

Guide to becoming an RIBA Chartered Member

For applicants residing
outside of the UK



Professional examinations
in architecture, courses and
applying for membership
through individual assessment

RIBA 
Architecture.com

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About the RIBA

Membership of the RIBA is recognised worldwide as a symbol of professional excellence. We support those who are just starting out in their career, established architects and the many other professionals who have a great passion for architecture.

We work to promote and support effective architectural practice and to maintain standards in the profession.

As a member you'll be supported and represented by your professional institute throughout your career. And you'll be adding your voice to a 41,000 strong global community who are passionate about championing the cultural and social impact of architecture and good design.

RIBA Chartered Membership could be for you

As the professional body for architects for over 175 years, RIBA Chartered Membership continues to be the mark of professionalism in architecture.

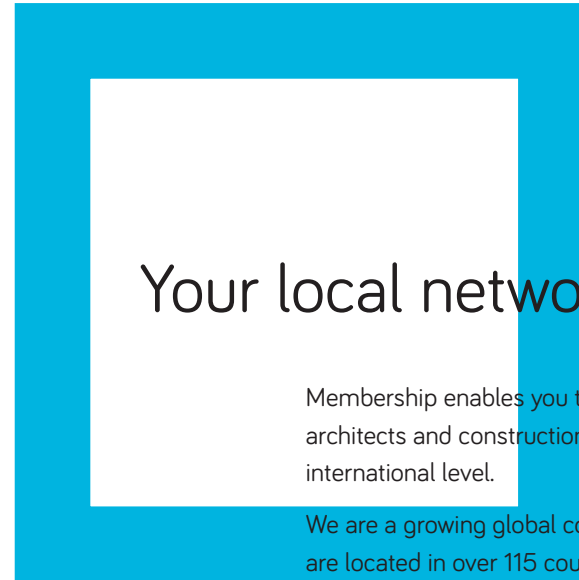
Demonstrate your excellence. As a qualified architect, your status as an RIBA Chartered Member is recognised as the gold-standard which communicates a strong message to employers and clients about your professionalism, your commitment to the RIBA Code of Professional Conduct and your continuing professional development (CPD).

Amongst other things, RIBA Chartered Membership enables you to use the 'RIBA' letters and the title 'Chartered Architect', use the RIBA crest and to have an online entry in the public directory of RIBA Chartered Members.

Support your professional and career development. We can help you enhance your expertise, advance your learning and gain additional qualifications and skills in architecture, design and business management through high calibre events and support for your CPD.

Doing CPD reinforces your professionalism and competence, offers you unique benefits, and helps you to take charge of your career and your business.

Receive the latest information, advice and debate. RIBA Chartered Members receive a free monthly copy of the flagship publication, the RIBA Journal, and exclusive member access to RIBAJ.com, weekly emails, bulletins, topical lectures and conferences. Members also have access to specialist support from the advisory team in the RIBA Information Centre where experts are available to help with all manner of technical, professional and legal problems.



Your local network

Membership enables you to connect with your peers, other architects and construction professionals at a local, national and international level.

We are a growing global community of over 41,000; our members are located in over 115 countries around the world.

We want our members to come together as a community with common interest and we have established RIBA Chapters in the USA, the Gulf and Hong Kong.

The international Chapter network aims to:

- support RIBA members in their professional lives
- foster their contributions to knowledge that the RIBA can share professionally
- engage and assist locally-based architects and co-professionals
- continue to represent the RIBA as a world-class organisation that is positively engaged with architects throughout the world

“Some clients see an architect who is an RIBA Chartered Member as one with a desirable level of professionalism – while this is not to say that many unchartered architects aren't equally as capable – there is definitely an added value in being a Chartered Member from my point of view.”

Philippa Grantham
RIBA Chartered Member

RIBA

Are you eligible for RIBA Chartered Membership?

RIBA Chartered Membership is open to architects who have been awarded RIBA-recognised qualifications, architects who have been awarded EU-recognised qualifications, as well as architects who have been awarded other qualifications, provided that they meet the eligibility criteria.

Architects who have been awarded RIBA-recognised qualifications

You must meet one of the following eligibility criteria:

- you have been awarded RIBA-recognised Parts 1, 2 and 3
- you have been awarded RIBA-recognised Parts 1 and 2 and have 2 years of professional practical experience

How do I apply?

1. Download an application form from www.architecture.com/JoinTheRIBA.
2. Complete and return the application form by post or email to the contact details noted on the form, including your supporting documentation.
3. On receipt of your application and supporting documentation we will write to confirm when your name will go forward for election as a Chartered Member

Architects who have been awarded EU-recognised qualifications

You must meet one of the following eligibility criteria:

- you have been awarded an architectural qualification consisting of a minimum of five years of academic study which is listed in the European Union Directive (2005/36/EC) and you have five years of post-qualification experience
- You have been awarded an architectural qualification consisting of a minimum of five years of academic study which is listed in the European Union Directive (2006/36/EC) and you have passed a RIBA-recognised Part 3

Please note: that from 16 May 2016 the criteria for EU qualified architects will change. EU qualified architects will be eligible to apply for membership if they have been awarded a qualification in architecture which is covered by the Professional Qualifications Directive (2005/36/EC), have access to the profession of architect in the country in which the qualification was gained, and have a minimum of two years of professional practical experience.

How do I apply?

1. Download an application form from www.architeture.com/JoinTheRIBA
2. Complete and return the application form by post or email to the contact details noted on the form, including your supporting documentation.
3. On receipt of your application and supporting documentation we will write to confirm when your name will go forward for election as a RIBA Chartered Member

Architects who have been awarded other qualifications

You must meet one of the following eligibility criteria:

- you have studied architecture for a minimum of 5 years and have at least 5 years professional practical experience
- you have studied architecture for a minimum of 5 years and have passed RIBA-recognised Part 3
- you have studied architecture for a minimum of 5 years and have passed the MEAP access course
- ▲ you have been awarded qualifications which are recognised by one of 12 architectural institutes prescribed by the RIBA Council and a full architect member of that state's professional institute

How do I apply?

For eligibility criteria marked ■

- you will need to apply via the Membership Eligibility Assessment Panel (MEAP). Please go to Page 5 for more information

For eligibility criteria marked ▲, please follow directions below.

1. Download an application form from www.architeture.com/JoinTheRIBA
2. Complete and return the application form by post or email, to contact details noted on the form, including your supporting documentation.
3. On receipt of your application and supporting documentation we will write to confirm when your name will go forward for election as a Chartered Member

If you have studied architecture for a minimum of 5 years, but do not meet any of the above eligibility criteria, please go to:

- page 3 to find out more about registering for the RIBA Part 3 Advanced Diploma in Professional Practice
- page 4 to find out more about registering for the MEAP access course

If you would like to talk to someone about your eligibility, please call the Membership Team on **+44 (0)20 7307 3686** or email membership.development@riba.org

RIBA Part 3 Advanced Diploma in Professional Practice in Architecture

What is the RIBA Part 3 Advanced Diploma in Professional Practice in Architecture?

A Part 3 qualification is the final examination in professional practice leading to registration as an architect in the UK.

RIBA validates around 30 Part 3 qualifications offered by various universities and examination centres across the UK.

The RIBA has its own Part 3 qualification, which is the Advanced Diploma in Professional Practice in Architecture. The course and the related examination in Professional Practice is validated and prescribed by the RIBA and the ARB respectively. Those who have ARB Part 1 and Part 2 recognition who are successful in the examination are eligible for registration under the Architects Registration Act 1997.

Where is it run?

The RIBA Part 3 Advanced Diploma in Professional Practice in Architecture takes place in UK, UAE and Hong Kong.

What are the benefits of doing the RIBA Part 3 course?

- The course has been validated by the RIBA and the Architects Registration Board. It will give you an in-depth education in practice and management, professionalism, procurement and contracts as well as the regulatory environment for architecture following the RIBA and ARB Professional Criteria, the majority of which is applicable to international architectural practice.
- Having been awarded RIBA Part 3, you will either be eligible to apply for RIBA Chartered Membership straightaway, or you will be eligible to apply via the Membership Eligibility Assessment Panel (MEAP).
- You will receive either Associate* or Affiliate Membership of RIBA as part of your course fee, providing you with professional support, knowledge and the full suite of information and advisory services from the RIBA

*subject to you meeting the eligibility criteria

Am I eligible to register for the RIBA Part 3 course?

Provided you have passed a course in architecture of at least 5 years and are undertaking approved practical training experience you are eligible to register for the Part 3 course. This includes those who have successfully completed their Part 1 and Part 2 in the UK or EEA, together with the required practical training experience, but who are currently working overseas.

It should be noted that the RIBA Part 3 is primarily a UK qualification and that the course is conducted in English, therefore a good knowledge and understanding of the language is essential.

When will I be ready to take the examination?

You will require at least 2 years of logged practical training experience, primarily in an architect's office. At least 12 months of this should be under the supervision of an architect in the UK/EEA or one of their overseas based offices*.

*subject to approval by the Director RIBA Part 3

When will I be eligible to register with ARB and practice as an architect in the UK

In order to register as an architect within the UK you will need, in addition to Part 3, one of the following:

- Parts 1 and 2 from a prescribed, or validated course within the UK
- recognised EU qualifications
- received approval of non-recognised qualifications through the ARB Prescribed examinations

Description of the overseas courses

The course structure remains fundamentally the same as that delivered in the UK and comprises:

- web based monthly study packs, provided on www.architecture.com to supplement the delivered course overseas
- 2, 3 or 4 day intensive courses, which fit with the Part 3 provision in the UK
- the course content is the same as the UK course, mapped against the ARB and RIBA Part 3 Criteria and delivered by external specialist lecturers. During the course all candidates have the opportunity for tutorials with Professional Studies Advisor (PSA) to discuss experience, case studies etc.
- office visits and/or video conferencing can be arranged on request for the candidates and their mentors as for UK candidates
- the examination, which is undertaken in the candidate's office over two days, will be the same as that in the UK, undertaken at the same time (adjusted for time zones)
- interviews will be conducted by professional examiners and an external examiner taken from the same 'pool' of examiners as those employed within the UK

How much does it cost?

The cost of the course and examination will be around £3350 which includes:

- registration fee of £200
- course fee of £2400
- examination fee £750

How do I find out more and register?

If you would like to register your interest in undertaking the Part 3 course in the UAE or Hong Kong and find out whether you are eligible or not:

Email Part3@riba.org

Call +44 (0)151 707 4381

Visit www.architecture.com/part3

The MEAP access course

What is the MEAP access course?

The MEAP access course has been developed for architects and graduates based overseas, it is particularly suited to those with less than five years' professional practical experience and who do not envisage working in the UK, but would like to become eligible to apply for RIBA Chartered Membership.

Where is it run?

The MEAP access course is run in Oman, Dubai, Hong Kong and Shanghai.

What are the benefits of doing the MEAP access course?

- It will give you an in-depth professional education in professionalism, clients, users and delivery of services, legal framework and processes, practice and management and building procurement.
- You will receive Affiliate Membership of RIBA as part of your course fee, providing you with professional support, knowledge and the full suite of information and advisory services from the RIBA.
- Having passed the MEAP access course, you will be eligible to apply for Chartered Membership via the Membership Eligibility Assessment Panel.

Am I eligible to register for the MEAP access course?

Provided you have passed a course in architecture of at least 5 years and are currently working in architecture you are eligible to register for the MEAP access course.

When will I be ready to take the examination?

You will require at least 2 years of recorded practical training experience, primarily in an architect's office.

Description of the course

Based on the RIBA Professional Criteria (but not UK specific) it offers a three day course covering:

- Professionalism
- Clients, Users and Delivery of Services
- Legal Framework and Processes
- Practice and Management
- Building Procurement

There will also be a workshop to prepare candidates for submitting their portfolio to the Membership Eligibility Assessment Panel.

Candidates will be set five short assignments and, upon passing these, they will be awarded a RIBA Certificate in Professional Practice and will be eligible to present their portfolio of work to the MEAP.

Day 1

MEAP Introduction, the Regulatory Framework, Introduction to Contract Law, Dispute Resolution, Plan of Work

Day 2

Appointment Documents, Practice Management

Day 3

Managing client expectations, Procurement, MEAP Workshop

How much does it cost?

MEAP access course fee: £1,150, which includes RIBA Affiliate Membership.

How do I find out more and register?

If you would like to register your interest in undertaking MEAP access course in Oman, Dubai, Hong Kong or Shanghai:

Email MEAPAccess@riba.org

Call +44 (0)151 707 4381

Visit www.architecture.com/MEAP

The Membership Eligibility Assessment Panel

Applying for RIBA Chartered Membership via the Membership Eligibility Assessment Panel (MEAP)

MEAP is a panel of prominent academics and practitioners who meet several times throughout the year to assess the applications of international architects and academics that do not hold RIBA recognised qualifications, but want to become international RIBA Chartered Members. Applications are submitted electronically and will be evaluated by the panel, taking into account your professional experience and portfolio.

Please note that this route to RIBA Chartered Membership is only accessible to those who do not reside or intend to practice within the United Kingdom or EU.

Application and assessment is a two stage process

Stage 1: you will be asked to complete an application form and submit this along with supporting documentation electronically

Stage 2: you will be asked to provide further documentation, including an academic and practice portfolio for detailed assessment by the panel

How do I apply?

Stage 1

To be considered, please send us the following by email to meap@riba.org:

- a completed application form for international RIBA Chartered Membership, which can be downloaded from <http://www.architecture.com/JoinTheRIBA>
- payment of **GBP 300 administration fee*** (please provide your debit/credit card details on page 5 of the application form);

**Please note:* that this fee will not be taken until you have submitted your stage 2 documentation and are due to be assessed by the panel

- a **certified copy** of your original degree certificate/s (along with a certified English translation where relevant) for qualification/s in architecture
- a **certified copy** of all relevant academic transcripts from the university programme you have completed of usually at least five years full time study of architecture, together with a certified English translation if required
- a copy of your **CV** outlining your professional experience in English a basic template can be found at www.architecture.com/JoinTheRIBA
- a copy of your proof of **ID** (passport or driving licence or national ID card)
- proof of **registration, or license to practise** in your home country (if applicable) provided by national professional, or statutory body

We will confirm by return whether you are eligible for the second stage of assessment.

Stage 2

Once you have successfully completed the initial assessment stage, you will be contacted by the RIBA and asked to provide the following:

- [an applicant criteria map](#) illustrating how your selected projects accurately reflect the RIBA General Criteria and Graduate Attributes at parts 1 and 2. A template for the applicant criteria map will be provided with full instructions
- [a digital portfolio](#)* of drawings, models, photographs, written work etc. submitted in support of projects listed in the applicant criteria map.

*exceptionally, and by prior arrangement only, analogue folios may be considered; such submissions will be subject to an additional £100 handling charge, with all return postal charges the responsibility of the applicant

Please note: the digital portfolio is an opportunity for you to expand on and illustrate the key academic and practice projects included in your applicant criteria map. A range of work should be presented, demonstrating technical ability and displaying the design process, from sketches to photographs of completed projects. Please ensure that your portfolio is clearly indexed and set out, project by project. There is no limit to how many projects you include, however applicants should be mindful to keep their portfolios – both images and descriptions – as concise as possible. There should also be a clear connection between all of the projects included in the digital portfolio and the RIBA General Criteria and Graduate Attributes.

- applicants may submit further written work (e.g. a dissertation) to support their application
- [a personal statement](#) (circa 250 words/one A4 sheet) to demonstrate what RIBA membership means to you on a personal and professional level
- [a reference letter](#), license or equivalent certification from the relevant national professional body confirming the applicant's membership, or registration
- [at least two reference letters](#) from previous employers confirming dates of employment, and confirmation of the specific roles undertaken in professional practice (normally in an architect's office), and in particular with reference to the projects listed the applicant criteria map.

Please note: reference letters are considered key documents, intended to give the panel a full understanding of the candidate's role and responsibility on a particular project. It is vital that these reference letters are as comprehensive as possible in order for the application to be properly assessed.

Important information

- Please note that all documents should be supplied electronically, via email, or using wettransfer or dropbox, to meap@riba.org.
- Please do not send through .dwg, .dxf documents or other specialist file formats as we may not have the appropriate software to open these.

If you have any questions about applying for RIBA Chartered Membership via MEAP, please:

Email membership.development@riba.org

Call +44 (0)20 7307 3686

Visit www.architecture.com/MEAP