

RAIC | IRAC

Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

Don Ardiel, Director, Syllabus
Brynne Campbell, Registrar

Tuesday, November 27, 2018

8:00 pm AST | 7:00 pm EST | 6:00 pm CST | 5:00 pm MST | 4:00 pm PST





Webinar Agenda:

- RAIC 690 A + B process, including how and when to submit your thesis proposal;
- The processes and steps to take from final submissions to graduation, to submitting to the CACB for Certification of your education;
- Grades and transcripts;
- Review of the administrative leave policy;
- Reminder to submit your CERB's to the National Office for review;
- Work experience requirements.

RAIC 690 A + B



SUBMISSION

PROPOSAL
Annotated Visual
Argument OR
Illustrated Textual
Paper

- Review Committee
- Registrar
- Director

690A: PAPER
Review: Mid-Term
Review: Final

PASS /
FAIL

690B: PROJECT
Review: Mid-Term
Review: Final

Director

REQUIREMENTS

Cover page with
signatures
Digital copy to
Registrar

Once approved,
student enrolls in
course

Submit all 690A + B
documentation in
Moodle courses

Once approved submit:
2 bound copies
2 discs/ digital copy



2 years +/-



Proposal

- 1,000 – 1,500 words
- Frames the project and intentions
- Approved by your Review Committee (Advisors) and the Syllabus Director
- Outlines what the student intends to do for their research and project
- Includes a proposed methodology
- Includes a short discussion explaining the selection of the review panel members
- Includes a Thesis Statement
- Front cover must be signed by your Review Committee

For a copy of the RAIC 690 A+B Course Outline please contact the Registrar.

690A: The *Research Paper* includes (in this order)

Research Paper is applicable to both the Annotated Visual Argument and the Illustrated Textual Thesis


1. Proposal Cover Page (appropriate signatures)
2. Title Page (student name and ID, submission date)
3. Table of Contents (including page numbers)
4. Thesis Statement (hypothesis)
5. Introduction (thesis approach, precedents to be explored)
6. Project Statement (case study(s))
7. Methodology (project development)
8. Resources
9. Literature Review (In the case of the Illustrated Textual Thesis the student must present an EXHAUSTIVE literature review)
10. Bibliography
11. Advisors' Documentation (supporting documentation: letters of agreement to serve on review panel)

For a copy of the RAIC 690 A+B Course Outline please contact the Registrar.



Requirements for 690B (Annotated Visual Argument)

- 5,000 – 10,000 words
- Involves a design project
- May develop as a set of design concepts to answer a hypothesis presented by the student in their thesis



690B Major Research Project (Illustrated Textual Thesis)

- 15,000 – 20,000 words
- May or may not involve a design component
- May include research into building science, building technology or building materials, the development of a new building typology, a prototype, a set of guidelines, a set of policies, or explore issues related to practice.



Conditions for pursuing an Illustrated Textual Thesis

- All design and learning requirements of RAIC655 must be satisfied prior to enrolling in RAIC 690A
- Student must demonstrate a consistent level of academic performance (B+ or higher) throughout all RAIC Syllabus studios and ARCH420
- Written approval must also be received from the Director

From Graduation to Certification





Steps to Graduation

- Submit final CERB submissions through online Student Portal;
- Ensure all CERB's have been submitted and review with Registrar/Director whether all required hours have been fulfilled;
- Submit final Athabasca University official transcript to the Registrar;
- Review RAIC Syllabus transcript to ensure that all academic requirements have been fulfilled;
- Review with the Registrar final steps to take.
- Issuance of RAIC Diploma in Architecture (<https://www.raic-syllabus.ca/rules-issue-raic-diploma-architecture>)



Congratulations you've graduated!

Graduates are invited to the convocation ceremony at the annual Festival of Architecture. For more information please contact the Registrar.

Upon graduation from the RAIC Syllabus program you will need to have your education individually certified by the Canadian Architectural Certification Board (CACB) (<http://cacb.ca/en/cacb-academic-certification/>) before you can register as an Intern with the provincial regulator.

CACB Requirements:

For graduates of the RAIC Syllabus Program:

- Official transcript of the record of completed courses or certified true copy thereof. – ***Received with your Diploma***
- Certified true copy of the official translation of the transcripts if the original documents are not in English or in French.
- Certified true copy of all degrees – ***Received upon fulfillment of all RAIC Syllabus Requirements***
- Certified true copy of the official translation of degrees if the original documents are not in English or in French.
- Official University Calendar describing the professional program in architecture or equivalent documentation (Course Syllabus). University calendar must be corresponding to the years of your studies. See [here](#) if we've got your Course Calendar. – ***Syllabus Course Calendar***
- Certified true copy of the official translation of the university calendar if the original document is not in English or in French. (Translation of the program in architecture only).

CACB Requirements (continued):

- List of the academic design projects completed throughout the program in architecture, as well as a brief description of each project in a maximum of 4 pages. – ***Design Documentation***
- Portfolio of academic design. Not mandatory, but it is recommended to submit one in order to expedite the assessment. – ***Design Documentation***
- Payment of the Assessment Fee ([as per the Fee Schedule](#))
- **Submission of Portfolio of academic design work requirements.**
Portfolio of school work should be made of copies of individual work produced within design studio of the Architectural program. It must include at least the final design project and/or two other projects produced in the last two years of the program. The required dimensions and format are as follows:
 - Dimensions of submissions: 8½ X 11" to 11" X 17" folded into 8½ X 11"
 - Format: Mechanical binding and soft covers

Grades and Transcripts





Transcript Grades:

- Grades for all studio courses that were deemed a pass, but where requirements have been changed, will be bumped up to the lowest passing grade for all students who are migrated to the new online server. (If you passed an older studio course with a C, but the requirement to pass is now a C+, your grade will be bumped up to a C+ or the minimum passing grade)
- Thesis students where it says "PASS" will be changed to B+ for RAIC690 A and RAIC690 B. If you received a "PASS with distinction", the grade will be input as an A.



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Syllabus: An accessible alternative

| Brynne Campbell ▾

My Profile

Continue Advanced
Standing Application

My Advanced Standing
Application List

Courses & Registration

Documents

Document Request

Grades

Leave of Absence

CERB Upload

Appeal

Moodle

Submit a request

Email *

brynne.campbell@gmail.com

Name *

Select the type of document you want to request for *

Select Request Type ▾

Request Detail *

Submit

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Documents

Tax Receipts	Payment Receipts	<u>Documents</u>	Official Documents	CERB Log	CERB Files	Leave of Absences	Appeals

RAIC Syllabus

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Administrative Leave Policy





Administrative Leave:

- Please be aware of the new Syllabus policies and program orientation available online.
- Leave of Absence Policy: <https://www.raic-syllabus.ca/leave-absence>
- To request a Leave of Absence from your Syllabus studies, please submit your request through the online student portal.
- You must submit a formal leave of absence request letter.
- Leaves may be taken for up to 3 years from the date of completion of the last course taken.



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Request for a leave of absence

Type *

Leave Return

From Date

To Date

Please upload your formal leave of absence request letter

No file chosen

[? More information](#)

CERB's and Work Experience Requirements





CERB's + Work Experience:

- Architectural Experience Manual: <https://www.raic-syllabus.ca/architectural-experience-manual>
- Students who have been grandfathered under the old requirements for work experience hours (5,340 hours) should not refer to the new CERB Log on the student portal. Please contact the Registrar for a copy of your CERB Log.
- Students who have completed more than half of the required courses under Part II or have completed Part II altogether will be grandfathered under the old work experience model and will need to complete 5,340 hours.



CERB's + Work Experience (continued):

- CERB's are now submitted online through your student portal.
- Once you submit the Registrar and Director are notified of the submission.
- Reminder to submit CERB's within 8 weeks of the date of last entry. A late submission fee will be charged for submissions received after this.
- Please note that the grace period for submission of late CERB's is over. Any late CERB's that have not yet been submitted are subject to a [late fee](#).



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CERB Upload

Please upload your CERB file

Add a new file *

 No file chosen

[More information](#)

Start Date

End date



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Documents

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<p>Name: Brynne Campbell Email: brynne.campbell@gmail.com</p>																																							
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Q+A



THANK YOU!

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Brynne Campbell, Registrar | bcampbell@raic.org

