

## **APPLICATION FOR THE FELLOW 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 4.2.1.2 of the Regulations set-out in the Gazette Extraordinary of the Democratic Republic of Sri Lanka, No: 2041/18, dated October 17<sup>th</sup> 2017, *which states* any person who (1) Possesses a good reputation and who has been an Associate Member of the Institute for not less than ten years; and (2) Has been engaged in the practice of Architecture for not less than ten years, and contributing to the advancement of the profession including serving of as a member of the Council, Boards or Committees of the Institute and representing the Institute at any other forum; and (3) At the time of application to be admitted as a Fellow Member, such person is not serving a reprimand or suspension by the Council for a period of 4 years in the case of a reprimand or a maximum of 10 years in the case of suspension. (4) At the time of applying for a Fellow Membership has attended Annual General Meeting and Quarterly General Meetings and CPD, unless otherwise for valid reasons.

If the Council of the SLIA is satisfied 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 17<sup>th</sup> 2017, the Council shall admit such applicant as a Fellow 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 be rejected.
- 1.2 Applicant should possess a good reputation and should have been an Associate Member of the Institute for not less than ten years and have been involved in the practice of Architecture;
- 1.3 Applicant should not have been found guilty of reprimand or suspension by the Council for a period of ten years.
- 1.4 At the time of applying for Fellow Membership, applicant should have attended Annual General Meetings and Quarterly General Meetings unless otherwise for valid reasons.
- 1.5 Applicant should have been engaged in the practice of Architecture for not less than ten years, and contributing to the advancement of the profession including serving as a member of the Council, Boards or Committees of the Institute and representing the Institute at any other forum.
- 1.6 The Fellow Membership shall be maintained by paying the subscription fee annually on or before the due date.

**2.0 ELIGIBILITY TO APPLY FOR THE FELLOW MEMBERSHIP OF THE SLIA:**

- 2.1 An applicant who has been an Associate Member of the Institute for not less than ten years  
and
- 2.2 Has been engaged in the practice of Architecture for not less than ten years

**3.0 HOW TO FILL THE APPLICATION FORM:**

Read the instructions carefully before filling this application.

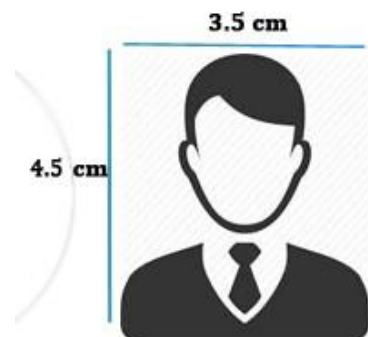
**Write only one letter in each box and skip a box for a blank space**

- 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 fees to the Accounts Division of the SLIA Secretariat and handover the duplicate copy of the receipt with duly perfected application (hard copy) to the **Senior Coordinator, SLIA Secretariat**.
- 3.3 The Secretary, Board of Architectural Education should be contacted for any relevant information regarding the application.
- 3.4 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 Please note the application 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	Particulars of membership of SLIA	Remarks <i>(Office use)</i>
	a) Date of Student Membership	
	b) Date of Graduate Membership	
	c) Date of Registered Membership	
	d) Date of Associate Membership	
	e) Have you discontinued your Membership?	
	i. Give year/s	
	ii. Reason for discontinuation in each instance	

17	Professional experience including Positions held (institutional/ professional) or research( <i>provide documentary Evidence</i> )	Remarks <i>(Office use)</i>																								
	<table border="1"> <thead> <tr> <th>Appointment or Position held</th> <th>Organization</th> <th>From:</th> <th>To:</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>e.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Appointment or Position held	Organization	From:	To:	a.				b.				c.				d.				e.				
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18	Academic qualifications( <i>provide documentary Evidence</i> )	Remarks <i>(Office use)</i>
	a.	
	b.	
	c.	
	d.	
	e.	

*If above space is not adequate, please use a separate page with above titles and format*

19 Achievements( <i>provide documentary evidence</i> )		Remarks ( <i>Office use</i> )
a. SLIA Awards	.....	
b. Participation at Exhibitions, Forum etc.		
i. Exhibitions – SLIA and other allied professional bodies (Should be responsible for the work)	..... ..... ..... .....	
ii. Public Affairs Forum in the capacity of ( <i>give details in a separate sheet</i> )		
a) Papers Presented	..... ..... ..... ..... .....	
b) Invited Panellist	..... ..... ..... .....	
c. Other achievements		
i. Appointments to Committees, Board etc. outside SLIA	..... ..... ..... .....	
ii. Other skills developed	..... ..... ..... .....	

*If above space is not adequate, please use a separate page with above titles and format*

20 Contribution to architectural profession ( <i>Provide documentary evidence</i> )		Remarks ( <i>Office use</i> )
a. Contribution to Profession	..... ..... ..... .....	

b. Contribution to Education	..... ..... ..... .....	
c. Contribution to SLIA Activities	..... ..... ..... .....	
d. Contribution to SLIA Community	..... ..... ..... .....	

*If above space is not adequate, please use a separate page with above titles and format*

**21 Recommendation 1 by a Fellow Member of the SLIA**

I *(name of fellow member)* ..... from my personal knowledge of the Candidate recommend him/her as a fit and proper person to be admitted as a Fellow Member of the Sri Lanka Institute of Architects.

Signature	Current ARB Rubber Stamp	Fellow Membership Serial No:	Date

**22 Recommendation 2 by a Fellow Member of the SLIA**

I *(name of fellow member)* ..... from my personal knowledge of the Candidate recommend him/her as a fit and proper person to be admitted as a Fellow Member of the Sri Lanka Institute of Architects.

Signature	Current ARB Rubber Stamp	Fellow Membership Serial No:	Date



**23 Recommendation 3 by a Fellow Member of the SLIA**

I (*name of fellow Member*) ..... from my personal knowledge of the Candidate recommend him/her as a fit and proper person to be admitted as a Fellow Member of the Sri Lanka Institute of Architects.

Signature	Current ARB Rubber Stamp	Fellow Membership Serial No:	Date

24 I have attached; ( <i>attach following documents in given order</i> )	YES	NO
a. Certified true copy of my Birth Certificate		
b. Certified true copy of my National Identity Card		
c. Certified true copy of my Associate Membership certificate of the SLIA as per 16d.		
d. Documentary evidence for <b>Professional experience</b> (section 17)		
e. Documentary evidence for <b>Academic qualifications</b> (section 18)		
f. Documentary evidence for <b>Achievements</b> (section 19)		
g. Documentary evidence for <b>Contribution to architectural profession</b> (section 20)		
h. Duly completed <b>annexure 1</b> of this application for schedule of the work experience to cover the required 10-year period		
i. Payment receipts for Fees		

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

25 Declaration by the applicant

*I (applicant's name) .....  
declare that the foregoing statements are a true and correct summary of my education, trainings  
and qualifications, experience, services and that I am not disqualified from applying for  
membership in terms of the provisions of the Law of Incorporation of the Sri Lanka Institute of  
Architects. I have attached all the supporting documents necessary for evaluation of my Fellow  
Membership Application.*

*I also understand that SLIA retains the right to request for further information with regard to the  
processing of this application.*

Signature of Applicant	Applicant's SLIA/ Current ARB Rubber Stamp	Date

**Annexure I**  
**Schedule of the work experience to cover the required 10-year period**

Name of Practice:		
Address:		
DETAILS AND DATA OF OVERALL PROJECT		
Project Name:		
Location/Address:		Project Value:
Start Date:	Completion Date:	Duration of Services:
Brief Project Description:		
Type of Services Provided by the Consultant:		
Services Provided on Joint Venture or Association with:		
<b>Architect's Signature</b>		<b>Architect's Current ARB Rubber Stamp</b>
I hereby certify that Archt. .... was the Project Architect for the above Project for which we were the Consultants.		
Name of Director/Partner:		
Signature:		Date:

*Please use above format for each project.*

**END OF APPLICATION**

**CHECK-LIST TO BE FILLED BY SLIA BAE OFFICE**

	<b>NAME OF THE APPLICANT (with initials, as given in the application)</b>		
		Yes ✓	No ✓
1	APPLICATION RECEIVED BY THE BAE FROM: ..... ON .....		
2	ALL RELEVANT COPIES OF CERTIFICATES AND DOCUMENTS ARE ATTESTED FOR THEIR AUTHENTICITY (24. a, b, c, d, e, f, g, h and i.)		
3	<b><u>DATE AND TIME</u></b> OF THE SUBMISSION OF THE PERFECTED APPLICATION MARKED		
4	<b><u>NAME OF THE APPLICANT</u></b> IS AS PER THE BIRTH CERTIFICATE/OTHER VALID DOCUMENT?		
5	<b><u>DATE OF BIRTH</u></b> IN THE NIC. IS AS PER THE BIRTH CERTIFICATE		
6	<b><u>NIC NUMBER</u></b> IS AS PER THE NATIONAL IDENTITY CARD		
7	<b><u>POSTAL ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER HAS</u></b> BEEN STATED		
8	<b><u>PHOTOGRAPH IN PASSPORT SIZE</u></b> & TO THE REQUIRED SPECIFICATIONS		
9	CANDIDATES <b><u>GRADUATING UNIVERSITY/INSTITUTION AND ACADEMIC YEARS</u></b> STATED PROPERLY		
10	ARE <b><u>COPIES OF CERTIFICATES</u></b> OF RELEVANT EXAMINATION PARTICULARS/ QUALIFICATIONS ATTACHED?		
11	<b><u>SIGNATURE AND RUBBER STAMP OF THE JP</u></b> ARE PLACED ON EACH AND EVERY COPY OF CERTIFICATE PRODUCED CERTIFYING THEIR AUTHENTICITY		
12	<b><u>DECLARATION</u></b> BY THE APPLICANT COMPLETED		
13	<b><u>DUPLICATE (PINK COPY)</u></b> OF APPLICATION PROCESSING <b><u>PAYMENT INVOICE</u></b> (FOR FULL PAYMENT) ATTACHED		
14	<b><u>CHECKLIST IN THE APPLICATION</u></b> COMPLETED BY THE APPLICANT		
15	APPLICANT HAS SIGNED BEFORE HIS/HER NAME IN THE REGISTER ON COMPLETION OF SUBMISSION OF THE APPLICANT TO SLIA		
	<b>Checked by: SENIOR COORDINATOR, SLIA SECRETARIAT:</b>  <b>Signature &amp; Date Stamp:</b>		

**END OF APPLICATION CHECK-LIST**

<b><u>FOR OFFICE USE ONLY</u></b>	
1	<p>The Application conforms to all the requirements in the check list.</p> <p>Signature: Senior Coordinator, SLIA Secretariat</p> <p>Date <i>(Place date stamp)</i></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>Candidate 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 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>