



## RAIC Syllabus

Serving the Architectural profession nationally since 1978

### National Office

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## Application Instructions

### **PRIOR TO APPLICATION**

Prior to application, Candidates are advised of the **requirement of Internet access** and should become familiar with the website. **The Syllabus website is the primary communication and academic course delivery tool within the Program.** Students must have internet capabilities to participate. Students are responsible for keeping informed of curriculum changes, important dates, events, policies, procedures and other issues by frequent review of the website.

The website is separated into 4 areas. Candidates to the Program should become very familiar with the full contents of the Public area of the site. The Student, Alumni & Faculty areas are secured and require username / password clearance prior to access.

### **WHEN TO APPLY**

Applications are accepted throughout the year and new students may begin studies in either Term 1 (February – June) or Term 2 (August – December).

Application deadlines for consideration prior to terms of study are as follows:

- Received by 4:00 pm, PST, December 15<sup>th</sup> for Term 1 (February-June)
- Received by 4:00 pm, PST, June 15<sup>th</sup> for Term 2 (August-December)

### **HOW TO APPLY**

Candidates may apply to become a Diploma Program Student, Canadian Architectural Certification Board (CACB) Referral Student, or General Interest (GI) Studies Student.

Diploma Program Students complete the Calendar of Courses and work experience as per the Curriculum Sequence Chart. CACB Referral Students complete courses as directed by the CACB to obtain certification of their academic qualifications. General Interest Students register and participate in courses contained in the Program out of personal interest and without the goal of obtaining a Diploma in Architecture.

### **DIPLOMA PROGRAM APPLICATION PROCESS**

#### **1. Application**

- Review Public Website, including
  - Program Orientation
  - Curriculum Sequence Chart & Course Calendar
  - Fees
  - Application Instructions
  - Credit Assessments / Appeals
  - Contacts
  - Student Conduct
  - Student Design Gallery

- Submit [Professional Diploma Program Application Form](#) + \$200.00 application fee + portrait photo + photocopies of post-secondary diplomas + original official post-secondary transcripts + 500 Word Essay + English as a Second Language (ESL) applicants must provide evidence of passing the TOEFL (213+ computer based or 555+ paper based OR 100+ iBT) OR CAEL (70 overall; 60 each section) OR IELTS ESOL (Cambridge) with a band-score of 5.5 or above, on or before Dec 15<sup>th</sup> or June 15<sup>th</sup>

## **OR**

### **2. Application and Entry Credit Assessment request**

- Review Public Website, as detailed in (1) above
  
- Submit [Professional Diploma Program Application Form](#) + \$200.00 application fee + \$300.00 credit assessment fee + portrait photo + photocopies of post-secondary diplomas + original official post-secondary transcripts + detailed course outlines (not just calendar descriptions) + 500 Word Essay + English as a Second Language (ESL) applicants must provide evidence of passing the TOEFL (213+ computer based or 555+ paper based OR 100+ iBT) OR CAEL (70 overall; 60 each section) OR IELTS ESOL (Cambridge) with a band-score of 5.5 or above, on or before Dec 15<sup>th</sup> or June 15<sup>th</sup>

## **CACB REFERRALS**

### **Background**

The National Syllabus Program was established in 1978 by the then Royal Architectural Institute of Canada Certification Board as the professions' educational standard, and the Syllabus continues to assist the now Canadian Architectural Certification Board (CACB) by accepting referrals requiring augmentation of their academic credentials prior to certification.

### **CACB Referrals**

Most CACB referrals are individuals who acquired previous education outside of Canada, and may have been registered in another country, or worked in the profession for many years, some running their own architectural firms, prior to coming to Canada. Often mature individuals, it can be a difficult adjustment for referrals - finding themselves in the position of returning as a student of architecture after so many years away from school – and this can cause difficulties for the Syllabus. It is important that CACB referrals understand what is expected of them, and what they can expect from the Syllabus.

### **Expectations**

CACB referrals are considered students of the Syllabus, and as such are expected to come to the Program with the intent of learning. It is important that referrals realize the Syllabus is a vehicle provided whereby they may be able to fulfil CACB requirements, and is a separate entity from the CACB.

CACB referrals are given the same consideration and guidance as regular students of the Syllabus. CACB referrals are considered students in the fullest sense of the word. The Syllabus does not take the position of an evaluative body, other than on the output of course requirements.

## **Academic (correspondence) Courses**

CACB referrals instructed to complete one or more Academic (correspondence) courses – Theory, History, Technology and Management – may proceed with those courses following submission of their application and appropriate registration forms and fees. CACB referrals most often work on their own, completing assignments and writing examinations with little or no contact with regular Syllabus students. Historically, there have been few problems in providing the vehicle for referrals to complete Academic course requirements. CACB referrals must be able to communicate effectively, both reading and writing, in order to successfully complete Academic courses.

## **Design Studio Courses**

Individuals referred to the Syllabus for the completion of Design studio courses work alongside regular students, and it is imperative that referrals understand the procedures within the studio environment to avoid frustration and disruption for students and volunteer professionals alike.

In addition to the ability to read and write in English, referrals participating in Design studio courses must be able to listen and speak English adequately to facilitate communication, without distracting other students or monopolizing Coordinator and Mentor time and attention. As well, though design studio instruction is similar in the Syllabus as in other methods of learning, the differences can be disorienting and problematic for referrals, complicated in some cases by cultural differences.

## **Procedure**

CACB referrals instructed by the CACB to complete Academic (correspondence) courses apply and register, following which they may proceed with their courses.

CACB referrals instructed to participate in Design studio courses apply and observe the studio process for one full term prior to registration and participation as a student of the studio. This will ensure adequate orientation to the Syllabus studio, including expectations of students and ability to communicate adequately in English. Registration in the Design studio course is subject to the evaluation process noted below

CACB referrals instructed by the CACB to complete both Academic and Design studio courses apply, register for the Academic courses, and may proceed with them while observing the Design studio courses for one full term. The following term the referral may then register for the Design studio course, subject to the evaluation process noted below.

## **Evaluation**

While observing the Design studio course for one term prior to registration, if the Local Coordinator or Mentor determines that the candidate does not possess adequate English skills, or is not assuming an attitude conducive to learning, or would cause potential disruption for other students of the program, the Coordinator and/or Mentor is not obligated to allow participation in the studio.

Should this conclusion evolve, the Coordinator and/or Mentor will notify the Registrar in writing, who will confirm with the referral that they will be required to find alternate sources in fulfilling CACB requirements.

## **CACB REFERRAL APPLICATION PROCESS**

- Review Public Website, including
  - Program Orientation
  - Curriculum Sequence Chart & Course Calendar
  - Fees
  - Application Instructions
  - Credit Assessments / Appeals
  - Contacts
  - Student Conduct
  - Student Design Gallery
  
- Submit [CACB Referrals Application Form](#) + \$200.00 application fee + portrait photo + copy of official post-secondary transcripts + copy of referral letter and course selection approval from CACB + 500 Word Essay + English as a Second Language (ESL) applicants must provide evidence of passing the TOEFL (213+ computer based or 555+ paper based OR 100+ iBT) OR CAEL (70 overall; 60 each section) OR IELTS ESOL (Cambridge) with a band-score of 5.5 or above, on or before Dec 15<sup>th</sup> or June 15<sup>th</sup>

## **GENERAL INTEREST STUDIES APPLICATION PROCESS**

- Review Public Website, including
  - Program Orientation
  - Curriculum Sequence Chart
  - Course Calendar
  - Application Instructions
  - Fees
  - Contacts
  - Student Design Gallery
  
- Submit [General Interest Studies Application Form](#) + \$200.00 application fee + portrait photo + photocopies of post-secondary diplomas + official post-secondary transcripts + 500 Word Essay + English as a Second Language (ESL) applicants must provide evidence of passing the TOEFL (213+ computer based or 555+ paper based or 100+ iBT) or CAEL (70 overall; 60 each section) on or before Dec 15<sup>th</sup> or June 15<sup>th</sup> on or before Dec 15<sup>th</sup> or June 15<sup>th</sup>

## **WHERE TO SEND YOUR APPLICATION**

Send TWO (2) full copies of your application and documents with required fees to:

Registrar  
RAIC Syllabus National Office  
Suite 210 – 318 Homer Street  
Vancouver BC V6B 2V2

Applications may be sent via Canada Post or Courier. *Electronic applications (fax, e-mail) are NOT accepted.*

## **Further Questions?**

Contact the National Office Registrar: [jeanfox@raic-syllabus.ca](mailto:jeanfox@raic-syllabus.ca)

*Revised May 2007; reissued December 2008; ; November 2009; February 2010 ~ Subject to change without notice*