font: Font color: Cus Color(RGB(35,31,32)), Condensed 0.3 pt	
	-Should an institution wish to make suggestions in relation to any additional		Formatted: Font: Font color: Cus	sto
	bodies with whom the Board may wish		Color(RGB(35,31,32))	
	to consult, it should state these in the application form.		Formatted: Font: Font color: Cus Color(RGB(35,31,32)), Condensed 0.3 pt	
5.2	_The Board will provide consultees with the details of its stated position, i.e., the decision it is 'minded' to make in relation to the application		Formatted: Font: Font color: Cus Color(RGB(35,31,32))	st
	and the reasons for its stated position.		Formatted: Font:	_
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<u>.</u>	The Board will also provide consultees with a copy of these its		Formatted	
	Procedures for the Prescription of Qualifications, the Criteria for	/ /	Formatted	
	Pprescription and information provided by the institution <del>which</del> that		Formatted	
	describes the gualification.		Formatted	_
05.0	The Devel III and I offer and the short of the state of the s		Formatted	_
<del>.8</del> 5.3	The Board will normally offer consultees three months to provide a	/	Formatted	_
	response. the opportunity of responding to its consultation within 12-		Formatted	_
	weeks. However, in order that the institution applying for prescription		Formatted Formatted	_
	receives a timely decision, the Board may ask consultees to respond within			_
	a shorter timeframe,		Formatted Formatted	-
5.4	A copy of any response that is submitted by a consultee will be	//////	Formatted	-
	provided to the institution.		Formatted	-
4 <del>.9</del>			Formatted	-
	The institution will have the opportunity of submitting any final			-
	comments or representations to the Board in respect of <u>any the</u> consultation		Formatted	

response(s) before the Board reaches its final decision.

The Board normally offers an institution three weeks in which to submit any final comments or representations. the opportunity of responding within 3weeks of provision of a copy of a consultee response. However, in order that the institution applying for prescription can receive a timely decision on its application, the Board may ask the institution to respond within a shorter timeframe.

 The Board's Final Decision	(Where a consultation has been conducted)	
(Following a Consultation)		

6.1 Once all of the consultation responses and any further representations from the institution have been received, all of this information will be considered by the <u>ARB</u> Executive Prescription Committee.

Once the Prescription Committee is satisfied that no further clarification 4.10 and/or explanation is required in relation to the material, the ARB Executive it-will forward the application to the Board, which will make a final decision to either accept or reject the application, or grant prescription as outlined in Section 4.2.b above. under section 3.5(b).

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	6.2 If the application is rejected by the Board, it will notify the institution will		Formatted: Font: +Body (Calibri), 11
	be notified of the reasons for its decision within three 3 weeks. of its	$\backslash /$	pt
	meeting.		Formatted: Indent: Left: 1.5 cm, No bullets or numbering
	Where appropriate, tThe Board's reasons, will indicate which of its criteria		Formatted
and/o	objectives have not been or may not be met; but <del>they</del> will not <u>provide include</u>		Formatted: Font: Font color: Custom
	vice on any remedial or other action that should be taken as the institution will		Color(RGB(35,31,32))
have to	o decide what it should do if it chooses to submit another application.	Ň	Formatted: Normal, Indent: Left: 0.2 cm, No bullets or numbering
			Formatted
<del>5.1</del>	If the Board rejects an application, an institution can re-apply at any		
time.		_	Formatted: Font:
	6.3 A decision The Board's decision to accept or reject any application, or	1	Formatted
grant a	ny <del>application a</del> prescription as outlined under section 4.2.b above <del>3.5(b),</del> will	//	
0	I (including any decision on any period or condition), and there will be no	//	
appea		/	
	A		Formatted: Font:
<u>5.2</u>	Δ	$\sim$	Formatted: Normal, No bullets or
<del>5.3</del>	In case of rejection or the granting of prescription as outlined in Section		numbering
<u>4.2.b a</u> t	ove, under section 3.5(b) the institution may make another application in		Formatted: Font color: Custom Color(RGB(35,31,32))
accord	ance with <u>these <del>this</del> p</u> Procedures. An institution can re apply at any time.	À	Formatted
	<u>6.4 In addition, il</u> n exceptional circumstances and/or should the Board	7 ,	Formatted: Normal, Indent: Left: 0.2 cm, No bullets or numbering
	become aware of any material which was not available to it <del>d</del> at the date of its	$\sum$	Formatted: Font: +Body (Calibri), 11
	<u>decision</u> , the Board <u>will be is</u> -entitled to reconsider any decision to reject an		pt
	application or, where it prescribed a qualification <del>, as to</del> the period or		Formatted: Indent: Left: 1.5 cm, No bullets or numbering
	conditions applicable should it become aware of any material which was-		
	not available to it at the date of its decision.		Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto, Not Expanded by / Condensed by
<del>5.4<u>5.1</u></del>	_The Board will determine the procedure to be adopted in order to consider		Formatted: Font: +Body (Calibri), 11 pt
	such material and to reconsider its decision. Unless and until the decision is		
	reconsidered the Board's decision will be unaffected and will remain		
	binding.		
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<b>7</b> Standard Conditions of Prescription							
<del>5.5</del>	5 <u>7.1</u> Prescription of a qualification will be subject to the following <u>sStandard eC</u> onditions;						
<b>.</b>	2)	The period of prescription shall commence on a date to be decided					
	a)						
		by the Board <del>(normally the beginning of the academic year),</del>					
	b)	Prescription of a qualification shall be by reference to a programme					
		specification. No change may be made to the title of any <del>course or</del>					
qualification <u>, or material <del>cho</del>or substantial</u> change to the content so defined							
		within a programme specification (allowing for normal course					
		development) without first obtaining the written permission of the					
		Board. (For further information on changes to qualifications, refer to_					
		see Appendix 3.)					

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Applying for	Prescription	of a	New	Qualification
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c) Annually and by a date to be set by the Board, the institution shall be required to provide the Board with information of the nature set out in Appendix 2 to enable the Board to see that:

 i. \_i. aAll its criteria and the relevant requirements set out in Article 46 (or Article 47) of the Mutual Recognition of Professional Qualifications Directive [2005/36/EC] are beinghave been attained by students/candidates who have been awarded the qualification prescribed qualification;

<u>ii. aA</u>dequate systems are in place to ensure that all the Board's criteria will be met by students/candidates for the period of prescription;

<u>5.6iii.</u>

i. jii. that tThe institution's resources remain as set out in its application and are adequate; and

iv. <u>iv. aA</u>ll of the factors referred to <u>in Sections 2.2 and 2.3 at paragraph 1.4 and</u> 1.5 continue to be demonstrated, and any conditions of prescription continue to be met.

> d. d)-The institution will ensure that appropriate procedures will be maintained so that all students/candidates undertaking a prescribed qualification are fully informed of the extent of the application of that qualification to entitlement to registration as an architect in circumstances in which the student/candidate lacks a required antecedent

qualification e.g. Part 2 without Part 1.

Following each and every set of examinations, the institution shall be required to submit to the Board its pass lists of graduating cohorts to have received the prescribed award.

7.2 Where it deems appropriate, the Board may vary any of the Standard

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<del>5.7</del> 7.3 If, as a result of the information provided in accordance with Section 7.1.c above under (c) above or from any source at any time (please see Appendix 54 for the Board's Causes for Concern process), the Board considers that: either

- a)<u>c)</u> the application or any <del>of the</del> material relied on by the institution in support (including explanations given) was untrue and/or misleading in a material respect, as a result of which the Board might not have accepted the application; or
  - i. untrue and/or
  - ii-was misleading in a material respect as a result of which the Boardmight not have accepted the application; or
- b)d\_criteria or the relevant requirements set out in Article 46 (or Article 47) of the Mutual Recognition of Professional Qualifications Directive [2005/36/EC] are not being met by students/candidates awarded the prescribed qualification; or,
- e)e) the institution does not have the resources stated in its application and/or its resources are not adequate; or
- d) the The institution has not complied with any of the conditions set out in Section 7. paragraph 5.5 and (c) above or any other condition made in accordance with Section 7.2 above; under paragraph 5.8 below;

Then the Board may notify the institution that it is of the opinion that the prescription should be revoked in whole or in part, together with its reasons for that opinion.

The institution will within 3 weeks (or such varied period as the Board may allows) to make any representation in writing to the Board as to why it should not so act.

On receipt of such representations (and taking account of any

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representations submitted to it by any other body, whether or not the Board shall be obliged in law to consult it) the Board will decide within <u>four</u> 4 weeks whether or not to revoke the prescription of the qualification in whole or in part.

If it does so the revocation will not affect the validity of the qualification awarded prior to the revocation.

The institution may make an application in accordance with these Procedures for prescription of the qualification from which whose prescription has been revoked.

- 5.87.4 The above provisions will not prevent the Board from entering into discussions with the institution in order to avert the need for a decision to revoke prescription.
- 5.9 Exceptionally, but wWhere it considers it necessary and appropriate, the Board may require an institution to provide additional relevant information to be provided by an institution. This may be through the submission of documentation and/or during the course of a visit to the institution by such independent advisers as the Board representatives nominated by the Board.

may nominate.

5.107.5 Where any of the events set out in Section 7.3 paragraph 5.6 above have occurred or are present and the circumstances require urgent action, the Board may by notice to the institution revoke the prescription with immediate effect.
 6.1 Where in the opinion of the Board it is appropriate, the Board may vary any

of the standard conditions and may make prescription of a qualification subject to other conditions, Formatted: Font: +Body (Calibri), 11 pt Formatted: Font: +Body (Calibri), 11 pt

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# <u>8.0</u> Notification of a New Qualification to the European Commission

6.2 <u>8.1</u> Under the terms of the Mutual Recognition of Professional Qualifications Directive [2005/36/EC], any new Part 2 qualification that is prescribed by ARB will be notified to the European Commission (see <u>Appendix 6)</u>. The procedure for notifying a qualification to the European Commission can be found under Appendix 5. Formatted: Font: +Body (Calibri), 14 pt Formatted: Font: +Body (Calibri), 14 pt, Bold Formatted: Font: +Body (Calibri), 11 pt Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.2 cm + Indent at: 1.5 cm

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Applying to Renew Prescription of a Qualification		Formatted
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<ul> <li>Qualifications which that are currently prescribed by ARB.</li> </ul>		Formatted: Font: +Body (Calibri)
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<u>9.0</u> Notifying the Board of an intention to <del>apply <u>Renew</u></del>		Formatted: Font: +Body (Calibri), 11 pt
Prescription		Formatted: Font: +Body (Calibri), 11
<u>9.1</u> An institution which intends to apply for the prescription of a		pt Formatted: Font: +Body (Calibri), 14
gualification, should request a planning meeting with the Board's staff, up to		pt, Bold
12 months before applying, in order to gain a clear understanding of the steps		Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at:
that should be taken by it prior to the submission of the application.		9 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm
6.3 At that meeting the institution should be represented by those who are	-	Formatted: Font: +Body (Calibri), 11
responsible for the preparation and submission of the application and for the		pt Formatted: Normal, Indent: Left:
assembly of material to support it. A relevant member of the institution's Quality		1.27 cm, No bullets or numbering
Assurance staff, or faculty equivalent, should also be		Formatted
present.		<b>Formatted:</b> Font: Font color: Custom Color(RGB(35,31,32))
The surrace of the meeting is to discuss the presedure to be followed by the		Formatted
The purpose of the meeting is to discuss the procedure to be followed by the institution– before submitting its application for prescription, how the		Formatted: Normal, Indent: Left: 0.2 cm, No bullets or numbering
application will be considered by the Board, and what occurs when	///	Formatted: Font: +Body (Calibri), 11
prescription is granted.		pt Formatted: Indent: Hanging: 1.3 cm
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The Board will not provide advice or guidance on the content of the		pt
application or of any supporting material, as this is solely for the institution		
to decide (see <u>Sections 10.2 and 10.3 below)</u> . <del>6.8).</del>		Formatted: Indent: Hanging: 1.3 cm
The meeting will be informal. No pre-application communication is to be relied	•	Formatted: Font color: Custom
upon to vitiate any part of the prescription procedure itself.		Color(RGB(35,31,32)) Formatted: List Paragraph, Outline
9.2 An institution must notify the Board of its intention to apply for	•	numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 2 +
the prescription of a qualification not less than 12 months and		Alignment: Left + Aligned at: 2.55 cm + Indent at: 3.18 cm
no longer than 18 months before the date by which the		

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existing prescription period expires.		
6.4	$\times$	Formatted: Font: (Intl) +Body (Calibri)
1.1not less than 12 months	$\lambda$	<b>Formatted:</b> Normal, Indent: Left: 0.2 cm, No bullets or numbering
1.2 and no longer than 18 months		Formatted: Font color: Custom Color(RGB(35,31,32))
before the date by which the existing prescription period expires.	$\mathbb{N}$	Formatted: Normal, Indent: Left: 0.2
6.59.3 The notification should be in writing and must include the following		cm, Right: 5.79 cm, Space Before: 6.55 pt, Line spacing: Multiple 1.19 li, No bullets or numbering, Tab stops:
<u>a.</u> Details of the title, $\frac{1}{2}$ length and mode of the qualification;		1.5 cm, Left + Not at 2.1 cm
1.1.b. A sample copy of the final award certificate which includes details of the award title that		Formatted: Font: +Body (Calibri), 11
students/candidates will graduate with;		pt
1.2 <sub>c.</sub> An up-to-date Programme Specification for the qualification;		Formatted: Font: +Body (Calibri), 11 pt
1.3 <sub>d.</sub> The date on which the Board should expect to receive		Formatted: Indent: Hanging: 0.6
the full application (which must be within 8 weeks of the date on		cm, Outline numbered + Level: 3 +
which the notification letter is received by the Board);		Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 5.1
e. Any other information that is material to the application in		cm + Indent at: 6.37 cm
accordance with these Procedures.		Formatted: Font: +Body (Calibri), 11
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<sup>1</sup> It is imperative that institutions ensure that the title listed in the notification, application form and throughout its full submission is consistent and is stated in the exact form that will appear on award certificates (e.g. if award		Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 2 + Alignment: Left + Aligned at: 2.55 cm + Indent at: 3.18 cm
certificates will state 'Master of Architecture', this should not be shortened to 'MArch Architecture' in the		Formatted: Font: +Body (Calibri), 11 pt
application documentation as these are not the same title). Only students/candidates with the prescribed		Formatted: Font: +Body (Calibri), 11
qualification title as listed on Schedule 1 of ARB's General Rules will have a qualification eligible for registration upon		pt
graduation. For further advice on titles, please refer to the Good Practice Handbook.		Formatted
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10.0 Submitting the application	h///	Formatted
<u>10.1</u> The institution will submit its application to the Board within two months 8 weeks of the date of		Formatted
the notice given in Section 9.2 above. The application must be submitted electronically.		Formatted
<del>, under paragraph 6.3 above</del> . A school may submit an application on behalf	11111	Formatted
of an institution provided that it is accompanied by the appropriate written	<b>1</b> //////	Formatted
authorisation from the institution.	1///// <b>/</b> /	Formatted
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6.6 The application will be submitted either in hard copy, or electronically. [From		Formatted
January 2011, ARB will only accept electronic submissions.] Amongst other things, the		Formatted
institution must specify the dates for which prescription		Formatted: Font:
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is sought, as well as a date by which it wishes to make its annual monitoring submission each year once prescription has been granted (see Appendix 2).

#### **Objectives – Renewal of Prescription**

6.710.2 An institution should bear in mind that, in order for the Board to prescribe a qualification that has previously been prescribed, the institution and the Board must be confident that;

- $4_{-a.}$  All students/candidates awarded the qualification since the qualification was prescribed or last renewed have met all the  $\epsilon$  criteria;
- 2-b. The systems used by the institution to ensure that all students/candidates awarded the qualification have met all the criteria are adequately and will continue to ensure that the criteria are met for the future period of prescription; and
- 3.c. The institution's future plans and commitment are such that the institution will maintain its ability to ensure that all students/candidates awarded the qualification meetall the criteria.
- 6.8–<u>10.3</u> When <u>deliberating considering</u> such an application for prescription, the Board will <u>assess</u> <del>consider</del> whether certain factors <u>suggested by the institution and agreed by the Board – are</u> <u>demonstrated in the application</u>: <del>are demonstrated in the</del> <del>application. These may include the following, or may include any</del> <del>other which the institution suggests, and the Board agrees, should be considered in support of its application;</del>

4-<u>a.</u> That explicit strategies and mechanisms for assessing students/candidates have existed to ensure that the relevant criteria have been achieved;

2.b. That these strategies and mechanisms of assessment have been

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subject to both internal and external periodic review and audit and	
been found to be adequate;	 Formatted: Font: +Body (Calibri), 11
<del>3.<u>c.</u> T</del> hat assessments have been rigorously monitored for consistency	Formatted: Font: +Body (Calibri), 11
and benchmarked for comparability with other institutions offering	pt
prescribed qualifications and been found to be adequate (e.g. by	
external examiners);	Formatted: Font: +Body (Calibri), 11
4. <u>d.</u> That the institution has appropriately responded to problems	<b>Formatted:</b> Font: +Body (Calibri), 11
identified by benchmarking, review and audit processes;	pt
5-e. That internal and external review and audit processes have been	Formatted: Font: +Body (Calibri), 11 pt
rigorous and that, in their implementation, steps have been taken to	Formatted: Font: +Body (Calibri), 11
ensure that they take account of the vocational, as well as the academic,	pt
aspect of the qualification;	Formatted: Font: +Body (Calibri), 11
6.fThat appropriate mechanisms exist to ensure that the	pt Formatted: Font: +Body (Calibri), 11
appointment, development and leadership of staff and examiners	pt
(including external examiners) is in accordance with best practice	
and has taken account of the vocational, as well as the academic,	
aspect of the qualification;	 Formatted: Font: +Body (Calibri), 11 pt

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$\mathcal{F}_{\underline{g}}$ . That the vocational aspects of the qualification are accepted as	4		Formatted: Font: +Body (Calibri), 11
satisfactory by architects in practice;			Formatted: Font: +Body (Calibri), 11 pt
8. <u>h.</u> That appropriate mechanisms are in place to ensure compliance		/ / /	Formatted: Font: +Body (Calibri), 11 pt
with the duties relating to equality and diversity placed on the institution by equality legislation;			Formatted: Font: +Body (Calibri), 11 pt
$\Theta_{\overline{A}}$ . That the institution has adequate resources and during the future			Formatted: Font: +Body (Calibri), 11 pt
period of prescription will continue to have adequate resources; and			Formatted: Font: +Body (Calibri), 11 pt
40-i, That the institution is committed to maintaining and, where appropriate, enhancing its provision relating to the matters listed above			Formatted: Font: +Body (Calibri), 11 pt, Bold
for the future period of prescription			Formatted: Font: +Body (Calibri), 12 pt, Bold
Material to be Submitted with an Application			Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 4 + Alignment: Left + Aligned at: 2.55 cm + Indent at: 3.18 cm
with the relevant evidence to justify prescription and give the			Formatted: Font: +Body (Calibri), 11 pt
Board confidence that the objectives in Section 10.2 above are being and will continue to be met.			Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto, Not Expanded by / Condensed by
Guidance on information typically submitted with an application (and		$\succ$	Formatted: Font:
what not to include) can be found in the Good Practice Handbook.1 However,	Accesse the Good		Formatted: Normal, Indent: Left: 0.2 cm, No bullets or numbering
this is not intended to be exhaustive or restrictive – the institution is free to decide what information to supply as part of an application.	Practice Handbook.		Formatted: Font: +Body (Calibri), 11 pt, Font color: Auto, Not Expanded by / Condensed by
	•		Formatted: Normal, No bullets or numbering
<u>10.5</u> The material must be the latest available <u>and must address</u>	•	X	Formatted: Font: +Body (Calibri), 11 pt
the objectives and factors set out in Sections 10.2 and 10.3			Formatted
above, as they will inform the Board's consideration of and			Field Code Changed
decision on the application. Student portfolios or other student work should not be submitted with an application. For an			Formatted: Font: +Body (Calibri), 11
work should not be submitted with an application. For an- outline of the types of information typically submitted as part of			pt
outline of the types of information typically submitted as part of- an application, institutions may wish to refer to ARB's <u>Good</u>			Formatted: Font: +Body (Calibri), 11
Practice Handbook,		K	Formatted: Font: +Body (Calibri), 11
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<del>6.9</del>		•	Formatted: Font:
0.9	The material submitted must address the objectives and	•	Formatted: Normal, Indent: Left: 0.2 cm, No bullets or numbering
	factors set out in paragraphs 6.6 and 6.7 above, as they will-		Formatted: Font: +Body (Calibri), 11 pt
	inform the Board's consideration of and decision on the		Formatted: Indent: Left: 3.18 cm,
	application. In considering the above factors material		No bullets or numbering
	submitted, the Board will not undertake a <u>general</u> n audit of an		Formatted: Font: +Body (Calibri), 11 pt
	institution's systems and processes. However, it will take into		Formatted: Font: +Body (Calibri), 11
	account audits undertaken by other bodies		pt
<del>6.10</del>		•	<b>Formatted:</b> Font: +Body (Calibri), 11 pt, Font color: Auto, Not Expanded by
7.1	The guidance given on ARB's Good Practice Handbook is not intended to		/ Condensed by
	restrict the institution from submitting other information that it may-		Formatted: Font:
	consider helpful in helping the Board to have confidence that the		Formatted: Normal, No bullets or numbering
	objectives in paragraphs 6.6 and		Formatted: Font: +Body (Calibri), 11
	6.7 are being met. The institution is free to decide what information-		pt
	justifies its application for prescription. The Institution may also wish to make		
	further reference to ARB's <u>Good Practice Handbook</u> which contains a list of		
	derived questions used by the Board to analyse an institution's application.		
10.6	_When providing reports from examiners, agencies and advisers as		Formatted: Font: +Body (Calibri), 11 pt
	evidence, institutions should also provide details of the procedures,		(
	methodologies, criteria and personnel underpinning the reports (where		
	these are not given as part of the material already provided), so that the		
	Board can give such reports due weight and relevance		Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto,
10.7	Once an institution has submitted a full application, it may not		Character scale: 100%, Not Expanded
	amend or add to the application (unless the ARB Executive and/or		by / Condensed by Formatted: Font: +Body (Calibri), 11
	Board requests or permits further explanation(s) and/or		pt
	representations in relation to the application).		
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10.8	The application must be addressed to ARB's Registrar, and must be		
	submitted by or on behalf of the institution. If the application is not		
	submitted by the school responsible for the qualification, the school		
	must certify that the application and all supporting material has		
	been seen and approved by the head of that school.		
			Formatted: Indent: Left: 1.5 cm, No bullets or numbering
	If the application is submitted by a school on behalf of the		
	institution, a name and address for communication must be		
	provided as thereafter the Board will only communicate with that		
	person who will be deemed to have complete authority on behalf of		
	the institution to act on its behalf for all purposes connected with		
	the application and the qualification.		
	The institution should nominate a second content (with where the		
	<u>The institution should nominate a second contact (with whom the</u> Board will communicate in the absence of the primary contact).		
	board win communicate in the absence of the primary contact).		

# 10.9 Please refer to the application form and guidance on completing this document available online.<sup>2</sup>

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<sup>1</sup> www.arb.org.uk/good-practice <sup>2</sup> www.arb.org.uk/prescription		Formatted: Font: +Body (Calibri), 11 pt
Weblink for the Good Practice Handbook:-		Formatted: Font: +Body (Calibri), 11

http://www.arb.org.uk/qualifications/prescription\_of\_qualifications/good\_practice\_handbook/default.php

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7.3 Once an institution has submitted a full application, it may not amend, or add to, the application (unless the Prescription Committee and/or Board requests in writing or permits further explanation/s and/or representations in relation to the application),

#### School Approval of the Application

7.4 The application must be addressed to the Chief Executive of the Board and must be submitted by or on behalf of the institution in the Board's form. If the application is not submitted by the school responsible for the course leading to the qualification the school must certify that the application and all supporting material has been seen and approved by the head of that school. If the application is submitted by a school on behalf of the institution a name and address for communication must be provided as-thereafter the Board will only communicate with that person who will be deemed to have complete authority on behalf of the application and the qualification. Should the institution wish nominate a second contact (with whom the Board will communicate in the absences of the primary contact) it may do so.

7.5 Please refer to the <u>application form</u> and appropriate guidance.

#### Initial Scrutiny 11.0 Application Checks and Scrutiny

 11.1
 The application will first be checked by the ARB Executive considered by 

 the Staff, who may examine it to see if it contains that the Board has all the
 information and material that the institution intended the Board it to have. If

 the Staff consider that anything may be missing the Board may notify the
 institution. This will normally be within 3 weeks. The institution will have

 three weeks 14 days to supply the what is missing item(s) or to notify the

 ARB Executive
 Board that it does not intend to do so and explain why.

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Application Form.

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7.6 The Staff will not otherwise at this stage be scrutinising the application for content. Neither at this hor at any other stage will the Board owe any duty to notify the institution of anything that is lacking in the application or that is functear

<del>jn it.</del>

<u>11.2</u> The ARB Executive will then scrutinise the application against the objectives and factors identified in Sections 10.2 and 10.3 above. If any clarifications are required, the ARB Executive will liaise with the institution. Any explanations must be provided in writing within three weeks.

The ARB Executive may draw upon the expertise of an Independent Adviser(s)1 as and when required.

11.3 Typically within three months of receipt of an application, the Prescription Committee will advise the ARB Executive of any additional aspects the ARB Executive may wish to consider.

Should further clarification be identified, the ARB Executive will liaise with the institution, and the institution will have a further three weeks to respond.

The ARB Executive will decide whether or not the Prescription Committee will review any additional information.

<u>11.4</u> The ARB Executive will make a recommendation on the application to the Board at the point at which there is sufficient information to do so. The ARB Executive may seek the further advice of the Prescription Committee in relation to the recommendation.

Recommendations will be submitted to the Board in writing and accompanied by all of the material provided by the institution.

<u>11.5</u> The institution is entitled to have sight of the paper to be presented to the Board; and will have the opportunity to make representations on the paper and to offer comments on accuracy. The institution must provide any such comments within three weeks of receiving the paper. In exceptional circumstances, the ARB Executive may permit a longer period in which the institution may respond.

The institution's comments will be presented to the Board alongside the application.

<sup>1</sup>www.arb.org.uk/independent-advisers Updated web link to be inserted.

Weblink for the Application Form:

http://www.arb.org.uk/qualifications/prescription\_of\_qualifications/prescription\_procedures/prescription\_applications.php

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	The Board's Prescription Committee			Formatted: Font: +Body (Calibri), 11 pt
7	The Board has established a Prescription Committee to oversee the stages			Formatted: Font: +Body (Calibri), 11 pt
	of this procedure up to submission to the Board. The membership should			Formatted: Font: +Body (Calibri), 11
	consist of the following:			pt Formatted: Font: +Body (Calibri), 11
	At least 4 members drawn from the ARB Board; plus			pt
				<b>Formatted:</b> Font: +Body (Calibri), 11 pt
	<ul> <li>A further appointed member drawn from the ARB Board to act as Chair; plu</li> </ul>	l <mark>s</mark>	_/ /	Formatted: Font: +Body (Calibri), 11
	<ul> <li>A member of the Committee's pool of Independent Advisers</li> </ul>		$\langle \rangle$	pt
.8	The Committee may add further persons drawn from the pool of			Formatted: Font: +Body (Calibri), 11 pt
	Independent Advisers to the membership of the Committee. The members		$\langle \rangle$	Formatted: Font: +Body (Calibri), 11
	of the ARB Board sitting on the Committee (including the Chair) will be no-			pt "
	less than 3 appointed and 2 elected members of the ARB Board.			Formatted: Font: +Body (Calibri), 11 pt
<u>.9</u>	The Committee acts in an advisory capacity, as the Board alone decides			Formatted: Font: +Body (Calibri), 11
	whether qualificationsare prescribed.			pt
10				Formatted: Font: +Body (Calibri), 11 pt
.10	whether the application should be considered by the Board or whether,		`	Formatted: Font: +Body (Calibri), 11
	before it is submitted to the Board, there are any aspects of the			pt
	application or the material in support upon which further explanation is-			Formatted: Font: +Body (Calibri), 11 pt
	required from the institution or advice is needed.			Formatted: Font: +Body (Calibri), 11
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	institution of the points upon which an explanation is required. Any			<b>Formatted:</b> Right: 5.89 cm, Outline numbered + Level: 2 + Numbering
	explanation must be			Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.2 cm
				+ Indent at: 1.5 cm
	<ul> <li>provided in writing within 3 weeks. Student portfolios or other student</li> <li>work must not be submitted with an explanation unless the committee (or-</li> </ul>	Information on		Formatted: Font: +Body (Calibri), 11 pt
	the Board at any later stage) has specifically required them and then only to	Independent Advisers		Formatted: Font: +Body (Calibri), 11
	the board at any fater stage) has specifically required them and then only to the extent specified.			pt
	8.2 If advice is needed on an application, the Prescription Committee can-			<b>Formatted:</b> List Paragraph, Right: 5.89 cm, Space Before: 6.55 pt,
	seek advice on the points upon which an explanation is required from its pool of			Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at
	Independent Advisers. The pool consists of people who are impartial and			1 + Alignment: Left + Aligned at: 0.2
	suitably qualified to advise the Board. The advice and the terms of reference seeking the advice will be in writing. The Adviser/s will be given 3 weeks within-			cm + Indent at: 1.5 cm, Tab stops: 1.5 cm, Left
	which to provide the advice. The advice will then be given to the institution for-			<u> </u>
	comment. If the institution has any comments on the advice or if, in the light of			

the advice, it wishes to explain or supplement its application with additionalmaterial it must submit such comments and material within 3 weeks of receivingthe advice. Once the institution has commented, the Adviser will be asked toconfirm whether they are satisfied with the institution's response. All of this information will be provided to the Prescription Committee and the Board. Tomaintain impartiality, the identity of the Independent Adviser used will remain anonymous to the institution concerned.

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8.3	The Committee may in exceptional circumstances seek further explanations and/-	•	_	Formatted: Font: +Body (Calibri), 11
	or advice. If fur the rexplanations and/or advice are sought, the above procedure-		$\backslash$	pt Formatted: Right: 5.73 cm, Space
	will be repeated, except that the Committee may shorten any applicable period,			Before: 6.55 pt
	Further explanations should be sought in writing; however, the Committee may	•		Formatted: Font: +Body (Calibri), 11 pt
	seek explanationsorally, in appropriate cases.			Formatted: List Paragraph, Right:
<del>8.4</del> —		•		5.73 cm, Space Before: 6.55 pt, Outline numbered + Level: 2 +
	Committee may require additional relevant information to be provided by an			Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.2
	institution during the course of a visit to the institution by such independent			cm + Indent at: 1.5 cm, Tab stops:
	advisers as the Committee may nominate,			1.5 cm, Left Formatted: Font: +Body (Calibri), 11
85		•	$\langle \rangle$	pt
5.0	application to the Board. The Board will not generally consider any application	/	$\langle \rangle$	Formatted: Right: 5.73 cm
	unlessi thas been referred to it by the Committee		$\mathbb{N}$	Formatted: Font: +Body (Calibri), 11 pt
8.6	The institution is entitled to have sight of the papers which are to be-	•	$\langle \rangle$	Formatted: Font: +Body (Calibri), 11 pt
	presented to the Board for decision following the Committee's consideration	\	$\langle / \rangle$	Formatted: Left, Right: 5.73 cm
	of the application. The institution will have the opportunity to make		$\langle \rangle$	Formatted: Font: +Body (Calibri), 11
	representations on the paper and to offer comments on accuracy. It must			pt
	provide any such comments within 14 days of receiving the papers. In			Formatted: Right: 5.73 cm
	exceptional circumstances, the Prescription Committee may			

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	permit a longer period in which the institution may respond. The institution's comments will be presented to the Board alongside the application.		Formatted: List Paragraph, Right: 5.73 cm, Space Before: 6.55 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.2 cm + Indent at: 1.5 cm, Tab stops: 1.5 cm, Left
	12.0 The Board's Decision	/ `	Formatted: Font: +Body (Calibri), 11 pt
<u>12.1</u>	_Once received, the Board will consider the application, along with <u>the ARB</u>	//`	Formatted: Font: +Body (Calibri), 11 pt, Bold
	uk/qualifications/prescription_of_qualifications/prescription_committee/		Formatted: Font: +Body (Calibri), 14 pt
8.7	any explanations, advice and comments,	\\`	Formatted: Font: +Body (Calibri), 14 pt, Bold
	Stage 1	/ / /	Formatted: Font: +Body (Calibri), 11 pt
12.2	_At this stage, the Board will indicate that it is minded <del>either:</del>		Formatted: Font: +Body (Calibri), 11 pt
	a) <u><b>±</b>T</u> o accept the application and to prescribe the qualification <del>or</del>	// \	Formatted: Font: +Body (Calibri), 11 pt
	qualifications as sought by the institution; or	/ //	Formatted: Font: +Body (Calibri), 12 pt, Bold
	<ul> <li>b) not to prescribe the qualification or qualifications as sought by the institution by: either;</li> </ul>	/// /	Formatted: Font: +Body (Calibri), 11 pt
	(i) <u>PN</u> ot granting prescription to all of the qualifications for which prescription is sought; and/or (ii) <u>PA</u> ttaching special conditions; <del>,</del> , and/or		Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.2 cm + Indent at: 1.5 cm
	(ii) $\underline{PP}$ rescribing for a period of less than <u>requested by the institution four years</u> ; or		Formatted: Font: +Body (Calibri), 11 pt
		/////	Formatted: Font: +Body (Calibri), 11 pt
	c) <u>AN</u> ot to prescribe		Formatted: Font: +Body (Calibri), 11 pt
	If pursuant to Stage 1 the Board indicates that it is minded to either:		Formatted: Font: +Body (Calibri), 11 pt
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a) not to prescribe; or

b) to prescribe on the basis set out in paragraph 8.6(b);

it will not take such a decision without first providing written reasons forthe indication to the institution and giving the institution the opportunity to make representations in writing to the Board. Any representations must be received by the Board within 4 weeks.

If the Board indicates at this Stage that it is minded not to prescribe or to prescribe on the basis set out in Section 12.2.b above; the institution will be notified in writing of the reasons for this indication, and will have three weeks to make any representations in writing to the Board.

If at Stage 1, the Board decides to If the Board is minded at this Stage to - accept the application and prescribe the qualifications sought, Stage 2 below will not apply.

#### 8.8 Stage 2

<u>12.3</u> On receipt of any Stage 1 representations, the Board will <u>take them into</u> <u>account</u> reconsider its position and <u>will</u> decide <u>whether</u> to <u>either</u>:

- a) <u>A</u>ccept the application and to prescribe the qualification <del>or</del> <del>qualifications</del> as sought by the institution; or
- b) <u>gGrant prescription as outlined under section 12.2.b above 8.6(b);</u> or
- c) <u>FR</u>eject the application.

(For the avoidance of doubt, if no Stage 1 representations are received, the Board will be entitled, in accordance with its current stated position, to either reject the application or to proceed on the basis that it is minded to grant prescription as outlined in Section 122b above

undersection8.6(b).)

<u>12.4</u> If the Board rejects the application, or grants prescription as outlined under

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sSection <u>12.2.b above</u> <del>8.6(b)</del>, it will notify the institution will be notified of the reasons for its decision within 3 weeks

<del>8.9</del>	the reasons for its decision within 3 weeks	•	Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto, Not Expanded by / Condensed by
	of its meeting. Where appropriate, tThe Board's reasons will indicate	/	Formatted: Font:
	which of its <u>c</u> riteria and/or objectives have not been or may not be met;		Formatted: Normal, Indent: Left: 0.2 cm, No bullets or numbering
	but the reasons will not <u>provide</u> include any advice on any remedial or other action that should be taken, as the institution will have to decide		Formatted: Font: +Body (Calibri), 11 pt
	what it should do if it chooses to submit another application.		
<u>12.5</u>	A The Boardon. decision to accept or reject any application, or to grant	•	Formatted: Font: +Body (Calibri), 11 pt
	prescription as outlined in Section 12.2.b above will be final (including any decision on any period or condition), and there will be no appeal. in whole or in part will be final (including any decision on any period or		Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 3 + Alignment: Left + Aligned at: 0.2 cm + Indent at: 1.5
	condition), and there will be no appeal.		cm
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	In case of rejection for the granting of prescription as outlined under section		Formatted: Indent: Left: 1.5 cm, No bullets or numbering
	<u>122.babove, 8.6(b)]</u> the institution may make another application in		Formatted: Font: +Body (Calibri), 11
	accordance with these this pProcedures. An institution can re-apply at any		pt
	time. as soon as it chooses	•	Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto, Not Expanded by / Condensed by
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	will be entitled to reconsider any decision to reject an application or,		Color(RGB(35,31,32)), Condensed by 0.25 pt
	where it prescribed a qualification, as to the period or conditions-		Formatted: Right: 0 cm, Space
	<del>applicable, should it</del> become aware of any material which was not		Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: Not
	available to it at the date of its decision, $-\mp t$ he Board is entitled to		at 1.5 cm
	reconsider any decision to reject an application or, where it prescribed a	١	Formatted: Font: +Body (Calibri), 11 pt
	qualification, the period or conditions applicable. will determine the		Formatted: Outline numbered +
	procedure to be adopted in order to	\	Level: 2 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left +
	consider such material and to reconsider its decision. Unless and until the	•	Aligned at: 0.2 cm + Indent at: 1.5 cm
	decision is reconsidered the Board's decision will be unaffected and will		Formatted: Font: +Body (Calibri), 11
	remain binding.		pt
such m	ard will determine the procedure to be adopted in order to consider aterial and to reconsider its decision. Unless and until the decision is idered, the Board's decision will be unaffected and will remain binding.		Formatted: List Paragraph, Right: 5.94 cm, Space Before: 6.55 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 3 + Alignment: Left + Aligned at: 0.2 cm + Indent at: 1.5 cm, Tab stops: 1.5 cm, Left

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<b><u>13.0</u></b> Standard Conditions of Prescription	Formatted: Outline numbered + Level: 3 + Numbering Style: a, b, + Start at: 1 + Alignment: Left + Aligned at: 1.5 cm + Indent at: 2 cm
a)aThe period of prescription shall commence on a date to be decided	Formatted: Font: +Body (Calibri)
by the Board. ( <del>normally the beginning of the academic year).</del>	pt
	Formatted: Font: +Body (Calibri)
b)Prescription of a qualification shall be by reference to a programme	Formatted: Font: +Body (Calibri)
specification. No change may be made to the title of any <del>course or</del>	pt
qualification or material change to the content so defined within a programme specification (allowing for normal course development)	Formatted: Font: +Body (Calibri) pt, Font color: Auto, Not Expanded
without first obtaining the written permission of the Board <del>, (For-</del>	/ Condensed by
further information on changes to qualifications, refer to see Appendix	Formatted: Font: +Body (Calibri)
3.)	pt
S.A <u>c</u> Annually and by a date to be set by the Board, the institution shall be required to provide the Board with information of the nature set out	Formatted: Outline numbered + Level: 3 + Numbering Style: i, ii, ii + Start at: 1 + Alignment: Right + Aligned at: 1.5 cm + Indent at: 2 cm
in Appendix 2 to enable the Board to see that:	Formatted: Font: +Body (Calibri)
i <u>aA</u> ll its criteria and the relevant requirements set zout in Article 46 (or	Formatted: Font: +Body (Calibri)
Article 47) of the Mutual Recognition of Professional Qualifications	pt, Font color: Auto, Not Expanded / Condensed by
Directive [2005/36/EC] are being attained by students/candidates who-	Formatted: Font: +Body (Calibri)
have been awarded the <u>prescribed</u> qualification <del>prescribed</del> ;	pt
$\underline{\mathbf{x}}_{\mathbf{x}}$ ii. $\underline{\mathbf{a}}_{\mathbf{x}}$ dequate systems are in place to ensure that all the Board's	Formatted: Font: +Body (Calibri) pt, Font color: Auto, Not Expanded
criteria will be met by students/ candidates for the period of	/ Condensed by
prescription;	pt
<u>ii</u>	Formatted: Font: +Body (Calibri) pt, Font color: Auto, Not Expanded
$\underline{w}_{1}$ iii. that tThe institution's resources remain as set out in its application	/ Condensed by
and are adequate; and	pt
e)v. jv. aAll of the factors referred to at Sections 10.2 and 10.3 above	Formatted: Font: +Body (Calibri)
paragraphs 6.6 and 6.7 continue to be demonstrated - and any	pt
conditions of prescription continue to be met.	Formatted: Font: +Body (Calibri) pt
<u>d.</u> The institution will ensure that appropriate procedures will be	Formatted: Font: +Body (Calibri)
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	maintained so that all students/ candidates undertaking a prescribed		
	qualification are fully informed of the extent of the application of that		
	qualification to entitlement to registration as an architect in		
	circumstances in which the student/candidate lacks a required		
	antecedent qualification e.g. Part 2 without Part 1		Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto
	e. Following each and every set of examinations, the institution shall be required to submit to the Board		<b>Formatted:</b> Indent: Left: 2.1 cm, No bullets or numbering
	its pass lists of graduating cohorts to have received the prescribed award.		Formatted: Font: +Body (Calibri), 11 pt
13.2	Where it deems appropriate, the Board may vary any of the Standard		Formatted: Font:
	Conditions and make prescription of a qualification subject to other <u>conditions.</u>		Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.2 cm + Indent at: 1.5 cm
	d <u>)g.</u>	•	Formatted: Font: +Body (Calibri), 11 pt
<del>9.2<u>13.3</u></del>	_If as a result of the information provided <u>in accordance with Section 13.1.c</u> under (c) above or from any source at any time (and please see Appendix <u>5)</u> 4 for the Board's Causes for Concern process), the Board considers that <u>:</u> either		Formatted: Outline numbered + Level: 3 + Numbering Style: a, b, c, + Start at: 1 + Alignment: Left + Aligned at: 1.5 cm + Indent at: 2.1 cm
	a) <u><u>*</u>The application or any of the material relied on by the institution in support (including explanations given) was untrue and/or was misleading in a material respect as a result of which the Board might not have accepted the application; or</u>		Formatted: Font: +Body (Calibri), 11 pt
	a)	•	Formatted: Font color: Custom Color(RGB(35,31,32)), Condensed by 0.2 pt
	i. untrue and/or		Formatted: Normal, Indent: Left: 1.5 cm, No bullets or numbering
	ii. was misleading in a material respect as a result of which the Board		Formatted: Font: +Body (Calibri), 11 pt
	might not have accepted the application; or	_///	Formatted: Indent: Left: 2.1 cm, No bullets or numbering
	eb/       eCriteria or the relevant requirements set out in Article 46 (or Article         47) of the Mutual Recognition of Professional Qualifications Directive	-///	Formatted: Font: +Body (Calibri), 11 pt
	[2005/36/EC] are not being met by students <u>/candidates</u> awarded the		Formatted: Font: +Body (Calibri), 11 pt
	prescribed qualification; or	-////	Formatted: Font: +Body (Calibri), 11 pt
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Applying to Renew Prescription of a Qualification	$\overline{\ }$	Formatted: Font: +Body (Calibri), 11 pt
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↔ +The institution does not have the resources stated in its application		Formatted: Numbered + Level: 3 + Numbering Style: i, ii, iii, + Start at: 1 + Alignment: Right + Aligned at: 3.49 cm + Indent at: 3.81 cm
and/or its resources are not adequate; or		Formatted: Font: +Body (Calibri), 11 pt
e) <u>t</u> The institution has not complied with any of the conditions set out in <u>Section 13.1 paragraph</u> D. <u>9.0 and (c)</u> above or any other condition made in accordance with Section 13.2 above;	Ľ	Formatted: Font: +Body (Calibri), 11 pt
<u>underparagraph 9.3 below;</u>	$\square$	Formatted: Font color: Custom Color(RGB(35,31,32))
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then the Board may notify the institution that it is of the opinion that		Formatted
the prescription should be revoked in whole or in part, together with its		Formatted
reasons for that opinion.		Formatted
		Formatted
The institution will <u>have three</u> within <del>3</del> weeks (or such <del>varied</del> period as the		Formatted
Board <del>may</del> allow <u>s</u> ) <u>to make any representation in writing to the Board as</u>		Formatted
to why it should not so act.		Formatted
On reasing of such representations (and taking account of any		Formatted
On receipt of such representations (and taking account of any		Formatted
representations submitted to it by any other body, whether or not the		Formatted
Board shall be obliged in law to consult it) the Board will decide within 4-		Formatted
<u>four</u> weeks whether or not to revoke the prescription of the qualification		
in whole or in part		
If it does so, the revocation will not affect the validity of the qualification		Formatted (
awarded prior to the revocation.		
		<u>_</u>
9.3		
The institution may make an application in accordance with this these.		
Procedures for prescription of the qualification from which whose		<u> </u>
prescription has been revoked.	1111	<u></u>
0.440.4. The above provisions will not prevent the Deard from antering into		<u></u>
9.4 <u>13.4</u> The above provisions will not prevent the Board from entering into discussions with the institution in order to avert the need for a decision to	$\langle    '$	<u></u>
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revoke prescription,	$\langle     \rangle$	Formatted: Font:
9.513.5 _ Exceptionally, but wWhere it considers it necessary and appropriate, the	//	Formatted
Board may require additional relevant information to be provided by an	//	Formatted
institution to provide additional relevant information. This may be through		Formatted
the submission of documentation and/or-during the course of a visit to		Formatted
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the institution by representative nominated by the Board. such independent	
advisers as the Board may nominate.	 Formatted: Font: +Body (Calibri), 11 pt
9.613.6 Where any of the events set out in <u>Section 13.3</u> paragraph 9.1 above have occurred or are present and the circumstances require urgent	 Formatted: Font: +Body (Calibri), 11 pt
action, the Board may by notice to the institution revoke the prescription	Formatted: Font: +Body (Calibri), 11 pt
with immediate effect. 9.7 Where in the opinion of the Board it is appropriate, the Board may vary	Formatted: Font: +Body (Calibri), 11 pt
any of the standard conditions and may make prescription of a	Formatted: Font: +Body (Calibri), 11 pt
qualification subject to other conditions.	 Formatted: Font: +Body (Calibri), 11 pt

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<u>9.8</u>	Where exceptional and unforeseen circumstances arise (e.g., the departure of the Head of School, the timing of the introduction of a new qualification), an institution may request an extension of no more than 1 year to its period of prescription.	Formatted: Font: +Body (Calibri), 11 pt Formatted: Font: +Body (Calibri), 11 pt Formatted: Font: +Body (Calibri), 11 pt
<del>9.9</del> —	In such cases the institution must provide a detailed rationale for the extension in writing. This institution will also need to explain to the Board how it will ensure that it will continue to meet the objectives set out in	Formatted: Font: +Body (Calibri), 11 pt Formatted: Font: +Body (Calibri), 11 pt
<del>9.10</del>	paragraph 6.6 during the extended period sought. The granting of an extension to a prescription period is at the discretion of the Board, and the Board reserves the right to request any additional	Formatted: Font: +Body (Calibri), 11 pt Formatted: Font: +Body (Calibri), 11 pt
	information_it_deems_appropriate_to_enable_it_to_continue_to_be confident that the standard conditions of prescription will be met, e.g., an internal review or validation report.	Formatted: Font: +Body (Calibri), 11 pt

# Appendix 2 Annual Monitoring

### 15.0 Annual Monitoring

- <u>Annually and by a date to be proposed by the Board, the an institution</u>
   <u>must</u>, and set by the Board, the institution will be required to provide the Board with information of the nature set out in Section 15.2 below to enable the Board to be confident see that:
   <u>A. a. that a</u>All its eCriteria and the relevant requirements set out in Article 46
  - (or Article 47) of the Mutual Recognition of Professional Qualifications Directive [2005/36/EC] are being attained by students who have been awarded the <u>prescribed</u> qualification <del>prescribed</del>;
  - B. b. a<u>A</u>dequate systems are in place to ensure that all the Board's criteria will be met by students/ candidates for the period of prescription;
  - <u>C.</u> e. that the institution's resources remain as set out in its application and are adequate; and
- 10.1 d. that any conditions of prescription continue to be met. In addition, the Board will need to be assured that any changes made to the programmespecification reflect normal course development and have not radically altered the content and/or structure of
  - D. All of the factors referred to in Sections 2.2 and 2.3 (new qualifications)/Sections 10.2 and 10.3 (renewed gualifications) above continue to be demonstrated, and any conditions of prescription continue to be met.

#### the course. Formatted Formatted 10.215.2 In order for the to maintain the Board'oardaintain the s referred t to Formatted have an assurance, institutions awarding prescribed qualifications Formatted must submit the following to the Board annually:, to the Board, the Formatted following documents; Formatted Formatted <u>a.eExternal examiners reports and the institutions response(s);</u> Formatted <u>•b.aAny relevant reports from external bodies and the institution s response(s);</u> Formatted <u>•c. aAny relevant reports from internal review panels, including student feedback;</u> Formatted Formatted d. <u>sS</u>tudent/candidate progress information including numbers of Formatted students/candidates in each cohort and pass/failure rates, with an Formatted

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	explanatory commentary where necessary;
<u>e.</u>	An updated list of all staff involved in the delivery of the
	prescribed gualification:

f. Details of any changes to resources (space, facilities, IT etc) in the last year;

•

- \_\_\_\_\_\_ eD\_\_\_etails of any changes to the title and/or content of a qualification, including the rationale for these changes, (See Appendix 3 for further detail); and \_\_\_\_\_\_
- <u>h.aAny other information indicating that any condition of prescription</u> may not have been met in some material respect.

Further guidance on annual monitoring can be found in the Good Practice Handbook.1

15.3 The Board can change the annual monitoring submission date of an institution at any time. In such cases, the Board will notify the institution and provide its reasons. The institution will have the opportunity to make any representations in writing to the Board before the Board makes a final decision.

15.4 If an institution is finding it difficult to regularly submit its annual monitoring by the set deadline, it can make a request to the Board to change this date. Such a request must be made in writing, and include an explanation as to why it wishes to change the date. The institution should also provide an alternative submission date for the Board to consider. The Board is entitled to approve or reject such a request, or to set a different annual monitoring submission date to that requested by the institution. The institution will be notified in writing of the Board's decision and, where relevant/appropriate, reasons will be given.

15.5 Where an institution submits its annual monitoring late and/or incomplete, this will be noted by the Board. In some cases, this may affect the Board's confidence in an institution, its qualification(s) and its ability to meet the Standard Conditions of prescription; and may have an impact on the length of future periods of prescription.

<sup>1</sup>www.arb.org.uk/good-practice

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#### Appendix 3

### Changes to Qualifications

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#### **16.0 Changes to Prescribed Qualifications**

#### Notification of changes to the Board

<u>16.1</u> As stated in paragraphs 5.5 and 9.0, tThe standard cConditions of prescription (Sections 7.1 and 13.1 above) state that 'no change may be made to the title of any course/qualification, or material change to the content so defined within a programme specification (allowing for normal course development) without first obtaining the permission of the Board',

ARB's Qualifications Team can offer guidance in relation to notifying qualification changes.

16.2 Examples of proposed material changes that must be notified to the **Board include:** 

- The reorganisation of programme content; a.
- A change to the number of years of study and/or mode; b.
- The introduction of a new specialisation;
  - A change to the qualification title; d.

<del>10.3</del> A change of awarding body. e.

A material change is either a 'significant change' (where the course content 10.4 has been reorganised, or where the number of years of study has been changed, or where a new specialisation is introduced) or a 'minor change' (where there has been a change of qualification title or change of awarding body). If an institution is in any doubt as to whether a change is-'significant' or 'minor', it should contact the Board's Staff for guidance in relation to this.

16.3 Any changes which are not material and which do not fall within Section 16.2 above – e.g. evolutionary changes to project briefs – do not need to be notified to the Board.

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<u>16.4</u>	_Changes to a qualification falling within <u>Section 16.2 above must paragraph</u>		A	Formatted	
	<del>10.3 need to</del> be notified to the Board at the earliest <del>possibly</del> opportunity. If	1		Formatted	
	the timing is appropriate, changes can be notified <u>within through</u> an		Λ	Formatted	
	institution's annual monitoring submission.	]	A	Formatted	
<del>10.5</del>	<u>16.5</u> In line with the <u>sS</u> tandard <u>eC</u> onditions of prescription, the Board's		1	Formatted	
approv	ral should be sought before any such change becomes effective.			Formatted	
				Formatted	
10.6	Once aware that a change is being made, the Board will monitor the progress		$\mathbf{n}$	Formatted	
of the cr	hange as it moves through the institution's own quality assurance mechanisms.	וו  וו		Formatted Formatted	
	10.7 Any changes which are not material, 'significant' or 'minor', and			Formatted	
	which do not fall within paragraph 10.3, e.g., evolutionary changes to-			Formatted	
	project briefs, do not need to be notified to the Board.			Formatted	
10.916	<u>6. When being notified ying of a proposed</u> change, the Board will typically			Formatted	
10.010	expect to receive clear and concise details outlining the nature of and			Formatted	 [
	the <del>changes and the</del> rationale for the <u>proposed</u> changes. Institutions			Formatted	 []
	should <del>consider</del> submit <del>ting</del> the following details;			Formatted	 []
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	<u>a. The Rr</u> ationale for the proposed change/s;			Formatted	 []
	<u>An explanation of the scope and nature of the change</u> to the <u>qualification</u> course;			Formatted	 []
	<u>An explanation of impact that the changes are likely to have on</u>		Ì	Formatted	 []
	meeting the Board's Criteria-{where relevant, institutions should		ĺ	Formatted	
	submit a revised mapping <u>document</u> <u>exercise</u> to assist the Board in			Formatted	
	determining whether the qualification will continue to meet the			Formatted	<u> </u>
	Criteria <del>)</del> ;		l	Formatted	
	<u>ed.</u> Clarification as to whether <u>the proposed change there</u> will be <u>have</u> any			Formatted	
	impact on the resourcing of the qualification as a result of the			Formatted	
	changes,			Formatted	
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	$e_{c}$ Clarification as to whether the change/s has institutional approval; and	ן   ה		Formatted	
	<u>f.</u> Any other information which may assist the Board in its consideration			Formatted	
	of the <u>proposed</u> change <del>/s</del>			Formatted	
<del>10.9</del> 16	7 For information on dealing with the notification of changes Changes to	•		Formatted Formatted	
	prescribed Part 2 qualifications may also need to be notified to the European			Formatted	
	Commission_ <del>_please</del> _(see Appendix_ <u>6)</u> 5,			Formatted	
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### Appendix 4

### 17.0 Extensions to Prescription

17.1 Where exceptional and unforeseen circumstances arise (e.g. the departure of the head of school, the timing of the introduction of a new qualification), an institution may request an extension of typically no more than one year to its period of prescription.

In such cases, an institution is advised to contact ARB's Qualifications Team in the first instance to discuss the circumstances and the procedure to be followed.

17.2 The institution must provide the Board with a detailed rationale for the requested extension in writing. The institution must also explain to the Board how it will ensure that it will continue to meet the objectives set out in Section 2.2 (new gualifications)/Section 10.2 (renewed gualifications) during the extended period sought.

17.3 The granting of an extension to a period of prescription is at the discretion of the Board, and the Board reserves the right to request any additional information it deems appropriate to enable it to continue to be confident that the Standard Conditions of prescription will be met, e.g. an internal review or validation report.

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# Appendix <u>5</u>4

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## Causes for Concern Process

## **<u>18</u>** Causes for Concern Process

<del>10.10</del>	18.1 _The Board has established a 'Causes for Concern' process to deal
	ny serious issues or allegations to which it is alerted or becomes aware of
	ives in relation to a prescribed qualification, and which might affect its
-	ibed status
18.2	The 'Causes for Concern' process is not intended to replace or be a
	substitute for an institution's own processes for reporting concerns and
	allegations. Neither is the Board responsible for the regulation of
	institutions or the control of funding
	The <u>Board's</u> -Causes for Concern process cannot be used to appeal
	academic decisions relating to marks, progression or awards. As such, the
	Board would only expect to consider any concerns or allegations once
	other relevant processes have been concluded.
18.3	ARB will determine the procedure to be adopted as appropriate for
the cor	ncern raised/identified. This may include (though is not limited to)
	of the following:
<u>a.</u>	Inviting the institution to provide a written response to any
<u>allegat</u>	ions;
b.	Inviting the whistle-blower to provide further information;
	c. Representatives nominated by ARB visiting the institution to
<u>discuss</u>	the allegations and/or gather further information.
<del>11.1</del>	Any information received will be considered to the extent appropriate
for the	purpose of decisions arising under this process
<u>18.4</u>	<u>The Board will forward ARB will forward details of any credible</u>
	allegation of impropriety and evidence <u>gathered/</u> provided to the
	appropriate officer of the institution involved, and/or any relevant
	regulatory or public authority.
<del>11.2</del>	
	investigation <del>insofar as the same is</del> relevant to the prescription of
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qualifications. It may invite the institution (at an appropriate point) to provide a written response to any allegations. It may invite the whistleblower to provide further information.

11.3 Through the 'Causes for Concern' process, any information received willto the extent appropriate be considered for the purpose of decisionsarising under these procedures. Formatted: Font: +Body (Calibri), 11 pt

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#### Appendix 6 5

Notification of a New Qualification to the European Commission and Notification of

Changes to anARB Prescribed Qualification to the Commission

# <u>19.0 Notifying the European Commission of a New Qualification and of Changes to a</u> <u>Prescribed Qualification</u>

#### Material to be <u>c</u>ollated for Notification to the European Commission

<u>19.1</u> Once a qualification has been prescribed by the Board for the first time, or where changes have been made to a qualification prescribed by the Board, such qualifications will be notified to the European Commission for listing under the UK's entry under Annex V of the Mutual Recognition of Professional Qualifications Directive [2005/36/EC].

<u>19.2</u> ARB's Qualifications Team will advise the institution on the relevant materials it must prepare for submission to the European Commission.

#### 11.4

11.5 An institution, with ARB, will prepare the relevant material to be sent to the European Commission.

# Notification of a newly prescribed qualification to the European Commission

 41.6,19.3
 Once the relevant material has been collated, ARB will forward

 the application to the relevant UK'sKI Government departments to

 forward to the National Co-ordinator to submit to the European

 Commission and to other European Co-ordinators for scrutiny.

 The UK's National Co-ordinator will then forward the

 application to the European Commission and to all of the European

 Co-ordinators for scrutiny.

 The UK's National Co-ordinator will then forward the

 application to the European Commission and to all of the European

 Co-ordinators for scrutiny.

 The Co-ordinators of

representatives from each State within the European Economic Area (EEA).

There will be a 2-month consultation period of two months starting from the notification date.

The European Commission may raise written queries with the UK's National Co-ordinator in relation to the application. The UK's National

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Co-ordinator will liaise with ARB in order to respond to any written
queries, which may be raised. European Co-ordinators may also raise queries,
either through the Commission or directly to the UK but still informing the
Commission.

Where appropriate, <u>ARB-The UK's National Co-ordinator</u> will liaise with the <u>ARB institution in order to respond to any written queries raised</u>. by the <u>Commission</u>. Where appropriate, <u>ARB will liaise with the institution in order to</u> respond to any queries.

> <u>19.4</u> If any queries raised are resolved through correspondence within the two month consultation period, the Commission will notify the UK's National Co-ordinator.

The European Co-ordinators will be asked to approve the qualification, which will then be listed in the UK's entry under Annex V of the Directive once it has been published in the Official Journal of the European Union.

11.7

- 11.8 European Co-ordinators may also raise written queries either through the Commission or directly to the UK but still in informing the Commission. Where written queries are raised by the European Co-ordinators, the UK's National Co-ordinator will liaise with ARB in order to respond to any such queries which may be raised. Where appropriate, ARB willliaise with the institution in order to respond to any written queries raised by the European Co-ordinators.
- 11.9 If the queries (if there are any) are resolved through correspondence within the 2 month consultation period, the Commission will notify the UK's National Co-

ordinator. The European Co-ordinators will be asked to approve the qualification which will then be listed within the UK's entry under Annex V of the Directive once it has been published in the Official Journal of the European Union.

41.1019.5Where queries from the Commission and/or the EuropeanCo-ordinators remain unresolved after the consultation period, the<br/>Commission will forward automatically the application to its<br/>Architecture Sub-Group for further consideration,

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The qualification will be considered at one meeting only.		Formatted: Font: +Body (Calibri), 1
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Representatives of the UK <sub>7</sub> and, where appropriate, representatives of the institution $\frac{1}{4}$ who will be		pt
determined by the institution upon the invitation of the Board's staff), will		
attend the Architecture Sub-Group meeting to <del>discuss and</del> respond to		
queries raised by other European Co-ordinators and/or the Commission.		
If any outstanding queries are resolved through correspondence and/or at		
the meeting itself, the European Co-ordinators will be asked to approve		
the listing of the qualification within <u>in</u> the UK's entry under Annex V of		
the Directive either at their next meeting or by written procedure on the basis of a simple majority as principle.		
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2.1 <u>For further advice and guidance, institutions should contact the</u> Qualifications Department,		pt
2.219.6. The process outlined above is subject to alteration by the European		Formatted: Font: +Body (Calibri), 1 pt
Commission at anytime.		Formatted: Font: +Body (Calibri), 1 pt
9.7ARB will ensure that the institution is informed of the position <u>of <del>as</del></u> the		<b>Formatted:</b> Font: +Body (Calibri), 1 pt
application is progressed through the European Commission's processes	•	<b>Formatted:</b> Font: +Body (Calibri), 1 pt, Font color: Auto, Not Expanded by / Condensed by
2.319.8 For further advice and guidance, institutions should contact the Qualifications Department.		Formatted: Indent: Left: 1.5 cm, 1 bullets or numbering
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Notification of changes to the European Commission		Formatted: Font: +Body (Calibri), 1 pt, Bold
2-519.9 Any institution which offers a qualification that is listed under Annex V of the European Commission's Mutual Recognition of Professional		Formatted: Font: +Body (Calibri), 1
Qualifications Directive [2005/36/EC] will also need to be aware of the		pt
processes for notifying changes to qualifications to the European		
Commission.		
2.6 <u>19.10</u> Where an institution has made alterations that fall under the Commission's definition of 'significant change', the institution will be		

required to make a full notification of the relevant qualifications to the Commission through ARB. The notification process detailed as above will then be applicable.

42.719.11 Where an institution has made alterations that fall under the Commission's definition of 'minor change', the institution will be required to make a less detailed notification to the European Commission through ARB. This less detailed notification will only need to consist of information that relates directly to the change that is being made.

 12.8
 19.12 For detailed guidance on ARB's Qualifications Team can provide

 guidance on the process and documentation required by the European

 Commission for the purposes of notifying an qualification in architecture

 qualification, and the Commission's definitions of 'significant change' and 'minor

 change', pleasesee Appendix3.

12.9 For further advice and guidance, institutions should contact the Qualifications Department,

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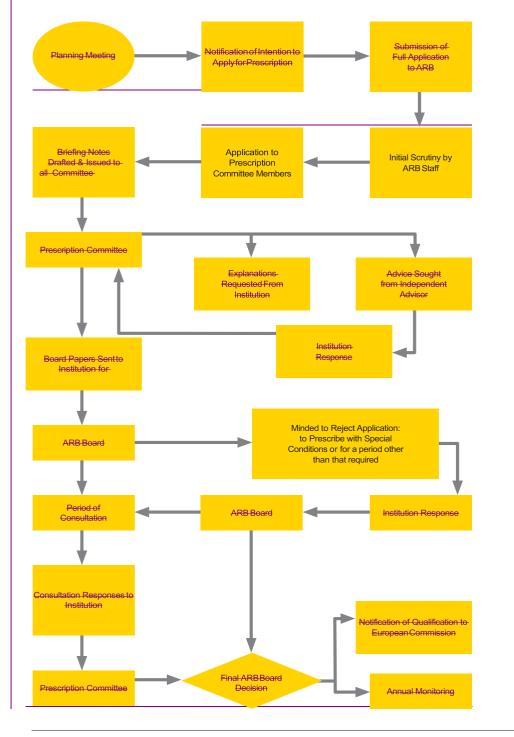
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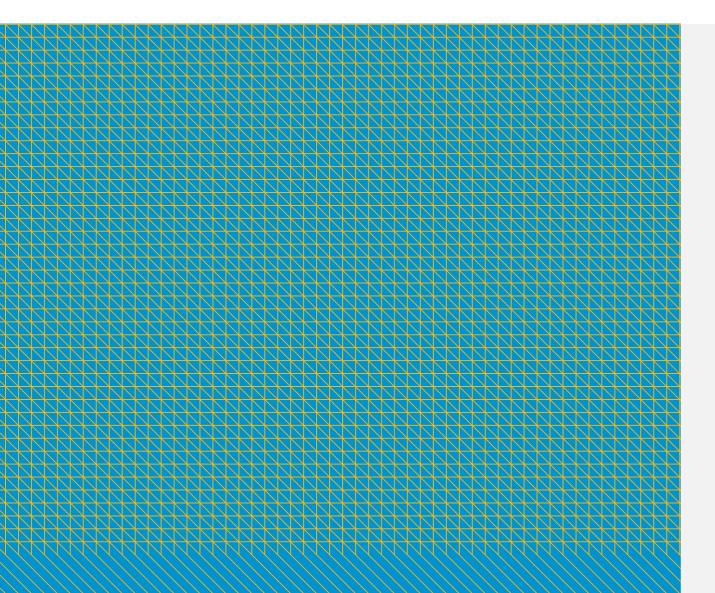
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# Appendix 6





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Architects Registration Board

At the time of approval of these draft procedures for consultation, uncertainty remains in relation to the UK's future relationship with the EU. In due course, further amendments to reflect changing position are likely to be required.

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