



## **REGULATION 08 – STUDENT MEMBERSHIP**

The category of Student Membership is intended to provide the opportunity for applicants who do not meet the educational and experience requirements for Registered Membership as defined in Regulation 01 to prepare themselves for entry into the Institute as a Registered Member.

All Student members shall meet the requirements of Regulation 04 – Annual Membership Programmes. The Executive may grant dispensation in part or in whole regarding the requirements of the work verification programme upon written application from the Student member.

**To achieve acceptance for the Student Membership programme an applicant must comply with the following :**

- Reside and practice in New Zealand
- Obtain a Registered Member to act as Mentor
- Accept and sign the conditions of Student Membership agreement

### **Period of Membership**

- The maximum period for Student Membership is five years.

### **Qualifications for Student Membership**

- As a minimum the Applicant should have a level of qualification attainment equivalent to a NZ Trade Certificate in a construction related field. Consideration will be given to Applicants who have advanced qualification levels in other disciplines and who have a construction related background that the Membership Committee considers to be appropriate.

- Be able to substantiate that they are of good standing in the community at large;
- and
- Can provide a member of the NZ Institute of Building Surveyors to act as their Mentor.

### **Application Fee**

The membership application fee shall accompany the application.

### **Membership Fee**

The annual subscription for Student Membership shall be paid within fourteen (14) days of receiving notification of being accepted into the membership category.

Where the Student Member advances to another status level in the Institute, an adjustment will be made to the annual subscription with the difference in fee being pro-rata'd against original portion of the financial year.

### **Use of Initials**

No use of the Institute initials is available or a practice certificate issued for Student Membership.

### **Professional Indemnity Insurance**

The Student member shall carry Professional Indemnity Insurance, or be Indemnified for the Building Surveying work being undertaken by the member.

Refer Regulation 04 – Annual Membership Programme for the forms to be completed annually. These include copies of completed and signed CPD annual claim form, Work Verification annual claim form and Professional Indemnity Insurance Declaration form.

It is recommended that Transitional Members do not practice as sole practitioners.

### **Interview Procedure**

Following receipt of the application and payment of the application fee, and acknowledgement of the acceptance by the Institute of the application, an assessment interview will be carried out by a panel of senior Institute members. This may be as a personal conference telephone call. The primary purpose of the interview is to recommend the category of membership of the applicant, along with recommending the extent of study, if any, to be undertaken by the applicant.

The Executive reserve the right to direct any applicant for membership to undertake specific further study before attempting the Institute's formal Assessment of Professional Competence Examination.

Applicants will be formally advised of their acceptance into the Student Membership category within seven (7) working days of the date of the interview.

### **Study Plan**

Within a three month period from Student Membership acceptance, the Student Member must provide to the Membership Convenor a study plan outlining the following :

- A programme to undertake the Educational requirements recommended by the Membership committee.
- A proposed reading program of technical and trade publications.
- A proposed attendance at Seminars and technical workshops.
- A proposed plan to develop personal presentation and communication skills.
- A programme to gain the experience component required for Registered Membership as recommended by the Membership committee.

This may be prepared in conjunction with your Mentor. All costs associated with achieving the requirements of the Study Plan shall be at the Student Member's expense.

### **Reporting**

Provide a written report to the Mentor every three (3) months outlining progress on the study plan and any upgrade of the plan. These reports will be forwarded by the Mentor with his/her six (6) monthly reports to the Membership Convenor.

### **Final Paper**

Present a final paper prior to entering Transitional Membership in conjunction with your Mentor including the following:

- Educational results.
- Provide copies of three actual inspections you have undertaken giving a brief explanation of each.

- Keep a professional work diary which can be reviewed by the Executive of the Institute at the time of the student applying to upgrade to Transitional or Registered status.

### **Mentor Responsibilities**

- After acceptance to act as a Mentor please assist the Student to prepare his/her statement of study plan and counter sign the document.
- Have the Student formally report to you at least every three months and every six months provide the Membership Convenor with a report on the progress of the Student outlining weaknesses and strengths and an update of the plan.
- Assist with directing to and making available publications for study, BRANZ Bulletins, the Building Code etc.
- When you consider the Student has reached the stage of progressing to Registered Membership application, assist in the final paper and provide a written recommendation on the Student to the Membership Convenor.

The Membership committee shall then undertake an assessment interview with the Student Member for the purpose of acceptance to sit the Registered Membership examination.



**CONDITIONS AND ACCEPTANCE AS A STUDENT MEMBER**

## Agreement

I .....agree to the following terms and conditions:

- The maximum period as a Student shall be five (5) years.
- The Student member shall ensure that no possible inference can be taken that he/she is a Registered Member in both client presentation and all documentation and/or advertising .
- The Student Member shall be entitled to all member privileges but shall not hold voting rights.
- The Student Member shall be diligent in reporting to the Mentor and maintaining the agreed study plan.
- The Student Member shall pay the set annual subscription fee, along with all other levies and charges
- The Student Member shall abide by the Rules and Regulations of the Institute.

Signed .....  
(Applicant)

Date .....

Signed .....  
(Mentor)