ROUTE T 1
ADMISSION TO ARCHITECTURAL TECHNICIAN MEMBERSHIP OF THE RIAI

RIAI

Procedures

The Criteria
The Applicant must demonstrate that he or she has a degree or diploma in architectural technology recognised by the RIAI, or an equivalent qualification gained outside the State, and at least two years of approved post-graduate practical experience.

Submission

All Applicants must submit:

1. Completed Application Form
2. Evidence of Identity (Copy of Passport/National ID)
3. Copy of Degree/Diploma in Architectural Technology or RIAI Architectural Technician Entry Examination Certificate
4. Verification of Qualification in Architectural Technology Form (sent directly from educational institution to RIAI)*
5. Evidence of Recognition of Qualification in Architectural Technology**
6. Copy of Course Syllabus**
7. Original Academic Transcript **
8. Practical Experience Form/s (2 years)
9. Curriculum Vitae (see Curriculum Vitae Format)
10. Evidence of English language proficiency (if applicable)
11. One passport-type photograph
12. RIAI Payment Form and Assessment Fee
13. Transcript Evaluation Fee (if applicable)

* Applicants who have passed the RIAI Architectural Technician Entry Examination need not submit item 4
** Applicants with qualifications recognised by the RIAI or who have passed the RIAI Architectural Technician Entry Examination need not submit items 5, 6 and 7

Submissions should be addressed to:

ADMISSIONS
RIAI
8 MERRION SQUARE
DUBLIN 2

Documentation must be complete at the time of submission and no further documentation can be accepted during the Application Process unless requested by the RIAI. On receipt 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 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. Copies submitted to the RIAI will normally be retained by the RIAI.

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Evaluation Process

Submission
Processing of Submissions is carried out by RIAI staff who carry out any necessary enquiries as to the status of qualifications, extent of practical experience, etc.. Documentation is checked and verified for compliance with the Admission criteria. Applications which meet the submission requirements will be forwarded to the RIAI Board of Architectural Education for evaluation. There is no compensatory mechanism for any deficiency in qualifications or experience. Where the Applicant is judged ineligible he/she will be informed of the grounds for this decision (see Results below).

Interview
Applicants who do not have an RIAI recognised qualification may be invited to attend for interview. The interview is carried out by not less than three Assessors, appointed by the RIAI, who shall form an opinion as to whether the Applicant meets the admission criteria and report accordingly to the Board of Architectural Education.

Further Information
If necessary the RIAI may, before reaching a decision, request the Applicant to supply additional information.

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.

Applicants with Disabilities
As part of the application process Applicants are invited to indicate in a covering letter if they are affected by a disability requiring special supports which the RIAI can reasonably provide during the process. Procedures for handling this information are determined by the Data Protection Acts 1988 and 2003.

Results

Eligible Applicants
Applicants who are judged to meet the admission criteria will be admitted to RIAI membership following completion of the Membership Form and payment of annual subscription fee.

Ineligible Applicants
An Applicant who is found not to meet the admission criteria will be informed of the result and the date of the decision, and will receive an indication as to where the deficiencies lie. However the RIAI can not provide any advice on how deficiencies might be made good.

A candidate who is unsuccessful may choose to:

- Accumulate additional study, experience or qualifications to make good any deficiency before re-applying under this Admission Procedure. Only one re-application under this Procedure will be permitted. At least one year must elapse before such re-application.
- Take the RIAI Architectural Technician Entry Examination. For further information see www.riai.ie
- Appeal the decision

Appeals
An Applicant who wishes to appeal a decision must do so within 3 months of the date of the decision. The appeal must be in writing and lodged with the RIAI Appeals Board. The appeal, which may be based on either procedural or substantive grounds, shall specify the RIAI decision to which it relates and the grounds on which the appeal rests. Appeal procedures can be found on the RIAI website.

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