



APPLICATION FOR THE ASSOCIATE MEMBERSHIP OF THE SLIA

A. INTRODUCTION TO THE SRI LANKA INSTITUTE OF ARCHITECTS (SLIA)

Sri Lanka Institute of Architects (SLIA), from its inception, plays a key role in providing opportunities for architectural education in Sri Lanka. The SLIA has instrumentally guided the development of this education, thus keeping with the objectives of the Institute as provided for in the Sri Lanka Institute of Architects' Law No. 1 of 1976, and the Sri Lanka Institute of Architects Amendment Act No. 14 of 1996.

Some of the key objectives provided for in these acts related to education are;

- to promote and advance the study, practice and application of, and research on architecture and its kindred subjects and the arts and sciences connected therewith:
- to organize, supervise and control the admission, professional education and training of persons desiring to qualify as Architects, to prescribe or approve courses of study for qualifying for the membership of the Institute, and to conduct or provide for the conduct of such courses and examinations:

B. ARCHITECTURAL EDUCATION IN SRI LANKA

The SLIA has guided the early development of the current Architecture programme at University of Moratuwa from a vocational programme at the Institute of Practical Technology at Katubedda to a fully-fledged Degree Programme. The institutes, Sri Lanka Institute of Architects, Royal Institute of British Architects (RIBA) and the Commonwealth Association of Architects (CAA) concurrently have recognized and accredited the courses of Architecture offered by the Department since 1985.

As a continuance of the accepted policy and further enhancing of opportunities for architectural education in the country, the SLIA from 1986 has organized courses leading to the Parts I & II of the Sri Lanka Institute of Architects Examination which later (1999) evolved in to the current City School of Architecture (CSA).

SLIA conducts the Part III of the Sri Lanka Institute of Architects Examination and organizes a Lecture Programme for the same. The Lecture Programme is conducted directly by the **Board of Architectural Education (BAE)** of the SLIA. The part-time modular based lecture Programme, attended by the eligible candidates is further strengthened by a series of seminar workshops.

Membership of the SLIA is recognized by the Government of Sri Lanka as a professional qualification for professional appointments in the Public Sector. The SLIA, through the BAE has commenced its own accreditation system starting from 2012.

C. CATEGORIES OF MEMBERSHIP OF THE SRI LANKA INSTITUTE OF ARCHITECTS

Membership of the Institute shall consist of corporate members and Non-Corporate Members. Corporate Members of the Institute shall consist of Associate Members (AIA) and Fellow Members (FIA).

Any person shall be entitled to apply for Associate Membership who is registered to follow an architecture programme at an institution prescribed in Schedule 10.4 of the Regulations set-out in the Gazette Extraordinary of the Democratic Republic of Sri Lanka, No: 2041/18, dated October 17th 2017, *which states* any person who has successfully obtained qualification from a "Recognized Educational Institutions & Qualification" as specified by the Board of Architectural Education (BAE) from time to time and approved by SLIA Council Resolution **OR** has passed any other examination or examinations, which the Council has by resolution has accepted as being equivalent to the qualification specified above **AND** has the following qualifying conditions and qualifications; (a) Graduate Membership of the SLIA, (b) Successfully passed all components of the SLIA Part III Professional Practice Examination with a Viva Voce conducted by the SLIA or (c) Has successfully passed the Special Equating Assessment and a Viva Voce held by the SLIA in the case for Registered Members of the Institute.

If the Council of the SLIA is satisfied that the applicant possesses the Qualifications required under the Regulations set-out in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka, No: 2041/18, dated October 17th 2017 and there is no impediment or objection for his/her admission as an Associate Member of the Institute, the name of the applicant shall be displayed on the notice board of the SLIA for a period of one month and if no objection is forwarded within this said period, the Council shall admit such applicant as an Associate Member of the Institute.

END OF INTRODUCTION

1.0 INSTRUCTIONS TO APPLICANTS

Read the following instructions before filling the Application Form.

- 1.1 Any application perfected not conforming to the instructions given will not be considered and is liable to be rejected.
- 1.2 The Associate Membership once given shall be maintained by paying the subscription fee annually on or before the due date.
- 1.3 If a member fails to pay his/her subscription fees for more than 2 years, he/she shall cease to be a Member of the Institute.

2.0 ELIGIBILITY TO APPLY FOR THE ASSOCIATE MEMBERSHIP OF THE SLIA:

- 2.1 Applicants who have successfully completed Part III of the SLIA Professional Practice Examination conducted by the Sri Lanka Institute of Architects are eligible to apply for the Associate Membership of the SLIA
or
- 2.2 Registered Members of the SLIA will also be eligible to apply for the SLIA Associate Membership after passing a special Assessment conducted by the SLIA Council.

3.0 HOW TO FILL THE APPLICATION FORM:

Read the instructions carefully before filling this application.

Write only one letter in each box and skip a box for a blank space

- 3.1 All photocopies of the certificate/documents produced for verification should be clear & legible. Photocopies not accompanied by the originals will be rejected. The applicants should ensure that the rubber stamp & the signature of a Justice of Peace are placed on each and every copy of the certificate produced certifying their authenticity.
- 3.2 Applicants should pay the Membership fee, the application processing fee and relevant due payments to the Finance Section of the SLIA Secretariat.
- 3.3 The duly perfected application (hard copy) and the duplicate of the Receipt of Payment/s should be **personally handed over to the Manager – BAE of SLIA.**
- 3.4 The Secretary, Board of Architectural Education should be contacted for any relevant information regarding the application.
- 3.5 Incomplete applications **WILL NOT** be accepted for processing and will be returned to the applicant.

4.0 ENTRANT PHOTOGRAPH SPECIFICATION:

- 4.1 Recent photograph conforming to the specifications required for the passport (taken within the last six months shall be pasted)
- 4.2 The applicant would be rejected if the photograph is not a proper and accurate representation of the applicant within the last six months.
- 4.3 Light-coloured Background:
The subject should be in front of a neutral, light-coloured background.
- 4.4 Focus: The photograph must be in focus.
- 4.5 No Decorative Items: The subject must not wear sunglasses or other items that detract from the face.
- 4.6 No Head Coverings or Hats

**END OF INSTRUCTIONS**

16 Date of completion of the SLIA Professional practice exam Part III
 (Attach copies of documentary evidence for successful completion of SLIA Part III)

17 Academic Qualifications: (Attach Copies of Certificates)

Degree Course	University/Institution	Year

18 Membership of other professional Institutions/Organisations/Societies:
 (Attach copies of certificates)

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19 **Proposed by a Fellow Member of the SLIA**
 I, the undersigned, (name of Fellow member)
 from my personal knowledge of the Candidate, recommend him/her as fit and proper to be
 admitted as an Associate Member of the Sri Lanka Institute of Architects.

Signature	Current ARB Rubber Stamp	Date
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20 **Proposed by an Associate Member 1 of the SLIA**
 I, the undersigned, (name of Associate Member)
 from my personal knowledge of the
 Candidate, recommend him/her as fit and proper to be admitted as an Associate Member of the Sri
 Lanka Institute of Architects.

Signature	Current ARB Rubber Stamp	Date
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21 **Proposed by an Associate Member 2 of the SLIA**
 I, the undersigned, (name of Associate Member)
 from my personal knowledge of the
 Candidate, recommend him/her as fit and proper to be admitted as an Associate Member of the Sri
 Lanka Institute of Architects.

Signature	Current ARB Rubber Stamp	Date
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22	I have attached; (<i>attach following document in given order</i>)	YES	NO
a.	Certified true copy of my Birth Certificate		
b.	Certified true copy of my National Identity Card		
c.	Documentary evidence of letter confirming successful completion SLIA professional practice exam Part III as per 16		
d.	Documentary evidence for Academic Qualifications as indicated in 17		
e.	Certified true copies of certificates of Membership of other professional Institutions as indicated in 18		
f.	Payment receipts for Fees		

Additional Comments / clarifications if you have answered 'NO' to any of the above statements

23 Declaration by the applicant

I, (applicant's name)hereby declare that the foregoing information is true and correct. I understand that declaration of false, insufficient or incorrect information will result in the rejection of the application or revocation of membership if already given.

I also understand that BAE, SLIA retain the right to request for further information with regard to the processing of this application.

I also pledge that, I shall abide by the SLIA Code of Professional Conduct and other provisions in the Sri Lanka Institute of Architects Law No.1 of 1976, and its subsequent amendments, all SLIA Regulations, Standing Orders, Council Decisions and Rules and By-laws, as and when applicable to me. I also understand and agree that any breach of the above will result in Investigative and Disciplinary Procedures and that if found guilty, my membership, the right to sit any examinations and acceptance to the membership of the Institute may be suspended/cancelled and rendered null and void as relevant.

I have read and understood the above and append my signature below.

Signature of Applicant	Date
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24 *I, (name of Corporate Member)
Corporate Member of the SLIA hereby certify that the signature appended above is that of Dr./Mr./Mrs./Ms.....with National Identity Card Number*

Signature of SLIA Corporate Member	ARB Rubber Stamp
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END OF APPLICATION

CHECK-LIST TO BE FILLED BY SLIA BAE OFFICE

	NAME OF THE APPLICANT (with initials, as given in the application)		
		Yes ✓	No ✓
1	APPLICATION RECEIVED BY THE BAE FROM: ON		
2	ALL RELEVANT COPIES OF CERTIFICATES AND DOCUMENTS ARE ATTESTED FOR THEIR AUTHENTICITY (22. a, b, c, d, e and f.)		
3	<u>DATE AND TIME</u> OF THE SUBMISSION OF THE PERFECTED APPLICATION MARKED		
4	<u>NAME OF THE APPLICANT</u> IS AS PER THE BIRTH CERTIFICATE/OTHER VALID DOCUMENT?		
5	<u>DATE OF BIRTH</u> IN THE NIC. IS AS PER THE BIRTH CERTIFICATE		
6	<u>NIC NUMBER</u> IS AS PER THE NATIONAL IDENTITY CARD		
7	<u>POSTAL ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER HAS</u> BEEN STATED		
8	<u>PHOTOGRAPH IN PASSPORT SIZE</u> & TO THE REQUIRED SPECIFICATIONS		
9	DETAILS OF CANDIDATES <u>EDUCATIONAL INSTITUTION</u> STATED PROPERLY		
10	<u>SIGNATURE AND RUBBER STAMP OF THE JP PLACED</u> ON EACH AND EVERY COPY OF CERTIFICATE PRODUCED CERTIFYING THEIR AUTHENTICITY		
11	DECLARATION BY THE APPLICANT COMPLETED		
12	DUPLICATE (PINK COPY) OF APPLICATION PROCESSING PAYMENT INVOICE (FOR FULL PAYMENT) ATTACHED		
13	CHECKLIST IN THE APPLICATION COMPLETED BY THE APPLICANT		
14	APPLICANT HAS SIGNED BEFORE HIS/HER NAME IN THE REGISTER ON COMPLETION OF SUBMISSION OF THE APPLICANT TO SLIA		
	Checked by: MANAGER- BAE Signature & Date Stamp:		

END OF APPLICATION CHECK-LIST

<u>FOR OFFICE USE ONLY</u>	
1	<p>The Application conforms to all the requirements in the check list.</p> <p>Signature: Manager, BAE</p> <p>Date (Place date stamp)</p>
2	<p>Application is forwarded to the Membership Enrolment Committee (MEC) by the Secretary, BAE</p> <p>Signature: Secretary, BAE</p> <p>Date</p>
3	<p>Recommendation for eligibility by the Membership Enrolment Committee;</p> <p>Applicant is: Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/></p> <p>Signature of MEC member:</p> <p>Remarks or Instructions if any:</p> <p>Signature: Chairman, MEC</p>
4	<p>Approved by the Board of Architectural Education (BAE) at the Meeting held on:</p> <p>Signature: Chairman, BAE</p> <p>Date</p>
5	<p>Ratified by the Council of the SLIA at the Council Meeting held on:</p> <p>Signature: President, SLIA</p> <p>Date</p>