

UK | HONG KONG | UAE



RIBA Advanced Diploma in  
Professional Practice in Architecture

# RIBA PART 3 COURSE 2018

## UK

RIBA   
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# RIBA Part 3 course 2018 - UK

RIBA Advanced Diploma in Professional Practice in Architecture

## The RIBA Part 3 course offers:

- Monthly study packs
- Two intensive seminars, each of four days duration
- Six days residential accommodation with full board
- Office briefing (for UK candidates on request)
- Tutorials
- Group working
- Online resources via dedicated website
- Associate Membership<sup>1</sup> (running from 1st January 2018 until 31st December 2018)

<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 2019 onwards. You will be contacted by the RIBA membership department prior to 31/12/2018 to confirm whether or not you wish to opt out of Associate Membership in 2019.

## 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 Director RIBA Part 3 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	£1750 + VAT (£2100)
Examination Fee	£425 + VAT (£510)

## 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 two passport sized photographs.

Your application will be reviewed by the Director RIBA Part 3 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 2018 until 31st December 2018)*

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 Male  Female  Date of birth (dd / mm / yy)

Ethnic origin (please tick one box, 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:

## Your personal details

### 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

**Data Protection Act** In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. The data will be used for automatic processing with regards to annual membership and architectural information dissemination.

- I am happy for my details to be shared with other Part 3 candidates for the purpose of study groups
- I am happy to receive information about RIBA services
- I am happy to receive information from relevant partners
- I am happy for my details to be shared with other associate members for council election purposes

## 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)

Two passport photos (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 either Direct Debit, request invoice or Credit/Debit Card for payment of your course fee<sup>2</sup>

**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.

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

I would like to request an invoice for my course fee, for the amount indicated above.

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

Name	
Address	
Postcode	Country

Amount

Member no:

Please debit my Credit/Debit Card for the amount indicated above <sup>2</sup>

<sup>2</sup> Payment to be charged by 10th January 2018

Maestro       MasterCard       Visa

Card number

                    

ForMaestro, use the long number from the middle of your card and put the issue number below

Expiry date      Valid from      Issue no. (Maestro only)      CVC

                    

Signature (s) of card holders

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

I would like to pay by Direct Debit | Name(s) of account holder(s)

Name
Name

Bank/Building Society account number

Branch Sort Code

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 RIBA Direct Debit 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 RIBA and, if so, details will be passed automatically to my Bank/Building Society



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

I would like to pay in  instalments (between 1 and 5)  
Direct debits are collected on or around the 21st of each month starting January 2018.

### The Direct Debit Guarantee

This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amount to be paid or the payment dates change, RIBA will notify you 14 working days in advance of your account being debited or as otherwise agreed. If an error is made by RIBA or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

