

## APPENDIX A: EXAMINATION ENTRY: ADMISSION AND REGISTRATION

### Eligibility

Only candidates who have satisfied the Examination entry requirements may commence the Programme for Part 1 or Part 2 of the Examination.

Any applicant who has previously been a student at Oxford Brookes University or a candidate registered on the programme and been required to withdraw for disciplinary reasons is not eligible to apply for re-admission as a candidate under any circumstances unless specifically approved to re-admission by the Chair of the RIBA Education Development Group.

### Admission Procedure

Admission to the programme comprises three stages:

Stage 1 An eligibility form for prospective candidates is downloadable from the website at <http://architecture.brookes.ac.uk/obe/>. This form should be completed and emailed to the Programme Manager ([riba-obe@brookes.ac.uk](mailto:riba-obe@brookes.ac.uk))

Stage 2 Subject to meeting the eligibility requirements, a second stage application form and extract from the Guide, Syllabus and Regulations will be sent out. The extract comprises:

- Examination entry: admission and registration
- Guidelines for interviews
- Procedure for awarding advanced credit (Part 1 applicants only)
- Guide to the role of the offices and office mentors
- Guidelines for personal tutors
- Examination sequence diagrams

On completion, this form should be submitted to the Programme Manager. At this stage, applicants with accredited prior learning and experiential learning may request advanced credit for certain parts of the Part 1 Examination.

Stage 3 Short-listed applicants will be invited to attend an interview, and this should be regarded as having the status of an entrance examination.

Applicants are required to submit the following:

	<i>Evidence of the minimum academic requirements</i>	<i>Certified evidence of the required amount of office experience</i>
<b>Part 1</b>	<ul style="list-style-type: none"><li>• 3 O-level/GCSE passes including English Language and Mathematics;</li><li>• 2 A-level passes or equivalent qualifications, e.g. HNC</li></ul>	3 years minimum
<b>Part 2</b>	Part 1 qualification in architecture as recognised by ARB and the RIBA	3 years post Part 1, or possibly less if practical experience was gained by taking a Part 1 course part-time, or by passing Part 1 of the Office-Based Examination.

In addition, all applicants must supply:

- A written statement of support from the applicant's current employer.
- A written statement of 200-300 words explaining the applicant's suitability for office-based study, and the reasons for choosing to apply.
- An academic reference.
- A professional reference.

If called to interview, hard copies of the following will be required:

- A portfolio of personal work that includes a sketchbook, original sketches, photographs, projects, and a range of work carried out by the applicant in practice. Applicants for Part 2 should also include their final Part 1 project.
- Examples of current work in practice that demonstrates the applicant's contribution to project work and current level of experience.
- Written studies and reports: for example essays or a dissertation written as part of previous coursework, or practice-related planning reports for which the applicant had sole responsibility.
- Evidence of qualifications: original certificates.
- Final Part 1 design project (applies to Part 2 applicants only).

### Credit for Prior and Related Study

The sequence of assignments in Parts 1 and 2 of the Examination is both developmental and inter-related, and all examinations and project assessments are mandatory. Credit for Prior Learning (APL), for Prior Experiential Learning (APEL), and for other relevant qualifications may be awarded, but only on the recommendation of the relevant Subject Examiner. Such recommendation is submitted to the Programme Examination Committee for consideration, before reporting to the RIBA Examinations' Committee, which is the sole authority to award credit.

Only in exceptional circumstances will candidates be given credit for subjects other than T1a, T1b and T2 at Part 1; no credit is offered at Part 2. Such award of credit will not normally lead to a dispensation of time to be spent on the Programme, for candidates are expected to use any time gained for the structured study of architecture. [See Appendix B: Procedure for Awarding Advanced Credit.](#)

### Transition Rules

Transition rules apply when the method of assessment has changed from when a candidate started the programme. The following transition rule was introduced in 2014:

		<i>Pre 2014 assignment: Year 2 Phase 1</i>	<i>Is equivalent to (new) assignment: Year 2 Phase 1</i>	
<i>If the old assignment were compulsory, is the new assignment listed the alternative for those who have not taken / passed the old requirement?</i>	Yes	<b>C1</b> Cultural Context written examination (12 credits)	<b>C1</b> Cultural Context elective essay (12 credits)	Candidates who have successfully completed C1 as a written examination prior to 2014 will not be required to take C2 as a written examination. They will be required to submit the elective essay for which they will receive 24 credits.
<i>Will the new assignment be an alternative (to the old) in any existing pre-requisite rule? If so, give details</i>	Yes	<b>C2</b> Culture Context elective essay (24 credits)	<b>C2</b> Cultural Context written examination (24 credits)	

### Progression to Part 2 of the Examination

Progression to Part 2 is not automatic but is subject to a review of the candidate's performance at Part 1 and a formal interview where appropriate.

Candidates who wish to progress to Part 2 of the Office-based Examination must submit an application form in the period 1 July-1 October. If they fail any assignment in the final year of the Part 1 at the first attempt, they will not be able to apply until the following year.

### Acceptable English Language qualifications

All candidates who are applying for entry from outside England, Scotland, Wales, Northern Ireland and the Republic of Ireland are required to produce evidence of English Language qualifications as shown on the table below:

QUALIFICATION	MINIMUM RESULT ACCEPTED	NOTES
Overseas GCE 'O' level or GCSE in English Language	Grade C or above	This qualification has a 'shelf life' of 10 years
IGCSE in English	Grade C or above	This qualification has a 'shelf life' of 10 years.
IGCSE English as a second language	Grade B or above (UG degree)	This qualification has a 'shelf life' of 10 years.
'A' level in a Social Science or Humanities subject	Grade C or above	This qualification has a 'shelf life' of 10 years
IELTS	6-7	<ul style="list-style-type: none"> <li>• There are separate tests in reading, writing, listening and speaking.</li> <li>• Applicants should be advised to choose the academic modules in the test.</li> <li>• IELTS is valid for 2 years.</li> <li>• Website: <a href="http://www.ielts.org">www.ielts.org</a></li> </ul>
International Baccalaureate (IB) in English	Specific English score not necessary if English is being taken at Higher or Standard level.	
Cambridge Certificate in Advanced English (CAE)	Grade B or above	
Cambridge Certificate of Proficiency in English (CPE)	Grade B or above	
London tests of English	Level 4+	London tests of English
Hong Kong Certificate in Education Examination (HKCEE) in English	Grade C or above in Syllabus B	
Hong Kong Use of English Examination	Grade C or above	
Indian CBSE /ICSE in English Language	Standard XII: 65% - 70% (for UG & PG courses)	
Israeli Bagrut	Complete the Bagrut with 80% (8/10) in Unit 3 English	
International Foundation Diploma (IFD)	Pass the IFD with 55% overall (Pass module U70509 with 50% or more)	
English for University Studies (EUS) level 4	Pass at 50% overall (PG only)	<ul style="list-style-type: none"> <li>• One term course run by ICELS</li> <li>• Exit level is equivalent to IELTS 6.5</li> </ul>
Advanced Placement International English Language Examination (APIEL)	Score of 4 or 5	