

Procedures for the Prescription of Qualifications

Foreward

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

In 2010, the Board revised its published Criteria which set out the minimum levels of knowledge, understanding and skills that students/candidates of architecture must acquire at key stages in the process of qualifying ~~as to become~~ an architect. The revised Criteria became 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 the 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 other such qualification~~, may apply for and obtain the decision of recognition from 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 ~~November 2002~~ April 2010. These revised new 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 review of these procedures consultation.

It is intended that the Procedures 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 Procedures 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 Procedures. 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 procedures include clarification 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 Qualifications Directive (2005/36/EC). Furthermore, adjustments have been made to the standard conditions of prescription which apply once prescription has been granted. Changes to the Procedures include revisions to the roles and responsibilities of the Board's staff and Prescription Committee, and streamlining the application scrutiny process prior to consideration by the Board.~~ The Board's Staff will be happy to provide guidance in relation to any of the revisions.

Beatrice Fraenkel Alison White

Chair, Architects Registration Board

~~April 2010~~ Month 2019

Introduction

The Architects Act 1997 states in section 4(1)(a) 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).²

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 ([or Article 47](#)) 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 1997, set out [what the processes to be followed in order for a university, school of architecture, institution, or similar organisation \(henceforth school or institute\) must do in order to maintain the prescription of a qualification or examination recognised by the Board, to be granted and maintain prescription of a qualification. In addition, 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.](#)

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.

[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, among others, ARB staff, a panel of External Advisers and the Prescription Committee. Full details of the governance of prescription matters can be found on the ARB website.](#)

Definitions

Definitions unless the context otherwise requires:

<u>ARB</u>	<u>The Architects Registration Board – a statutory corporation under the Act – that acts through its authorised staff and representatives.</u>
<u>ARB Executive</u>	<u>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.</u>
<u>Application</u>	<u>The submission made by an institution in order to gain or maintain prescription.</u>
<u>Awarding body</u>	<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 name, as well as the quality of the learning programme.</u>
<u>The Board</u>	<u>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.</u>
<u>Consultation</u>	<u>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 incorporated by royal charter and such other professional and educational bodies as it thinks appropriate.</u>
<u>Course change</u>	<u>Any change to the content of any prescribed qualification. Course changes must be notified to ARB either within an annual monitoring submission, if pending, or at the earliest opportunity. See also ‘title change’ below.</u>
<u>Criteria</u>	<u>ARB’s Criteria for the Prescription of Qualifications at Part 1, Part 2 and Part 3 levels (as amended from time to time). www.arb.org.uk/criteria</u>
<u>Delivering/delivery body</u>	<u>A university, college, higher education institution or similar organisation responsible for delivering a prescribed qualification; but which does not hold qualification awarding powers.</u>
<u>Institution</u>	<u>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 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.</u>
<u>Eternal Advisers</u>	<u>The group of individuals appointed by ARB to provide external, expert advice on matters relating to prescription. <i>Updated web link to be inserted</i></u>
<u>Notice/notify</u>	<u>A notice in writing (includes a notice sent electronically).</u>
<u>Prescribed qualification</u>	<u>A qualification prescribed by the Board under Section 4(1)(a) of the Architects Act 1997 at the appropriate level for the purposes of joining the UK Register of Architects.</u>
<u>Prescription</u>	<u>Includes the process by which qualifications are prescribed by the Board (the prescription of qualifications) and the result, namely that which a qualification</u>

	<u>obtains if prescribed by the Board under the Architects Act 1997 (thus a qualification ‘has’, ‘gains’ or ‘loses’ prescription).</u> www.arb.org.uk/prescription
<u>Prescription Committee</u>	<u>The panel of lay and architect members appointed by the Board to review and challenge the scrutiny of prescription submissions; and alert the Board to issues arising from the operation of the prescription process.</u> www.arb.org.uk/the-prescription-committee
<u>The Profession</u>	<u>Those on the UK Register of Architects.</u>
<u>Programme specification</u>	<u>The concise description of a higher education programme. These typically include the educational aims of the programme; strategies for teaching, learning and assessment; and an outline of the structure of the course.</u>
<u>Qualification</u>	<u>Includes a programme of study, 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.</u>
<u>Schedule 1</u>	<u>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.</u> www.arb.org.uk/schedule-1
<u>School</u>	<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.</u> www.arb.org.uk/schools
<u>Student/candidate</u>	<u>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>
<u>Title change</u>	<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.</u>

Unless the context otherwise requires:

‘Application’ includes material submitted in support of it.

‘The Board’ may include authorised members of the Architects Registration Board and its officers

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

‘The Profession’ refers to those on the Register of Architects.

~~'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 achieved and demonstrated. These typically include the educational aims of the programme; the intended learning outcomes; strategies for teaching; learning and 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.~~

Principles

These ~~P~~ procedure is 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 [ARB Executive or the Board](#));

b. ~~The institution is free~~ [it is for the institution](#) to decide what material it considers justifies its application.

The Board ~~offers guidance as to what material it expects to be provided in ARB's Good Practice Handbook. will provide guidelines as to what material it expects to be provided (see ARB's Good Practice Handbook). Weblink for Good Practice Handbook:~~
http://www.arb.org.uk/qualifications/prescription_of_qualifications/good_practice_handbook/default.php

Applying for Prescription of a New Qualification

- Qualifications for which prescription has never been sought before.
- Currently prescribed qualifications that have been subject to major modification in terms of structure and content.

1.0 Notifying the Board of an intention to apply

1.10 An institution which intends to apply for the prescription of a qualification ~~should~~ **is strongly advised to** request a planning meeting with the Board's staff, up to 12 months before applying, in order to gain a clear understanding of the steps that should be taken by it prior to the submission of the application.

At that meeting the institution should be represented by those who are responsible for the preparation and submission of the application and for the assembly of material to support it.

A relevant member of the institution's Quality Assurance staff, or faculty equivalent, should also be present.

The purpose of the meeting is to discuss the procedure to be followed by the institution before submitting its application for prescription, how the application will be considered by the Board, and what occurs when prescription is granted.

The Board will not provide advice or guidance on the content of the application, or of any supporting material, as this is solely for the institution to decide **what to submit** (see ~~paragraph 1.6~~ **Sections 2.2 and 2.3 below**).

The meeting will be informal. No pre-application communication is to be relied upon to vitiate any part of the prescription procedure itself.

1.21 An institution must notify the Board of its intention to apply for the prescription of a qualification not less than 12 months and no longer than 18 months before the date from which prescription of the qualification is to begin.

1.32 The notification should be in writing and must include the following:

a. Details of the title*, length and mode of the qualification;

b. **A sample copy of the final award certificate which includes details of the award title that students/candidates will graduate with;**

c. The up-to-date **internally validated** programme specification for the qualification;

d. The date on which the Board should expect to receive the full application (which must be within **8-weekstwo months** of the date on which the notification letter is received by the Board); and

e. Any other information that is material to the application in accordance with these procedures.

*** 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 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 qualification title as listed on Schedule 1 of ARB's General Rules will have a qualification eligible for registration upon graduation. For further advice on titles, please refer to the Good Practice Handbook.**

2.0 Submitting the application

1-32.1 The institution ~~will~~ **must** submit its application to the Board within **8-weekstwo months** of the date of the notice given under ~~paragraph~~ **Section 1.2** above. **The application must be submitted electronically.**

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 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

~~1.42.2~~ When applying for a new qualification to be prescribed, an institution 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, have been designed with the clear aim of ensuring that all those who receive the qualification meet all the Criteria;

~~b.~~ 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.~~ The institution has adequate resources to maintain and, where appropriate, increase the achievements of students/candidates meeting all the Criteria.

~~1.52.3~~ ~~When considering an application for the prescription of a new qualification, the Board will consider whether certain factors are demonstrated within the application. These will include the following: When deliberating an application for the prescription of a new qualification, the Board will assess whether the following factors – and any other factors suggested by the institution and agreed by the Board – are demonstrated in that application:~~

~~That explicit strategies and mechanisms for assessing students/candidates are proposed to ensure that the criteria will be achieved;~~

- ~~a.~~ That explicit strategies and mechanisms for assessing students/candidates are proposed to ensure that all the relevant Criteria will be achieved;
- ~~b.~~ That strategies and mechanisms of assessment will be subject to both internal and external periodic review and audit;
- ~~c.~~ That assessments will be rigorously monitored for consistency and benchmarked for comparability with other institutions offering prescribed qualifications;
- ~~d.~~ That mechanisms will exist to allow the institution to appropriately respond to problems identified by benchmarking, review and audit processes;
- ~~e.~~ That internal and external review and audit processes will be rigorous and that, in their implementation, steps will be taken to ensure that they take account of the vocational, as well as the academic, aspects of the qualification;
- ~~f.~~ That there will be engagement with the profession – that will be ongoing during the period of prescription – in the delivery of the qualification and the assessment of students/candidates;
- ~~g.~~ That the institution will have appropriately qualified staff to deliver the course and assess students/candidates;
- ~~h.~~ That appropriate mechanisms will exist to ensure that the appointment, development and leadership of staff and examiners (including external examiners) is in accordance

Comment [EM1]: Note: the objectives have been reordered and include very minor adjustments for clarity.

with best practice and that take account of the vocational, as well as the academic, aspects of the qualification;

i. That appropriate mechanisms are in place to ensure compliance with the duties relating to equality and diversity placed on the institution by equality legislation;

j. 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 for the future period of prescription.

l.

~~That the institution has appropriately qualified staff to deliver the course and assess students/candidates;~~

~~That appropriate mechanisms will exist to ensure that the appointment, development and leadership of staff and examiners (including external examiners) is in accordance with best practice and takes account of the vocational, as well as the academic, aspect of the qualification;~~

~~That appropriate mechanisms are in place to ensure compliance with the duties relating to equality and diversity placed on the institution by equality legislation;~~

~~That 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;~~

~~That strategies and mechanisms of assessment will be subject to both internal and external periodic review and audit;~~

~~That assessments will be rigorously monitored for consistency and benchmarked for comparability with other institutions offering prescribed qualifications;~~

~~That mechanisms will exist to allow the institution to appropriately respond to problems identified by benchmarking, review and audit processes;~~

~~That internal and external review and audit processes will be rigorous and that, 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;~~

~~That the institution will have adequate resources during the period of prescription; and~~

~~That the institution is committed to maintaining and, where appropriate, enhancing its provision relating to the matters listed above for the future period of prescription.~~

Material to be Submitted with an Application

~~1-62.4 It is the responsibility of the institution to provide the Board with the relevant evidence to justify prescription and give the Board confidence that the objectives in Section 2.2 above will be met. The material must be the latest available. Student portfolios or other student work should not be submitted with an application. For an outline of the types of information typically submitted as part of an application, institutions may wish to refer to ARB's Good Practice Handbook.~~

~~Guidance on information typically submitted with an application (and what not to include) can be found in the Good Practice Handbook. However, this is not intended to be exhaustive or restrictive – the institution is free to decide what information to supply as part of an application.~~

~~1-72.5 The material must be the latest available and The material submitted must address the objectives and factors set out in paragraphs 1.4 and 1.5 Sections 2.2. and 2.3 above, as they this will inform the Board's consideration of and decision on the application.~~

In considering the ~~above factors~~ material submitted, the Board will not undertake ~~an a general~~ audit of an institution's systems and processes. However, it will take into account audits undertaken by other bodies.

~~1.8 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 information justifies its application for prescription. The institution may also wish to make further reference to ARB's Good Practice Handbook which contains a list of derived questions used by the Board to analyse an institution's application.~~

~~1.92.6~~ 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.

~~2.02.7~~ Once an institution has submitted a full application, it may not amend, or add to, the application (unless the ~~Prescription Committee~~ ARB Executive and/or Board requests ~~in writing~~ or permits further explanation ~~(/s)~~ and/or representations in relation to the application).

School Approval of the Application

~~2.81~~ The application must be addressed to ~~the Chief Executive of the Board~~ ARB's Registrar, 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 institution to act on its behalf for all purposes connected with the application and the qualification.

~~Should the institution wish to~~ The institution should nominate a second contact (with whom the Board will communicate in the ~~event of the~~ absence of the primary contact), ~~it may do so~~.

~~2.92~~ Please refer to the application form and guidance on completing this document available on line.

Initial Scrutiny

3.0 Applications Checks and Scrutiny

~~2.33.1~~ The application will first be ~~considered by the Board's staff~~ checked by the ARB Executive, who may examine it to see that the Board has all the information and material that the institution intends it to have to see if it contains all the information and material that the institution intended the Board to have. If the Staff ARB Executive considers that anything may be missing, they ~~Board may~~ will notify the institution. This will normally be within ~~3-three~~ three weeks. The institution will have ~~14 days~~ three weeks to supply ~~what is the~~ missing items(s) or to notify the ~~Board~~ ARB Executive 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.~~

3.2 The ARB Executive will then scrutinise the application against the objectives and factors identified in Sections 2.2 and 2.3 above. If any 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 External Adviser(s) as and when required.

3.3 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 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.

Applying for Prescription of a New Qualification

The Board's Prescription Committee

2.4— 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

A member of the Committee's pool of Independent Advisers

2.5— 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.

2.6— The Committee acts in an advisory capacity, as the Board alone decides whether qualifications are prescribed.

2.7— 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.

2.8— 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 specifically required them and then only to the extent specified.

2.9—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 or if, in the light of the advice it wishes to explain or supplement its application with additional material it must submit such comments and material within 3 weeks of receiving the advice. Once the institution has commented, the Adviser will be asked to confirm whether they are satisfied with the institution's response.

All of this information will be provided to the Prescription Committee and the Board. To maintain impartiality, the identity of the Independent Adviser used will remain anonymous to the institution concerned.

3.0—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 should be sought in writing; however, the Committee may seek explanations orally, in appropriate cases.

3.1—Exceptionally, but where it considers it necessary and appropriate, 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 nominate.

3.2—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.

3.3—The institution is entitled to have sight of the papers which are to be presented to the Board 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 of receiving the papers. In exceptional circumstances, the Prescription Committee may permit a longer period in which the institution may respond. The institution's comments will be presented to the Board alongside the application.

4.0 The Board's Preliminary Consideration of a New Qualification

~~3.44.1~~ Once received, the Board will consider the application, along with the ARB Executive's recommendations and any comments/representations from the institution. ~~any 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 further~~ representations made by the institution in accordance with the procedure process set out below.

Stage 1

~~Stage 1~~

~~4.2~~ At this stage, ~~the~~ Board will indicate that it is minded ~~either:~~

- ~~a.)~~ To accept the application and to prescribe the qualification ~~or qualifications~~ as sought by the institution; or
- ~~b.)~~ Not to prescribe the qualification ~~or qualifications~~ as sought by the institution

by either:

(i) ~~Not~~ granting prescription to all of the qualifications for which prescription is sought (where applying for prescription of more than one qualification); and/or

(ii) ~~Attaching~~ special conditions, and/or

(iii) ~~Prescribing~~ for a period of less than ~~four years~~that requested by the institution; or

c) ~~Not~~ to prescribe.

~~If pursuant to Stage 1 the Board indicates that it is minded to either:~~

~~a) not to prescribe; or~~

~~b) to prescribe on the basis set out in paragraph 3.5(b);~~

~~it will not take such a decision without first providing written reasons for the 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, at Stage 1, the Board is minded to accept the application and prescribe a qualification as sought, the Board will proceed directly to consultation pursuant to paragraph 4.5 below (and Stages 2 and 3 will not apply).~~

~~If the Board indicates at this Stage that it is minded not to prescribe, or to prescribe on the basis set out in Section 4.2.b above; the institution will be notified in writing of the reasons for this indication, and will have three weeks to make representations in writing to the Board.~~

~~If the Board is minded at this Stage to accept the application and prescribe a qualification as sought, the Board will proceed directly to consultation in accordance with Section 5 below and Stages 2 and 3 will not apply.~~

~~3.6~~ — Stage 2

~~4.3~~ On receipt of any Stage 1 representations, the Board will ~~reconsider its position~~take these into account and reconsider its position.

~~3.74.4~~ If, ~~as a result of any representations~~ 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 ~~pursuant to paragraph 4.5 below~~in accordance with Section 5 below and Stage 3 will not apply.

~~3.84.5~~ If, ~~as a result of any representations~~ the Board is still minded to grant prescription as outlined under ~~section 3.5(b),~~Section 4.2.b above, the Board will conduct its consultation ~~pursuant in accordance with to paragraph 4.5 below~~Section 5 below and Stage 3 will not apply.

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 ~~14 days~~three weeks to submit such representations.

3.94.6 If:

a. ~~†~~The institution requests that the consultation is so deferred; or

b. ~~†~~The Board, after reconsidering its position following receipt of any Stage 1 representations, is minded to reject the application;

the Board will consider further representations, and on such terms, as it considers appropriate.

4.07 If no Stage 2 representations are received, the Board may, in accordance with its indication under Stage 1, either reject the application or proceed to consultation on the basis that it is minded to grant prescription as outlined under ~~§~~section 3-54.2.(b above).

If the Board rejects the application, the provisions of ~~paragraphs 4-2~~Section 4.8 below will apply.

If the Board is minded to grant prescription as outlined under ~~§~~section 3-5(b)4.2.b above, the Board will proceed to consultation in accordance with ~~paragraph 4-5~~Section 5 below. ~~However, except that~~ the institution will be given the opportunity to withdraw its application before the consultation starts. The institution will have ~~14 days~~three weeks in which to withdraw its application.

4.1 — Stage 3

4.8 If, on receipt and consideration of any Stage 2 representations (or if no Stage 2 representations are received), the application is rejected by the Board, ~~it will within 3 weeks of its meeting notify the institution of the reasons for its decision.~~the institution will be notified of the reasons for its decision within three weeks.

~~Where appropriate, the Board's reasons~~The Board will indicate which of its ~~C~~riteria and/or objectives have not been or may not be met, but ~~the reasons~~will not ~~include any~~provide 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.

4-2 If the Board rejects an application, an institution can re-apply at any time.

4.39 If, on receipt and consideration of any Stage 2 representations, the Board is minded to accept the application and prescribe the qualifications ~~as sought~~ by the institution, the Board will proceed to consultation in accordance with ~~paragraph 4-5~~Section 5 below.

4.104 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 3-5(b)4.2.b above, the Board will proceed to consultation in accordance with ~~paragraph 4-5~~Section 5 below, ~~except that~~However, the institution will be given the opportunity to withdraw its application before the consultation starts. The institution will have ~~14 days~~three weeks in which to withdraw its application.

5.0 Consultation

4-55.1 Before prescribing a new qualification ~~the Board is required, under~~ Section 4(3) of the Architects Act 1997, ~~requires the Board~~ to consult bodies representative of architects which are incorporated by royal charter and such other professional and educational bodies as it thinks appropriate.

ARB typically consults with the Royal Institute of British Architects (RIBA), the Royal Incorporation of Architects in Scotland (RIAS), the Royal Society of Architects in Wales (RSAW), the Royal Society of Ulster Architects (RUSA), the relevant RIBA Region (if different from above) and the Association of Consultant Architects.

Should an institution wish to make suggestions in relation to any additional bodies with whom the Board may wish to consult, it should state these in the application form.

4-65.2 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 and the reasons for its stated position.

The Board will also provide consultees with a copy of ~~its these~~ Procedures for the Prescription of Qualifications, the Criteria for Prescription and information provided by the institution which describes the qualification.

4-75.3 The Board will normally offer consultees ~~the opportunity of responding to its consultation within 12 weeks; three months to provide a response.~~ However, in order that the institution applying for prescription receives a timely decision, the Board may ask consultees to respond within a shorter timeframe.

4-85.4 A copy of any response that is submitted by a consultee will be provided to the institution.

The institution will have the opportunity of submitting any final comments or representations to the Board in respect of the consultation 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 3 weeks 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.

6.0 The Board's Final Decision (~~Where Following a eConsultation has been conducted~~)

4-96.1 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 ~~Prescription Committee~~ ARB Executive.

Once ~~the Prescription Committee is~~ satisfied that no further clarification and/or explanation is required in relation to the material, ~~it the~~ ARB Executive 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 ~~under section 3.5(b) in~~ Section 4.2.b above.

5-06.2 If the application is rejected by the Board, ~~it will notify the institution~~ the institution will be notified of the reasons for its decision within ~~3~~ three weeks ~~of its meeting~~.

~~Where appropriate, the~~ Board's ~~reasons~~ will indicate which of its Criteria and/or objectives have not been or may not be met; ~~but they~~ will not ~~include any~~ provide 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.

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

5-16.3 ~~The Board's decision~~ A decision to accept or reject any application, or grant prescription any application a prescription as outlined under Section 3.5(b), 4.2.b. above will be final (including any decision on any period or condition), and there will be no appeal.

5-2—In case of rejection or granting of prescription as outlined under Section 3.5(b), 4.2.b above, the institution may make another application in accordance with ~~this these~~ Procedures. An institution can re-apply at any time.

5-36.4 ~~In addition, in~~ exceptional circumstances and/or should the Board become aware of any material which was not available to it at the date of its decision, the Board ~~will be~~ is entitled to reconsider any decision to reject an application or, where it prescribed a qualification, ~~as to~~ the period or conditions applicable, ~~should it become aware of any material which was not available to it at the date of its decision.~~

The Board will determine the procedure to be adopted in order to consider 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.

7.0 Standard Conditions of Prescription

5-47.1 Prescription of a qualification will be subject to the following ~~S~~standard ~~C~~conditions:

a. The period of prescription shall commence on a date to be decided by the Board ~~(normally the beginning of the academic year).~~

b. Prescription of a qualification shall be by reference to a programme specification. No change may be made to the title of any ~~course or~~ qualification, or ~~substantial material~~ 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.)~~

~~5-5~~ **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. ~~All~~ **C**riteria 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/~~candidates who have been awarded the prescribed qualification prescribed;~~

ii. ~~Adequate~~ systems are in place to ensure that all the Board's **C**riteria will be met by students/candidates for the period of prescription;

iii. ~~that~~ ~~The~~ institution's resources remain as set out in its application and are adequate; and

iv. ~~a~~ **A**ll of the factors referred to ~~at paragraph 1.4 and 1.5 in Sections 2.2 and 2.3~~ continue to be demonstrated ~~and any conditions of prescription continue to be met.~~

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-

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

7.2 Where it deems appropriate, the Board may vary any of the Standard Conditions and make prescription of a qualification subject to other conditions.

~~5-67.3~~ If as a result of the information provided ~~under (c) in accordance with Section 7.1.c~~ above or from any source at any time (please see Appendix ~~4-5~~ ~~for the Board's Causes for Concern process~~), the Board considers that: ~~either~~

a. ~~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

b. **C**riteria 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

~~c.†~~The institution does not have the resources stated in its application and/or its resources are not adequate; or

~~d. T~~he institution has not complied with any of the conditions set out in ~~paragraph 5.5 and (c)Section 7.1~~ above or any other condition made ~~in accordance with under paragraph 5.8 Section 7.2 below~~above;

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~~have three weeks (or such ~~varied~~period as the Board ~~may~~allows) 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 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 ~~4~~four 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 ~~whose from which~~prescription has been revoked.

~~5.77.4~~ 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.

~~5.87.5~~ ~~Exceptionally, but W~~where it considers it necessary and appropriate, the Board may require 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 may nominate. representatives nominated by the Board.~~

5.9 Where any of the events set out in ~~paragraph 5.6~~Section 7.3 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.

~~6.0~~ ~~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.~~

8.0 Notification of a New Qualification to the European Commission

~~68.1~~ 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. ~~The procedure for notifying a qualification to the European Commission can be found under Appendix 5. (See Appendix 6)~~

Applying to Renew Prescription of a Qualification

- Qualifications which are currently prescribed by ARB

9.0 Notifying the Board of an Intention to apply Renew Prescription

~~6-29.1~~ An institution which intends to apply for the prescription of a qualification ~~should~~ **is strongly advised to** request a planning meeting with the Board's staff, up to 12 months before applying, in order to gain a clear understanding of the steps that should be taken by it prior to the submission of the application.

At that meeting the institution should be represented by those who are responsible for the preparation and submission of the application and for the assembly of material to support it. A relevant member of the institution's Quality Assurance staff, or faculty equivalent, should also be present.

The purpose of the meeting is to discuss the procedure to be followed by the institution before submitting its application for prescription, how the application will be considered by the Board, and what occurs when prescription is granted.

The Board will not provide advice or guidance on the content of the application, or of any supporting material, as this is solely for the institution to decide **what to submit** (see **Sections 10.2 and 10.3 6-8 below**).

The meeting will be informal. No pre-application communication is to be relied upon to vitiate any part of the prescription procedure itself.

~~6-29.2~~ An institution must notify the Board of its intention to apply for the prescription of a qualification not less than 12 months and no longer than 18 months before the date ~~by which that~~ the existing prescription period **of prescription** expires.

~~6-49.3~~ The notification should be in writing and must include the following:

a. Details of the title*, length and mode of the qualification;

b. **A sample copy of the final award certificate which includes details of the award title that students/candidates will graduate with;**

c. An up-to-date **internally validated P**programme **s**Specification for the qualification;

d. The date on which the Board should expect to receive the full application (which must be within **8-two weeks-months** of the date on which the notification letter is received by the Board); **and**

e. Any other information that is material to the application in accordance with these Procedures.

*** 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 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 qualification title as listed on Schedule 1 of ARB's General Rules will have a qualification eligible for registration upon graduation. For further advice on titles, please refer to the Good Practice Handbook.**

10.0 Submitting the Application

~~6-510.1~~ The institution will submit its application to the Board within **8-weekstwo months** of the date of the notice given ~~under paragraph 6-3~~**Section 9.2** above. **The application must be submitted electronically.**

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 will be submitted either in hard copy, or electronically. [From January 2011, ARB 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 – Renewal of Prescription

~~6-610.2~~ 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:

~~a.~~ All students/candidates awarded the qualification since the qualification was prescribed or last renewed have met all the ~~C~~criteria;

~~b.~~ The systems used by the institution to ensure that all students/candidates awarded the qualification have met all the ~~C~~criteria adequately, and will continue to ensure that the ~~C~~criteria are met for the future period of prescription; and

~~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 meet all the ~~C~~criteria.

~~6-710.3~~ When ~~considering such~~ deliberating an application for prescription, 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 in that application. ~~These may include the following, or may include any other which the institution suggests, and the Board agrees, should be considered in support of its application:~~

- a. That explicit strategies and mechanisms for assessing students/candidates have existed to ensure that all the relevant Criteria have been achieved;
- b. That these strategies and mechanisms of assessment have been subject to both internal and external periodic review and audit, and been found to be adequate;
- c. That assessments have been rigorously monitored for consistency and benchmarked for comparability with other institutions offering prescribed qualifications, and been found to be adequate (e.g. by external examiners);
- d. That the institution has appropriately responded to problems identified by benchmarking, review and audit processes;
- e. That internal and external review and audit processes have been rigorous and that, in their implementation, steps have been taken to ensure that they take account of the vocational, as well as the academic, aspects of the qualification;
- f. That appropriate mechanisms exist to ensure that the appointment, development and leadership of staff and examiners (including external examiners) is in accordance with best practice and has taken account of the vocational, as well as the academic, aspects of the qualification;
- g. That the vocational aspects of the qualification are accepted as satisfactory by architects in practice;
- h. That appropriate mechanisms are in place to ensure compliance with the duties relating to equality and diversity placed on the institution by equality legislation;

Comment [EM2]: Note: the objectives have been reordered and include very minor adjustments for clarity.

i. That the institution has adequate resources and will continue to have adequate resources during the future period of prescription; and

j. That the institution is committed to maintaining and, where appropriate, enhancing its provision relating to the matters listed above for the future period of prescription.

~~That explicit strategies and mechanisms for assessing students/candidates have existed to ensure that the relevant criteria have been achieved;~~

~~That these strategies and mechanisms of assessment have been subject to both internal and external periodic review and audit and been found to be adequate;~~

~~That assessments have been rigorously monitored for consistency and benchmarked for comparability with other institutions offering prescribed qualifications and been found to be adequate (e.g. by external examiners);~~

~~That the institution has appropriately responded to problems identified by benchmarking, review and audit processes;~~

~~That internal and external review and audit processes have been rigorous and that, in their implementation, steps have been taken to ensure that they take account of the vocational, as well as the academic, aspect of the qualification;~~

~~That appropriate mechanisms exist to ensure that the appointment, development and leadership of staff and examiners (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;~~

~~That the vocational aspects of the qualification are accepted as satisfactory by architects in practice;~~

~~That appropriate mechanisms are in place to ensure compliance with the duties relating to equality and diversity placed on the institution by equality legislation;~~

~~That the institution has adequate resources and during the future period of prescription will continue to have adequate resources; and~~

~~That the institution is committed to maintaining and, where appropriate, enhancing its provision relating to the matters listed above for the future period of prescription.~~

Material to be Submitted with an Application

~~6.810.4 It is the responsibility of the institutions to provide the Board with the relevant evidence to justify prescription. The material must be the latest available, and give the Board confidence that the objectives in Section 10.2 above are being and will continue to be met. Student portfolios or other student work should not be submitted with an application. For an outline of the types of information typically submitted as part of an application, institutions may wish to refer to ARB's Good Practice Handbook.~~

~~Guidance on information typically submitted with an application (and what not to include) can be found in the Good Practice Handbook. However, this is not intended to be exhaustive or restrictive – the institution is free to decide what information to supply as part of an application.~~

~~6.910.5 The material submitted must be the latest available, and must address the objectives and factors set out in ~~paragraphs 6.6 and 6.7~~Sections 10.2 and 10.3 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 general audit of an institution's systems and processes. However, it will take into account audits undertaken by other bodies.~~

7.0 — The guidance given on 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 6.6 and 6.7 are being met. The institution is free to decide what information justifies its application for prescription. The Institution may also wish to make further reference to ARB's Good Practice Handbook which contains a list of derived questions used by the Board to analyse an institution's application.

7.10.6 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.

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

School Approval of the Application

7.310.8 The application must be addressed to the Chief Executive of the Board ARB's Registrar, 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 institution to act on its behalf for all purposes connected with the application and the qualification.

~~Should the institution wish~~ The institution should nominate a second contact (with whom the Board will communicate in the absences of the primary contact) ~~it may do so.~~

7.4 Please refer to the application form and appropriate guidance on completing this document available online.

11.0 Initial Application Checks and Scrutiny

7.511.1 The application will first be ~~check~~ considered by the Staff ARB Executive, ~~who may examine it to see that the Board has all to see if it contains all~~ the information and material that the institution intended ~~it to the Board to~~ have. If the Staff ARB Executive considers that ~~anything something~~ may be missing, ~~they will notify the Board may notify~~ the institution. This will normally be within ~~3 three~~ weeks. The institution will have ~~14 three weeks days~~ to supply ~~what is the~~ missing ~~item(s)~~ or to notify the Board ARB Executive 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.

The Board's Prescription Committee

7.6 — 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

A member of the Committee's pool of Independent Advisers

7.7— 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.

7.8— The Committee acts in an advisory capacity, as the Board alone decides whether qualifications are prescribed.

7.9— 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.

8.0— 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 specifically required them and then only to the extent specified.

8.1— 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 or if, in the light of the advice, it wishes to explain or supplement its application with additional material it must submit such comments and material within 3 weeks of receiving the advice. Once the institution has commented, the Adviser will be asked to confirm whether they are satisfied with the institution's response. All of this information will be provided to the Prescription Committee and the Board. To maintain impartiality, the identity of the Independent Adviser used will remain anonymous to the institution concerned.

8.2— 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 should be sought in writing; however, the Committee may seek explanations orally, in appropriate cases.

8.3— Exceptionally, but where it considers it necessary and appropriate, 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 nominate.

8.4— 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.

11.2 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 External Adviser(s) 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 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.

11.4 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.

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

~~11.5~~ The institution is entitled to have sight of the papers which are to be presented to the Board; ~~for decision following the Committee's consideration of the application. The institution 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 ~~14 days~~ three weeks of receiving the papers. In exceptional circumstances, the ~~Prescription Committee~~ 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.

12.0 The Board's Decision

~~8-612.1~~ Once received, the Board will consider the application, along with ~~any explanations, advice and comments; the ARB Executives' recommendations and any comments/representations from the institution.~~

Stage 1

~~At this stage, the~~ 12.2 The Board will indicate that it is minded ~~either:~~

a. ~~To~~ accept the application and to prescribe the qualification ~~or qualifications~~ as sought by the institution; or

b. ~~Not~~ to prescribe the qualification ~~or qualifications~~ as sought by the institution by ~~either:~~

(i) ~~Not~~ granting prescription to all of the qualifications for which prescription is sought (where applying for prescription of more than one qualification); and/or

(ii) ~~Attaching~~ special conditions; and/or

(iii) ~~Prescribing~~ for a period of less than ~~four years~~ that requested by the institution; or

c) ~~Not~~ to prescribe.

If ~~pursuant to Stage 1~~ the Board indicates at this Stage that it is minded ~~to either:~~

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not 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 an representations in writing to the Board. ~~or~~

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

~~it will not take such a decision without first providing written reasons for the 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 at Stage 1, the Board~~the Board is minded at this Stage to accept the application and prescribe the qualification as sought, this will be its final decision and Stage 2 below will not apply. ~~decides to accept the application and prescribe the qualifications sought, Stage 2 below will not apply.~~

8.7—Stage 2

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

a. a Accept the application and to prescribe the qualification ~~or qualifications~~ as sought by the institution; or

b. g Grant prescription as outlined ~~under section 8.6(b)~~in Section 12.2.b above; or

c. R reject 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~~ under section 8.6(b)~~)~~in Section 12.2.b.

~~8.812.4~~ 8.12.4 If the Board rejects the application, or grants prescription as outlined ~~under section 8.6(b)~~in Section 12.2.b above, ~~it will notify~~ the institution will be notified of the reasons for its decision within ~~3 three~~ three weeks ~~of its meeting.~~

~~Where appropriate, the~~The Board ~~s will indicate reasons will indicate~~ which of its Criteria and/or objectives have not been or may not be met; but ~~the reasons~~ will not ~~include any~~provide 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.

~~8.912.5~~ 8.12.5 The Board's ~~A~~ decision to accept or reject any ~~application~~application, or grant prescription as outlined in Section 12.2.b above ~~in whole or in part~~ will be final (including any decision on any period or condition), and there will be no appeal.

In case of rejection ~~{or prescription as outlined under section 8.6(b)}~~ the institution may make another application in accordance with this procedure. An institution can re-apply as soon as it chooses. ~~or the granting of prescription as outlined in Section 12.2.b above, the institution may make another application in accordance with these Procedures. An institution can re-apply at any time.~~

12. 6 ~~In addition, in~~ exceptional circumstances, ~~and/or should~~ the Board become aware of any material which was not available to it at the date of its decision, the Board will be is entitled to reconsider any decision to reject an application or, where it prescribed a qualification, ~~as to~~ the period or conditions applicable, ~~should it become aware of any material which was not available to it at the date of its decision.~~

The Board will determine the procedure to be adopted in order to consider 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.

13.0 Standard Conditions of Prescription

9.013.1 Prescription of a qualification will be subject to the following Sstandard Cconditions:

a. The period of prescription shall commence on a date to be decided by the Board. ~~(normally the beginning of the academic year).~~

b. Prescription of a qualification shall be by reference to a programme specification. No change may be made to the title of any ~~course or~~ qualification, or material 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.)

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. ~~a~~ All 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 being attained by students/candidates ~~who have been~~ awarded the prescribed qualification ~~prescribed~~;
- ii. Adequate systems are in place to ensure that all the Board's Criteria will be met by students/candidates for the period of prescription;
- iii. ~~that t~~The institution's resources remain as set out in its application and are adequate; and
- iv. All of the factors referred to at ~~paragraphs 6.6 and 6.7~~Sections 10.2 and 10.3 continue to be demonstrated~~met~~.

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-.

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

9.113.3 If as a result of the information provided ~~under (c)~~in accordance with Section 13.1.c above or from any source at any time ~~(and please see Appendix 4-5 for the Board's Causes for Concern process)~~, the Board considers that: either

a. ~~t~~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

b. 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

c. ~~t~~The institution does not have the resources stated in its application and/or its resources are not adequate; or

d. ~~t~~The institution has not complied with any of the conditions set out in ~~paragraph 9.0 and (c)~~Section 13.1 above or any other condition made ~~under paragraph 9.3 in accordance with Section 13.2~~ below;

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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.

~~9.2~~—The institution will within ~~three~~3 weeks (or such ~~varied~~ period as the Board ~~may allow~~s) 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 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 ~~4~~four 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 ~~this~~these Procedures for prescription of the qualification ~~whose from which~~ prescription has been revoked.

~~9.3~~13.4 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.

~~9.4~~13.5 ~~Exceptionally, but w~~Where it considers it necessary and appropriate, the Board may require ~~additional relevant information to be an institution to provided by an institution~~ additional relevant information. ~~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 may nominate~~ representatives nominated by the Board.

~~9.5~~13.6 Where any of the events set out in ~~paragraph 9.4~~Section 13.3 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.

~~9.6~~—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.

~~9.7~~—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.

~~9.8~~—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 paragraph 6.6 during the extended period sought.

~~9.9~~—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 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.

Appendix 1

Comment [EM3]: Note: these will be added once the revised Procedures have been approved by the Board.

14.0 Application Process Flow Charts

14.1 Application for the Prescription of a New Qualification

14.2 Application to Renew Prescription

Appendix 2

15.0 Annual Monitoring

~~10.0~~15.1 Annually and by a date ~~to be proposed by an institution, and~~ set by the Board, the institution ~~will be required to~~must provide the Board with information of the nature set out ~~below in Section 15.2 to~~ enable the Board to ~~be confident~~see that;

- a. ~~that a~~All 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 being attained by all students/candidates who have been awarded the prescribed qualification ~~prescribed~~;
- b. ~~adequate~~Adequate systems are in place to ensure that all the Board's Criteria will be met by students/candidates for the period of prescription;
- c. ~~that t~~The institution's resources remain as set out in its application and are adequate; and
- d. ~~that any conditions of prescription continue to be met.~~All of the factors referred to in Sections 2.2. and 2.3 (new qualifications)/Sections 10.2 and 10.3 (renewed qualifications) above continue to be demonstrated, and any conditions of prescription continue to be met.

In addition, the Board will need to be assured that any changes made to the programme specification reflect normal course development and have not ~~radically materially changed~~altered the content and/or structure of the qualification course.

~~10.5~~24 In order ~~for the Board to have an assurance~~to maintain the Board's confidence, an institutions awarding prescribed qualifications must submit the following annually, to the Board ~~annually, the following documents~~:

- a. ~~e~~External examiners reports and the institution's response(s);
- b. ~~a~~Any relevant reports from external bodies and the institution's response(s);
- c. ~~a~~Any relevant reports from internal review panels, including student feedback;
- d. ~~s~~Student/candidate progress information, including numbers of students/candidates in each cohort and pass/failure rates, with an explanatory commentary where necessary;
- e. An updated list of all staff involved in the delivery of the prescribed qualification;
- f. Details of any changes to resources (spaces, facilities, IT etc) in the last year;
- g. ~~e~~Details 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
- h. ~~a~~Any other information indicating that any condition of prescription may not have been met in some material respect.

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

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.

Appendix 3

16.0 Changes to Prescribed Qualifications

Notification of changes to the Board

~~10.2~~16.1 As stated in paragraphs 5.5 and 9.0, the ~~The~~ Standard Conditions of prescription (Sections 7.1 and 13.1) 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.

~~10.3~~ — A material change is either a 'significant change' (where the course content 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.

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

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

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.

~~10.4~~ Changes to a qualification falling within ~~paragraph 10.3~~ Section 16.2 need to must be notified to the Board at the earliest ~~possibly~~ opportunity. If the timing is appropriate, changes can be notified through an institution's annual monitoring submission.

16.5 In line with the Standard Conditions of prescription, the Board's approval should be sought before any such change becomes effective.

~~10.5~~ — Once aware that a change is being made, the Board will monitor the progress of the change as it moves through the institution's own quality assurance mechanisms.

~~10.6~~ — Any changes which are not material, 'significant' or 'minor', and which do not fall within paragraph 10.3, e.g., evolutionary changes to project briefs, do not need to be notified to the Board.

~~16.6~~ 7 When ~~being notified of notifying~~ a change, the Board will typically expect to receive clear and concise details outlining the nature of the changes and the rationale for the changes. Institutions should ~~consider~~ submitting the following details:

- a. The rationale for the proposed change/s;
- b. An explanation of the scope and nature of the proposed change/s to the course/qualification;

c. An explanation of impact that the changes are likely to have on meeting the Board's Criteria ~~—~~(where relevant, institutions should submit a revised mapping exercise document to assist the Board in determining whether the qualification will continue to meet the Criteria);

d. Clarification as to whether ~~there the~~ proposed change will behave any impact on the resourcing of the qualification ~~as a result of the changes~~;

e. Clarification as to whether the proposed change~~s~~ has institutional approval; and

f. Any other information which may assist the Board in its consideration of the proposed change~~s~~.

10.816.7 ~~For information on dealing with the notification of changes to the European Commission, please see Appendix 5. Changes to prescribed Part 2 qualifications may also need to be notified to the European Commission (see Appendix 6).~~

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 qualifications)/Section 10.2 (renewed qualifications) 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.

Appendix 54

18.0 Causes for Concern Process

~~10.9~~18.1 The Board has established a 'Causes for Concern' process to deal with any serious issues or allegations to which it is alerted or becomes aware of it receives in relation to a prescribed qualification, and which might affect its prescribed status.

~~11.0~~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 Board's '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 concern raised/identified. This may include (though is not limited to) any/all of the following:

- a. Inviting the institution to provide a written response to any allegations;
- b. Inviting the whistle-blower to provide further information;
- c. Representatives nominated by ARB visiting the institution to discuss the allegations and/or gather further information.

Any information received will be considered to the extent appropriate for the purpose of decisions arising under this process.

~~11.8~~11 The Board/ARB will forward any credible allegation of impropriety and evidence provided to the appropriate officer of the institution involved and/or any relevant regulatory or public authority.

The Board will ask to be informed of the outcome of any enquiry or investigation insofar as the same is relevant to the prescription of qualifications. It may invite the institution (at an appropriate point) to provide a written response to any allegations. It may invite the whistle-blower to provide further information.

~~11.2~~ Through the 'Causes for Concern' process, any information received will to the extent appropriate be considered for the purpose of decisions arising under these procedures.

Appendix 65

~~19.0 Notifying of a New Qualification to the European Commission of a New Qualification and Notification of Changes to an ARB Prescribed Qualification* to the Commission~~

Material to be collated for Notification to the European Commission

~~11.319.1~~ 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].

~~11.419.2~~ An institution, with ARB, will ARB's Qualifications Team will advise the institution on the relevant materials it must prepare the relevant material to be sent for submission to the European Commission.

Notification of a newly prescribed qualification to the European Commission

~~11.519.3~~ Once the relevant material has been collated, ARB will forward the application to the National Co-ordinator to submit to the European Commission and to other European Co-ordinators for scrutiny. ~~relevant UK Government departments to forward to the Commission.~~

~~11.6~~ 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 Group consists 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. European Co-ordinators may also raise queries, either through the Commission of directly to the UK but still informing the Commission.

The UK's National Co-ordinator will liaise with ARB in order to respond to any ~~written~~ queries which may be raised. Where appropriate, ARB will liaise with the institution in order to respond to any ~~written~~ queries raised by the Commission.

~~11.7~~ 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 will liaise with the institution in order to respond to any written queries raised by the European Co-ordinators.

~~19.48~~ If the queries ~~(if there are any)~~ are resolved through correspondence within the ~~2-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 within the UK's entry under Annex V of the Directive once it has been published in the Official Journal of the European Union.

~~14.95~~ Where queries from the Commission and/or the European Co-ordinators remain unresolved after the consultation period, the Commission will forward automatically the application to its Architecture Sub-Group for further consideration.

The qualification will be considered at one meeting only.

Representatives of the UK, and where appropriate, representatives of the institution [who will be determined by the institution upon the invitation of the Board's staff], will attend the Architecture Sub-Group meeting to discuss and 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 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.

~~12.0 — For further advice and guidance, institutions should contact the Qualifications Department.~~

~~192.64~~ The process outlined above is subject to alteration by the European Commission at any time.

~~192.72~~ ARB will ensure that the institution is informed of the position as the application is progressed through the European Commission's processes.

~~19.8 For further advice and guidance, institutions should contact ARB's Qualifications Team.~~

Notification of changes to the European Commission

~~129.93~~ Any institution which offers a qualification that is listed under Annex V of the European Commission's Mutual Recognition of Professional Qualifications Directive [2005/36/EC] will also need to be aware of the processes for notifying changes to qualifications to the European Commission.

~~192.410~~ 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.

~~192.115~~ 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.

12.6 ~~For detailed~~ ARB's Qualifications Team can provide guidance on the process and documentation required by the European Commission for the purposes of notifying a qualification in architecture, and the Commission's definitions of 'significant change' and 'minor change' ~~, please see Appendix 3.~~

~~12.7 — For further advice and guidance, institutions should contact the Qualifications Department.~~

* 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 the changing position are likely to be required.

Appendix 6
Process Flow Charts

Comment [EM4]: Note: These will be included within Appendix 1 once the revised Procedures have been approved.