# ROUTE A1
# ADMISSION TO THE RIAI REGISTER FOR ARCHITECTS AND TO RIAI MEMBERSHIP

## Procedures

### The Criteria

The Applicant must demonstrate that he or she has a prescribed qualification in architecture and a prescribed post-graduate qualification in professional practice under the Building Control Act 2007.

**Note:** A prescribed qualification in architecture is one which has been approved by the Minister for the Environment, Community and Local Government in accordance with the Building Control Act 2007 and therefore applies only to Irish qualifications.

### Submission

All Applicants must submit:

1. Completed Application Form
2. Evidence of Identity (Copy of Passport/National ID)
3. Copy of Degree/Diploma of prescribed qualification in Architecture
4. Verification of prescribed Qualification in Architecture Form (sent directly from educational institution to RIAI)
5. Copy of prescribed post-graduate Qualification in Professional Practice
6. Verification of prescribed post-graduate Qualification in Professional Practice Form (sent directly from awarding institution to RIAI)
7. Curriculum Vitae (see Curriculum Vitae Format)
8. RIAI Payment Form and Assessment Fee

Submissions should be addressed to:

**ADMISSIONS**
**RIAI**
**8 MERRION SQUARE**
**DUBLIN 2**

Documentation must be complete at the time of submission as incomplete applications cannot be processed. Applications will be checked to establish that documentation under each heading has been supplied and is presented in the correct format. Applications which meet the requirements will be acknowledged. Applicants will be notified if a submission is incomplete or does not meet submission requirements and have 6 months to complete their application before it becomes inactive.

Applicants are advised to make and retain for themselves a copy of their Submission. Applications submitted will be retained by the RIAI.

## Evaluation Process

### Evaluation

Processing and evaluation of Submissions is carried out by RIAI staff who carry out any necessary enquiries as to the status of qualifications. Documentation is checked and verified for compliance with Admission criteria.

Documents can only be validated once an application has been processed. The RIAI cannot provide a schedule or time line for applications in general. Applications are examined as quickly as possible and will then be forwarded to the applicable Board/s.

As this Admission Route leads in the first instance to Registration as an Architect which then confers eligibility for RIAI membership, applications will first be considered by the Admissions Board whose responsibility it is to satisfy itself that you are entitled to register as an Architect.

If RIAI membership is sought the application will then be forwarded to the Board of Architectural Education Admissions Committee to decide on eligibility for RIAI membership.

### Admissions Board

Section 13 (4) of the Building Control Act sets out the composition of the Admissions Board as follows:

- 3 architects nominated by the registration body
- 4 non-architects nominated by the Minister for the Environment Heritage and Local Government

and

- a Chairperson, being a solicitor, a barrister or former judge of the Circuit, High or Supreme Court, appointed by the Minister

### Board of Architectural Education Admissions Committee

The Board or Architectural Education Admissions Committee is a Committee of the Board of Architectural Education that reports to the Council of the RIAI. Its members consist of an Architect Chairman and five architect members, an Architectural Technologist member of the Institute and senior staff of the RIAI Admissions division and the RIAI Education division.

### Confidentiality

Information contained in Submissions, and any information relating to the Applicants or the detail of their performance in the process, will be treated as confidential.

## Results

### Eligible Applicants

Applicants who are judged to meet the admission criteria will be admitted to the Register and to RIAI Membership (if sought) following completion of the Registration and/or Membership Form and payment of annual charge.

### Ineligible Applicants

An Applicant who is found not to meet the admission criteria will be informed, immediately and by registered post, of the result and the date of the decision, and will receive an indication as to where the deficiencies lie.

### Appeals

An Applicant who wishes to appeal a decision of the Admissions Board must do so within 3 months of the date of the decision.

An appeal relating to registration must be in writing and lodged with the Appeals Board. The appeal, which may be based on either procedural or substantive grounds, shall specify the decision to which it relates and the grounds on which the appeal rests. Appeals relating to registration will be conducted in accordance with the terms of Section 25 of the Building Control Act 2007. Appeal procedures can be found on the RIAI website.

An applicant wishing to appeal a decision relating to RIAI Membership should, in the first instance, contact the Admissions Director within 3 months of the date of the decision.