

## **APPLICATION FOR PART II OF THE SRI LANKA INSTITUTE OF ARCHITECTS EXAMINATION OR EXEMPTION THEREOF**

### **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 II 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.

**2.0 ELIGIBILITY TO SIT FOR THE SLIA PART II EXAMINATION**

- 2.1 The Candidates shall have passed SLIA – Part I or obtained exemptions therefrom to be eligible for applying for exemption from SLIA Part II examination
- 2.2 Successfully completed a course of study recognized for aforesaid purpose by the SLIA.  
*and*
- 2.3 Full time practical work experience of minimum 52 weeks or Part time work experience 104 weeks after SLIA - Part I or obtained exemption therefrom under a corporate member recognized by the SLIA.

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

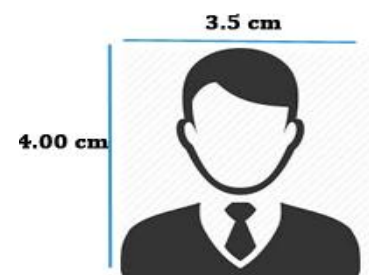
Read the instructions carefully before filling this application.

**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 or the Manager–BAE is placed on each any 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**



16 Documentary evidence for successful completion 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 SLIA accredited school

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

Course	University/Institution	Year

17 Date of successful completion of SLIA Part I or exemption there from

18 Indicate the course for which you seek exemptions from SLIA Part II:  
*(Attach Copies of Certificates)*

Course	University/Institution	Year

19 If the course is an SLIA accredited program, provide endorsement by Head of the program

I hereby certify that *(name of applicant)* ..... has successfully completed  
the *(name of course)* ..... Course conducted by  
the *(name of institution)* ..... on *(date)*  
.....

Name of the Head of the program: .....

Signature	Stamp	Date

20	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.	Documentary evidence of all documents/Academic Qualifications indicate in <i>16 a or 16 b</i>		
d.	Documentary evidence of all Academic Qualifications indicate in item <i>18</i>		
e.	Certified true copies of academic transcripts for the Academic Qualifications indicate in item <i>18</i>		
f.	Syllabus <i>(applicable only for courses which are not accredited by the SLIA) for 18</i>		
g.	I have requested the institution from which the qualifications were obtained to forward a confidential transcript directly to the SLIA <i>(applicable only for courses which are not accredited by the SLIA)</i>		
h.	Payment receipts for Fees		

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

21 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 if already given.*

Signature of Applicant	Date
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**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 (20. a, b, c, d, e, f, g, and h.)		
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	<b><u>SIGNATURE AND RUBBER STAMP OF THE JP PLACED</u></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 (Place date stamp)</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:</p> <p>Applicant is:    Eligible    <input type="checkbox"/>                      Not Eligible    <input type="checkbox"/></p> <p>To sit the Part II of the Examination or                      <input type="checkbox"/></p> <p>To be exempted from Part II of the Examination                      <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 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>