

## REGISTRATION OF CANDIDATES FOR PART III OF THE SRI LANKA INSTITUTE OF ARCHITECTS EXAMINATION

### 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.

**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 All Prospective Candidates hoping to sit the Professional Practice Examination – Part III should register themselves with the SLIA as and when notified by the BAE of the SLIA through a press notice.
- 1.3 It is a requirement under the SLIA regulations governing the examinations that the Candidates' work experience should be monitored by the SLIA. For this purpose, the SLIA has appointed Practical Training Counsellors to whom the Candidates will be assigned by the BAE.
- 1.4 Certified daily diaries providing detailed descriptions of the day to day activities during the periods of practical Training should be maintained and entered in the weekly record sheets of the Training Experience Record Book (TERB).
- 1.5 Experience details in the weekly records of each calendar month shall be transferred to the prescribed forms of Log Sheets (given as Monthly Records in duplicate in the TERB). TERB with duly completed weekly and monthly records shall be submitted to the Practical Training Counsellor monthly.
- 1.6 Work experience of Candidates duly recorded in Log Sheets will be accepted only for periods after the successful completion of SLIA Part I, Part II and exemptions there from as applicable respectively. Effective Date in the duly authorized results sheet issued by the academic Institution would be considered as the date of completion of the relevant examination.
- 1.7 Periods of work experience less than 20 consecutive weeks in a particular architectural practice shall not be counted towards the total prescribed minimum period.
- 1.8 Candidates who are found ineligible to sit the examination or those who withdraw will be entitled to only a maximum of 50% refund of the examination fees.
- 1.9 All advice pertaining to practical training and training records in the TERB should be sought from the Practical Training Counsellors except matters relating to policy.

## **2.0 ELIGIBILITY TO SIT THE PART III EXAMINATION**

- 2.1 Applicants has obtained the SLIA Part I and SLIA Part II qualifications;  
or
- 2.2 Applicant has obtained an academic qualification exempted by the SLIA as equivalent to SLIA Part I and SLIA Part II qualifications;  
and
- 2.3 Applicant has undertaken a course of studies conducted by the BAE leading to SLIA Part III Examination;  
and
- 2.4 Applicant is a Graduate Member of the SLIA (before *sitting the theory paper examination of Part III*);  
and

- 2.5 Applicant possesses not less than 104 weeks of monitored full time practical experience after successful completion of SLIA Part I of which at least 52 weeks must be gained after successful completion of SLIA Part II
- 2.6 BArch (Hons.) Degree of the University of Moratuwa is exempted from SLIA Part I and Part II.
- 2.7 “Diploma in Architectural Studies” and “Higher Diploma in Architecture” of the City School of Architecture, Colombo 8 are exempted from SLIA Part I and Part II respectively.
- Note:** Overseas qualifications are considered case by case on application for exemptions.

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

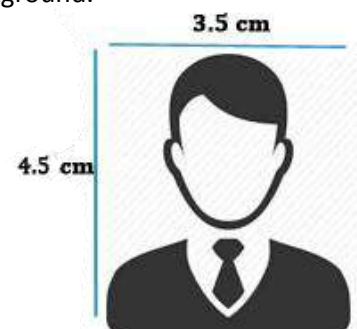
Read the instructions carefully before filling this application.

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

- 3.1 All photocopies of the certificates/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 Application processing fee and the Registration fees 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**

**REGISTRATION OF CANDIDATES FOR  
PART III OF THE SRI LANKA INSTITUTE OF ARCHITECTS EXAMINATION**

*Use block letters to fill the Application Form*

1	Name with Initials:	Mr./Mrs./Miss.																		
2	Name in full:																			
3	Previous names if any:																			
4	Gender:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>														
5	Address: <i>(for correspondence)</i>																			
6	Telephone:	Office																		
		Residence																		
		Mobile																		
7	Photograph:		Photograph with Specification required for a Passport																	
8	Email:																			
9	Name as appearing in Line 2 of Birth Certificate:																			
10	Name as appearing in National Identity Card:																			
11	Nationality:																			
12	Does applicant hold any other Nationality:																			
13	If so indicate the details:																			
14	National Identity Card No.																			
15	Date of birth:																			

16 Documentary evidence of SLIA Part I or exemption there from:  
*selected either a. or b. by ✓ and attach copies of relevant Certificates and/or letters*

a. I am Producing documentary evidence from a school validated by SLIA

b. I am Producing documentary evidence for exemption issued by SLIA with the relevant educational certificate (*for institutions not validated by the SLIA*)

Course/Programme	University/Institution	Year

Effective date of SLIA Part I or exemption

17 Documentary evidence of SLIA Part II or exemption there from:

*selected either a. or b. by ✓ and attach copies of relevant Certificates and/or letters*

a. I am Producing documentary evidence from a school validated by SLIA

b. I am Producing documentary evidence for exemption issued by SLIA with the relevant educational certificate (*for institutions not validated by the SLIA*)

Course/Programme	University/Institution	Year

Effective date of SLIA Part II or exemption

18 (a) Indicate the extent gained out of maximum of 52 weeks full time (or 104 weeks part time) work experience acceptable after successful completion of SLIA Part I but before Part II.

*Compulsory work experience under a Chartered Architect recognised by the SLIA*

From (year/month)	To (year/month)	No. of Weeks	Name of Practice
Total Weeks:			

(b) Indicate the extent gained out of minimum of 52 weeks full time work experience required after successful completion of SLIA Part II.

*Attach copies of Work experience summary sheets from the SLIA Practical Training Counsellor assigned to the applicant as evidence.*

*Compulsory work experience in Sri Lanka under a Chartered Architect at a Category 'A' Trainer Practice.*

From (year/month)	To (year/month)	No. of Weeks	Name of Practice
Total weeks:			

19 Date of admission to Graduate Membership  
*(Attach copies of documentary evidence for the same)*

20 Name of the Practical Training Counsellor:

21	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 copies of documents indicated in item <i>16a or 16b</i>		
d.	Certified copies of documents indicated in item <i>17a and/or 17b</i>		
e.	Originals of documents indicated in item <i>18</i>		
f.	Documentary evidence of documents indicated in item <i>19</i>		
g.	Payment receipts for Fees		

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

22 Declaration by the applicant  
*I (Name with initials) ..... hereby declare that the foregoing information is true & correct. I understand that declaration of false or incorrect information will result in the rejection of the application or revocation of membership/qualifications given by SLIA.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**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 (21. a, b, c, d, e, f and g.)		
3	<b>DATE AND TIME</b> OF THE SUBMISSION OF THE PERFECTED APPLICATION MARKED		
4	<b>NAME OF THE APPLICANT</b> IS AS PER THE BIRTH CERTIFICATE/OTHER VALID DOCUMENT?		
5	<b>DATE OF BIRTH</b> IN THE NIC. IS AS PER THE BIRTH CERTIFICATE		
6	<b>NIC NUMBER</b> IS AS PER THE NATIONAL IDENTITY CARD		
7	<b>POSTAL ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER HAS</b> BEEN STATED		
8	<b>PHOTOGRAPH IN PASSPORT SIZE</b> & TO THE REQUIRED SPECIFICATIONS		
9	CANDIDATES <b>GRADUATING UNIVERSITY/INSTITUTION AND ACADEMIC YEARS</b> STATED PROPERLY		
10	<b>SIGNATURE AND RUBBER STAMP OF THE JP PLACED</b> 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		
	<b>Checked by: MANAGER- BAE</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: Manager, BAE</p> <p>Date <i>(Place date stamp)</i></p>
2	<p>Application is forwarded to the Examination Committee (EC) by the Secretary, BAE</p> <p>Signature: Secretary, BAE</p> <p>Date</p>
3	<p>Recommendation for eligibility by the Examination Committee (EC)</p> <p>Applicant is:    Eligible    <input type="checkbox"/>    Not Eligible    <input type="checkbox"/></p> <p>Signature of EC member:</p> <p>Remarks or Instructions if any:</p> <p>Signature: Chairman, EC</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>