

# PART 3

Advanced Diploma  
in Professional Practice  
in Architecture  
Application Form

RIBA  
Part 3 Course 2020  
UK

RIBA   
Architecture.com

# RIBA Part 3 course 2020 - UK

RIBA Advanced Diploma in Professional Practice in Architecture

## The RIBA Part 3 course offers:

- Monthly online study packs via dedicated website
- PEDR Monitoring
- Two intensive seminars, each of four days duration
- Six days residential accommodation (basic) with full board
- Office briefing (for UK candidates on request)
- Tutorials
- Group working
- Associate Membership<sup>1</sup> (running from 1st January 2020 until 31st December 2020)

<sup>1</sup> subject to eligibility and approval by Membership Admissions Committee

## The benefits of Associate Membership include:

- be part of 40,000 strong worldwide community who are passionate about architecture
- free RIBA Journal and online access to over 2,500 articles on RIBAJ.com
- free use of the RIBA Members Information Centre – a personal phone or email information support service
- access to members only area of [www.architecture.com](http://www.architecture.com)
- informative RIBA bulletins and newsletters
- tips, advice and exclusive downloads via the online RIBA CPD section

RIBA Associate Membership normally continues until you complete Part 3 and will be subject to additional fees from 2021 onwards. You will be contacted by the RIBA membership department prior to 31/12/2020 to confirm whether or not you wish to opt out of Associate Membership in 2021.

## Who can join

The RIBA Part 3 course is open to those candidates who normally meet following qualifications and experience:

- Candidates who hold UK RIBA validated qualifications at part 1 and at part 2.
- Candidates who have completed the appropriate qualification/s listed under Annex V or Annex VI of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC).
- Candidates who hold international qualifications equivalent to part 1 and part 2, and who have completed the ARB Prescribed Examination at part 1 and part 2.
- Candidates will be accepted on to the course with relevant overseas qualifications, but they will be required to undertake the ARB prescribed exams before registration with ARB.

Candidates should be working towards completion of a minimum of 24 months practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect. This should be complete by the RIBA Part 3 oral examination stage.

Candidates who do not meet the normal practical training outlined above should contact the RIBA Part 3 department to discuss their situation and options available.

### The fee for the Course and Examination is as follows:

Registration Fee (Payable on application)	£200 + VAT (£240)
Course Fee	£1875 + VAT (£2250)
Examination Fee	£450 + VAT (£540)

## How to apply

Please complete the attached application form in block capitals and return it to the RIBA with the appropriate documentation. This includes a £240 cheque (or a cover letter requesting invoice) for the registration fee and a passport sized photograph.

Your application will be reviewed by the Professional Education Programmes Director within two weeks of being received.

New candidates will then receive a confirmation email of admission onto the course. This email will include information about the course and contact details for your Professional Studies Advisor.

Your name will be put forward for election to Associate Membership by the membership admissions committee within 4 weeks of your application being received.

*NB - Membership runs from from 1st January 2020 until 31st December 2020)*

If you have any questions regarding your application, please contact +44 (0)151 707 4381 or email [part3@riba.org](mailto:part3@riba.org)

## Please return the completed application to:

Part 3 Department, RIBA North, 21 Mann Island, Liverpool, L3 1BP, United Kingdom (or [part3@riba.org](mailto:part3@riba.org))

## Your personal details

Surname

Title: Mr / Mrs / etc.

Forename/s

**Gender (optional)**

Male

Female

Other

**Date of birth (dd / mm / yy)**

**Ethnic origin (optional)**

White British

White Other

Black

Asian

Other

Occupation

**Home/private details**

Address

Postcode

Country

Tel/mobile

Email

**Employment details**

Practice name:

Address

Address

Postcode

Country

Tel/mobile

Email

**Please contact me at my:**

Home address

Work address

**Is this job permanent or a short term placement?**

Permanent

Placement

**Have you been a Student member of the RIBA?**

Yes

No

If yes, please give your Student membership no:

## Architectural Qualifications

**RIBA Part 1 (or equivalent) School and course details**

School name

Address

Postcode

Country

Course

Qualification

**Date of passing Part 1**

(dd/mm/yy)

**RIBA Part 2 (or equivalent) School and course details**

School name

Address

Postcode

Country

Course

Qualification

**Date of passing Part 2**

(dd/mm/yy)

## Practical Training and Experience

**Pre Part 2 Training and Experience**

Place and Dates:

**Post Part 2 Training and Experience:**

Place and Dates:

## Where did you hear about RIBA Part 3?

### Where did you hear about RIBA Part 3?

Post	<input type="checkbox"/>	Event	<input type="checkbox"/>	Phone	<input type="checkbox"/>	Through my practice	<input type="checkbox"/>
Email	<input type="checkbox"/>	Online	<input type="checkbox"/>	Other	<input type="checkbox"/>		
Visit/Meeting	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Please state			

## Declaration

I, the undersigned, wish to register as a candidate on the RIBA Part 3 course. I also desire to be admitted as an Associate Member of the Royal Institute of British Architects and declare that the information supplied herewith is true in every respect. I undertake to adhere to the RIBA Code of Professional Conduct, Regulations, and Charter & Bylaws throughout my membership of the RIBA\*.

**I understand that Associate Membership does not entitle me to use the letters RIBA after my name.**

Signature

\*The RIBA Code of Professional Conduct, Regulations and Charter & Bylaws are subject to change and are available for members to view online or a hard copy is available on request.

Date

### Email and communication preferences

I want my details to be shared with other Part 3 candidates for the purpose of study groups.

I want emails from the RIBA with useful advice, guidance, information, updates, CPD and events.

I want emails about RIBA products and services (including books and publications, jobs, careers and recruitment, professional events, business services, venue hire).

I want emails from RIBA Enterprises, the commercial knowledge management business of the RIBA (including RIBA CPD Providers Network, RIBA Product Selector and NBS products and services).

As part of our compliance obligations, the RIBA would like to share the following information with you:

The registered office of the RIBA is 66 Portland Place, London W1B 1AD; You may contact us at [info@riba.org](mailto:info@riba.org) or +44(0)20 7580 5533;

We wish to process your data for the purpose of administering your membership and disseminating architectural information we believe you might be interested in, based on prior contact with you;

We will not share your data with any third party;

We will only keep your data for as long as required for this purpose and you can "unsubscribe" from further contact at any time;

You have the right to bring a complaint about how we process your data, to the Information Commission Officer at any time - <https://ico.org.uk>

## Application checklist

### RIBA Part 3 route of entry

Please select your route of entry from the list below

RIBA recognised Parts 1 and 2

EU Directive 2005/36/EC

RIBA Parts 1 and 2 via ARB  
Prescribed Examination

Other qualification

### Other items required

£240 registration fee cheque (or letter requesting invoice)

Passport photo (digital copy accepted)

### Documentation required

(only include documentation for your selected route of entry)

Certified copy of RIBA recognised qualification, Parts 1 and 2  
(Only required if obtained outside the UK)

Certified copy of qualification in architecture

Certification that the course is recognised by the Directive

Certification from competent authority that the course was of five years duration

Copy of the ARB results letter

Certified copy of qualification

### Have you included it?









All candidates must complete and sign the Declaration

## Payment method - Course Fee

Please select the preferred payment method for your course fees.

We prefer payment by Direct Debit. If you pay by Direct Debit you will help us save costs and more of your money goes directly to support the RIBA.

Amount

£22\$Z

Member ref:

Ref: Office use only

## Option 1. Request an invoice

I would like to **request an invoice** for my course fee

Please enter the address below, which you would like to be invoiced:

Name	
Address	
Postcode	Country

The course fee invoice will be raised during the first week in January 2020 and sent to you directly via email.

The invoice can be paid via one of the following methods:

1. BACS payment
2. Cheque payment
3. Credit/Debit card payment (over the phone)

## Option 2. Instruction to your Bank / Building Society to pay by Direct Debit

I would like to pay by **Direct Debit**

Please complete and post the ORIGINAL directly to your bank AND email a scanned copy with your application form to: [part3@riba.org](mailto:part3@riba.org)

Name(s) of account holder(s)	
Bank/Building Society account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Branch Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name and full postal address of your Bank or Building Society	
To The Manager:	Bank/Building Society
Address	
Postcode	

Originators identification No. 983555



Instruction to your Bank or Building Society

Please pay the Royal Institute of British Architects (RIBA) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the RIBA and, if so, details will be passed electronically to my bank/building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account.

**Unfortunately we can only accept UK Direct Debits.**

I would like to pay in  instalments (between 1 and 5)  
Collections taken on or around the 21st of each month (starting January 2020)

### The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit the Royal Institute of British Architects will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the Royal Institute of British Architects to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by the Royal Institute of British Architects or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when the Royal Institute of British Architects asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required.

Please also notify us.