ROUTE M
ADMISSION TO THE RIAI REGISTER FOR ARCHITECTS AND TO RIAI MEMBERSHIP

Procedures

The Criteria

Section 14(2)(d) of the Building Control Act 2007 includes "a person in respect of whom a notice in writing, dated 7 January 1997, 13 March 1997 or 11 June 1997, was sent by the Minister (whether to the person or to an organisation representing the person in the matter) stating that the person was successful in his or her application to be included in the relevant list;" among those eligible for registration.

Submission

All Applicants must submit:

1. Completed Application Form
2. Evidence of Identity (Copy of Passport/National ID)
3. A copy of the notice in writing, dated 7 January 1997, 13 March 1997 or 11 June 1997 sent by the Minister (whether to the person or to an organisation representing the person in the matter) stating that the person was successful in his or her application to be included in the relevant list
4. 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. On receipt, applications will be checked to establish that documentation under each heading has been supplied and is presented in the correct format. Applicants will be notified if a submission is incomplete or does not meet submission format 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

Processing and evaluation of your submission is carried out by RIAI staff who carry out any necessary enquiries in regards to verifications.

Documents can only be validated once an application has been processed. Applications are examined as quickly as possible and will then be forwarded to the applicable Board/s.

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.

Application to Register as an Architect

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.

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

Application to Membership of the RIAI

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.

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.

The Building Control Act 2007, in Section 14(4), grants eligibility for RIAI membership to those who have been admitted to the Register. There are two affixes for architect members of the RIAI; MRIAI and MRIAI(IRL). Both indicate that the holder has been considered eligible to practice as an architect in Ireland.

MRIAI is a qualification listed in Annex 5.7 of the Professional Qualifications Directive (2005/36/EC). That is, it is a qualification with which applicants meeting all other necessary criteria may seek automatic recognition in other EU Member States.

MRIAI(IRL) is not listed in the Directive and does not qualify the holder to seek automatic recognition in another Member State. Holders of MRIAI(IRL) seeking recognition in other EU Member States may be eligible to apply for recognition under the 'General System'. The affix is designed to show that in national terms the architect holding it has the same status as any other architect member of the Institute.

Which Membership affix will apply to you?
All applicants for membership of the RIAI on the basis of being included on the 'Minister's List' are eligible to be considered for the MRIAI(IRL) affix.

A significant number of 'Minister's List' candidates may be eligible to be considered for the MRIAI affix. This is governed entirely by the provisions of the Directive. If you can demonstrate "seven years or more in the field of architecture under the supervision of an architect or in an architectural bureau" (Article 47.2 of Directive 2005/36/EC) you may benefit from a derogation from the requirements of the Directive for a recognised qualification, in which case you will be eligible for the MRIAI affix.

If you wish to be considered for the MRIAI affix, you will need to supply evidence of seven years in the field of architecture under the supervision of an architect or in an architectural bureau (see Employer Verification Form).

The seven years do not have to be consecutive, and they do not have to have taken place prior to your registration or indeed your confirmation from the Minister. You do, however, have to demonstrate the full seven years.

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.

Documents

Application Form
The application form should be completed in full and signed by you. The application form includes a set of declarations as to your history. You are also asked to confirm that the information contained in your submission is correct and that all relevant matters have been disclosed.

Evidence of Identity
Please enclose a copy of your Passport or National Identity Card. A copy of your Driving License cannot be accepted.

A Copy of the notice in writing, dated 7 January 1997, 13 March 1997 or 11 June 1997 sent by the Minister (whether to the person or to an organisation representing the person in the matter) stating that the person was successful in his or her application to be included in the relevant list.

Assessment Fee
The Assessment Fee is a once-off administration fee, payable on application that covers the cost of processing and evaluating your submission. Applications can only be processed if payment has been received. For current charges see Payment Form.

Document Requirements
If the name on any documents you are attaching differs from the name you now use you should provide copies of relevant deed poll or marriage certificates.