

REGISTRATION OF CANDIDATES FOR SLIA PROFESSIONAL PRACTICE EXAMINATION - PART III

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

Sri Lanka Institute of Architects (SLIA), from its inception, play 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 Law No. 14 of 1996.

Some of the key objectives provided for in these acts in 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 program at University of Moratuwa from a vocational programme at the Institute of Practical Technology at Katubedde to a fully-pledged Degree Program. 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 SLIA Parts I & II Examinations which later (1999) has evolved in to the current City School of Architecture (CSA).

SLIA conduct the SLIA Part III Examination and organizes Lecture Programme for the same. The lecture course is conducted directly by the **Board of Architectural Education (BAE)** of the SLIA. The part-time modular based lecture course, 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 SHEET

1.0 INSTRUCTIONS TO APPLICANTS

Please read carefully the following instructions before you fill the Application Form.

1.1 Eligibility to sit the Part III examination:

- 1.1.1 Applicant has obtained the SLIA Part I and SLIA Part II qualifications; or
- 1.1.2 Applicant has obtained an academic qualification exempted by the SLIA as equivalent to SLIA Part I and SLIA Part II qualifications and;
- 1.1.3 Applicant has undertaken a course of studies conducted by the BAE leading to SLIA Part III Examination and;
- 1.1.4 Applicant is a Graduate Member of the SLIA (before sitting the Theory paper examination of Part III) and;
- 1.1.5 Applicant possesses not less than 104 weeks of monitored full time practical experience under a Chartered Architect after SLIA Part I qualification* of which up to minimum of 52 weeks shall be obtained after SLIA Part II qualification* (*or its equivalent)

2.0 How to fill the Application Form:

Read the instruction carefully before filling this application. When filling the application form **please write only one letter in each box and skip a box for a blank space**

- 2.1 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.
- 2.2 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.
- 2.3 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).
- 2.4 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.
- 2.5 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 thereof 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.
- 2.6 Periods of work experience less than 20 consecutive weeks in a particular architectural practice shall not be counted towards the total prescribed minimum period of experience.

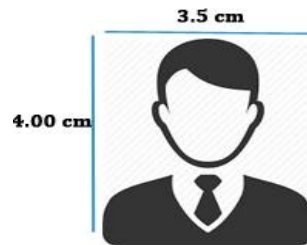
- 2.7 Candidates who are found **ineligible** to sit the examination or those who withdraw will be entitled to only a **maximum** of **50%** refund of the examination fees only after a claim for such refund is considered. The amount of refund will be decided by the BAE at its sole discretion.
- 2.8 All advice pertaining to practical training and training records in the TERB should be sought from the Practical Training Counsellors except the matters relating to policy.
- 2.9 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 or the Manager-BAE is placed on each any every copy of the certificate produced certifying their authenticity.
- 2.10 The **Application Processing & Registration Fee** of Rs. 2,500/= and Annual Fee for **Practical Training Counselling** (*Prospective Candidates will be notified to the amount*), as applicable should be paid to the Accounts Division of the SLIA Secretariat.
- 2.11 The (hard copy) duly perfected application and the SLIA Receipt of Payment/s should be personally handed over to the Manager-BAE of SLIA.
- 2.12 The Secretary, Board of Architectural Education should be contacted for any relevant information regarding the above examination
- 2.13 Incomplete applications **WILL NOT** be accepted for processing and will be returned back to the applicant.

3.0 **Entrant Photograph Specification:**

Entrant photograph – Recent *Passport size* photograph (taken within the last six months shall be pasted.)

Please note the applicant would be found ineligible, if the photograph is not a proper and accurate representation of the applicant within the last six months.

4.0 **Digital Image Head Size Template**



4.1 **Light-coloured Background:**

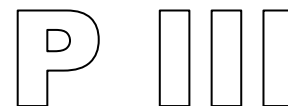
The subject should be in front of a neutral, light-coloured background.

4.2 **Focus:** The photograph must be in focus.

4.3 **No Decorative Items:** The subject must not wear sunglasses or other items that detract from the face.

4.4 **No Head Coverings or Hats**

END OF INSTRUCTION SHEET



REGISTRATION OF CANDIDATES FOR SLIA PROFESSIONAL PRACTICE EXAMINATION - PART III

Use block letters for 1-4

1	Name with Initials:	Dr./Mr./Mrs./Miss.	
2	Name in Full:		
3	Previous names if any:		
4	Gender:	Male Female	
5	Address: <i>(for the purpose of correspondence)</i>		
6	Telephone:	Office	
		Residential	
		Mobile	
7	Email:		
8	Photograph:		
9	Name as appears in Line 2 of Birth Certificate:		
10	Name as appears in National Identity Card:		
11	Nationality:		
12	Does applicant hold any other Nationality:		
13	If so please indicate the details:		
14	National Identity Card No.		
15	Date of birth:		
16	Documentary evidence of the completion of SLIA Part I or Exemption from SLIA Part I:		
<p>Please select either a. or b. by ✓ and attach copies of relevant Certificates and/or letters</p>			
<p>a. I have attached documentary evidence from a SLIA accredited course of the..... (University/Institute)</p>			<input type="checkbox"/>

Passport size photograph should be affixed here

b. I have attached documentary evidence for exemption issued by SLIA with the relevant educational certificate (<i>for courses not accredited by the SLIA</i>)		<input type="checkbox"/>
Course	University/Institution	Duration (From/To)

Date of successful completion of SLIA Part I or exemption

17 Documentary evidence of **the completion** of SLIA Part II or Exemption **from SLIA Part II:**
Please select either a. or b. by ✓ and attach copies of relevant Certificates and/or letters

a. I **have attached** documentary evidence from a SLIA accredited course of the
 (University/Institute)

b. I have attached documentary evidence for exemption issued by SLIA with the relevant educational certificate (<i>for courses not accredited by the SLIA</i>)		<input type="checkbox"/>
Course	University/Institution	Duration (From/To)

Date of successful completion of SLIA Part II or exemption

18 **For instructions on how to fill this area please refer item "Instructions to Applicants" 1.0 Eligibility to sit Part III Examination-sub-clause 1.1.5, above page 2 of 8**

(a) Indicate if any, the extent of experience 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. (In-plant training within the Part I course will not be counted)

Work experience gained (Between Part I & Part II) under a Chartered Architect recognised by the SLIA

From (year/month)	To (year/month)	No of months	Name of Practice & Supervising Architect
Total Months		Total Weeks:	

(b) Indicate the extent of Experience gained out of **minimum** of 52 weeks full time work experience (At least 52 weeks should be in Sri Lanka) required after successful completion of SLIA Part II.

Attach copies of Work experience summary sheets from the SLIA Student Counsellor assigned to the applicant as evidence.
(Acceptance of the overseas experience would be at the sole discretion of the SLIA/BAE)

Work experience (after Part II) under a Chartered Architect

From (year/month)	To (year/month)	No of months	Name of Practice & Supervising Architect
Total Months			Total weeks:

19 Date of admission to Student / Graduate Membership
(please attach copies of documentary evidence for the same)

20 I have signed and attached;(attach following document in shown order)	YES	NO
a. an attested copy of my Birth Certificate		
b. an attested copy of my National Identity Card		
c. attested copy of documents indicated in item 16a or 16b		
d. attested copy of documents indicated in item 17a or 17b		
e. originals of documents indicated in item 18		
f. copies of documents indicated in item 19		
g. the payment receipts from SLIA for Application Processing & Registration fee of Rs. 2,500/-		

PLEASE NOTE IF YOU HAVE A “NO” ANSWER TO ANY OF THE ITEMS (a TO g) FROM ABOVE, THE APPLICATION IS INCOMPLETE AND WILL NOT BE ACCEPTED UNTIL ALL ITEMS ARE SHOWN AS ‘YES’

Any additional comments / clarifications if you have answered ‘NO’ to any of the above statements

21 <i>Declaration by the applicant</i> 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 if already given.	
Signature of Applicant	Date

- 22 **Training experience requirements of the prospective Candidates to sit the SLIA Professional Practice Examination – Part III**
- (a) Training Requirements to sit the SLIA Part III examination**
- Successful completion of SLIA Part I and Part II examinations or exemptions thereof and
 - Full time practical work experience of minimum 104 weeks after successful completion of SLIA Part I* under a corporate member recognized by the SLIA is required. Out of these 104 weeks minimum of 52 weeks shall be after successful completion of SLIA Part II* under a Chartered Architect of SLIA. Such work experience gained shall be recommended as acceptable by a SLIA-BAE Practical Training Counsellor.
(*or exemption thereof)

(b) Currently applicable academic exemptions are as follows:

- BArch (Hons.) Degree of the University of Moratuwa is exempted from SLIA Part I and Part II.
- “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, **where possible, will be evaluated for eligibility for exemption on a case by case basis. This process requires a minimum of 03 calendar months.**

Annual Fee for Practical Training Counselling (or exemption fee thereof in case of acceptable overseas training) will be notified to the Candidates.

END OF APPLICATION

<u>FOR OFFICE USE ONLY</u>	
1	<p>As application was incomplete with “NO” items on the application “check-list”, the application was returned to the Applicant for completion and re-submission</p> <p>Return date and time:</p>
	Application received by the BAE
	All relevant copies of certificates and documents are attested for their authenticity (20 a. b. c. d. e, f.)
	Applicant has attached receipts for Application Processing & Registration fee of Rs. 2,500/=
	Applicant has attached receipts for Practical Training Counselling Fee
	Applicant has signed in the Register for Application’s Submission
	<p>Signature: Manager, BAE</p> <p style="text-align: right;">Date (Place date stamp)</p>
2	<p>Recommendation by the Examination Committee; Candidate is potentially Eligible/Not Eligible to sit the SLIA Part III Examination of year</p> <p>Remarks or Instructions if any:</p> <p>Signature, Member- Examination Committee/Date:</p>
3	<p>Signature Chairman, Examination Committee</p> <p style="text-align: right;">Date</p>
4	<p>Signature Secretary, BAE</p> <p style="text-align: right;">Date</p>

CHECK-LIST TO BE FILLED BY THE SLIA BAE OFFICE

	NAME OF THE APPLICANT (with initials, as given in the application)	Yes ✓	No ✓
1	HAVE THE <u>DATE AND TIME</u> OF THE SUBMISSION OF THE PERFECTED APPLICATION MARKED		
2	IS THE <u>NAME OF THE APPLICANT</u> AS PER THE BIRTH CERTIFICATE/OTHER VALID DOCUMENT?		
3	IS THE <u>DATE OF BIRTH</u> AS PER THE BIRTH CERTIFICATE?		
4	IS THE <u>NIC NUMBER</u> AS PER THE NATIONAL IDENTITY CARD?		
5	HAS THE <u>POSTAL ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER</u> BEEN STATED?		
6	IS THE PASTED PHOTOGRAPH IS IN PASSPORT SIZE & WITH REQUIRED SPECIFICATIONS?		
7	IS THE CANDIDATES <u>GRADUATING UNIVERSITY/INSTITUTION AND ACADEMIC YEARS</u> STATED PROPERLY?		
8	ARE <u>COPIES OF CERTIFICATES</u> OF RELEVANT EXAMINATION PARTICULARS/ QUALIFICATIONS ATTACHED?		
9	IS THE RUBBER STAMP OF THE JP OR MANAGER-BAE PLACED ON EACH AND EVERY COPY OF CERTIFICATE PRODUCED CERTIFYING THEIR AUTHENTICITY?		
10	IS THE DECLARATION BY THE APPLICANT COMPLETED?		
11	CURRENT WORK PLACE & SUPERVISING ARCHITECT NAME STATED PROPERLY?		
12	HAVE THE DUPLICATE (PINK COPY) OF APPLICATION PROCESSING PAYMENT INVOICE (FOR FULL PAYMENT) BEEN ATTACHED?		
13	HAS THE CHECKLIST IN THE APPLICATION BEEN COMPLETED BY THE APPLICANT?		
14	HAS THE APPLICANT SIGNED THE APPLICATION FORM?		
15	HAS THE MANAGER-BAE SIGNED AND PLACED THE DATE STAMP ON THE APPLICATION ACCEPTING APPLICATION?		
16	HAS THE APPLICANT SIGNED BEFORE HIS/HER NAME IN THE REGISTER ON COMPLETION OF SUBMISSION OF THE APPLICANT TO SLIA?		
	Checked by: MANAGER BAE/COURSE COORDINATOR		
	Signature & Date:		

END OF APPLICATION CHECK-LIST