



Accreditation of Architectural Programmes

Criteria and Procedures

First edition	1999
Second edition	July 2011
Third edition	June 2019

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The Hong Kong Institute of Architects and Architects Registration Board, HKSAR

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Foreword

In 1999, the Hong Kong Institute of Architects (HKIA) and the Architects Registration Board (ARB) jointly established criteria and procedures for accreditation of architectural programmes in local universities. This accreditation establishes the academic standards appropriate for admission to the HKIA and for registration as an architect in Hong Kong.

The HKIA, through its Board of Educational Affairs (BEdA), oversees matters relating to architectural education, accreditation of architectural programmes, recognition of non-local architectural and related education systems and professional qualifications.

In 2011, in response to the changing conditions and requirements in architectural education and practice both locally and globally, the BEdA commissioned a taskforce for a major revamp of the HKIA/ARB criteria and procedure for accreditation of architectural programmes.

In 2018, HKIA was accepted as a signatory to Canberra Accord with effect from 1 January 2018 for a period of 6 years.

For continuous quality assurance of the HKIA/ARB accreditation system, a joint HKIA/ARB taskforce was formed in 2018 to further update the accreditation document.

This current edition of documents was approved by both the Council of the HKIA and the ARB on 25 June 2019 to supersede the July 2011 revision of the “HKIA / ARB Accreditation System” document. It takes effect from 25 June 2019 for all accreditation procedures and validation visits scheduled to take place on or after 25 June 2019.

Moreover all aspects of the HKIA/ARB accreditation system, including the validation criteria and procedures, shall be kept under regular review to benchmark the standards with international norms and to ensure that the best practices are followed.

Reviews to be conducted normally on an annual basis by Board of Educational Affairs (BEdA) of HKIA and Education and Accreditation Committee of ARB. Where found necessary, BEdA shall submit a summary of quality assurance improvement measures related to accreditation matters to the HKIA / ARB Accreditation Board for consideration and action.

1.0 Introduction

1.1 Purposes of Accreditation

- a) To ensure the educational quality and standards of existing and proposed architectural programmes, with the view of continuously improving and enhancing the relevance, value and effectiveness of the architectural profession in Hong Kong.
- b) To set the academic qualification standards appropriate for registration as an architect in Hong Kong and for admission to the HKIA.

The HKIA and the ARB expect the programmes under review to meet the highest international standards.

Accreditation is not for a school, department or faculty. It is for the specific architectural programme only.

1.2 Architectural Programmes

Architectural education, when structured to attain professional recognition, normally can be in two parts or take the form of a single-degree programme. The initial-level pre-professional architectural programmes, the advanced-level professional architectural degree programmes will be assessed under the same accreditation procedures as established in this document.

The initial-level pre-professional architectural programmes being considered for accreditation shall be regarded as stand-alone programmes, with their own terminal requirements and recognitions.

Knowledge, understanding and ability are the core elements for the pre-professional programmes, while professional architectural degree programmes are expected to embody these three elements, together with the ability to research and explore critical architectural issues, and produce solutions through design.

The period of academic studies to the end of an architectural degree programme appropriate for registration as an architect in Hong Kong, in two parts, as a single professional degree programme, should always be equivalent to a minimum of FIVE years of full-time study recognized by the HKIA and the ARB.

1.3 Glossary

The Architects Registration Board (ARB), HKSAR :

The ARB is the statutory body responsible for the registration of architects in Hong Kong.

The Hong Kong Institute of Architects (HKIA) :

The HKIA is a body corporate responsible for raising the standard of architecture in Hong Kong and for establishing the standards of professional architectural services offered by the members of the HKIA.

HKIA / ARB Accreditation Board :

HKIA / ARB Accreditation Board means the Council of the Hong Kong Institute of Architects and the Architects Registration Board.

Programme :

The sequence of courses taken to qualify for the degree or award in which a student is enrolled – e.g. Bachelor of Architecture or Master of Architecture.

School / Department / Faculty:

The entity i.e. School, Department or Faculty within a post-secondary institution that delivers the accredited architectural programme.

Validation :

The means of granting approval / recognition to a course / programme or a combination of courses which have been tested to produce results of a minimum acceptable standard when compared to set criteria (i.e. output related).

Advisory Visit:

The voluntary advisory visit is intended for new architectural programme(s) that are to be considered for validation by HKIA/ARB.

Validation Visit :

The visit to School / Department / Faculty undertaken by a Visiting Board appointed by the BEdA of the HKIA for the purpose of validating the relevant Programme.

Visiting Board :

A team of suitably qualified and approved experts / professionals appointed by the BEdA of the HKIA who undertakes the Validation Visit.

HKIA / ARB Appeal Board :

A board appointed by the Council of the HKIA and the ARB to hear appeals from School / Department / Faculty against the

recommendations of a Visiting Board.

2.0 Validation Process – An Overview

2.1 Validation Procedures

- (a) For initial validation or for continuing validation (Revalidation) of the relevant programme, a written application shall be made by the Head of the School / Department / Faculty to the Chair of the Board of Educational Affairs (BEdA) of the HKIA . This application shall be made a minimum of ONE year before the Validation Visit.
- (b) Self-assessment of the Programme by the School / Department / Faculty, in the form of a written report, must be submitted to the Chair of the BEdA at least TWO months before the Validation Visit.
- (c) A Visiting Board of appropriately qualified and approved experts / professionals shall be appointed by the BEdA of the HKIA before coordinating a Validation Visit to the School / Department / Faculty.
- (d) Any conditions, recommendations or judgments about the Term of Accreditation will be made in a written report prepared by the Visiting Board.
- (e) The School / Department / Faculty will be given the opportunity to respond to the written report.
- (f) The HKIA / ARB Accreditation Board will endorse the written report made by the Visiting Board.

2.2 Outcomes – Terms of Accreditation

Programmes seeking initial or Continuing Accreditation by the HKIA and the ARB may receive one of the following three Terms of Accreditation appropriate to the performance of the Programme.

(a) Unconditional Term of Accreditation

Where the Programme has achieved the necessary standard and met all the requirements of the HKIA and the ARB for accreditation, accreditation is granted unconditionally for a term of FIVE years. The same term of FIVE years may also be granted to Programmes with minor deficiencies listed by the HKIA / ARB Accreditation Board, with the caveat that recommendations for corrections and / or improvements in the Programme by the School / Department / Faculty are implemented within an agreed period of time.

In either case, the continuing accreditation for an architectural programme is dependent upon satisfactory interim reviews being submitted to the HKIA / ARB Accreditation Board at intervals as

set out in this accreditation. The number and intervals shall be determined by the Visiting Board, and in no case be less than ONE interim review within the accreditation period.

(b) Conditional Term of Accreditation

Where Programme falls below the standards of accreditation by the HKIA and the ARB, and the intention for rectification is clear and attainable, the School / Department / Faculty may receive a Conditional Term of Accreditation, set out as specific terms and conditions to be implemented. The Conditional Term of Accreditation may be granted for THREE years or a period as decided by the HKIA / ARB Accreditation Board. If a new Programme contains all the major components and resources but needs additional development, it may also receive a Conditional Term of Accreditation for THREE years or a period as decided by the HKIA / ARB Accreditation Board.

In either case, continuing the Conditional Accreditation for an architectural programme is dependent upon satisfactory interim reviews being submitted to the HKIA / ARB Accreditation Board at intervals as set out in this accreditation. The number and intervals shall be determined by the Visiting Board, and in no case be less than ONE interim review within the accreditation period.

(c) Refusal or Withdrawal of Accreditation

Where a Programme suffers from serious deficiencies in achieving the standards of accreditation by the HKIA and the ARB, the HKIA / ARB Accreditation may be refused or withdrawn.

The School / Department / Faculty may reapply for a validation of the specific Programme after the expiry of TWO years.

2.3 Appeals

The School / Department / Faculty may seek to appeal the Visiting Board's recommendation. Such appeal shall be addressed to the President of the HKIA and the Chairman of the ARB, who will submit to the Council of the HKIA and the ARB to appoint a Joint HKIA / ARB Appeal Board to review the case. The decision of the Appeal Board shall be final.

2.4 Fees for Validation Process

As a general principle, the School / Department / Faculty shall bear the cost of the Validation incurred by the HKIA and the ARB.

The cost shall also include accommodation, meals, travelling and commuting charges and expenses incurred by the Visiting Board

(except invited observers) for the Validation Visit. Payment should be made by the School / Department / Faculty to the HKIA at least THREE months before the Validation Visit. The Validation Visit will not be conducted if the prescribed charge is not settled in time.

3.0 Validation Strategy

The strategy for the Validation of architectural programmes is based on the following considerations relative to the validation criteria set out in **Appendix A**.

- (a) The resources and organisations of the School / Department / Faculty.
- (b) The validity of School / Department / Faculty's statement of objectives for the School / Department / Faculty and for the specific Programme relative to :
 - The objectives of the HKIA and the ARB, and
 - The cultural, academic and professional contexts for the specific Programme.
- (c) The Programme structure and content relative to the statement of objectives for the Programme.
- (d) The School / Department / Faculty's standards and the Programme's standards as evidenced in the work of the students. This work will be assessed to determine the following :
 - Whether the Programme is meeting its objectives;
 - The strength and weakness of the Programme and of the School / Department / Faculty;
 - Whether the lowest pass standard is adequate in meeting the validation criteria for the Programme and, if not, to determine the remedial measures which the School / Department / Faculty needs to undertake.

4.0 Validation Visit

4.1 Management Process for Validation Visit

The following table outlines the timing, activities and responsibilities associated with the Validation Visit.

When	What	Who
Minimum of TWELVE months before visit.	Application to the BEdA of the HKIA for Validation or Revalidation	Head of the School / Department / Faculty
Minimum of FOUR months before visit	Formation of the Visiting Board	BEdA of the HKIA
Minimum of TWO months before visit	Submission of the Programme Report to the BEdA of the HKIA	Head of the School / Department / Faculty
Within TWO weeks after the visit	Preliminary Visiting Report	Chairman of the Visiting Board
Within TWO months after the visit	Final Visiting Board Report to the HKIA / ARB Accreditation Board for decision	Chairman of the Visiting Board

4.2 Self-assessment by the School / Department / Faculty Prior to Validation Visit

The School / Department / Faculty must produce, in advance, a self-assessment report of the Programme (Programme Report) on how the specific Programme meets the goals and objectives of the HKIA and the ARB for accreditation. The Programme Report should embody the criteria for Validation. The School / Department / Faculty prepares it in advance so that it may be reviewed by the Visiting Board prior to the visit.

The Programme Report should include the contents set out in **Appendix B**.

4.3 Formation and Composition of Visiting Board

The Visiting Board is appointed by the BEdA of the HKIA in consultation with and by the mutual consent of the School / Department / Faculty involved.

Visiting Board members should be chosen for their demonstrated objectivity and experience in academia, accreditation procedures or professional practice. To ensure the broadest variety of backgrounds and experiences, academics / practitioners from outside Hong Kong will be appointed.

The Visiting Board shall be composed of the following:

- (a) The BEdA Chairman of the HKIA or a HKIA Member nominated by him / her.
- (b) One HKIA Member nominated by BEdA
- (c) Two ARB members or ex-ARB members with accreditation experience, nominated by the ARB
- (d) Two academics/practitioners from outside Hong Kong (both should have relevant experience of validation visits; at least one should be familiar with China and / or the region.)

One member of the Visiting Board will be nominated by the BEdA of the HKIA as the Board Chair.

In addition, up to two Members may be invited by the ARB or the BEdA of the HKIA to join as non-voting observers. As directed by the Visiting Board Chair, the observers are encouraged to offer comments and advice to the Visiting Board but should not participate in the Visiting Board's decisions.

These appointments of representatives are especially important for accrediting bodies with which Hong Kong has mutual recognition agreements or is considering potential agreements, such as the Canberra Accord of which HKIA is a signatory.

The Chairman of the Visiting Board is responsible for :

- (a) Negotiating the date for the visit with the School / Department / Faculty.
- (b) Reviewing the Programme Report submitted by the School / Department / Faculty and identifying any areas requiring additional information or any other changes to the Programme Report.
- (c) Reviewing the findings of relevant Advisory Visit Report provided and bringing to the attention of the Visiting Board any important items that need to be addressed.
- (d) Developing the agenda for the visit in coordination with the School / Department / Faculty.
- (e) Leading the pre-visit preparation meeting with Visiting Board members.
- (f) Ensuring the Visiting Board's general compliance with the procedures and appropriate standards of conduct during the visit.
- (g) Chairing the discussions and deliberations of the Visiting Board during the visit.
- (h) Preparing the preliminary Visiting Board Report and issuing this preliminary report to the Head of School / Department / Faculty

for review.

- (i) Completing the final Visiting Board Report with the signatures of all Visiting Board members including any observers.
- (j) Submitting the final Visiting Board Report to the HKIA / ARB Accreditation Board for endorsement.

4.4 Visiting Board Preparation for Validation Visit

The Visiting Board will decide, on the basis of the Programme Report and the Validation Visit, whether or not the specified Programme meets the requirements and standards set by the HKIA and the ARB.

4.5 School / Department / Faculty Preparation for Validation Visit

The Visiting Board visits for THREE days on site and must have access to the administration, facilities, faculty, students and alumni. The specified programme must exhibit its studio projects and have available samples of all student products. The work shown must include 2 numbers in the highest range of marks, 2 numbers in the average range of marks and minimum 3 numbers of the lowest pass for each year of the course. The full curriculum must be presented. Relevant staff from these courses should be available for interview by the Visiting Board.

4.6 Programme for Visiting Board Visit

The model programme for a Validation Visit is enclosed in **Appendix C**.

4.7 Visiting Board Report and Recommendations

Within TWO weeks from the last day of the Validation Visit, the Chairman of the Visiting Board will compile a preliminary Visiting Board Report, containing the findings and recommendations of the Visiting Board, and send this preliminary report to the Head of School / Department / Faculty for correction of any factual inaccuracies.

Within TWO months from the last day of the Validation Visit, the Chairman of the Visiting Board shall complete the final Visiting Board Report, with the endorsement and signatures of all Visiting Board members, including any observers.

The Visiting Board Report format is enclosed in **Appendix D**.

4.8 Approval of Visiting Board Report

The final Visiting Board Report, including the conditions and / or recommendations for the Term of Accreditation, shall be presented to the HKIA / ARB Accreditation Board for endorsement.

The HKIA / ARB Accreditation Board shall either :

- (a) Accept the recommendation on the Term of Accreditation as stated in the Visiting Board Report; or
- (b) Reject the recommendation of the Visiting Board Report and to substitute a new Term of Accreditation (the HKIA / ARB Accreditation Board shall give in writing their reasons for so doing).

4.9 Procedure for Appeals

Should a School / Department / Faculty seek to appeal against the recommendations of the Visiting Board, it must do so in writing to the President of the HKIA within TWENTY working days of receipt of the Visiting Board Report that is being appealed against.

The appeal submission must indicate the basis for the appeal and enclose relevant documentation that the School / Department / Faculty believes should be considered. Grounds for appeal should relate only to procedural matters, i.e. where agreed procedures have not been followed, and as a consequence may have influenced the recommendations of the Visiting Board.

The Joint HKIA / ARB Appeal Board shall be jointly appointed by the Council of the HKIA and the ARB. It shall comprise THREE members with two HKIA Council members and one ARB member, none of whom shall have any recent involvement in the School / Department / Faculty, the Validation Visit or the formation of any subsequent recommendations. One of the members will be named as the Board Chair. The Appeal Board will review all related matters and decide whether or not the appeal is to be upheld or not. The decision of the Appeal Board shall be binding and final.

All outlay costs related to the appeal incurred by the HKIA and the ARB shall be borne by the School / Department / Faculty.

4.10 Confidentiality

All Visiting Board members, including the observers, must maintain strict confidentiality with respect to materials reviewed, interviews conducted and deliberations that occur within the Visiting Board.

Before the accreditation decision is announced by the HKIA / ARB Accreditation Board, the HKIA, the ARB and the School / Department / Faculty are prohibited from making either the Programme Report or the Visiting Board Report available to any associated organizations or to the public.

4.11 Conflicts of Interest

The HKIA and the ARB are committed to conducting the validation process in an objective and bias-free manner and seek to avoid any real or perceived conflict of interest in the Validation procedures,

deliberations and decisions.

The HKIA and the ARB will not appoint an individual to a Visiting Board if it appears that the individual has a real or perceived conflict of interest that would raise doubt as to that individual's objectivity regarding the Validation.

All conflicts, real or potential, must be disclosed to the Chairman of the Visiting Board and the Head of School / Department / Faculty at least THIRTY days before the Validation Visit begins, in order to determine whether specific action should be taken.

5.0 Validation of New Programmes and Programme Changes

5.1 New Programmes

The School / Department / Faculty planning to offer new Programmes in Architecture that are to be considered for Validation are advised to approach the BEdA of the HKIA for consultation at an early stage, either before implementation or in the early years of operation.

The HKIA may offer, solely at its own discretion, a preliminary visit (Advisory Visit) to the School / Department / Faculty, to give advice on the preparation of submissions for a new Programme for Initial Validation.

The size and the membership for an Advisory Visit shall be determined by the HKIA depending upon circumstances and the purpose of the visit. Normally the number of visiting members will be not less than three.

Such a visit is purely advisory and is not intended to give any form of Validation in principle nor should it make any report which might compromise any ensuring Visiting Board for the initial validation.

All outlay costs related to an Advisory Visit incurred by the HKIA shall be borne by School / Department / Faculty. The cost shall include accommodation, meals, travelling and commuting charges, and expenses incurred by the HKIA for visiting members of the Advisory Visit.

Guidelines for the Advisory Visit are enclosed in **Appendix E**.

5.2 Major Changes to Accredited Programmes

Where major changes to an existing Programme are planned, the School / Department / Faculty should approach the BEdA of the HKIA for consultation and advice on reviewing plans to meet Validation and Recognition requirements.

Major changes to an existing Programme mean significant changes in :

- (a) The underpinning philosophy of the Programme,
- (b) The existing content of subjects within a Programme (such as the initial level being replaced by general education requirements, major new contents, etc), and / or
- (c) A significant reduction in human, physical and / or financial resources.

6.0 Continuing Accreditation

As a mandatory condition for all accredited programmes, the School / Department / Faculty is required to prepare and submit to the BEdA Interim Reviews Report at the intervals specified in the Terms of Accreditation in the last Visiting Board Report or as imposed by the HKIA / ARB Accreditation Board. The number and intervals shall in no case be less than ONE interim review within the accreditation period.

The Interim Review Report proforma is enclosed in **Appendix F**.

If the School / Department / Faculty fails to do so in time, or if the BEdA finds the Interim Reviews to be unsatisfactory, the HKIA / ARB Accreditation Board shall appraise the situation and shall determine what action needs to be undertaken to ensure that the accreditation remains valid. If the recommended actions are not complied with, accreditation may be withdrawn by the HKIA / ARB Accreditation Board.

Appendix A - Validation Criteria

A1 School / Department / Faculty

- A1.1** Normally the School / Department / Faculty should be in or associated with an institution of higher academic learning, preferably of a University standard which can provide the wide range of studies required for the education and training of an architect.
- A1.2** The organization of the School / Department / Faculty should allow for flexibility in the development of the Programme to meet the changing needs of architectural education. The School / Department / Faculty should have an identifiable management structure that ensures highly qualified architectural expertise is central in its leadership and decision-making processes.
- A1.3** The School / Department / Faculty should have the necessary facilities and financial support to achieve the physical, library, research and computing contexts in which it can attain its objectives.
- A1.4** There should be evidence the School / Department / Faculty is involved in developing an understanding of the environmental problems of its community and that it is endeavouring to make significant contributions to their solutions through the study of real problems.
- A1.5** The staff profile should be of a high level of academic attainment and teaching ability and should provide the necessary range of specialist skills together with academic and practical experience. The School / Department / Faculty should encourage continuing research by staff or involvement in appropriate practice. Research may be founded on practice project work or related to building construction, environmental concerns, social / design / aesthetic or historical aspects of architecture. Staff should be proficient in research techniques as well as in the training of students in research techniques necessary for the practice of architecture.
- A1.6** In general the School / Department / Faculty should have an entrance level which should not be below University entry or its equivalent.
- A1.7** The School / Department / Faculty needs to have systems for self-evaluation and peer review conducted at regular intervals, including review panels, critiques involving teachers from other schools, practising architects and visiting lecturers.
- A1.8** Where appropriate, the School / Department / Faculty should facilitate staff and student exchanges with other schools, promote

study visits, and exhibitions of work and take part in international competitions.

A2 Accredited Programme

- A2.1** Architecture is the integration of social, cultural, aesthetic, technical and professional knowledge and judgments.
- A2.2** The future of the profession depends not only on the technical skills of the graduates but also on the mature development of the intellectual and creative potential of each individual. Education should aim at the development of the whole person. The profession needs graduates who are open-minded, flexible, creative, adaptable and able to work with people and in teams.
- A2.3** A framework of knowledge and skills for understanding and applying solutions to architectural problems is essential. The framework is composed of performance criteria which set the minimum standards for a graduate. The School / Department / Faculty must show where its graduates have satisfied these criteria in the curriculum. It is expected that there will be a number of ways of fulfilling the criteria in teaching and research methodologies and the measure of their success will be evident in student performance.
- A2.4** These Criteria are stated in terms of level of accomplishment:
- (a) *Awareness:*
familiarity with specific information, including facts, definitions, concepts, rules, methods, processes or settings. Students can correctly recall information without necessarily being able to paraphrase or summarize it.
 - (b) *Understanding:*
assimilation and comprehension of information. Students can correctly paraphrase or summarize information without necessarily being able to relate it to other material or see its fullest implications.
 - (c) *Ability:*
show skills in relating specific information to the accomplishment of tasks. Students can correctly select the information that is appropriate to a situation and apply it to the solution of specific problems.

The criteria are organized under:

1. Societal;
2. Technical Knowledge;
3. Design;
4. Practice;
5. Skills.

A2.5 SOCIETAL

(a) Human Behavior.

Awareness of the theories and methods of inquiry that seek to show the relationship between human behavior and the physical environment.

(b) Sustainable Development.

Understanding of the basic principles of sustainable development and architects' responsibilities with respect to the social, economic and environmental sustainability in architecture and urban design.

(c) Accessibility.

Ability to design both sites and buildings to accommodate individuals with varying physical abilities.

(d) Chinese and Western History and Modernism.

Understanding of Chinese and Western history and modernism in architecture, landscape and urban design and the cultural, socioeconomic, climatic and technological factors that have shaped and sustained them.

(e) National and Regional Traditions.

Understanding of national traditions and the local regional heritage in architecture, landscape and urban design, including vernacular traditions.

A2.6 TECHNICAL KNOWLEDGE

(a) Structural Systems.

Understanding of the principles of structural behavior in withstanding gravity and lateral forces, and the range and appropriate applications of contemporary structural systems.

(b) Building Service Systems.

Understanding of the basic principles that inform the design of safe, healthy and low carbon building service systems, including MVAC, plumbing & drainage, electrical, vertical transportation, communication, security and fire protection systems.

(c) Environmental Systems.

Understanding of the basic principles that inform the design of environmental systems and green / sustainable architecture, including sustainable sites, energy & atmosphere, indoor environmental quality, materials & resources conservation and water efficiency.

(d) Building Envelope Systems.

Understanding of the basic principles that inform the design of building envelope systems in controlling energy use,

thermal comfort, water penetration, light filtration and air exchange.

- (e) Life-Safety Systems.
Understanding of the basic principles that inform the design and selection of life-safety systems in buildings and their subsystems.
- (f) Building Materials and Assemblies.
Understanding of the principles, conventions, standards, applications and restrictions pertaining to the manufacture and use of construction materials, components and assemblies.
- (g) Building Systems Integration.
Ability to assess, select and integrate structural systems, building service systems, environmental systems, building envelope systems, building materials and life-safety systems into building design.

A2.7 DESIGN

- (a) Programme Preparation.
Ability to assemble a comprehensive programme for an architecture project, including an assessment of client and user needs, a critical review of appropriate precedents, an inventory of space and equipment requirements, an analysis of site conditions, a review of the relevant laws and standards and an assessment of their implications for the project, and a definition of site selection and design assessment criteria.
- (b) Comprehensive Design.
Ability to produce an architecture project informed by a programme, up to schematic design with consideration of structural and environmental systems, life-safety provisions, wall sections, and building assemblies, as appropriate; and to assess the completed project with respect to the programme's design criteria.
- (c) Site Conditions.
Ability to respond to natural and built site characteristics in the development of a programme and design of a project.
- (d) Formal Ordering Systems.
Understanding of the fundamentals of visual perception and the principles and systems of order that inform two- and three-dimensional design, architectural composition, and urban design.

- (e) Fine Arts.
Understanding of various aspects of fine arts and their influences on the quality of architectural design.
- (f) Technical Documentation.
Ability to make technically precise descriptions and documentation of a proposed design for purposes of review and construction.

A2.8 PRACTICE

- (a) Architects' Leadership Role.
Understanding of the social, political, technological, environmental and economic factors that shape the practice of architecture. *Awareness* of the architects' leadership role from project inception, design, and design administration to building contract administration, including the selection and coordination of allied disciplines, building environmental performance assessment, post-occupancy evaluation, and facility management.
- (b) Ethics and Professional Judgment.
Awareness of the ethical issues involved in the formation of professional judgments in architecture design and practice.
- (c) Practice Organization and Management.
Awareness of the basic principles of office organization, business planning, marketing, negotiations, financial management and leadership as they apply to the practice of architecture.
- (d) Building Economics and Cost Control.
Awareness of the fundamentals of development financing, building economics from a building life cycle perspective, and construction cost control within the framework of a building project.
- (e) The Legal Context.
Awareness of the legal context within which architects practise, and the laws pertaining to professional registration, professional services agreements.
- (f) Legal Responsibilities.
Understanding of architects' legal responsibilities with respect to public health and safety; property rights; planning ordinances; building codes; handicapped accessibility and other factors affecting building design, construction and architecture practice.

- (g) Building Code Compliance.
Awareness of the codes, regulations, ordinances, and standards applicable to a given site and building design, including planning regulations, occupancy classifications, allowable building heights and areas, site coverage, means of egress, fire protection and structure, environmental regulations, sustainable building design guidelines etc.
- (h) Agreements and Documentation.
Awareness of the different methods of project delivery, the forms of service agreements and the types of documentation required to deliver competent and responsible professional service.

A2.9 SKILLS

- (a) Collaborative and Participatory Skills.
Ability to work cooperatively with others in a team setting.
Ability to discuss architectural ideas with non-architects, to listen objectively to their opinions and to consider those opinions in designing.
- (b) Verbal and Writing Skills.
Ability to speak and write effectively on subject matters contained in the professional curriculum in Chinese and / or English.
- (c) Graphic Skills.
Ability to use appropriate representational media, such as drawings, models, diagrams, charts, including computer technology, to convey essential design information at each stage of the programming and design process.
- (d) Research Skills.
Ability to employ basic methods of data collection and analysis to inform all aspects of the programming and design process.
- (e) Critical Thinking Skills.
Ability to make a comprehensive analysis and evaluation of a building, building complex or urban space.

Appendix B - Criteria for Programme Report Prior to Visit

B1 Mission and Objectives

These are specific to the particular region and cultural / social contexts. The Programme Report should outline how these objectives relate to :

- (a) The academic context - the institution and / or School / Department / Faculty in which the Programme is offered,
- (b) The student body - how the students may contribute and evaluate the Programme from curricular to administrative matters,
- (c) HKIA / ARB - the objectives of the HKIA and the ARB for accreditation,
- (d) the profession - involvement of the profession in shaping and participating in the Programme, and
- (e) the society - the impact and relation of the Programme to the society.

B2 Self Assessment / Appraisal

- (a) This requires that the School / Department / Faculty evaluates its own progress according to its own stated objectives within the framework of the HKIA and the ARB for accreditation.
- (b) Response to last Validation Visit if applicable.
- (c) Internal procedures for input from students, faculty, the profession, external examiners, etc. Mechanisms for responding to these inputs and for regular reviews of the organization, the curriculum, teaching, etc.

B3 Curriculum and structure

Organization by year with a detailed listing of each course with requirements, teaching methods, grading methods, etc. How the courses relate to and fulfill the objectives of the HKIA and the ARB for accreditation. A matrix showing how the criteria are met in the curriculum is required.

Where pre-professional degree top-up courses form part of the submission the detached curricula and structures of the courses should be benchmarked to a standard two parts degree programme.

B4 Students

Admission criteria and standards and how they compare to the national / regional and other professional schools. Number of students admitted etc. Monitoring of student progress - advancement, graduation, etc.

B5 Staff

A complete list of School / Department / Faculty and support staff - secretarial, technical. Full time Staff / student ratio. Opportunities and policies for enrichment and advancement.

B6 Facilities

Description and plans of physical facilities - classrooms and studios, offices, critique and exhibition areas, libraries, computer laboratories, workshops, etc.

B7 Information resources

Size and extent of collection - books, periodicals, slides, CD-ROM, trade literature, material samples, etc. Opening hours and support services.

B8 Research

Projects undertaken and policy for promotion of research efforts both at staff and student levels.

B9 Other activities

Activities related to the profession and the community, for example, guest lectures, exhibitions, exchange programmes, travel, conferences, symposiums, etc.

B10 Financial

Budget, scholarships, grants, financial aid, etc. should be clearly set out. Financial arrangement of the operating budget should be clearly presented to assure the Visiting Board that there are adequate resources to run the programme throughout the period of Accreditation. Where outside institutions are involved in the provision of the degree programme, contracts with these outside institutions should be available for perusal.

B11 Changes

Changes in any of the above curriculum, staffing, facilities, budget, contracts, etc. since last Validation Visit, if applicable.

B12 Appendix of the Programme Report should include the following :

- (a) Visiting Report from previous Validation Visit, if applicable.
- (b) Advisory Visit Report if applicable.
- (c) Course descriptions of all courses offered by the Programme (one page maximum for each course).
- (d) School / Department / Faculty resumes with educational and professional qualification - courses taught, research and publications, administrative duties etc (two pages maximum).

Appendix C - Model Programme for Visiting Board Visit

Day 1 (Off-site)	Day 2	Day 3	Day 4
<p>18:00 Private meeting of Visiting Board for training and briefing for members of the Visiting Board.</p>	<p>08:30 Informal discussions with Head of School and Programme Leaders / Coordinators. Review of visit schedule.</p> <p>09:00 Meeting with President, or Vice Chancellor of the University or School of Higher Education.</p> <p>09:30 General presentation of the School by Head of School.</p> <p>11:00 Presentation of studio work and orientation of exhibition of students work. Observations in progress.</p> <p>12:45 Lunch with Head of School and Programme Leaders / Coordinators.</p> <p>14:00 Visit to School facilities, exhibition of research activities and public lecture series.</p> <p>15:00 Meeting with External Reviewers. Views on role of external reviewers and effectiveness to be invited. Responses on matters identified to be sought.</p> <p>16:00 Review of students design portfolios by Visiting Board.</p> <p>18:00 Campus Visit.</p> <p>19:30 Dinner with Alumni</p>	<p>09:00 Informal discussions with Head of School and Programme Leaders / Coordinators.</p> <p>09:15 Presentation of core subjects curriculum by teaching staff and Q&A.</p> <p>10:45 Visiting Board continues private inspection of student design work, course curriculum & exam papers.</p> <p>12:15 Private meeting of Visiting Board. Matters are identified for discussions with students.</p> <p>12:45 Lunch with student representatives.</p> <p>13:45 Meeting with student representatives. Responses on matters identified to be sought. Representatives invited to express their views towards the School.</p> <p>15:00 Meeting with Faculty members. Responses to matters identified to be sought. Other matters which require reflections by Visiting Board to be invited.</p> <p>16:30 Private meeting of Visiting Board to review the progress.</p>	<p>09:00 Informal discussions with Head of School.</p> <p>09:15 Meeting with Dean of Faculty.</p> <p>10:15 Private meeting of Visiting Board.</p> <p>12:00 Final meeting with Head of School. Advice and observations of Visiting Board to be related by Chairman.</p> <p>Chairman of Visiting Board summarizes findings.</p> <p>13:00 Finish of visitation.</p>

Appendix D - Visiting Board Report Format

Cover page

CONFIDENTIAL

The Hong Kong Institute of Architects
Architects Registration Board, Hong Kong Special Administrative Region

VISITING BOARD REPORT FOR :

<Title of course(s)>

AT: <Name of Institution>

REPORT date

ADD Footer to all pages – Draft / Final / Confirmed HKIA-ARB Visiting Board report for (title of course) at (name of institution) + (month / year of visit)

1. INTRODUCTION

1.1 Visiting Board members

2. RECOGNITION STATUS

2.1 Recommendation to HKIA / ARB

2.2 <Recommendations to other bodies as required>

2.3 Criteria for Validation

2.4 Standards

2.5 Advice

2.6 Standard Conditions of Approval

2.7 Comments

2.8 Signed

3. COMMENTARY

3.1 Self-appraisal

3.2 Detailed review of courses

3.2.1 <Subject titles>

3.3 Resources

3.3.1 Staff

3.3.2 Students

3.3.3 Space, facilities and equipment

3.3.4 Financial budget and equipment

3.4 Conclusion

4 ATTACHMENTS

4.1 Documentation provided prior to visit

4.2 Additional information supplied during visit

4.3 Exhibition of student work

4.4 Record of meetings

4.5 Course structure diagrams

1 INTRODUCTION

The purpose of this report is for the Assessment for Validation of the <title of course/s> at the <name of institution>. It was prepared by a Visiting Board representing the Hong Kong Institute of Architects and the Architects Registration Board of the Hong Kong Special Administration Region.

The Visit to the School / Department / Faculty took place during <date> and was sequential to the previous visit on <date>. A verbal presentation of the report was made to the staff and students of the School / Department / Faculty on <date>.

The visitation is based on the Current Criteria and Procedures listed in the “HKIA / ARB Accreditation of Architectural Programme” document.

The Visiting Board extends its appreciation to the Head of the School / Department / Faculty, <name>, and the academic and general staff <name as appropriate> for the assistance provided during the visit.

1.1 Visiting Board Members

For example:

Name	Organization
Ms. Eliza Ho	The Hong Kong Institute of Architects (HKIA)

1.2 Observers

For example:

Name	Organization
Mr. John Wood	Architects Accreditation Council of Australia (AACA)

2. RECOGNITION STATUS

2.1 Recommendation to HKIA / ARB Accreditation Board

The purpose of this Visiting Board has been to undertake a Validation of <title of course/s> at the <name of institution> for the Hong Kong Institute of Architects and the Architects Registration Board in accordance with the HKIA / ARB Accreditation Criteria and Procedures, including Comments and Recommendations on improvements to the Programmes and the provision of resources to support them.

The Visiting Board recommends that an Unconditional Term of Accreditation of <title of course/s> be granted to <name of institution> for a period of five years from <date>.

As a condition of this Accreditation, the <institution> is required to conduct <No.> Interim Review(s) and to submit the Interim Review report(s) at the following interval(s) <time> to the BEdA of the HKIA for approval.

<or>

The Visiting Board recommends that a Conditional Term of Accreditation of <title of course/s> be granted to <name of institution> for three years.

As a condition of this Accreditation, the <institution> is required to conduct <No.> Interim Review(s) and to submit the Interim Review report(s) at the following interval(s) <time> to the BEdA of the HKIA for approval.

<or>

The Visiting Board recommends <refusal> or <withdrawal> of Accreditation

2.2 Recommendation to other bodies

<As required>

2.3 Criteria for Validation

The Visiting Board is <satisfied> <or not satisfied> that <this Programme> and <these Programmes> and associated awards meet the standards requisite for recognition and fulfill the HKIA / ARB Accreditation Criteria and Procedures and substantially fulfill the general statement of educational objectives and content.

2.4 Standards

The work from previous years of <this Programme> or <these Programmes> was inspected during the visit and was judged <to meet> or <not to meet> the standards requisite for recognition.

2.5 Advice

Areas where development is desirable or improvement is expected are as follows <as required>.

2.6 Standard Conditions of Approval

As a condition of continuing Accreditation, if the <institution> fails to submit the Interim Review Report(s) in the specified manner or if HKIA/ARB find the Interim Review(s) to be unsatisfactory, accreditation may be withdrawn by the HKIA / ARB Accreditation Board.

Any significant course changes from the approved Programme must be notified to the HKIA / ARB Accreditation Board.

2.7 Comments

2.8 Signed

Chair of the Visiting Board _____
(On behalf of the Visiting Board)

Head of School _____
(Acknowledgement of the report and confirmation of matters of fact)

3. Commentary

3.1 Self-appraisal

Points arising from the self-appraisal, and the responses made to previous Visiting Board report or Advisory Reports (and to Reports of any Revisits) and External Examiner comments. Other developments since the last visit and / or anticipated in the future. Context of the Programme/s and the associated Courses within the wider provision of the School / Department / Faculty / University.

3.2 Detailed review of Courses within the Programme/s

For each course – more detailed comments (where appropriate) on:

- Clarity, validity and achievement of course objectives;
- Admissions and arrangements for direct entry at a stage other than the start of the Programme;
- Quality and coverage of the syllabus (including balance and integration between design / non-design work;
- Progression within Programme/s/Course;
- Assessment: methods, content and coverage, relative weightings, standards achieved (commenting separately on examinations, course work, dissertations, design projects – as appropriate), external examining arrangements;
- Teaching and learning methods;
- Practical training arrangements and research.

<Title of each course>

3.3 Resources

3.3.1 Staff

Any special strengths or other comments. Involvement of practitioners, specialist lecturers, etc on a part-time basis. Any points raised in the staff meeting which are not covered elsewhere in the report.

3.3.2 Students

Any relevant points arising from the documents provided or from meetings, with the students which are not covered elsewhere. Comments based on student statistics.

3.3.3 Space, facilities and equipment

Accommodation, library, IT, laboratories, etc

3.3.4 Financial budget, scholarship, contractual arrangements with outside institutions etc.

Whether the budget can sustain the cost of the programme and any scholarships / financial and / research grants etc. granted to students and staff.

3.4 Conclusion

The Visiting Board recommends granting <an Unconditional Term of Accreditation for a further period of five years> / <a Conditional Term of Accreditation for three years> or <refuse> <withdrawal> of the Accreditation to <name of institution> for <title of Programme/s>. Interim Reviews <No. and time>

4 ATTACHMENTS

4.1 Documentation provided prior to visit :

- Course validation main report document <date>.
- <summary of contents> e.g. executive summary.
- <Last Visiting Board Report of previous date>.

4.2 Additional information supplied during visit

<List additional information>

For example:

- A range of recent final year thesis documents.
- Examination papers, student scripts and examination results for several subjects.
- Additional handouts / assignments etc, for subjects.
- Timetable for the current semester.
- Library guide & library holdings on architectural books / serials on architectural topics.

4.3 Exhibition of student work

<Details>

For example:

- Graded work of students.
- Comprehensive general exhibition of design work for each year in the courses.
- A range of portfolios of students work covering examples at low-pass.
- Average-pass and high-pass for the various subjects.
- An exhibition of graduating thesis projects.

4.4 Record of meetings

For example

Day 1	Day 2	Day 3
09:30 Introductory meeting with the Head of School and academic staff.	09:30 Representative group of about fifteen undergraduates and three graduate students. Board members and students lunch together.	09:30 Private meeting between the Visiting Board and the Head of School.
14:00 Presentations by year co-ordinators, related to the exhibition of design work.	12:00 Academic staff (in the absence of the Head of School and the course director).	11:00 Presentation of the draft report to the staff and students of the school.

4.5 Course structure diagrams

As provided by the school prior to the visit.

Appendix E – Guidelines for Conducting Advisory Visit

E1 Introduction - Advisory Visit

- E1.1** As outlined in the “HKIA and ARB Accreditation of Architectural Programmes Criteria and Procedures June 2019” (the *HKIA/ARB Accreditation Document*), the Advisory Visit is intended for architectural programmes that are to be considered for initial validation by HKIA/ARB. It does not apply to revalidation cases.
- E1.2** An Advisory Visit is offered as an option to the programme provider applying for HKIA/ARB validation of either a pre-professional architectural programme and/or professional architectural programme.
- E1.3** An Advisory Visit is preferably conducted at least TWELVE months prior to the initial validation visit for the architectural programme concerned, so as to allow sufficient time for the programme provider to adjust/improve the programmes, if considered necessary.
- E1.4** Such a visit is purely advisory and not intended to give any form of validation in principle nor should it oblige or compromise any ensuing HKIA/ARB Visiting Board for the subsequent validation visit.

E2 Charges for Advisory Visit

- E2.1** All outlay costs of an Advisory Visit, including accommodation, meals, travelling and commuting charges for visiting members of the Advisory Visit and the expenses incurred by the HKIA, shall be borne by the applying programme provider. The cost of each Advisory Visit shall be charged as a lump sum, independent of the application fee for the initial validation visit, and may be adjusted from time to time by HKIA Council.
- E2.2** Payment for an Advisory Visit should be made by the applying programme provider to the HKIA at least THREE months before the Advisory Visit. The Advisory Visit will not be conducted if the prescribed charge is not settled in time.

E3 Formation of Advisory Visiting Panel

- E3.1** An Advisory Visiting Panel (the Panel) shall comprise at least TWO HKIA members recommended by the Board of Educational Affairs and endorsed by the HKIA Council and ONE representative from ARB appointed by ARB. Other HKIA/ARB members may be invited by the BEdA to join the Panel as appropriate depending on circumstances and purposes of the visit.
- E3.2** The maximum number of members in the Panel is FIVE.
- E3.3** One member of the Panel shall be nominated by the BEdA as the Chair of the Panel who will be responsible for

- (a) Negotiating the date for the visit with the programme provider.
- (b) Reviewing the Programme Report submitted by the programme provider and identifying the needs for additional information.
- (c) Developing the agenda for the visit with the programme provider.
- (d) Leading the pre-visit preparation meeting with the Panel members.
- (e) Chairing the discussion and deliberation of the Panel during the visit.
- (f) Preparing the Advisory Visit Report for discussion with the Panel members.
- (g) Completing the final Advisory Visit Report for endorsement by the Panel and subsequent submission to the programme provider, and HKIA/ARB via the BEdA for information.

E3.4 In order to maintain the neutrality of the subsequent formal validation visit, the Panel shall not include any HKIA/ARB member who will be a member of the HKIA/ARB Visiting Board conducting the subsequent initial validation visit. However, for the sake of continuity, a member who has served on the Panel may be invited by the BEdA to serve as an observer in the subsequent initial validation visit.

E4 Criteria of Advisory Visit

E4.1 The Validation Criteria for architectural programme as listed in the *HKIA/ARB Accreditation Document* shall be referred as the basis for the Advisory Visit.

E5 Advisory Visit Procedure

E5.1 A written request for Advisory Visit shall be submitted to the Chair of the BEdA of the HKIA by the Head of the School / Department / Faculty seeking initial accreditation of its architectural programme normally at least SIX months prior to the anticipated Advisory Visit.

E5.2 If accepted by the BEdA, a Panel will be formed. The dates of the Advisory Visit will be mutually agreed with the Head of the School / Department / Faculty. The HKIA shall proceed to issue the invoice to the programme provider for the Advisory Visit charge. Normally an Advisory Visit will not be conducted if either request for initial accreditation is turned down or the prescribed Advisory Visit charge is not settled in time.

E5.3 A Programme Report with sufficient copies shall be submitted by the programme provider to HKIA at least TWO months prior to the scheduled Advisory Visit for dispatching to all the Panel members for

perusal. The contents of the Programme Report shall match the criteria for the Programme Report for a validation visit as listed out in the *HKIA/ARB Accreditation Document*.

E5.4 The Panel shall conduct at least one pre-visit meeting to discuss the Programme Report received and to formulate a strategy for conducting the Advisory Visit.

E5.5 The Advisory Visit is usually conducted over a period of two days. The conduct of the Advisory Visit will follow, as closely and as practically as possible, the procedure for accreditation visit prescribed in the *HKIA/ARB Accreditation Document*.

E5.6 A sample programme for an Advisory Visit is attached as **Appendix E1** of this Guidelines.

E5.7 The Panel will meet faculty members, students and possibly alumni, and inspect the programme's supporting facilities, review students' work and examination scripts, as will be done during the formal accreditation visit.

E5.8 At the end of the Advisory Visit, the Panel will meet with the Head of the School / Department / Faculty and faculty members to deliver verbal advice on possible improvements to the programme, but will not give any benchmarking assessment or preconditions for accreditation.

E5.9 The Panel will present a written Advisory Visit Report within one month of the Advisory Visit to the BEdA for the information of HKIA/ARB. The report should also be copied to the applying programme provider concerned.

E5.10 A pro forma of the Advisory Visit Report is attached as **Appendix E2** of this Guidelines.

E5.11 Copy of the Advisory Visit Report shall be made available to members of the HKIA/ARB Visiting Board for formal validation visit for information only. However it is up to the individual HKIA/ARB Visiting Board members to decide if he/she should make any reference of the report.

E6 Confidentiality

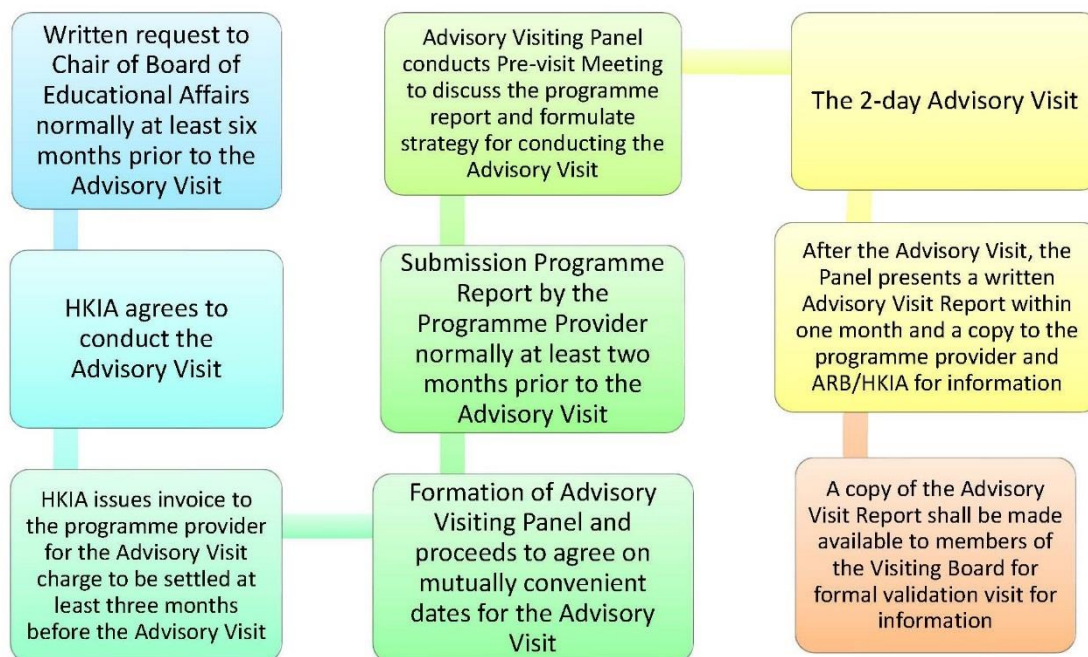
E6.1 All Panel members must maintain strict confidentiality with respect to the materials reviewed, interviews conducted and deliberations within the Panel.

E6.2 Unless specifically approved by the BEdA Chair, circulation of the Advisory Visit Report shall be restricted to the HKIA Council, the ARB members and BEdA members. However it is prohibited to send the Advisory Visit Report via email/post. All hardcopy of Advisory Visit Report shall be borne with watermark stated "Confidential", which will be tabled for information only during the relevant Board/Council

meeting. The HKIA/ARB Secretariat is responsible for collecting all the hardcopies after the meeting.

E7 An Overview of Advisory Visit Process

E7.1 A diagram of the Advisory Visit Process is shown below for easy reference.



Appendix E1 – Sample programme for an Advisory Visit

<i>Day One</i>	<i>Day Two</i>
0900 Informal discussions with Head of Architecture Department and Faculty members. Review of visit schedule.	0900 Informal discussions with Head of Architecture Department and Faculty members; Presentation of core subjects curriculum by teaching staff and Q & A.
0930 Meeting with Vice –chancellor /President/ Dean of the Faculty.	1000 Visiting Panel continues private inspection of student design works, course curriculum & exam papers.
1000 General presentation of the department by Head of Architecture Department.	1200 Private meeting of Visiting Panel. Matters are identified for discussions with students.
1030 Presentation of studio work and orientation of exhibition of students work.	1230 Informal discussion with Alumni over lunch
1230 Informal discussion with Head of Department of Architecture and Faculty members over lunch	1330 Meeting with student representatives. Seeking responses from the representatives on matters identified and invite their views towards the department.
1330 Visit to campus and department facilities, exhibition of research activities and public lecture series.	1530 Meeting with Faculty members. Seeking responses from Faculty members on matters identified and invite reflections on other issues as required by Visiting Panel.
1500 Meeting with External Reviewers. Views on role of external reviewers and effectiveness to be invited. Responses on matters identified to be sought.	1630 Private meeting of Visiting Panel to review the progress
1600 Review of students design portfolios by Visiting Panel	1730 Final meeting with head of department. Advice and observations of Visiting Panel to be related by Chairman of Visiting Panel summaries findings.

Appendix E2 – A pro forma of the Advisory Visit Report

Cover page

CONFIDENTIAL

The Hong Kong Institute of Architects
Architects Registration Board, Hong Kong Special Administrative Region

ADVISORY VISIT FOR

<Title of course(s)>

AT: <Name of Institution>

Report Date

ADD Footer to all pages – Draft / Final / Confirmed HKIA-ARB Advisory Visiting Panel report for
(title of course) at (name of institution) + (month / year of visit)

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1.1 Purpose of Advisory Visit	
1.2 Advisory Visiting Panel	
1.3 Procedure and Criteria of Advisory Visit	
2. STATUS OF PROGRAMME	
2.1 Standards	
2.2 Advice	
2.3 Comments	
2.4 Summary of Opinions	
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3. COMMENTARY	
3.1 Self Appraisal	
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3.4 Resources	
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3.4.3 Space, Facilities and Equipment	
3.4.4 Financial Budget and Scholarship	
3.5 Conclusion	
4.0 ATTACHMENTS	
4.1 Documentation Provided Prior to Visit	
4.2 Additional Information Supplied During the Visit	
4.3 Exhibition of Student Work	
4.4 Record of Meetings	
4.5 Course Structure diagrams	

1. INTRODUCTION

This is a report on the advisory visit, which took place between _____ and _____, 20xx for the _____-years _____ Degree programme taught at the _____ (the Department) of the _____ (the University*/College*).

This report was prepared collectively by the visiting panel members attending the advisory visit who were appointed by the Hong Kong Institute of Architects (HKIA) and the Architects Registration Board of the Hong Kong Special Administration Region (ARB).

The visiting panel members would like to extend their grateful appreciation to the Vice-chancellor*/President*/Vice-President*/Dean of the Faculty*/College* of _____ / Head* of the _____, academic and general staff of _____ for their kind assistance and generous support during the visit.

1.1 Purpose of the Advisory Visit

The advisory visit is made upon request by the University*/College* to HKIA.

The purpose of the advisory visit was to give advice to the University*/College* in its preparation for the joint validation by HKIA and ARB of the new _____ programme.

This visit is purely advisory and is not intended to give any form of validation in principle nor to make any report which might compromise any ensuring Visiting Board appointed by the HKIA/ARB Accreditation Board for the initial validation visit of the programme scheduled in _____ 20xx.

1.2 Advisory Visiting Panel

Chair

Mr/Ms* xxxxxx HKIA

Members

Ms xxxxxx *HKIA*

Mr xxxxxx *HKIA*

1.3 Procedure and Criteria of Advisory Visit

The advisory visit lasted for two full day from _____ to _____, 20xx.

A “Programme Report” under the title of “_____” had been prepared by _____ for review prior to the advisory visit.

The list of documents and materials reviewed at the advisory visit are appended in the Appendix 4.1, 4.2 and 4.3 of the report.

The relevant procedures and criteria listed in the HKIA/ARB accreditation document “*the HKIA/ARB Accreditation of Architectural Programme Procedure and Criteria 2019*” were adopted as the basis for the advisory visit as far as possible.

The programme of the visit are appended in the Appendix 4.4 of the report.

A verbal presentation of the advice and comments by the Visiting Panel Members, including recommendations on improvement to the programme and on the provision of resources for its support as listed in the report, was made to the faculty staff at the end of the advisory visit on _____, 20xx.

** delete as appropriate*

2. STATUS OF PROGRAMME

2.1 Standards

The work from current* / previous* years of the _____ degree programme was inspected during the visit. It included students’ portfolios and examination scripts, which were identified, respectively, as “high, average and low” passes according to grades given to them in final assessment.

Overall, the Visiting Panel Members opined the work as basically adequate*/inadequate* for initiation of the accreditation process. However, it should be emphasized here that the views of the Visiting Panel Members are not binding and should not be taken, in any way, as preliminary endorsement of the degree programme on behalf the Visiting Board appointed by the HKIA/ARB Accreditation Board for the initial validation visit.

<supplement as necessary>

2.2 Advice

<supplement as necessary>

2.3 Comments

<supplement as necessary>

2.4 Summary of Opinions

- Programme Curriculum
- Studio works/written Examination
- Staff
- Student
- Space, Facilities and Equipment
- Financial Budget and Scholarship

<supplement as necessary>

2.5 Signed

Chair of the Advisory Visiting Panel

(On behalf of the Visiting Panel Members)

3. COMMENTARY

The Department prepared a “Programme Report” under the title of “_____” for the Advisory Visit. It is a comprehensive document covering a wide range of topics, from “self assessment/appraisal,” curriculum structure, students and staff, facilities, research to financial resources. The Visiting Panel Members find the document informative*/helpful*/inadequate*, in giving details descriptions of the present state of the degree programmes.

3.1 Self Appraisal

<supplement as necessary>

3.2 Detailed Review of Courses

<supplement as necessary>

3.3 Degree Programme

<supplement as necessary>

3.3.1 Summary on the Architectural Design and Theory courses

<supplement as necessary>

3.3.2 Written Examination Paper

Papers between _____ and _____ were reviewed during the Advisory Visit. The following examinations were covered:

<supplement as necessary>

Comments from the Visiting Panel Members are as follows:

<supplement as necessary>

3.4 Resources

<supplement as necessary>

3.4.1 Staff

<supplement as necessary>

3.4.2 Students

<supplement as necessary>

3.4.3 Space, Facilities and Equipment

<supplement as necessary>

3.4.4 Financial Budget and Scholarship

<supplement as necessary>

4.0 ATTACHMENTS

4.1 Documentation Provided Prior to Visit

4.2 Additional Information Supplied During the Visit

4.3 Exhibition of Student Work

4.4 Record of Meetings

4.5 Course Structure Diagrams

Appendix F– Interim Review Proforma

Accreditation of Architectural Programmes Interim Review Proforma The Hong Kong Institute of Architects and Architects Registration Board, HKSAR		
1.	Date of this Interim Review	
2.	Name of School / Department Faculty	
3.	Name of Accredited Programme	
4.	Start/Finish Dates of Current Accreditation	to
5.	Interim Review Number (Refer to Visiting Board Report)	Interim Review No. of
6.	Is this Review within the agreed time frame?	<input type="checkbox"/> YES <input type="checkbox"/> NO (Please state reasons for the late submission) <hr/>
7.	Items for corrections and / or improvements in the Programme recommended in the last Validation Visiting Board Report and the progress of implementations	<div>(i) School / Department / Faculty</div> <hr/> <div>(ii) Curriculum and programme structure</div> <hr/> <div>(iii) Admission / Students</div> <hr/> <div>(iv) Staff</div> <hr/> <div>(v) Facilities / Information Resources</div> <hr/>

Accreditation of Architectural Programmes Interim Review Proforma
The Hong Kong Institute of Architects and Architects Registration Board,
HKSAR

		(vi) Research <hr/>
		(vii) Financial <hr/>
		(viii) Others <hr/>
8.	Have there been significant changes in any of the items during the interim review period (if YES, please specify the details of these changes and also the implications)	<div> (i) Organisation of changes in the School / Department / Faculty <input type="checkbox"/> NO <input type="checkbox"/> YES <hr/> </div> <div> (ii) Changes in key staff appointments (e.g. Dean, Head, Programme Director, etc.) <input type="checkbox"/> NO <input type="checkbox"/> YES <hr/> </div> <div> (iii) Changes in the academic structure of the Programme <input type="checkbox"/> NO <input type="checkbox"/> YES <hr/> </div> <div> (iv) Changes in student admission criteria <input type="checkbox"/> NO <input type="checkbox"/> YES <hr/> </div> <div> (v) Changes in the relationships with outside Institutions (e.g. joint cooperation with an overseas university) <input type="checkbox"/> NO <input type="checkbox"/> YES <hr/> </div> <div> (vi) Changes in Programme funding (e.g. Institution or Faculty-wide budget cuts) <input type="checkbox"/> NO <input type="checkbox"/> YES <hr/> </div> <div> (vii) Changes in Programme funding affected staff members <input type="checkbox"/> NO <input type="checkbox"/> YES <hr/> </div>

Accreditation of Architectural Programmes Interim Review Proforma
The Hong Kong Institute of Architects and Architects Registration Board,
HKSAR

		<hr/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>(viii) Changes in Programme funding affected resource allocations</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> </div> <hr/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>(ix) Increase/decrease in student intake numbers</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> </div> <hr/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>(x) Increase/decrease in student graduation numbers?</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> </div> <hr/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>(xi) Changes in space, facilities or equipment allocations</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> </div> <hr/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>(xii) Changes in research funding or research student allocations</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> </div> <hr/> <div style="border: 1px solid black; padding: 5px;"> <p>(xiii) Other changes that likely affect the quality and/or content of the accredited programme(s)</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> </div>
9.	<p>Are there any other factors that have impacted on the School / Department / Faculty's ability to deliver the Accredited Programme(s)?</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> <hr/>

Accreditation of Architectural Programmes Interim Review Proforma The Hong Kong Institute of Architects and Architects Registration Board, HKSAR		
10	Signature of Head of School / Faculty / Department	<p>.....</p> <p>.....</p> <p>Name _____</p> <p>Title _____</p> <p>Date _____</p>

FOR HKIA OFFICE USE ONLY

1.	Date of Receipt of this Report by HKIA	
2.	HKIA BEdA's comments on the Report	<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> NOT SATISFACTORY (Please state the reason(s)) <p>_____</p> <p>_____</p> <p>_____</p>
3.	HKIA BEdA's recommendation(s) to the ARB/HKIA Accreditation Board	<input type="checkbox"/> APPROVE <input type="checkbox"/> NOT APPROVE (Please state the reason(s)) <p>_____</p> <p>_____</p> <p>_____</p>
4.	Suggested follow-up action(s)	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
5.	Signature of the BEdA Chair	<p>.....</p> <p>Name _____</p> <p>Date _____</p>

Appendix G – Quality Assurance Procedures for the HKIA/ARB Accreditation Board and the HKIA Board of Educational Affairs

G1.0 The Purpose

In line with accepted international quality assurance procedures, it is expected that all aspects of the Validation and Accreditation processes undertaken by the Hong Kong Institute of Architects (HKIA) and the Architects Registration Board (ARB), HKSAR are kept under systematic review to ensure that best practices are followed and that regular reviews benchmark the standards with international norms.

Additionally, academic and professional developments in the field of Architecture should be reviewed at regular intervals to determine trends and demands arising from societal, environmental and construction industry advances or changes.

G2.0 The Review Frequency

Reviews to be conducted normally on an annual basis by the Board of Educational Affairs (BEdA) of HKIA and Education and Accreditation Committee of ARB. Where found necessary, BEdA shall submit a summary of quality assurance improvement measures related to accreditation matters to the HKIA / ARB Accreditation Board for consideration and action. This does not preclude a change to this timing to respond to an urgent demand brought about by unforeseen circumstances.

G3.0 The Methodology

The reviews should be directed towards an improvement in, and standardization of, the processes associated with accreditation matters related to existing and new Architectural Programmes that are covered by the HKIA / ARB Accreditation Board.

The first element of this approach should be regular monitoring and updating of the documentation associated with the accreditation process viz. Accreditation of New Architectural Programmes; Guidelines for Conducting Advisory Visits and; Accreditation of Architectural Programmes: Criteria and Procedures. Together with these two documents, the Accreditation of Architectural Programmes Interim Review Proforma should be kept under review.

A new feedback mechanism is implemented from this stage to determine any shortcomings in the current documents and procedures. This feedback takes the form of a short report by the Visiting Board Chair with any comments from individual members. In particular, comments from the overseas members of the Visiting Board should be requested to ensure that the conduct of the Visiting Board is in line with best overseas practices and standards.

After the Visiting Board has completed its work, the School / Department / Faculty under review is also requested to comment on the efficacy of the Visit and whether any improvements in the process can be made.

The BEdA is responsible for recording, collating and analysing this feedback information for future action and for informing the HKIA / ARB Accreditation Board.

Special attention is drawn to the following required documentation and review process by BEdA.

- (a) A self-study—that reviews recent challenges to the system (legal or otherwise) and the system's response to the challenges; and identifies critical issue for the system in the near future (1-5 years).
- (b) Current and relevant documentation describing the criteria, policies, and procedures of the system to be reviewed including arrangements for visits, selection and training of visiting teams, ratification processes, etc.

G4.0 Preparation and Training

In preparing for a requested or required Visitation or re-Visitation, the BEdA must follow the existing procedures of the BEdA with regard to the timing and membership of the Visiting Board. The qualifications of the members entitled to undertake this task are already established but the BEdA should re-visit these guidelines at regular intervals to ensure that the pool of members available and qualified is adequate for successful operation of the Accreditation system.

To this end, the BEdA is required to instigate a formal system of in-house training for members serving on future Visiting Boards.

This training will take the form of lectures and seminars on the requirements and operation of the Accreditation process together with on-site training as observers on formal Visitations.

Members who have attended this training will be certified and will form the pool of members for future Visits. This certification will be accepted by the HKIA as credit towards Continuing Professional Development as will service on any Visiting Board.

The BEdA will create this pool of certified members in anticipation of future demands for Accreditation.