

**Glasgow School of Art Course Specification Course  
Title: Professional Studies 5 (Exchange Out)**

*Please note that this course specification is correct on the date of publication but may be subject to amendment prior to the start of the 2023-24 Academic Year.*

<b>Course Code:</b>	<b>HECOS Code:</b>	<b>Academic Session:</b>
UDPF203X		2023-24

<b>1. Course Title:</b>
Professional Studies 5 Exchange Out

<b>2. Date of Approval:</b>	<b>3. Lead School:</b>	<b>4. Other Schools:</b>
PACAAG August 2023	Mackintosh School of Architecture	N/A

<b>5. Credits:</b>	<b>6. SCQF Level:</b>	<b>7. Course Leader:</b>
10 SCQF	11	Katherine McNeil

<b>8. Associated Programmes:</b>
Diploma in Architecture

<b>9. When Taught:</b>
Semester 2

<b>10. Course Aims:</b>
The aim of the course is to extend key areas of professional knowledge relating to the management roles and activities involved in contract and practice management and to introduce the principal economic aspects of building.

<b>11. Intended Learning Outcomes of Course:</b>
At the end of the course each student should have the ability to demonstrate and/or work with:
Category 1: Knowledge and Understanding
<ul style="list-style-type: none"> <li>A professional level of knowledge of the legal and managerial context of architectural practice.</li> <li>A professional level of knowledge of the duties and responsibilities of architects, as defined and described in the Codes and Standards relating to their professional practice.</li> </ul>
Category 5: Autonomy, Accountability and Working with others
<ul style="list-style-type: none"> <li>Knowledge of how to deal with complex ethical and professional issues and make judgements on issues not addressed by current professional ethical codes and practices.</li> </ul>

<b>12. Indicative Content:</b>
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The course addresses and examines a range of topics typically including:

- Building contracts
- Architects appointment
- Contractual relationships, rights and obligations
- Subcontracting and assignation
- Economics of planned development
- Cost base and fee Income, Cost control and planning
- Project feasibility and planning
- Financial reporting and business plans
- Extension of Time, Liquidated Damages and claims
- Adjudication, arbitration and ADR
- The Architects Registration Board
- Preparation for Part 3 examination, presentation skills, CV preparation and interviews

**13. Description of Summative Assessment Methods:**

Pass in ALL components required

Assessment Method	Description of Assessment Method	Weight %	Submission week (assignments)
Written Assignment	Written assignment of 1,500 words	50	Semester 2 Week 9
Practical	Briefing appointment with feasibility and development appraisal workshop	50	Semester 2 Week 10

**13.1 Please describe the Summative Assessment arrangements:**

Learning level outcomes stated for course must be achieved, and ability to fulfil these is graded against the marking scheme (see Academic Regulations).

Work is assessed through formal written assignments and submission relating to the *Business, Appointment, Feasibility and Development Appraisal* workshop. Participation in the workshop is recommended.

**14. Description of Formative Assessment Methods:**

Engagement with formative assessment is a mandatory requirement.

Formative assessment is undertaken and feedback is given in workshop and group sessions, via group discussion and presentation along with individual interactive tests.

Formative feedback is given in the group workshop session for the BAFDA

**14.1 Please describe the Formative Assessment arrangements:**

Staff provide feedback over the course of workshop to groups in preparation for a workshop submission. Students will be given the opportunity for Q&A on the assessments during the teaching sessions and tutorials

<b>15. Learning and Teaching Methods:</b>	
<b>Formal Contact Hours</b>	<b>Notional Learning Hours</b>
20	100
<b>15.1 Description of Teaching and Learning Methods:</b>	
The course is delivered through a series of teaching sessions including group workshops, presentations from Industry and peer to peer interactive workshops.	
Timetable:	
Semester 2: Introduction to Professional Studies 5, in person teaching sessions	
Mid Semester 2: Business, Appointment, Feasibility and Development (BAFDA) workshop	
Week 9 Semester 2: Submission of assignment 1	
Week 10 Semester 2: Submission of Business, Appointment, Feasibility and Development (BAFDA)	

<b>16. Pre-requisites:</b>
Successful completion of stage 4 or equivalent.

<b>17. Can this course be taken by Exchange/Study Abroad students?</b>	No
<b>18. Are all the students on the course taught wholly by distance learning?</b>	No
<b>19. Does this course represent a work placement or a year of study abroad?</b>	No
<b>20. Is this course collaborative with any other institutions?</b>	No
<b>20.1 If yes, then please enter the names of the other teaching institutions:</b>	
N/A	

<b>21. Additional Relevant Information:</b>
N/A

<b>22. Indicative Bibliography:</b>
<ul style="list-style-type: none"> <li>• Association for Project Safety, (2016) Principal Designer's Handbook: Guide to the CDM Regulations 2015, RIBA Publishing.</li> <li>• Chappell, D, (2008) Standard Letters in Architectural Practice, 4th edition. Oxford: Wiley Blackwell.</li> <li>• Chappell, D &amp; Dunn, M, (2016) The Architect in Practice, 11th edition, Oxford: Wiley-Blackwell.</li> <li>• Green, R, (2001) Architect's Guide to Running a Job, 6th edition. Oxford: Architectural Press.</li> <li>• Heller, R &amp; Hindle, T, (2008) The Essential Manager's Manual. London: Dorling Kindersley.</li> <li>• Ostime, N, (2013) Handbook of Practice Management, 9th edition. London: RIBA Publishing.</li> <li>• Oxley, R &amp; Poskitt, J, (1996) Management techniques applied to the construction industry, 5th edition. Oxford: Wiley-Blackwell.</li> <li>• Perry, P., (2015) CDM 2015 Questions and Answers, 3rd edition, ICE Publishing.</li> <li>• Nicholson, Malcolm Paul, (2003) Architects' Guide to Fee Bidding. Oxford: Spon Press/Taylor &amp; Francis Group.</li> <li>• RIBA, (2000) A Guide to Painless Financial Management and Job Costing (Small Practice Series).</li> <li>• RIBA, (2013) RIBA Job Book, 9th (or latest) edition. London: RIBA Publishing.</li> <li>• RIBA/RIAS, (2014) Scottish Conditions of Appointment of an Architect (SCA/2014), Apr 2015 Revision, RIAS Edition. Edinburgh: RIAS Publishing.</li> <li>• Speaight, A, (2010) Architect's Legal Handbook – The Law For Architects, 9th edition. Oxford: Elsevier.</li> </ul>