MEAP

RIBA MEAP SOEUAE
APPLICATION FORM

RIBA

Riba no. **Office use only**

Personal details

Surname

Title: Mr / Ms / etc.

Forename/s

Gender (optional)

Male ☐ Female ◯ Other ◯

Date of birth (dd / mm / yy)

Ethnic origin (optional)

White British ☐ White Other ◯ Black ◯ Asian ◯ Other ◯

Passport photo

Employment details

Practice name:

Address

Postcode   Country

Tel/mobile

Email

Home/personal details

Address

Postcode   Country

Tel/mobile

Email

Please contact me at my:

Home address ☐   Work address ☐

Have you been a member of the RIBA?

Yes ☐   No ◯

If yes, please give your membership no:

Architectural Qualifications

Please tick the following statement(s) which applies to your education:

I have obtained RIBA Part 1 Qualification ☐

I have obtained RIBA Part 2 Qualification ☐

I have over two years' experience in Architecture post my education ☐

Architectural Education Qualification 1 and course details

School name

Location

Course

Qualification

Duration (years)

Date of graduating (dd/mm/yy)

Architectural Education Qualification 2 and course details

School name

Location

Course

Qualification

Duration (years)

Date of graduating (dd/mm/yy)

Riba no. Office use only

Declaration

I, the undersigned, wish to apply to the RIBA MEAP
I also desire to be admitted as a Chartered Member 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*.

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 am happy for my details to be shared with the RIBA MEAP panel for the purpose of assessment ☐

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 RIBA Enterprises, 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:

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

All applicants must complete and sign the Declaration

Application checklist

RIBA MEAP application form Please attach the required documents from the list	Documentation required	Have you included it?
Architectural qualification (at least five years in duration)	Copy of SOEUAE membership card	☐
At least five years' professional practical experience or passed RIBA-recognised Part 3 or the MEAP access course	Digital passport photo	☐
	Scanned copy of the photo page of your passport or national ID card	☐
	Copy of your CV (maximum 4 x A4 pages)	☐
	Copy of your architect's registration certificate (where applicable, this must be supplied)	☐

RIBA MEAP application form	Documentation required	Have you included it?

Section one: guidance

Please carefully read and complete each section of this application form and return to the RIBA with the appropriate documentation. Your application will be reviewed by the MEAP panel at the next available date (usually every month throughout the year).

The form will ask you for a personal statement and most recent reference letters. If you are emailing a PDF copy of the form, include these documents as attachments to your email.

The personal statement is an opportunity for you to explain why you are seeking Chartered Membership of the RIBA and what it means to you on a personal level. The reference letters are considered key documents, intended to give the panel a full understanding of your role and responsibilities within each particular project. It is vital that these reference letters are as current and comprehensive as possible in order for the application to be properly assessed.

If you have any questions regarding your application, please contact +44 (0)20 7307 3686 or email MEAP@riba.org

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

Section two: guidance

The next section of the form provides you with the opportunity to summarise your professional practical experience, and how the projects you've worked on relate to the RIBA criteria for Chartered Membership. These criteria help us to understand how your experience as an architect outside the UK meets our requirements for Chartered Membership.

The criteria are called the Themes and Values for Architectural Education **and the** RIBA Graduate Attributes.

The Themes and Values for architectural education and the Graduate Attributes are used by the RIBA to determine professional competencies and in the context of the MEAP process, confirms that your education and professional practical experience meet the threshold for RIBA Chartered Membership. Mapping your work against the Themes and Values and Graduate Attributes offers an opportunity for you to critically reflect on your learning, and provide a useful summary of your career to date.

Please indicate which of the Themes and Values or Graduate Attributes are best reflected in each project you submit by ticking the relevant box/es

There are six Themes and Values for Architectural Education, as follows:

TV1   health and life safety: demonstrating authoritative knowledge of statutory frameworks to safeguard the community and end user

TV2   ethical and professional practice: acquiring professional and communication skills to ensure projects are delivered with integrity and accountability within global, national, and professional climate targets

TV3   structures, construction, and resources: demonstrating climate literacy, responsible specification, and ethical sourcing to enhance wellbeing, minimise embodied carbon, waste, and pollution, and reduce demands on energy and water

TV4   histories, theories, and methodologies: critically analysing and researching narratives and cultural, environmental, and social values in architecture to understand and extend architectural pedagogy

TV5   design pedagogies and architectural expression: critically evaluating authentic aesthetic, compositional, and spatial principles to synthesise socially, ecologically, and environmentally sustainable integrated studio projects

TV6   business skills: developing capability in business skills relevant to working in practice and practice management

There are four Graduate Attributes, as follows:

Applicants are expected to demonstrate the application of all the Themes and Values for Architectural Education in their design projects and and –

GA1   demonstrate an understanding of how the boundaries of knowledge are advanced through research, to creatively synthesise complex environmental, social, and spatial issues, showing originality and the use of hypothesis in the application of knowledge

GA2   undertake study at, or informed by, the forefront of the academic and professional disciplines[1]

GA3   demonstrate ability to generate design proposals which integrate an understanding of environmental building physics and comply with relevant statutory standards to meet the RIBA Sustainable Outcomes Guide targets (including standards for zero carbon design)

GA4   develop the qualities for employment including sound judgement and personal and collective responsibilities, response to evidence-based feedback, and the use of initiative in complex and unpredictable professional environments

[1]: undertake work that reflects critical study and research

Section two: guidance

The form will ask you to provide details of five projects you have worked on; these may be academic projects completed during your education, or professional projects. For each project you should include the following information:

- project name and date
- project location
- project description
- up to 10 images of the project [NB: these should include site and other record photos, location details, contextual and cultural information, design development sketches, production information drawings - both general arrangement and detail design, interiors, or renderings of each project.]
- description of your role on the project [e.g. client, design architect, architectural assistant] including how your contributions align with or to the themes and values and graduate attributes ticked for that project
- tick boxes indicating which of the themes and values and graduate attributes the project meets

In the role and responsibilities text box, please list the themes and values and graduate attributes you have contributed towards and give specific examples of your work and how it aligns with these. This section isn't about how the project meets those themes and values and graduate attributes, but how your contributions on a project comply with them.

We do not expect every project you're offering for review to meet all of these themes and values and graduate attributes, although each project will probably meet several of them. Instead, we're looking for evidence that over the years you've spent in architecture, the total experience you've gained meets all 1six themes and values and all four graduate attributes across the five projects. Please aim to highlight two to three themes and values and graduate attributes per project.

Other supporting information:

In addition to documentation provided in section two, there is also the opportunity to expand on areas of your professional career that can touch on any other research fields, teaching, or mentoring that demonstrate your well-rounded qualities as an applicant. These can be used to reflect the RIBA themes and values and graduate attributes as well. Documents relating to this can be attached in Other Supporting Information

Please ensure you read everything carefully

Section one: Personal details

Have you been a member of the RIBA?

Yes ☐   No ☐

If yes, please give your membership no:

Are you a registered architect within your country of residence?

Yes ☐   No ☐

Personal statement

Please write a short personal statement describing what chartered membership of the RIBA would mean to you on a personal and professional level:

[250 words maximum]

Application checklist

RIBA MEAP application form	Documentation required	Have you included it?

RIBA MEAP application form
Please attach the required documents

from the list and email it along with the
completed form. to MEAP@riba.org

Documentation required

Two reference letters from your two most recent employers (maximum 2 x A4 pages), which must include:

- provide the dates of your employment with each practice or other employer
- confirm the role you undertook when employed
- refer to the projects listed against the themes and values and graduate attributes explained elsewhere and explained in the digital portfolio

Your reference letters are key documents and give the assessment panel a fuller understanding of your role and responsibilities for each project you've provided details of. Your references should be as detailed as possible for your application to be properly assessed.

Have you included it?

☐

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I consent for my information to be shared with the RIBA in the United Kingdom ☐

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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

Our full privacy notice can be seen at https://www.architecture.com/about/privacy-policy and http://riba.org.cn/ribayszc

All applicants must complete and sign the Declaration

Section two: Project one

Project name

Project date

Project location

Project description   Please give a brief general description of the project [250 words maximum]

Role and responsibilities

[500 words maximum]

Please describe how each of the themes and values and graduate attributes ticked are met through your role and responsibilities

Themes & Values and Graduate Attributes

Please indicate the Themes & Values and Graduate Attributes that this project meets:

TV1 ☐   TV2 ☐   TV3 ☐   TV4 ☐   TV5 ☐   TV6 ☐   GA1 ☐   GA2 ☐   GA3 ☐   GA4 ☐

Images

Please insert up to ten images and captions relating to this project: *(file name protocol e.g: project year_ project name_image caption)*

Image one

Image two

Image three

Image four

Section two: Project one

Image five

Image six

Image seven

Image eight

Image nine

Image ten

Project two

Project name

Project date

Project location

Project description   Please give a brief general description of the project [250 words maximum]

Role and responsibilities

[500 words maximum]

Please describe how each of the themes and values and graduate attributes ticked are met through your role and responsibilities

Themes & Values and Graduate Attributes

Please indicate the Themes & Values and Graduate Attributes that this project meets:

TV1 ☐   TV2 ☐   TV3 ☐   TV4 ☐   TV5 ☐   TV6 ☐   GA1 ☐   GA2 ☐   GA3 ☐   GA4 ☐

Images

Please insert up to ten images and captions relating to this project: *(file name protocol e.g: project year_ project name_image caption)*

Image one

Image two

Image three

Image four

Project two

Image five

Image six

Image seven

Image eight

Image nine

Image ten

Project three

Project name

Project date

Project location

Project description   Please give a brief general description of the project [250 words maximum]

Role and responsibilities

[500 words maximum]

Please describe how each of the themes and values and graduate attributes ticked are met through your role and responsibilities

Themes & Values and Graduate Attributes

Please indicate the Themes & Values and Graduate Attributes that this project meets:

TV1 ☐   TV2 ☐   TV3 ☐   TV4 ☐   TV5 ☐   TV6 ☐   GA1 ☐   GA2 ☐   GA3 ☐   GA4 ☐

Images

Please insert up to ten images and captions relating to this project: *(file name protocol e.g: project year_ project name_image caption)*

Image one

Image two

Image three

Image four

Project three

Image five

Image six

Image seven

Image eight

Image nine

Image ten

Project four

Project name

Project date

Project location

Project description   Please give a brief general description of the project [250 words maximum]

Role and
responsibilities   Please describe how each of the themes and values and graduate attributes ticked are met through your role and responsibilities

[500 words
maximum]

Themes & Values and Graduate Attributes

Please indicate the Themes & Values and Graduate Attributes that this project meets:

TV1 ☐   TV2 ☐   TV3 ☐   TV4 ☐   TV5 ☐   TV6 ☐   GA1 ☐   GA2 ☐   GA3 ☐   GA4 ☐

Images

Please insert up to ten images and captions relating to this project: *(file name protocol e.g: project year_ project name_image caption)*

Image one

Image two

Image three

Image four

Project four

Image five

Image six

Image seven

Image eight

Image nine

Image ten

Project five

Project name

Project date

Project location

Project description   Please give a brief general description of the project [250 words maximum]

Role and responsibilities   Please describe how each of the themes and values and graduate attributes ticked are met through your role and responsibilities

[500 words maximum]

Themes & Values and Graduate Attributes

Please indicate the Themes & Values and Graduate Attributes that this project meets:

TV1 ☐   TV2 ☐   TV3 ☐   TV4 ☐   TV5 ☐   TV6 ☐   GA1 ☐   GA2 ☐   GA3 ☐   GA4 ☐

Images

Please insert up to ten images and captions relating to this project: *(file name protocol e.g: project year_ project name_image caption)*

Image one

Image two

Image three

Image four

Project five

Image five

Image six

Image seven

Image eight

Image nine

Image ten

Project five

Other supporting information [This may include extended writing and research, case studies, publications, and evidence of other activities and interests]

Activity description

Revelant Documents

Please insert up to four documents and captions relating to this activity

File one

File two

File three

File four