

PART 3

Advanced Diploma
in Professional Practice
in Architecture
Application Form

RIBA Part 3 Course 2024
Chester, UK
(Residential)

RIBA 
Architecture.com

RIBA Part 3 course 2024 - Chester, UK

RIBA Advanced Diploma in Professional Practice in Architecture

The RIBA Part 3 course offers:

- Study packs via RIBA Academy
- PEDR Monitoring by assigned PSA
- Two intensive seminars, each of four days duration
- Six days residential accommodation (basic) with full board
- Project example webinars
- Office briefing (for UK candidates on request)
- Tutorials
- Group working
- Digital access to the RIBA Part 3 handbook by Prof. Stephen Brookhouse
- Associate Membership¹ (running from 1st January 2024 until 31st December 2024)

¹ subject to eligibility and approval by Membership Admissions Committee. put forward for Affiliate Membership if not eligible for Associate Membership.

The benefits of Associate Membership include:

- Being part of 50,000 strong worldwide community who are passionate about architecture
- Free RIBA Journal and online access to over 2,500 articles on RIBAJ.com
- Free use of the RIBA Contact Centre and Membership Services (a personal phone or email information support service)
- Access to members only area of www.architecture.com
- Informative RIBA bulletins and newsletters
- Tips, advice and exclusive downloads via the online RIBA CPD section

RIBA Associate² Membership normally continues until you complete Part 3 and will be subject to additional fees from 2025 onwards. You will be contacted by the RIBA membership department prior to 31/12/2024 to confirm whether or not you wish to opt out of Associate² Membership in 2025.

²Affiliate Membership if not eligible for Associate Membership.

Who can join

The RIBA Part 3 course is open to those candidates who normally meet the following qualifications and experience:

- Candidates who hold UK RIBA validated qualifications at part 1 and at part 2.
- Candidates who have completed the appropriate qualification/s listed under Annex V or Annex VI of the Mutual Recognition of Professional Qualifications Directive (2005/36/EC).
- Candidates who hold international qualifications equivalent to part 1 and part 2, and who have completed the ARB Prescribed Examination at part 1 and part 2.
- Candidates will be accepted on to the course with relevant overseas qualifications, but they will be required to undertake the ARB prescribed exams before registration with ARB.

Candidates should be working towards completion of a minimum of 24 months practical experience under the direct supervision of a professional working in the construction industry, which should include at least 12 months working in the EEA, Channel Islands or the Isle of Man, under the direct supervision of an architect. This should be complete by the RIBA Part 3 oral examination stage.

Candidates who do not meet the normal practical training outlined above should contact the RIBA Part 3 department to discuss their situation and options available.

The fee for the Course and Examination is as follows:

Registration Fee	£200 + VAT (£240)
<i>(Payable within four weeks of application)</i>	
Course Fee	£2035.42+ VAT (£2442.50)
Examination Fee	£475 + VAT (£570)

How to apply

Please complete the attached application form in block capitals and return it to the RIBA with the appropriate documentation. This includes a passport sized photograph/image.

Your application will be reviewed by the Professional Education Programmes Director within two weeks of being received.

New candidates will then receive a confirmation email of admission onto the course. This email will include information about the course, contact details for your Professional Studies Advisor and your registration fee invoice.

We assure you that we will deliver the course, if necessary remotely, to ensure that it has no detrimental effect on your professional development and qualification.

The course fee is payable from January 2024, either by invoice or direct debit. Further details can be found on the payment method page (4).

Your name will be put forward for election to Associate Membership² by the membership admissions committee within 4 weeks of your application being received.

Note - Membership runs from 1st January 2024 until 31st December 2024

If you have any questions contact part3@riba.org

Please return the completed application to: Part3@riba.org

Your personal details

Surname

Title: Mr / Mrs / etc. Forename/s

Gender (optional)

Date of birth (dd / mm / yy)

Race and Ethnicity (optional)

Occupation

Home/private details

Address

Postcode Country

Tel/mobile

Email

Practice details

Practice name:

Address

Address

Postcode Country

Tel/mobile

Email

Would you like to be contacted at:

Home Work

Is this job permanent or a short term placement?

Permanent Placement

Have you been a Student member of the RIBA?

Yes No

If yes, please give your Student membership no:

Architectural Qualifications

RIBA Part 1 (or equivalent) School and course details

School name

Address

Postcode Country

Course

Qualification

Date of passing

(dd/mm/yy)

RIBA Part 2 (or equivalent) School and course details

School name

Address

Postcode Country

Course

Qualification

Date of passing

(dd/mm/yy)

Practical Training and Experience

Pre Part 2 (or equivalent) Training and Experience:

Place and Dates:

Post Part 2 (or equivalent) Training and Experience:

Place and Dates:

Where did you hear about RIBA Part 3?

Where did you hear about RIBA Part 3?

Post	<input type="checkbox"/>	Event	<input type="checkbox"/>	Phone	<input type="checkbox"/>	Through my practice	<input type="checkbox"/>
Email	<input type="checkbox"/>	Online	<input type="checkbox"/>	Other	<input type="checkbox"/>		
Visit/Meeting	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Please state			

Declaration

I, the undersigned, wish to register as a candidate on the RIBA Part 3 course. I also desire to be admitted as an Associate Member¹ of the Royal Institute of British Architects and declare that the information supplied herewith is true in every respect. I undertake to adhere to the RIBA Code of Professional Conduct, Regulations, and Charter & Bylaws throughout my membership of the RIBA*.

I understand that Associate Membership¹ does not entitle me to use the letters RIBA after my name and that I may not use or refer to this membership in a promotional or professional capacity to win clients and/or business.

¹Affiliate Membership if not eligible for Associate Membership.

Signature

*The RIBA Code of Professional Conduct, Regulations and Charter & Bylaws are subject to change and are available for members to view online or a hard copy is available on request.

Date

Email and communication preferences

- I want my name and email address to be shared with other Part 3 candidates for the purpose of study groups.
- I want emails from the RIBA with useful advice, guidance, information, updates, CPD and events.
- I want emails about RIBA products and services (including books and publications, jobs, careers and recruitment, professional events, business services, venue hire).
- I want emails from NBS, the commercial knowledge management business of the RIBA including RIBA CPD Providers Network, RIBA Product Selector and NBS products and services.

As part of our compliance obligations, the RIBA would like to share the following information with you and further information on how we process your personal data is set out in our privacy policy. The registered office of the RIBA is 66 Portland Place, London W1B 1AD; You may contact us at info@riba.org or +44(0)20 7580 5533;

We wish to process your data for the purpose of administering your membership and disseminating architectural information we believe you might be interested in, based on prior contact with you;

We will not share your data with any third party;

We will only keep your data for as long as required for this purpose and you can “unsubscribe” from further contact at any time;

You have the right to bring a complaint about how we process your data, to the Information Commission Officer at any time - <https://ico.org.uk>

Application checklist

RIBA Part 3 route of entry

Please select your route of entry from the list below

RIBA recognised Parts 1 and 2

EU Directive 2005/36/EC

RIBA Parts 1 and 2 via ARB
Prescribed Examination

Other qualification

Other items required

Passport photo (digital copy accepted)

Documentation required

(only include documentation for your selected route of entry)

Certified copy of RIBA recognised qualification, Parts 1 and 2
(Only required if obtained outside the UK)

Certified copies of qualifications in architecture

Competent authority statement confirming that your qualification is covered by the Professional Qualifications Directive (2005/36/EC) and that you have access to the profession of architect in that member state

Copy of the ARB results letter

Certified copies of qualifications in architecture

Have you included it?

All candidates must complete and sign the Declaration

Payment method - Course Fee

Please select the preferred payment method for your course fees.

These are the payment method options for your course fee only. Your registration fee will be invoiced directly to you following successful application/enrolment.

Amount

£2,442.50

Member ref:

Ref: Office use only

Option 1. Request an invoice

I would like to **request an invoice** for my course fee

Please enter the address below, which you would like to be invoiced:

Candidate/Practice Name

Address

Postcode

Country

The course fee invoice will be raised during the first week in January 2024 and sent to you directly via email. Registration fee is nonrefundable and must be paid within four weeks of acceptance.

The invoice can be paid via one of the following methods:

1. BACS payment
2. Credit/Debit card payment (over the phone)

Option 2. Instruction to your Bank / Building Society to pay by Direct Debit

I would like to pay by **Direct Debit**

Please **complete and post the ORIGINAL directly to your bank AND email a scanned copy with your application form to: part3@riba.org**

Account name or account holder(s) name

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To The Manager: Bank/Building Society

Address

Postcode

Originators identification No. 983555



Instruction to your Bank or Building Society

Please pay the Royal Institute of British Architects (RIBA) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the RIBA and, if so, details will be passed electronically to my bank/building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account.

Unfortunately we can only accept UK Direct Debits.

I would like to pay in instalments (between 1 and 5)

Collections taken on or around the 21st of each month (starting January 2024)

The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit the Royal Institute of British Architects will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the Royal Institute of British Architects to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by the Royal Institute of British Architects or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when the Royal Institute of British Architects asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.