

# RIBA Fellow Membership



Application guidance notes

# 1

## What is RIBA Fellow Membership?

RIBA Fellow Membership recognises our inspirational and sometimes unsung RIBA Chartered Members who have made significant contributions to architecture.

Fellows, from our membership across the world, are ambassadors for the profession and the RIBA community, and Fellow membership provides a profile and platform to continue to affect change and celebrate architecture wherever they are in the world.

The attributes at the heart of RIBA Fellow Membership are positive contributions to architecture, and the desire to support, influence and affect positive change.

# 2

## Who is eligible to apply for RIBA Fellow Membership?

The only prerequisite of applying for Fellow membership is that you must be a current RIBA Chartered Member before you submit your application. You must then demonstrate through your application that you meet a minimum of 3 of the following 5 criteria:

- You have led or played a proactive role in a project that has had a positive social or environmental impact at a local, regional, national, or international level.
- You have contributed to the advancement or thought leadership of architecture through education, research or development or use of technology.
- You have served on a local, regional, national or international working group that has affected change, influenced or supported architecture or the built environment.
- You have received an award for a significant contribution in architecture.
- You have made a significant contribution to architecture through local, regional, national or international initiatives and activities.



# 3

## How do I apply and become an RIBA Fellow Member?

### Completing your application form

You must first complete an application form, which you can download from [www.architecture.com/fellowmembership](http://www.architecture.com/fellowmembership) or request a copy by emailing [fellows@riba.org](mailto:fellows@riba.org) or calling +44 (0)207 307 3615.

As part of your application you will be asked to provide written evidence of how and why you meet at least 3 of the 5 eligibility criteria. For each of the criteria that you are applying under you also need to provide third party verification. Guidance on how you should structure your written evidence and the types of third party verification that are required to substantiate your written evidence are detailed under section 4, 'How to complete your application form'.

The application form provides further detail about subscription fees along with where you should return your application form and a point of contact to help guide you through the application and evaluation process.

Once your application form has been received, we may contact you to request further information, supporting documentation or to complete any missing sections of your application. There is no fee for the application and assessment process.

### Third Party Verification/Supporting Documentation

Third party verification/supporting documentation must be provided for each of the criteria that you wish to apply under. Details of who can provide third party verification for each of the criteria are included in Section 4: How to complete your application form.

Third party verification is **not** valid if it has been provided by:

- Somebody who will be serving on the Fellow Assessment Panel
- Any other RIBA staff member who is directly involved with the administration and evaluation of Fellow applications

### Evaluating your application

Once your application and supporting documentation are complete, they will be sent to the members of the Fellow Assessment Panel in advance of their scheduled meeting. The Fellow Assessment Panel will be made up of individuals of diverse backgrounds, and representing many different facets of the industry. From academia to clients of architecture, they will all bring their own experience and expertise to the selection process. The panel will then evaluate and assess your application.

### Becoming an RIBA Fellow Member

The RIBA Council will officially elect all successful applicants based on the recommendations of the Fellow Assessment Panel. You will then be informed of the panel's decision via the Membership Department by letter and/or email with written feedback provided for both successful and unsuccessful applicants.



## 4

### How to complete your application form

#### Step one: Your personal details

Your personal details. Please ensure that you have completed all required fields as it is important that we have your most up-to-date contact information.

#### Step two: Demonstrate you meet at least 3 of the 5 eligibility criteria

- 1 You have led or played a proactive role in a project that has had a positive social or environmental impact at a local, regional, national or international level.

##### Notes

The project should have a positive social or environmental impact, determined by clients or stakeholders at a local, regional, national or international level. Whether you led or played a proactive role in the project, you should substantiate your involvement in the last column entitled 'Your role and the positive social or environmental impact of the project' in 300–500 words, including details of the outcomes of the project.

##### Third Party Verification/Supporting Documentation

- Please ensure that one of the directors or partners of the company assigned to the project has verified your role and contribution as summarised in your written evidence. They can do this by providing their name and signature as requested on the application form, or by stating their support in a letter.
- A report or article from a third party on the positive impact of the project. (Optional)
- Please ensure that third party verification for this criterion does not exceed 2 pages per project listed.

- 2 You have contributed to the advancement or thought leadership of architecture through education, research or development or use of technology.

##### Notes

Your contribution should be substantiated as to how you have contributed to the advancement or thought leadership of architecture under the third column entitled 'How is this a contribution to the advancement or thought leadership of the profession?' in 300–500 words. If the contribution is a published work, topics should relate to the architectural profession and you do not need to be the sole or main author but could be a contributor. Your contribution could be one or a combination of published works, academic posts or research, or the development or use of new technologies (including innovation in design, practice or procedures). Please include details of the outcomes of the work where possible.

##### Third Party Verification/Supporting Documentation

- A copy of your CV outlining all relevant details of publications, journals, articles or papers, educational or research posts or patents. (Required)
- A report or article from a third party on your contribution. (Optional)
- Please ensure that third party verification for this criterion does not exceed 6 pages.

- 3** You have served on a local, regional, national or international working group that has affected change, influenced or supported the profession, architecture or built environment.

#### Notes

The working group you choose to detail can be within or outside of the profession and could be a committee, council, panel, board or group by official or unofficial appointment providing that specific work or projects undertaken by the group have affected change, influenced or supported architecture or the built environment. Examples include steering groups, conservation committees and charitable trusts. You should detail the impact and outcomes of the projects undertaken by the working group, and your particular role in this, under the third column entitled 'Your role and the impact of the work or projects of the working group' in 300–500 words. For example, the impact of your specific role and contribution to the working group could include the introduction of new legislation, improving standards or practice or developing new procedures.

#### Third Party Verification/Supporting Documentation

- Written evidence confirming your position, dates of tenure and your contribution and role should be verified with the name and signature of an individual of seniority of the working group or the organisation that the working group is part of. (Required)
- A report or article from a third party on the impact of the working group. (Optional)
- Please ensure that third party verification for this criterion does not exceed 2 pages per group listed.

- 4** You have received an honour or an award for a significant contribution in architecture.

#### Notes

The reason for receiving the honour and/or award should specifically relate to the architectural profession and some examples include the RIBA Presidents Medal, regeneration awards and regional awards. It should be verified by the inclusion of one piece of supporting documentation and the criteria and reasons for the honour or award being received detailed in the last column entitled 'Criteria/reasons for the award or honour' in 300–500 words. If you have received an honour or an award as part of a company or team, please ensure that one of the directors or partners of the company has verified the honour or award received and your role and contribution as summarised in your written evidence by providing their name and signature as requested on the application form.

#### Third Party Verification/Supporting Documentation

One of the following must be provided:

- A copy of the certificate or letter confirming you as the recipient of the award or honour from the awarding body
- Or
- A report or article from a third party confirming you as the recipient of the award or honour
- Or
- The name and signature of one of the directors or partners of the company as requested on the application form, if the honour or award was received as part of a company or team.
- Please ensure that third party verification for this criterion does not exceed 1 page per award listed

- 5** You have made a significant contribution to architecture through local, regional, national or international initiatives and activities.

#### Notes

This might be one or a number of initiatives and activities that you have led or been part of that have contributed to architecture and communities locally, regionally, nationally, or internationally. The contribution does not have to be voluntary but must demonstrate a motivation or commitment to making a difference. The contribution could be social, economic or environmental, and could be work that you are doing to benefit your own local community, the county in which you live, or a foreign country. You should substantiate your role and how you have made a significant contribution under the second column entitled 'Your role and the impact of the initiative or activity' in 300–500 words, including details of the outcomes of the activities mentioned where possible.

#### Third Party Verification/Supporting Documentation

One of the following must be provided:

- The name and your application signed by the organiser of, or someone with responsibility for, the initiative or activity, confirming your role and contribution as summarised in your written evidence.
- Or
- A report or article from a third party on the impact of the initiative or activity.
- Please ensure that third party verification for this criterion does not exceed 2 pages per activity mentioned.

## Important Information

### Submitting an application

- An RIBA Fellow Membership application form must be submitted to the Membership Department by email or post before the application deadline, which will be stated on initial contact with the Membership Department. Applications received after the deadline may not be assessed and the applicant may have to re-apply before the next application deadline.
- On receipt of the application form, the Membership Department will make an initial assessment of the application form and contact the applicant to ensure that:
  - a.) All personal details have been provided.
  - b.) The applicant has selected at least 3 of the 5 criteria that they would like to apply under and that written evidence and supporting documentation has been provided, including the name and signature of an individual as appropriate to the requirements of verification of your written evidence.
  - c.) The declaration has been signed.
  - d.) The applicant has confirmed how they intend to pay for their membership subscription and they are aware of how much their subscription fee will be, if their application is successful.
- The Membership Department will contact the applicant to request that any missing information is completed or provided before the application deadline. If the applicant fails to provide the requested missing information before the application deadline, they may not go forward to the Fellow Assessment Panel and may have to re-apply before the next application deadline.
- Completed application forms and supporting documentation will be sent to the Fellow Assessment Panel on an agreed date, which the applicant will be informed of by email and/or letter.
- The Membership Department will write to inform the applicant, by email or letter, of the date that the Fellow Assessment Panel will be meeting.

### Fellow Assessment Panel

- The Panel will be made up of 6 to 8 individuals, from a diverse range of backgrounds, with an RIBA Member majority as follows:
  - a.) RIBA President or their nominee (Chair)
  - b.) Leader(s) who has operated at a senior level at a non-RIBA industry or professional body
  - c.) Client(s) who is experienced in delivery of architectural projects
  - d.) Two representatives of the new Fellow category and/or RIBA Council Members.
  - e.) Academic(s) who has extensive expertise and knowledge within design, research, and technology
- The Fellow Assessment Panel will meet on an agreed date to evaluate valid applications and decide who should be recommended for Fellowship.
- The panel reserve the right to potentially further question the applicant, or ask that they re-apply. The panel will inform the Membership Department who will in-turn inform the applicant of the panel's request.
- Once the panel has met and a decision has been made, the Fellow Assessment Panel will make their recommendations for election to the Membership Admissions Committee, who shall decide whether the candidate is elected to membership. The Membership Admissions Committee will provide to Council at Council meetings a list of the names of candidates elected.
- The Membership Department will inform successful applicants of their election by email and/or letter.
- The Membership Department will inform unsuccessful applicants by email and/or letter.
- The Membership Department will inform applicants whose application the panel have been unable to evaluate and they have requested the applicant re-apply by email and/or letter.
- The recommendations of the Fellow Assessment Panel are final and binding.



## Feedback

The panel will provide feedback on your application and how it could be improved upon should you wish to re-apply the following year.

## Contact us

If you have a question regarding the content of the application guidance notes or your application, please do not hesitate to contact us on the details below.

**Call us: +44 (0)207 307 3615**

**Email us: [fellows@riba.org](mailto:fellows@riba.org)**

**Visit: [www.architecture.com/fellowmembership](http://www.architecture.com/fellowmembership)**