



香港建築師學會

The Hong Kong Institute of Architects



建築師註冊管理局

Architects Registration Board

# HKIA/ARB Professional Assessment Handbook

## CONTENTS

Section	Subject	Page	
1	Introduction	2	
2	Graduates of HKIA Accredited or Recognised Schools	4	
3	Graduates of Other Schools	8	
4	Non-local Professionals in Architecture	9	
5	Registration Procedure	11	
6	Rules for the Professional Assessment	13	
7	Professional Assessment Papers, Syllabuses and Reading Lists	17	
	Paper 1	Statutory Controls in Building Works	18
	Paper 2	Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges	19
	Paper 3	Building Structures	21
	Paper 4	Building Services and Environmental Controls	23
	Paper 5	Building Materials & Technology	25
	Paper 6	Site Design	27
	Paper 7	Building Design	28
	Paper 8	Case Study	29
	Paper 9	Professional Interview	32
App A	HKIA/ARB Professional Assessment Prescribed Fees	33	

**The HKIA/ARB reserve the right to interpret the rules and amend them from time to time.**

Jul 2005

Revision in Dec 2008

Revision in June 2009

Revision in October 2009

Revision in October 2010

Revision in Sept 2011

Revision in April 2012

Revision in Jan 2013

Latest revised in November 2013

HKIA/ARB Professional Assessment Handbook

## 1. Introduction

- 1.1 The HKIA/ARB Professional Assessment is a system by which candidates are admitted as full members of the Hong Kong Institute of Architects and as Registered Architects under the Architects Registration Ordinance (ARO) of the Hong Kong SAR Government. The Architects Registration Board has entrusted the HKIA with the administration of this Professional Assessment, which is conducted by the Professional Assessment Committee under the HKIA Board of Educational Affairs.

Prior to 1996, the examination was limited to the Professional Practice and Practical Experience (PP & PE) Examination, and was offered to graduates of HKIA recognised or accredited schools only. Since 1996, candidates of different educational and professional backgrounds may take the assessment and become qualified members of the HKIA and Registered Architects.

1.1.1 **For graduates from a 5-year or equivalent full-time university architectural programme, which has been accredited or recognised by the HKIA, please refer to Section 2 of this Handbook.**

1.1.2 **For graduates from all other tertiary institutions, who have attended a 5-year full-time architectural education or equivalent which is nationally accredited or recognized, but not accredited nor recognised by the HKIA, please refer to Section 3 of this Handbook.**

1.1.3 **For non-local professionals in architecture, please refer to Section 4 of this Handbook.**

- 1.2 This Handbook is issued for general guidance only. Candidates are advised to check on the HKIA's website at <http://www.hkia.net> or with the HKIA/ARB Secretariat for the latest information regarding the Professional Assessment. Candidates are also reminded that Section 13 of ARO must be only complied with before the registration may be accepted by the ARB.

### 1.3 Objectives of the Professional Assessment

The objectives of the Professional Assessment are to ensure that the candidates have reached an acceptable standard in academic knowledge, local practical experience and professional competence required for the HKIA membership and ARB registration.

### 1.4 The Subject Matter of the Professional Assessment

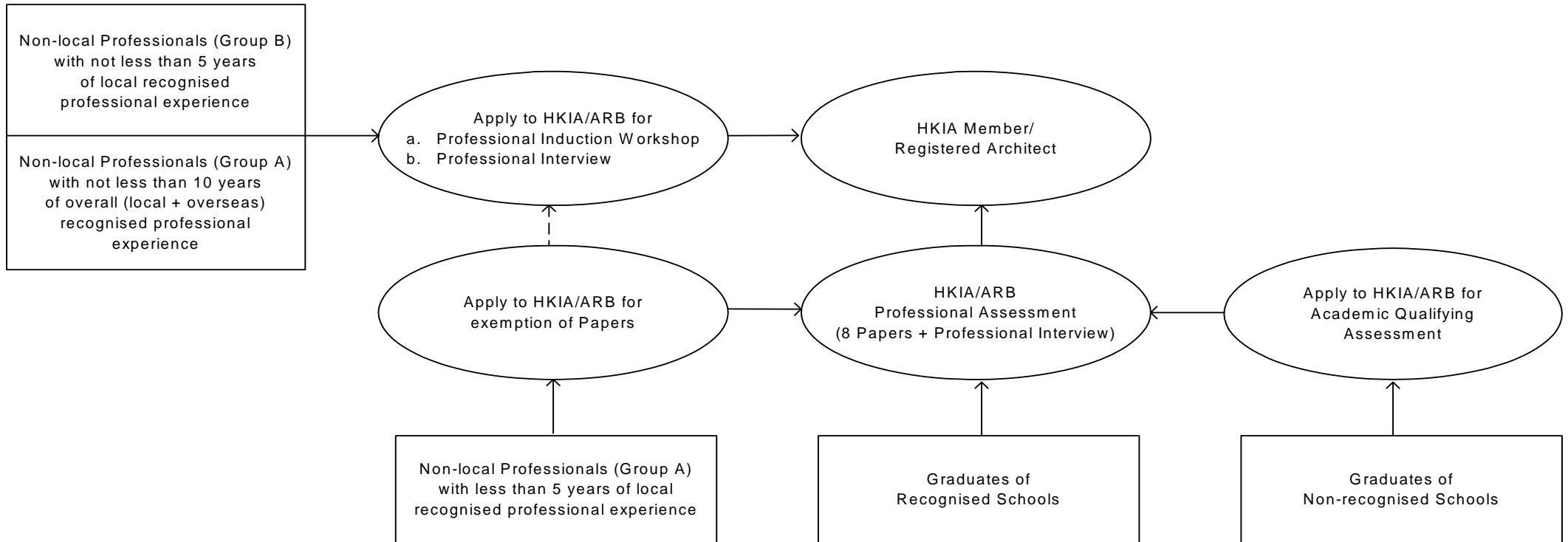
1.4.1 The subject matter of the Professional Assessment is determined by the HKIA in accordance with its objectives. The contents of the subject matter of the Professional Assessment are included in this Handbook.

1.4.2 Regardless of the contents, the HKIA emphasises the need for candidates to be acquainted with the basic principles underlying the professional practice of architecture with particular reference to Hong Kong conditions.

1.4.3 For details of the subject matter, please refer to the relevant Sections for different categories of candidates.

1.4.4 The Board of Educational Affairs of the HKIA conducts annually a course of lectures and seminars to assist candidates to better understand the requirements and contents of the Professional Assessment. The lectures and seminars are intended to be informative and not tutorial. Though not mandatory, candidates are advised to attend these lectures and seminars. A fee will be charged for attending these lectures and seminars, please refer to **Appendix A**.

## 1.5 How to Become an HKIA Member and a Registered Architect



## 2. Graduates of HKIA Accredited or Recognised Schools

### 2.1 Eligibility

Graduates with a professional degree in architecture from a school in Hong Kong accredited or recognised by the Hong Kong Institute of Architects (**HKIA**) and graduates with equivalent qualification from a school in mainland China accredited by the National Board of Architectural Accreditation of China (**NBAA**), in a Commonwealth country by the Commonwealth Association of Architects (**CAA**), in USA and Canada by the National Architectural Accrediting Board Inc. of the USA (**NAAB**), in Australia by the Architects Accreditation Council of Australia (**AACA**) or in New Zealand by the New Zealand Registered Architects Board (NZRAB) are eligible for the Professional Assessment. For the current list of these schools, please refer to the HKIA's website at [http://www.hkia.net/en/doc/PA/School\\_Lists.doc](http://www.hkia.net/en/doc/PA/School_Lists.doc).

### 2.2 Components of the Professional Assessment

2.2.1 The HKIA/ARB Professional Assessment consists of the following papers:

Paper	Subject
1	Statutory Controls in Building Works
2	Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges
3	Building Structures
4	Building Services & Environmental Controls
5	Building Materials & Technology
6	Site Design
7	Building Design
8	Case Study
9	Professional Interview

2.2.2 Candidates shall have passed or be exempted from all 8 written papers within **8 successive** years before they are allowed to attend the Professional Interview.

### 2.3 Entry Qualifications of the Professional Assessment

#### 2.3.1 Eligibility for attempting Papers 3, 4 and 5

Candidates must have completed a 5-year or equivalent full-time professional course in architecture accredited or recognised by the HKIA and accumulated a **minimum of 12 months** of recognized practical experience before taking Papers 3, 4 and 5. No employment shorter than 5 consecutive months in one office is accepted as recognised experience.

#### 2.3.2 Eligibility for attempting Papers 1, 2, 6, 7, 8

Candidates must have completed a 5-year or equivalent full-time professional course in architecture accredited or recognized by the HKIA and accumulated a

**minimum of 24 months** of recognised practical experience before taking other written papers. No employment shorter than 5 consecutive months in one office is accepted as recognized experience. Candidates must be advised by an Adviser as specified in section 2.5 for 12 months prior to taking Papers 1, 2, 6, 7 and 8.

### 2.3.3 Experience in Architectural Practices (Category A)

- (a) Candidates must have no less than 12 months of post-professional-degree experience gained in a local architectural practice under the direct supervision of an Office Supervisor who is a HKIA Member or Fellow and a Registered Architect registered under the Architects Registration Ordinance (Chapter 408). Please refer to **Appendix B** for Guidelines to Office Supervisors and Architectural Practices.
- (b) This type of experience is mandatory, and should be entered under **Category A** in the Log Book.

### 2.3.4 Year-out Practical Experience (Category B)

- (a) Year-out experience after the first pre-professional degree in architecture may be accepted as relevant practical experience, and counted in full up to a maximum of 12 months.
- (b) Year-out experience should be gained in a local architectural practice under the direct supervision of an Office Supervisor as specified in section 2.4.
- (c) For year-out experience gained in an architectural practice overseas, the candidate has to demonstrate to the HKIA's satisfaction that the experience was accumulated under the direct supervision of a full member in good standing of a nationally recognised architectural professional institution, or an architects registration body in the country in which the experience was gained. The Professional Assessment Committee shall have full discretionary power to decide on a case-by-case basis as to the acceptance of overseas year-out experience.
- (d) Year-out experience may also be gained in a local associated profession, but must be under the direct supervision of an Office Supervisor as specified in section 2.4. The Professional Assessment Committee shall have full discretionary power to decide on a case-by-case basis as to the acceptance of year-out experience gained in local associated professions. Year-out experience gained in a non-local associated profession is not accepted as relevant practical experience.
- (e) Year-out experience should be entered under **Category B** of the Log Book.

### 2.3.5 Experience in Associated Professions (Category C)

- (a) Experience gained in an associated profession under the direct supervision of an Office Supervisor as specified in section 2.4 may be counted in full and up to a maximum of 12 months.
- (b) The acceptance of experience gained in an associated profession is subject to the discretion of the Professional Assessment Committee on a case-by-case basis. The Professional Assessment Committee's interpretation and decision shall be final.
- (c) This type of experience should be entered under **Category C** of the Log Book.

## 2.4 The Office Supervisor to the Candidate

- 2.4.1 Each candidate must submit the nomination form(s) of Office Supervisor(s) to HKIA at least one year prior to the Professional Assessment viz. the last working day of October of the preceding year. Please check on the HKIA website for any updates on the deadline for submission.
- 2.4.2 The Office Supervisor must be a Member of the HKIA and a Registered Architect who is responsible for directly supervising and guiding the candidate's training so that the range, quality and depth of the activities undertaken during the candidate's practical training would be targeted at satisfying the objectives of the Professional Assessment.
- 2.4.3 The Office Supervisor is expected to have a clear understanding of the structure and the requirements of the Professional Assessment. Such understanding would ensure that he can assist the candidate to make the best use of the time available for training purposes, and the practical experience so gained by the candidate would be adequate, to meet the requirements of the Professional Assessment.
- 2.4.4 The Office Supervisor is required to certify, in the Log Book, all the practical training received by the candidate during the period supervised by him/her.
- 2.4.5 Should there be any change in Office Supervisor due to circumstances such as change of job, fresh nomination should be made immediately. This is particularly important during the period prior to your attending Paper 9 Professional Interview.

Deadline 1

## 2.5 The Adviser to the Candidate

- 2.5.1 Each candidate must submit the nomination form(s) of Adviser(s) to HKIA at least one year in advance of the Professional Assessment, viz the last working day of October of the preceding year. Please check on the HKIA website for any updates on the deadline for submission.
- 2.5.2 The Adviser must be a Registered Architect, and an Authorized Person – Architects, and a Member or Fellow of the Hong Kong Institute of Architects with a minimum 8 years post-HKIA qualification experience. The Adviser and the candidate should not be working in the same office.
- 2.5.3 In order to more appropriately distribute the workload among the Advisers to achieve the best results, Advisers are recommended not to guide more than 5 fresh candidates each.
- 2.5.4 Candidates are required to consult their Advisers at least once every 3 months for their first attempt of the Professional Assessment except Papers 3, 4 and 5. Their Adviser Consultation Forms shall be submitted by the candidate together with the Log Book as specified in section 2.6.
- 2.5.5 If a candidate encounters difficulties in engaging an Adviser, he/she may approach the HKIA Secretariat for assistance.
- 2.5.6 Should there be any change in Adviser due to circumstances such as change of job, fresh nomination should be made immediately.

Deadline 1

## 2.6 Log Book

Candidates must each submit the original of the HKIA Log Book demonstrating that they have complied with the required practical training. The Log Book must be counter-signed by the Office Supervisor and submitted at the time of registration for the Professional Assessment or at a later date as specified under section 5.2.5, or at any manner required by HKIA/ARB Secretariat via HKIA's website at <http://www.hkia.net>

Deadline 2 / 3
----------------

## 2.7 Assessment Fees

Separate fees, as prescribed by the HKIA, are payable for each Professional Assessment, please refer to **Appendix A**.

## 2.8 Time Schedule for the Professional Assessment

- 2.8.1 The Professional Assessment is normally held annually except Papers 3, 4 and 5 which are held two or three times each year. The time schedule is to be determined by the HKIA on a yearly basis.
- 2.8.2 The HKIA may vary the time schedule of the Professional Assessment, which will be announced well in advance of the Professional Assessment.

### **3. Graduates of Other Schools**

#### **3.1 Eligibility**

Before graduates from non-HKIA accredited or recognised schools may apply for the HKIA Professional Assessment, their academic qualifications and standard will have to be subjected to an Academic Qualifying Assessment. Applications for the Academic Qualifying Assessment should be made in writing to the HKIA. The HKIA/ARB may entrust HKU or CUHK to carry out the Academic Qualifying Assessment to ascertain the academic standard of the graduates.

3.2 For the Academic Qualifying Assessment, graduates from non-HKIA accredited or recognised schools are required to submit, but not limited to, a detailed portfolio. Where the standard of work exhibited in the portfolio is considered to be of an equivalent standard of work from a graduate of an HKIA accredited or recognised university, the candidate may be allowed to take the Professional Assessment, provided that he/she has the minimum practical experience stipulated in item 2.3 in Section 2.

#### **3.3 Other Requirements**

These are exactly the same as in Section 2 Paragraph 2.2 – 2.8 refer.



## 4. Non-local Professionals in Architecture

### 4.1 Eligibility

4.1.1 A non-local professional (NLP) is the holder of the professional qualification/ registration by a national professional/registration body of architects recognized by HKIA/ARB. The current list of these national professional/registration bodies is available for reference on the HKIA's [http://www.hkia.net/en/doc/PA/National\\_Professional\\_Registration\\_Bodies\\_of\\_Architects.doc](http://www.hkia.net/en/doc/PA/National_Professional_Registration_Bodies_of_Architects.doc)

Applicants shall hold the professional qualification/registration at the time of application.

4.1.2 All non-local professionals applying for admission to the HKIA/ARB must have a **minimum of 12 months** of relevant local professional experience under the supervision of or in association with an HKIA Member or Fellow, gained **after** the attainment of the professional qualification/registration.

4.1.3 Any duration of local experience which is shorter than 5 consecutive months shall not be counted.

4.1.4 The HKIA Professional Assessment Committee's interpretation and determination on **relevant local professional experience** shall be final.

### 4.2 NLP Group A – with less than 5 years relevant local recognised professional experience

4.2.1 NLP(A) with an **overall** (local + overseas) post-professional qualification/ registration practical experience<sup>Note 1</sup> of **less than 10 years** shall apply to the HKIA/ ARB for admission via the Professional Assessment system.

4.2.2 NLP(A) with an **overall** (local + overseas) post-professional qualification/ registration practical experience<sup>Note 1</sup> of **not less than 10 years** shall apply to the HKIA/ARB for admission via the Professional Induction Workshop and Professional Interview.

4.2.3 NLP(A) are required to each submit a full CV with supporting documents, as may be directed by the Professional Assessment Committee, upon application for admission to the HKIA/ARB via the Professional Assessment system or the Professional Induction Workshop.

4.2.4 The HKIA Professional Assessment Committee may decide on a case-by-case basis on the exemption of one or more written papers upon receiving such applications from 4.2.1 above.

4.2.5 The HKIA Professional Assessment Committee's interpretation and determination on **relevant local professional experience** and exemption of papers shall be final.

Note 1: Applicants shall remain in possession of a valid professional qualification/registration recognized by HKIA during the length of post-professional qualification/registration practical experience.

4.3 NLP Group B – with **not less than 5 years** of relevant **local** recognised professional experience

4.3.1 NLP(B) shall apply to the HKIA/ARB for admission via the Professional Induction Workshop and the Professional Interview.

4.3.2 Applicants shall have a **minimum of 5 years of local** post-professional qualification/registration recognised professional experience<sup>Note 1</sup>; of which

(a) a minimum of 5 years of such experience must be local architectural practice under the supervision of or in association with an HKIA Member or Fellow; **or**

(b) a minimum of 5 years of such experience must be of full-time academic teaching of architecture in the Department of Architecture of HKU or CUHK; **and** with specific recommendation by the Head of Department.

4.3.3 NLP(B) are required to each submit a full CV with supporting documents, as may be directed by the Professional Assessment Committee, upon application for admission to the HKIA/ARB via the Professional Induction Workshop.

4.3.4 The HKIA Professional Assessment Committee's interpretation and determination on **relevant local professional experience** shall be final.

4.4 Non-local professionals in architecture applying to the HKIA/ARB for admission, and who are exempted from the Professional Assessment system, shall be required to

- a) attend a Professional Induction Workshop;
- b) attend PA Lecture & Seminar Series for Paper 1 and Paper 2 and
- c) attend a Professional Interview.

Note 1: Applicants shall remain in possession of a valid professional qualification/registration recognized by HKIA during the length of post-professional qualification/registration practical experience.

## 5. Registration Procedure

### 5.1 Registration Procedure for Papers 3, 4 and 5

5.1.1 The registration deadline is normally **two months** before the Professional Assessment. Candidates should check on the HKIA website or with HKIA/ARB Secretariat for the deadline of registration.

Deadline 2a

5.1.2 The registration for the Professional Assessment must be done on the HKIA/ARB's prescribed application forms, and be submitted to the HKIA **in person** during office hours before the registration deadline together with the following:

- a) the original and a photocopy of the candidate's Hong Kong Identity Card or a relevant identification document; **and**
- b) the current fees for the Professional Assessment; **and**
- c) two passport-size recent photographs of the candidate; **and**
- d) address labels; **and**
- e) the originals and one photocopy each of the certificates / diplomas and other substantiating documents; **and**
- f) confirmation letter of academic qualification **and**
- g) confirmation letter of practical experience.

### 5.2 Registration Procedure for other papers

5.2.1 The registration deadline is normally **four months** before the Professional Assessment. Candidates should check on the HKIA website or with HKIA/ARB Secretariat for the deadline of registration.

Deadline 2b

5.2.2 The registration for the Professional Assessment must be done on the HKIA/ARB's prescribed application forms, and be submitted to the HKIA **in person** during office hours before the registration deadline together with the following:

- a) the original and a photocopy of the candidate's Hong Kong Identity Card or a relevant identification document; **and**
- b) the current fees for the Professional Assessment; **and**
- c) two passport-size recent photographs of the candidate in addition to those on the prescribed application form and Log Book; **and**
- d) address labels; **and**
- e) the originals and one photocopy each of the certificates/diplomas and other substantiating documents; **and**
- f) the Log Book duly completed by the candidate and counter-signed by the Office Supervisor; **and**
- g) the Adviser Consultation Forms up to the date of first application

5.2.3 Confirmation letter of academic qualification, confirmation letter of professional qualification and confirmation letter of practical experience up to the date of registration must be submitted within 30 days after the registration.

5.2.4 Items (a), (c), (d), (e) in section 5.2.2 and confirmation letter of academic qualification in section 5.2.3 are not required if candidates had previously registered for Papers 3, 4 and 5.

5.2.5 For those candidates who need to count practical experience up to the last working day of October, their logsheets, Adviser Consultation Forms and confirmation letter of practical experience for the last four months must be submitted by the first working day of November of the year of Professional Assessment.

Deadline 3

5.3 Incomplete applications and late applications will be rejected. Incomplete applications include incomplete application forms or any applications not

accompanied by all the necessary substantiating documents and items. The acceptance of the application form by the HKIA Secretariat at the time of registration does not imply eligibility for the Professional Assessment. The information included in the nomination and application form will be subject to checking before the candidates' eligibility can be confirmed. Candidates eligible for the Professional Assessment will each be issued with an Admission Card before the Professional Assessment.

- 5.4 The original certificates/diplomas and/or other substantiating documents submitted at the time of registration will be returned to the candidates immediately after scrutiny by the HKIA.
- 5.5 It is the candidates' obligation to demonstrate that they possess the qualifications as required by the HKIA at the time of registration.

## 6. Rules for the Professional Assessment

### 6.1 Passing the Professional Assessment

- 6.1.1 Candidates taking the Professional Assessment for the first time may take any number of the required papers each year.
- 6.1.2 A candidate must attain a passing score for all the written papers within a period of eight (8) successive years to pass the Professional Assessment. The passing scores of any paper(s) taken shall remain valid only for 8 years and a candidate has to re-take the paper(s) beyond the validity period to meet the Professional Assessment requirements.
- 6.1.3 Candidates must pass all the written papers (i.e. 1 to 8) within the 8 years validity period before they are permitted to take Paper 9 Professional Interview.

### 6.2 Postponement of Professional Assessment

The Professional Assessment will be postponed on the following conditions:

- a) upon the announcement of Storm Warning Signal No. 8 or above before 7:00 am on the day of the assessment; or
- b) upon the announcement of the Black Rainstorm Warning signal before 7:00 am on the day of the assessment.

A written notification on the postponed date of the Professional Assessment shall be sent by mail to individual candidates within one month from the original assessment date.

### 6.3 Withdrawal from Professional Assessment by Candidates

- 6.3.1 Subject to the conditions stated in 6.3.2 to 6.3.4 below, candidates who cannot take the Professional Assessment after registration may withdraw their applications and apply for the refund of fees. Applications for withdrawal must be made to the HKIA Registrar **in writing**. Conditions stated in 6.3.2 to 6.3.3 are not applicable to Professional Assessment for Papers 3, 4 and 5.
- 6.3.2 A candidate whose application for withdrawal is received by the HKIA/ARB **not later than 30 September** will be entitled to a full refund of the Professional Assessment fee. The registration fee is non-refundable under any circumstances.
- 6.3.3 A candidate whose application for withdrawal is received by the HKIA/ARB **after 30 September** will **not** be entitled to any refund.
- 6.3.4 A candidate who withdraws on medical grounds by giving notice to the HKIA/ARB **no later than 5 p.m.** on the day before the Professional Assessment may be eligible to a 50% refund of the Professional Assessment fee, provided he/she can produce a relevant medical certificate by a registered medical practitioner stating the reason for the candidate's unfitness to take the Professional Assessment. The registration fee is non-refundable under any circumstances.

6.3.5 Irrespective of the candidate's reason for withdrawal, the Professional Assessment the candidate withdraws from will count as one sitting under the validity rule in 6.1.2.

#### 6.4 Conduct at Professional Assessment

6.4.1 Candidates should arrive at the Professional Assessment venue punctually. They shall not enter the Professional Assessment room/hall until so instructed by the invigilator.

6.4.2 No candidate shall start the Professional Assessment until instructed to do so by the invigilator. At the end of the Professional Assessment, they will be told to stop writing, and remain seated quietly until all question and answer books/scripts have been collected and accounted for. Candidates shall ensure that all loose answer sheets are securely attached to the answer books/scripts.

6.4.3 Candidates may not leave the Professional Assessment venue before half of the time set for the Professional Assessment has elapsed, nor during the last fifteen minutes of the Professional Assessment.

6.4.4 Candidates are not allowed to bring to their seats any electronic or communication devices (e.g. notebook computer, pager, mobile phone) other than simple calculators. These devices must be placed in the custody of the invigilator and must be turned off. The HKIA/ARB shall not be responsible for any loss or damage of such properties.

6.4.5 Unless otherwise allowed in individual papers, no books, scrap papers, or other written materials etc. shall be brought into the Professional Assessment room/hall. All unauthorised articles are not allowed in the Professional Assessment venue. **The violation of this rule may result in disqualification of the offender's paper.**

6.4.6 Candidates must bring their Hong Kong Identity Cards and/or other legal identification with photograph to the Professional Assessment. These documents, together with the Admission Card issued by the HKIA/ARB, must be exhibited at the top right hand corner of the desk for inspection by the invigilators during the Professional Assessment. A candidate shall be liable to expulsion from the Professional Assessment if the documents do not correspond to the person taking the Professional Assessment. Legal proceedings may also be taken against both the candidate and the substitute in such cases.

6.4.7 Candidates shall not take away or copy any items and question papers issued by the invigilators out of the Professional Assessment room/hall. The violation of this condition may result in the invalidation of the offender's paper.

6.4.8 Candidates should carefully read and follow the instructions printed on the front page of the Professional Assessment question papers.

- 6.4.9 Candidates must provide themselves with the necessary writing and drawing instruments. Only drawing boards will be provided in the Site Design and Building Design Papers (Papers 6 and 7) where graphic works are required. ~~Sufficient numbers of printed copies of ordinances, regulations and codes of practices will be provided for the candidates' use where permitted and appropriate for the particular paper.~~
- 6.4.10 During the course of an assessment, no candidate may leave the room/hall and return unless accompanied by an invigilator.
- 6.4.11 Candidates shall write only on the answer books/scripts and supplementary sheets provided for the purpose. No pages may be torn out of the answer books.
- 6.4.12 Queries of any kind may be initiated only by the raising of a hand to attract the invigilator's attention.
- 6.4.13 There shall be neither communication among candidates nor any dishonest conduct. Irregularities of any kind may lead to expulsion from the Professional Assessment.
- 6.4.14 Candidates shall not cause unnecessary distractions to other candidates.
- 6.4.15 Unless otherwise permitted, no food, drink or smoking will be allowed during the Professional Assessment. If a candidate needs to drink water (e.g. to accompany medication) or has any other urgent requirements, he/she should make a request to the invigilator.
- 6.4.16 A candidate who violates any rule or regulation and / or commits any misconduct including but not limited to the following shall be disciplined by the Professional Assessment Committee, or other disciplinary committees as appropriate, including Board of Educational Affairs, as shall be vested with authority in handling matters pertaining to the discipline of candidates, in accordance with the nature and gravity of the offence.
- (a) plagiarism in Paper 8 Case Study
  - (b) cheating in Professional Assessment
- Please refer to **Appendix C** for HKIA disciplinary guidelines and procedures for Handling Cases of Plagiarism in Professional Assessment.
- 6.4.17 The above rules governing the candidates' conduct at the Professional Assessment will be strictly enforced. Violation may lead to the disqualification of the Professional Assessment paper concerned.

## 6.5 Assessment Methods

- 6.5.1 Written tests may contain design vignettes, drawings, short-answers and variations of the multiple-choice questions. For multiple-choice questions, candidates should select the best answer from the answer choices.
- 6.5.2 Graphic tests which require candidates to draw solutions to problems are found in Papers 6 and 7. Short design vignette questions may also be found in Paper 1. Draughting skill is required for the graphic tests. However, the objective of the Professional Assessment is not a test for

draughtsmanship.

Similarly, aesthetics of the building(s) should be considered but will not compensate for a failure to deal with the essential concerns on matters of health and safety. Good planning and satisfactory resolution of all essential elements of the problem generally are sufficient to secure a passing score.

- 6.5.3 All Professional Assessment papers scoring below but within 10% of the passing mark has been re-read by a panel of reviewers before the results are released to the candidates. The decision of the review panel is final.

## 6.6 Review of Assessment Results

- 6.6.1 A candidate who fails the Professional Assessment may apply in writing to the Chairman of the Board of Educational Affairs of the HKIA for a review of his/her Professional Assessment results **within 14 calendar days from** the date of announcement of the results. **Late appeals will not be considered.**
- 6.6.2 The grounds for such an application shall be confined to material administrative error(s) in the Professional Assessment process only. The applicant in his/her application shall demonstrate to the satisfaction of the Professional Assessment Committee that there is sufficient evidence to support such an application before it can be accepted. Disagreement with the decision of the assessors, illness or medical-related circumstances shall not be regarded as acceptable grounds for review.
- 6.6.3 On the acceptance of such an application, the Assessment Review Committee, comprising the Chairman of the Board of Educational Affairs and two other HKIA Members appointed by him, will consider the applications on a case-by-case basis. The Assessment Review Committee may conduct the review in any way it thinks fit, including holding further interviews and/or assessments for the applicant in order to arrive at a decision. The Assessment Review Committee's decision shall be final.



## 7. Professional Assessment Papers, Syllabuses and Reading Lists

This Section contains the detailed information on all the Professional Assessment components, their respective syllabuses and recommended lists of reading for the candidates.

The HKIA/ARB Professional Assessment System (effective from 2003 with subsequent revisions in 2012):

Paper	Subject	Type	Duration (hr.)
1	Statutory Controls in Building Works	MC + SQ	3
2	Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges	MC + SQ	4
3	Building Structures	MC	1.5
4	Building Services & Environmental Controls	MC	1.5
5	Building Materials & Technology	MC	1.5
6	Site Design	Drawing	4
7	Building Design	Drawing	6
8	Case Study (equivalent to 6 hours)	-	6
9	Professional Interview	-	0.5
Total			28

MC = Multiple choice questions

SQ = Short questions

## **Paper 1      Statutory Controls in Building Works**

### ***Objective***

To ascertain that the candidate is familiar with all aspects of the statutory control of local building works, he/she must demonstrate his/her awareness of local conditions in Hong Kong without having to make frequent enquiries on standard administrative procedures and statutory requirements.

### ***Format***

Multiple-choice and short questions, open-book paper

(Please refer to **Appendix D** and **Appendix F** for guidelines on open-book arrangement and declaration form)

### ***Duration***

3 hours

### ***Syllabus***

1. Buildings Ordinance –  
Duties of an authorised person; professional liability in law; degree of supervision required by statute, building control, etc.
2. Submission of plans to the Building Authority -  
Submission procedure; grounds on which application may be refused; basic checking before plans are submitted; working knowledge of Building Regulations and Codes of Practice, Practice Notes for Authorised Persons, etc.
3. Other related Ordinance and Codes of Practice -  
General knowledge of the Town Planning Ordinance and other statutory controls which may affect the approval of development proposals, e.g. Civil Aviation Ordinance, Education Ordinance, Places of Public Entertainment Ordinance, Buildings Ordinance as applied to the New Territories, etc.; land exchange, lease modification, land titles and deeds, etc.

### ***Core Reading List***

1. Buildings Ordinance (Cap. 123) and subsidiary Regulations
2. Construction Sites Safety Ordinance (Cap. 59)
3. Town Planning Ordinance (Cap. 131)
4. Summary Offences Ordinance (Cap. 228)
5. Hong Kong Airport (Control of Obstructions) Ordinance (Cap. 301)
6. Demolished Building (Redevelopment of Sites) Ordinance (Cap 337)
7. Arbitration Ordinance (Cap 341)
8. **Codes of Practice:**
  - a. for Fire Safety in Buildings
  - b. for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment
  - c. on Building Works for Lifts and Escalators
  - d. for Site Supervision
9. BD Practice Notes for Authorised Persons
10. Typical land sale conditions and Outline Zoning Plans
11. Hong Kong Planning Standards & Guidelines
12. Fire Safety (Commercial Premises) Ordinance and subsidiary Regulations
13. Place of Public Entertainment Ordinance (Cap. 172) and subsidiary Regulations
14. Architects Registration Ordinance (Cap. 408)
15. Landlord and Tenant (Consolidation) Ordinance (Cap. 7) Part IV
16. Design Manual : Barrier Free Access

## **Paper 2 Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges**

### ***Objective***

To ascertain that the candidate has gained sufficient working experience to apply his/her knowledge to general practice and contract administration.

To also ascertain that the candidate is familiar with the HKIA/ARB Codes of Professional Conduct, Conditions of Agreement and Scale of Charges.

### ***Format***

Multiple-choice and short essay questions, open-book paper

(Please refer to **Appendix D** and **Appendix F** for guidelines on open-book arrangement and declaration form)

### ***Duration***

4 hours

### ***Syllabus***

1. General structure of the building industry and of the professions, and specialised trades concerned with the building process.
2. Job procedures from inception to completion including pre-contract (pre-tender and tender) procedures, and post-contract procedures.
3. Finance of building project: implication of different types of building contract in relation to construction time, first cost, and subsequent maintenance and running costs.
4. Principles of laws of contract applicable in Hong Kong.
5. Duties, liability and relationship of employer, contractor, sub-contractors and clerk-of-works, both in public and private practices.
6. Agreements and Forms of Contract for Use in Hong Kong, including those with and without quantities and for sub-contractors, etc.
7. Types of contract for alteration or addition works where a lump sum price is not suitable.
8. General understanding of the various means of resolution of contractual disputes including arbitration, mediation, litigation etc.
9. Conditions of Engagement and Scale of Professional Charges of the HKIA.
10. Codes of Professional Conduct of the HKIA and ARB, and Conduct of Architectural Competitions.

### ***Core Reading List***

1. Agreement and Schedule of Conditions of Building Contract for Use in the HKSAR (Standard Form of Building Contract), Private Edition (With Quantities), 2005 Edition
2. Agreement and Schedule of Conditions of Building Contract for Use in the HKSAR, (Standard Form of Building Contract), Private Edition (Without Quantities), 2006 Edition
3. Agreement and Schedule of Conditions of Nominated Sub-Contract for Use in the HKSAR, 2005 Edition
4. Agreement and Schedule of Conditions of Nominated Supply Contract for Use in the HKSAR, 2005 Edition  
*The above 4 items were issued under the sanction of The Hong Kong Institute of Architects, The Hong Kong Institute of Surveyors and The Hong Kong Institute of Construction Managers*
5. Architects Registration Ordinance (Cap.408)
6. Agreement between Client and Architect and Scale of Professional Charges, HKIA
7. Code of Professional Conduct, HKIA
8. Code of Professional Conduct, ARB
9. The Rules of the Institute, HKIA
10. HKIA Rules for the Conduct of Architectural Competitions
11. HKIA Guidelines on Dissemination of Information and Promotion of Professional Services
12. Guidelines to HKIA Members on Participation in Invited Submission for Architectural Consultancy Proposal

## **Paper 3      Building Structures**

### ***Objective***

To ascertain that the candidate have an awareness and understanding of the basic principles of structural design, and a general working knowledge and practical understanding of the regulations/codes applicable for the selection and integration of structural systems in the design of buildings.

### ***Format***

Multiple-choice questions, open-book paper

(Please refer to **Appendix D** and **Appendix F** for guidelines on open-book arrangement and declaration form)

### ***Duration***

1.5 hours

### ***Syllabus***

1.    Appropriate structural system -  
Sufficient awareness and understanding in order to select appropriate structural systems and components for various building types, and assess the effect of building functions on the selection of a structural system.
2.    Basic structural systems -  
Preliminary design and simplified analysis of basic structural elements.
3.    Composite structural system -  
Selection and recommendation of composite structural systems for various building types.
4.    Connections -  
The identification and selection of details for the connection of various structural elements in the assembly of buildings.
5.    Load calculations -  
Understanding of the magnitude and distribution of loads on buildings, and of the impact of various loading conditions on the integrity of the structural system in building. Knowledge of requirements of prevailing codes and regulations related to all loads, including lateral loads, identify and calculate the primary loads on building structures.
6.    Geotechnical and foundation design -  
Sufficient knowledge to understand soil report and relate the properties of soils to foundation design. Understanding of the overall concept related to the application of ground anchors, earth retaining structures, deep basement construction and other geotechnical systems in building design.
7.    Curtain walls and cladding systems -  
The ability to assess the appropriate fixing and construction details related to curtain walls and cladding systems including the incorporation of movement joints.
8.    Economics -  
Knowledge to relate the cost of structural systems, their materials, and methods of assembly and installation to the design of buildings.

9. Code requirements - Awareness and understanding of the relevant requirements of building regulations, codes of practices and standards in the selection of structural systems and building appurtenances.
10. Building additions and renovations - The ability to assess requirements and considerations to renovate or modify an existing building structure.

### ***Core Reading List***

#### Building Codes and Regulations

1. Building (Construction) Regulations
2. Codes of Practice, Buildings Department, HKSAR
3. BD Practice Notes for Authorised Persons

### ***Recommended Reading List***

#### General

4. Introducing Structures: Civil & Structural Engineering, Building and Architecture, A.J. Francis, 1989, E.Horwood
5. Tony Hunt's Structures Notebook, 2<sup>nd</sup> Edition, Tony Hunt, 2003, Architectural Press
6. Structure and Architecture, 2<sup>nd</sup> Edition, Angus J. Macdonald, 2001, Architectural Press
7. Structural Design for Architecture, Angus J. Macdonald, 1997, Architectural Press
8. Structure in Architecture, Mario Salvadori & Robert Heller, 1963, Prentice-Hall
9. Structures, Daniel L. Schodek & Martin Bechthold, 6<sup>th</sup> Edition, 2007, Prentice-Hall
10. The Design of Building Structures, Wolfgang Schueller, 1996, Prentice-Hall
11. Form and Forces, Waclaw Zalewski & Edward Allen, 2010, Wiley

#### Foundations

12. Fundamentals of Building Construction: Materials and Methods, Edward Allen & Joseph Iano, 2009, Wiley, Chapter 2
13. Foundation Design, Allan Hodgkinson, 1986, The Architectural Press
14. Foundation design and construction, M.J. Tomlinson, 2001, Prentice-Hall
15. Pile Design and Construction Practice, M.J. Tomlinson, 1994, E & FN Spon

#### Tall Buildings

16. High-Rise Manual, Johann Eisele & Ellen.eds Kloft, 2002, Birkhauser
17. The Vertical Building Structure, Wolfgang Schueller, 1990, Van Nostrand

#### Structural systems (material specific)

18. Architecture and construction in steel, A. Blanc, M. McEvoy & R. Plank, 1993, E & FN Spon
19. Architectural Design in Steel, Peter Trebilcock & Mark Lawson, 2004, Spon Press
20. Concrete Construction Manual, Friedbert Kind-Barkauskas, Bruno Kauhsen, Stefan Polonyi & Jorg Brandt, Birkhauser
21. Steel Construction Manual, Helmut C. Schultiz, Werner Sobek & Karl. J. Habermann, 2000, Birkhauser

## **Paper 4      Building Services and Environmental Controls**

### ***Objective***

To ascertain that the candidate have acquired the basic knowledge in applying the general principles of building services and environmental controls through their architectural training as well as practical experience.

### ***Format***

Multiple-choice questions, open-book paper

(Please refer to **Appendix D** and **Appendix F** for guidelines on open-book arrangement and declaration form)

### ***Duration***

1.5 hours

### ***Syllabus***

1.      Basic principles –  
        Measurement systems and devices  
        Normal human comfort levels  
        Temperature  
        Humidity  
        Natural and artificial light  
        Air pressure  
        Air quality  
        Water quality  
        Sound quality
2.      Sustainable design and environmental issues –  
        Basic concepts  
        Energy efficient building services systems and green building systems  
        Sustainable construction and materials  
        Renewable energy  
        Solar access and site utilisation  
        Indoor environmental quality, health, hygienic concerns  
        Historical context in architecture  
        Social values  
        Green building accreditation and assessment schemes
3.      Heating, ventilation and air-conditioning
4.      Fires services
5.      Plumbing and drainage
6.      Electrical
7.      Lifts and escalators
8.      Acoustics
9.      Miscellaneous –  
        Refuse collection systems  
        Cost awareness of various building services systems  
        Intelligent buildings

## ***Core Reading List***

### Ordinances and Regulations

1. Building (Energy Efficiency) Regulation
2. Building (Standards of Sanitary Fitments, Plumbing, Drainage Works & Latrines) Regulations
3. Building (Ventilating Systems) Regulations
4. Waterworks Ordinance
5. Buildings Energy Efficiency Ordinance

### Publications by the Building Authority

6. Related AP/RSE Practice Notes
7. Code of Practice for Overall Thermal Transfer Value in Buildings, Building Authority
8. Code of Practice on the Design and Construction of Buildings and Building Works for the Installation and Safe Use of Lifts and Escalators
9. Code of Practice for Fire Safety in Buildings
10. Relevant parts in Design Manual – Barrier Free Access

### Publications by Fire Services Department

11. Code of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations of Equipment

### Publications by Electrical & Mechanical Services Department

12. Code of Practice for Lift Works and Escalator Works
13. Code of Practice for Energy Efficiency of Lighting Installations
14. Code of Practice for Energy Efficiency of Air-Conditioning Installations
15. Code of Practice for Energy Efficiency of Electrical Installations
16. Code of Practice for Energy Efficiency of Lift and Escalator Installations

### Publications by Water Supplies Department

17. Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings
18. Handbook on Plumbing Installation for Buildings

### Publications by other organizations

19. Latest standards for Building Environmental Assessment Method, “BEAM Plus” for New Buildings and Existing Buildings, published by Hong Kong Green Building Council & BEAM Society

## ***Recommended Reading List***

20. Practice Guidebook on Compliance with Building Safety Requirements for Adaptive Re-use of and Alteration and Additional Work to Heritage Buildings under the Building Ordinance, Buildings Department
21. Draft Code of Practice for Energy Efficiency of Building Services Installations in Buildings, Electrical & Mechanical Services Department
22. A Guide on Indoor Air Quality Certification Scheme for Offices and Public Places, Indoor Air Quality Management Group, Government of HKSAR
23. Code of Practice for Access Facilities of Buildings for the Provision of Telecommunications and Broadcasting Services
24. Mitchell’s Building Construction: Environment & Services, Peter Burberry, Longman
25. Mechanical and Electrical Equipment for Buildings, B. Stein and J. Reynolds, Wiley & Sons Inc
26. The Building Systems Integration Handbook, R Rush, American Institute of Architects
27. Building Services : A Guide to Integrated Design : Engineering for Architect, RP Parlour, Integral Publishing
28. Understanding Buildings: A Multi-disciplinary Approach, E Reid, MIT
29. Acoustics, Noise & Buildings; Parkin, Humphreys & Cowell, Faber & Faber



## **Paper 5      Building Materials & Technology**

### ***Objective***

To ascertain that the candidate has acquired the basic knowledge of the properties and performance of materials, components and finishes and the elements of construction.

To test the candidate's ability to analyse the properties required of a material or product for a particular situation, and to make a good selection from the sources available.

To test the candidate's understanding of the principles that govern the design or the selection of appropriate construction technique for a variety of situations, various building systems and components.

To test the candidate's knowledge of local construction techniques and practices, including his understanding of the local statutory restraints, construction programming and sequencing of works, and the performance of the component systems through the life of buildings.

### ***Format***

Multiple-choice questions, open-book paper

(Please refer to **Appendix D** and **Appendix F** for guidelines on open-book arrangement and declaration form)

### ***Duration***

1.5 hours

### ***Syllabus***

1. Application of building techniques and materials
  - Demolition, site clearance and alteration works
  - Excavation and earthworks
  - Steel sheet piling works
  - Concrete works
  - Foundation systems in Hong Kong
  - Brickwork and blockwork
  - Masonry
  - Roofing, waterproofing and expansion joints
  - Carpentry, joinery and ironmongery
  - Structural steelwork
  - Metalwork
  - Metal windows and doors
  - Glazing, curtain, wall and cladding
  - Floor, wall and ceiling finishes (incl. carpet and raised flooring)
  - Painting
  - Builder's works and materials in relation to plumbing, drainage and E&M services
  - Internal fittings and fixtures
  - External works and landscape works
2. Local construction trade practices
3. Detailing and selection of building components and systems
4. Local statutory restraints
  - Building (Construction) Regulations
  - Fire Resisting Constructions
  - Building (Refuse Storage and Material Recovery Chambers and Refuse Chutes) Regulations
  - Building (Energy Efficiency) Regulations
  - Practice Notes for Authorised Persons
  - Building (Standards of Sanitary Fittings, Plumbing, Drainage Works & Latrines) Regulations

5. Application and statutory requirements for the design for the disabled
  - Building (Planning) Regulations and applications
6. Principles and applications of specification in the Hong Kong context
  - Workmanship and materials for construction
  - Standards and tests for various building materials and fitments
7. Building defects – diagnosis, remedial works and prevention
  - 7.1 The approach to building and remedial works
    - Diagnosis: principles and procedures
    - Remedial works
    - Sound construction: principles and techniques
  - 7.2 Common causes and mechanisms of failure in building envelope
    - Condensation
    - Entrapped moisture
    - Rain penetration
    - Rising dampness
    - Movement
    - Loss of adhesion
    - Corrosion

***Core Reading List***

1. General Specification for Building, Vol. 1 and 2, Architectural Services Department
2. Building (Construction) Regulations
3. Practice Notes for Authorised Persons
4. Building (Energy Efficiency) Regulations
5. Building (Refuse Storage and Material Recovery Chambers and Refuse Chutes) Regulations
6. Code of Practice for Overall Thermal Transfer Value in Buildings, Buildings Department
7. **Code of Practice for Fire Safety in Buildings, Buildings Department**
8. Building (Standards of Sanitary Fitments, Plumbing, Drainage Works & Latrines) Regulations
9. Building (Planning) Regulations

***Recommended Reading List***

10. Building Materials and Technology in Hong Kong, Wong Wah Sang
11. Building Enclosure in Hong Kong, HKU Press, 1998, Wong Wah Sang
12. Building Failures: A Guide to Diagnosis, Remedy and Prevention; Lyall Addieson; 1987
13. Architectural Graphic Standards; Ramsay Sleeper, AI
14. Building Construction Illustrated, FDK Ching, 2<sup>nd</sup> Edition, 1991, VNR
15. Construction Technology, Vol. 1, 2, 4; R Chudley
16. AJ Metric Handbook
17. Mitchell's Building Construction: Materials, Alan Everett, BT Batsford Ltd., London
18. Mitchell's Building Construction: Structure & Fabric, Part 1 (5<sup>th</sup> Edition), Part 2 (5<sup>th</sup> Edition), J S Foster, BT Batsford Ltd., London
19. Building Hong Kong : Environmental considerations, HKU Press, 2000, edited by Wong Wah Sang and Edwin Chan
20. Professional Practice for architects in Hong Kong, Pace Publications, 1998, Wong Wah Sang

## **Paper 6      Site Design**

### ***Objective and Syllabus***

To assess a candidate's professional competence in siting more than one building on a relatively large urban or suburban site, and his understanding and ability to address and balance the following aspects of site design with respect to Hong Kong conditions:

- Quality of internal and external spaces
- Organisation of access and circulation
- Concerns for environmental factors
- Disposition and Three-dimensional massing of built forms
- Fulfillment of critical and basic (but not detailed) statutory requirements, e.g. site coverage constraints, prescribed window set-backs, ingress-egress configuration, fire fighting and means of escape, etc.

Examples of possible subjects include:

- A multi-block residential development with ancillary facilities.
- A mixed use commercial development.

The submission for Paper 6 is in the form of scaled hand drawings, to be illustrated professionally.

### ***Format***

Design vignette, drawing, open-book paper

(Please refer to **Appendix D** and **Appendix F** for guidelines on open-book arrangement and declaration form)

### ***Duration***

4 hours

### **Notes**

It is not possible to provide a bibliography that adequately covers the field of integrated design. Candidates should be conversant with a good selection of the architectural magazines and journals, which are readily available and which discuss contemporary buildings in a theoretical, technical and illustrative manner. There are also available, in increasing numbers, biographies of living architects and accounts of their recent works, or that of their practices, which provide useful background material for study. Candidates should also take any opportunity to visit good buildings and to examine them intelligently as a source of knowledge and inspiration. Many offices have useful libraries and which subscribe to relevant journals.

Candidates are encouraged to attempt past papers, which can be downloaded from HKIA website, and seek advice from their office supervisors and/or advisers.

## **Paper 7      Building Design**

### ***Objective and Syllabus***

To assess a candidate's professional competence in designing in greater details a relatively simple building, in particular his understanding and ability to address and balance the following aspects of building design with respect to Hong Kong conditions:

- Organisation and quality of function spaces
- Organisation of access and circulation
- Concerns for environmental factors
- Understanding of structural and building services elements as an integral part of the design
- Understanding of the context and basic skills in handling aesthetic issues
- Fulfilment of statutory requirements, especially the principles of those that affect the basic planning of the building, e.g. orientation of prescribed windows, means of escape arrangements, etc.

The submission for Paper 7 is in the form of scaled hand drawings, to be illustrated professionally.

### ***Format***

Design vignette, drawing, open-book paper

(Please refer to **Appendix D** and **Appendix F** for guidelines on open-book arrangement and declaration form)

### ***Duration***

6 hours

### **Notes**

It is not possible to provide a bibliography that adequately covers the field of integrated design. Candidates should be conversant with a good selection of the architectural magazines and journals, which are readily available and which discuss contemporary buildings in a theoretical, technical and illustrative manner. There are also available, in increasing numbers, biographies of living architects and accounts of their recent works, or that of their practices, which provide useful background material for study. Candidates should also take any opportunity to visit good buildings and to examine them intelligently as a source of knowledge and inspiration. Many offices have useful libraries and which subscribe to relevant journals.

Candidates are encouraged to attempt past papers, which can be downloaded from HKIA website, and seek advice from their office supervisors and/or advisers.

## **Paper 8 Case Study**

### ***Objective***

To ascertain that the candidate has gained sufficient experience in an overview of professional practice from inception to completion of a building project, and is able to demonstrate a considerable level of understanding of the project process, identify special issues relating to the architect's role, investigate problems and to formulate an appraisal of the case.

### ***Content***

The candidate is free to adopt a format which he/she considers most effective in presenting his/her Case Study. However, the contents of the Study should cover the following aspects:

1. Introduction
  - 1.1 Site and Project Background
  - 1.2 Project Brief and Design/Development Parameters
  - 1.3 Project Programme and Budget
  - 1.4 Architectural Design Approach
  - 1.5 Structural and Foundation Systems
  - 1.6 Building Services Systems
  
2. Project Research
  - 2.1 Project Team Organisation
  - 2.2 Architect's Scope of Services and Fee Structure
  - 2.3 Statutory Control
  - 2.4 Legal aspects
  - 2.5 Building procurement method and Setting up & drafting of Contract / tender documents
  - 2.6 Cost Planning and Control
  - 2.7 Design Process and Architect's Solution to the Brief
  - 2.8 Construction Administration Process
  - 2.9 Site Safety and Supervision, Quality Control and Assurance
  - 2.10 Resolve on site discrepancies, construction details, finishes to suit site condition
  
3. Special Topic
  - 3.1 Topic background
  - 3.2 Architect's solution
  - 3.3 Appraisal
  
4. Conclusion and Appraisal
  - 4.1 Problems and Architect's Solutions for different stages
  - 4.2 Variations between Original Intention and Final Outcome
  - 4.3 Users' Response and Building Performance
  - 4.4 Assessment of Design (Architectural, Structural & Building Services)
  - 4.5 Overall Appraisal of the Project (Including review on "Green" building factors)
  
5. Appendices

The following may be attached in the Case Study as appendices:

  - 5.1 Location plan
  - 5.2 Block plan
  - 5.3 Typical floor plans
  - 5.4 Section(s)
  - 5.5 Photo(s) of the completed project

Other drawings, charts, documents may be attached as appendices if they can facilitate the candidate's presentation of the relevant issues in the Case Study.

The Case Study should not be a mere statement of facts and events. Emphasis is placed on the candidate's ability to ask proper questions in order to give his/her own **appraisal** of the case. The following are some guidelines:

- a) What was the original intent? What was the final result? Why?
- b) What worked? What did not work?
- c) What are the successful features of the project? How has the Architect contributed to the success? What are the ways in which the successful features could have been developed further?
- d) What were the problems of the project? How were they overcome or avoided? How the problems could have been handled or resolved more effectively? Grounds for improvement in future?
- e) What valuable experiences are gained through the process?

Some common reasons for scoring low marks for this Paper are:

- a) Lack of candidate's own judgement and appraisal
- b) Study not sufficiently detailed
- c) Too many general statements and record of events
- d) Candidate fails to demonstrate understanding of problems encountered in the project
- e) Wrong interpretation of fundamental concepts or important issues
- f) Contents of the case study not properly organized
- g) Incomplete case study, which may be demonstrated by the absence of certain important aspects

### **Format**

1. The Case Study should be a bound booklet made up of a minimum of 15, and a maximum of 20 A4 pages, typed on one side with not more than 500 words per page using point size 12 typing letters. Front and back covers, photographs and appendices may be attached but are limited to 20 A4 sheets. The booklet should be accompanied by a digital copy (in **WORD format or PDF format with optical character recognizable texts**) stored in a compact disc.
2. The front cover should include the following information:
  - a) Year of the Professional Assessment
  - b) Project title
  - c) Candidate number (assigned by HKIA)
  - d) Submission date
3. The following should be attached to the Case Study immediately after the front cover:
  - a) The Synopsis Approval Form signed by the Subject Panel Chairman
  - b) The approved synopsis
  - c) The Architect's Permission Form
  - d) Declaration of Authenticity (**Appendix E**)

The candidate should go through the relevant files of the project, understand them and prepare the Case Study in his/her own words rather than extracting letters, reports, meeting notes from the files to form the Study.

Direct copying from any other case studies, project documents and related articles, unless proved necessary for specific purposes in the Case Study, is strictly forbidden. Such contents will not be given any credit during assessment by the assessors and **the concerned candidate(s) will be disqualified and penalized. Please refer to Appendix C for the HKIA disciplinary guidelines and procedures for Handling Cases of Plagiarism in Professional Assessment Paper 8 Case Study (New Procedures with effect from Professional Assessment 2014)**

## Syllabus

1. The project for the Case Study should be of the candidate's own choice.
2. The project should be a completed local building or the substantially completed phase of a large scale local project. Partially completed buildings are not acceptable.
3. The project should preferably be one handled by the candidate's office. If this is not possible, the project should be one of which the candidate is able to consult the records and accounts with the permission of the Architect of the project who possesses these records and documents. In either case, the prior written approval from the Architect of the project is a pre-requisite to the approval of the synopsis by the Subject Panel in the Architect's Permission Form.
4. The project should not have been covered by another Case Study submitted by a previous candidate **in the previous two years of Professional Assessment**. In this regard, the candidate is advised to check the list on HKIA's website at <http://www.hkia.net/en/xls/PA/Casestudy1213.xls>
5. No two or more candidates are allowed to research on the same project at the same time, unless their studies are the different phases of a project, which can be clearly differentiated as stand-alone packages.
6. Candidate should research a special topic within the project for carrying out in depth study and report.

## Notes

1. Shortly after registration, the candidate should submit the following for the Subject Panel's approval of the proposed subject for the Case Study:
  - a) A synopsis in the form of a brief description of not more than 500 words of the candidate's selected Case Study. The choice of the special topic should be included in the synopsis as well. The submission must be typed and should not exceed one A4 page in length.
  - b) An Architect's Permission Form signed by the Architect of the Case Study subject project.
  - c) A block plan or a photo of the completed building for the Subject Panel's reference.
2. Candidates will be advised of the respective submission deadlines for the synopsis and the completed Case Study at the time of registration for the Professional Assessment.
3. The choice of project for the Case Study should be discussed with the candidate's Adviser, where applicable, once he/she has obtained sufficient material to outline the synopsis.
4. The Case Study is a Professional Assessment document the content of which is to be kept confidential by the HKIA/ARB and the candidate. It must not be published without the prior permission of the Architect of the subject project.

## Paper 9 Professional Interview

### *Objective*

To ascertain that the candidate has the necessary knowledge, skill and maturity to fulfill the professional duties of a practising architect.

### *Format*

Each candidate will be interviewed by a panel of **three** interviewers appointed by the Hong Kong Institute of Architects. The interviewers will assess the candidate's professional maturity and adequacy of the practical experience as recorded in the Logbook and Case Study Reports submitted by the candidate.

### *Duration*

Approximately 30 minutes, primarily in English and supplemented in Cantonese if necessary

### *Syllabus*

1. Buildings Ordinance  
Duties of an authorised person, professional liability in law, supervision required by statute, control of building, orders by the Building Authority, dangerous buildings and hillsides, notices, appeals, offences, disciplinary proceedings, etc.
2. Building Regulations  
Submission procedure, basic checking before plans are submitted, authorised person's administrative duties, working knowledge of various Building Regulations, Fire Services Codes of Practice, Buildings Department practice notes, etc.
3. Other related Ordinances and Codes of Practice  
Working knowledge of Town Planning Ordinance and other means of statutory control which may affect approval of development proposals, e.g. Civil Aviation Ordinance, Education Ordinance, Places of Public Entertainment Ordinance, Environmental Protection Ordinance, Buildings Ordinance as applied to the New Territories, etc.; general knowledge of land exchange, lease modification, land titles and deeds, change of use, etc.; planning standards for large and small developments, etc.
4. Construction Knowledge  
Geotechnic control, site formation, foundations and piling, construction safety, pollution control, noise control, site administration, protection of adjoining properties, site drainage, temporary works, demolition, etc.; application of common forms of external claddings, common methods of fire-proof constructions, wind-resistant constructions, waterproof construction, etc.
5. HKIA Conditions of Building Contract and Contract Administration  
Control of workmanship and monitoring of progress, liquidated and ascertained damages, architect's instructions, variations, extension of time, insurance, claims, specifications, contract drawings, payment certificate, practical completion, defects liability, monitoring of nominated sub-contractors, architect's role as quasi-arbitrators, etc.
6. HKIA/ARB Professional Ethics  
HKIA/ARB Codes of Professional Conduct, Architects Registration Ordinance, HKIA Conditions of Engagement and scale of fees, promotion, advertising, structure of architect's practices, professional integrity, relationship with client, contractor, consultants and fellow HKIA members, conflict of interests, participation in architectural competitions, protection of architect's copyright, etc.
7. Candidate are reminded that should there be any change in Office Supervisor or Adviser due to circumstances such as change of job, fresh nominations by submission of Log Sheets be made along with payment for Interview.



## Appendix A

### HKIA/ARB Professional Assessment Prescribed Fees

Registration Fee (non-refundable)	HKIA Graduate Member		\$600
	Non-member		\$1,800
Paper Fee	1	Statutory Controls in Building Works	\$1,000
	2	Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges	\$1,000
	3	Building Structures	\$1,000
	4	Building Services & Environmental Technology	\$1,000
	5	Building Materials & Technology	\$1,000
	6	Site Design	\$1,500
	7	Building Design	\$1,500
	8	Case Study	\$1,000
	9	Professional Interview	\$1,500

### Registration Fee

The registration fee is chargeable for each Professional Assessment, irrespective of the total number of papers registered. It is non-refundable under any circumstances.

### HKIA Lectures and Seminars

The fee for attending the lectures and seminars relevant to the Professional Assessment is \$3,000. This fee is charged for the full course.

### Notes

1. Fees are subject to review and adjustment by the HKIA. Candidates are advised to check with the HKIA/ARB Secretariat for the current fees.
2. Candidates who re-sit Papers 3, 4 and 5 in the same year are required to pay the respective Paper Fee only. They are not required to pay the registration fee again for that particular year.
3. Candidates who re-sit other papers are required to pay the registration fee and the fees for the respective re-sit papers.

Revised on 11 October 2013

## Appendix B

### Guidelines to Office Supervisors and Architectural Practices

1. This amendment to the Professional Assessment eligibility requirements should not be perceived as a lowering of the standards, knowledge and experience required and expected of a candidate to pass the Professional Assessment.
2. Office Supervisors are expected to have a clear understanding of the structure and the requirements of the Professional Assessment.
3. Office Supervisors / Architectural Practices should allow candidates under their supervision the exposure and involvement to various experience and work stages (A to F) as far as practicable, including inception and study of client's brief, concept design, schematic design, building plans and statutory submissions, detail design and construction documentation, tendering, contract administration and site coordination during construction stage in order to understand the full process of a project from design to completion in sufficient depth.
4. Office Supervisors / Architectural Practices should refrain from only letting the candidates or fresh graduates work on front-end concept design and presentation work without exposure to other experience.
5. Though not a pre-requisite for professional assessment, Office Supervisors / Architectural Practices are still encouraged to allow candidates' involvement in and exposure to local projects where possible and available by means of internal resources allocation.
6. Office Supervisors / Architectural Practices are encouraged to organize in-house seminars and training, sharing of knowledge, site visits, etc to complement the candidates' practical experience where there is insufficiency in local experience or certain aspects/work stages.
7. Office Supervisors / Architectural Practices are reminded of their responsibility as a member of the Institute under Code of Professional Conduct – Principle 4, Rules 4.2 and 4.3.

## Appendix C

### **HKIA disciplinary guidelines and procedures for Handling Cases of Plagiarism in Professional Assessment Paper 8 Case Study (New Procedures with effect from Professional Assessment 2014)**

HKIA regards plagiarism as a serious professional misconduct for the architectural profession. In view of its seriousness, candidate(s) who commit(s) plagiarism in Paper 8 Case Study would receive zero mark in this paper and the result slip(s) of the concerned candidate(s) would be marked “zero due to plagiarism”. The concerned candidate(s) is/are not allowed to take this paper in the following year of Professional Assessment.

#### **What is plagiarism ?**

Plagiarism includes but not limited to the following misconduct :

1. presenting work authored by another person, including other candidates, friends, family, or work published through internet or other services;
2. presenting work copied extensively from previous Case Study reports, the internet, books, journals or any other sources;
3. adopting or reproducing ideas, opinions, theories, formulas, graphics, or pictures of another person without proper citation;
4. improper paraphrasing, where a passage or idea is summarized without due acknowledgement of the original source;
5. borrowing facts, statistics, or illustrative material without proper citation of all original sources; and
6. representing collaborative work as one’s own.

#### **Procedures for handling cases of plagiarism**

The Subject Panel Chair of Paper 8 would report all the Case Study report(s) which contain plagiarized work to the Disciplinary Committee which will make further inspection of the concerned report(s). The Disciplinary Committee composes of the Chairman of Professional Assessment Committee and two members appointed by him/her (independent of Paper 8 Subject Panel) and the decision of the Disciplinary Committee shall be final.

#### **Use of project for future assessment**

According to the syllabus of Paper 8 (page 31), the project will not be used by another candidate in the next two years of Professional Assessment. Subject to the approval of the project owner, the candidate(s) may use the project(s) again when they resume their eligibility for taking Paper 8 Case Study.

### **Appeal procedures**

1. Candidate(s) who receive(s) zero mark in Paper 8 Case Study due to plagiarism may apply in writing with full justifications to the Chairman of the Board of Educational Affairs of the HKIA for a review of his/her results **within 14 calendar days** from the date of announcement of the results. Late appeals will not be considered.
2. On the acceptance of such an application, the Assessment Review Committee comprising the Chairman of the Board of Educational Affairs and two other HKIA Members appointed by him/her will consider the applications on a case-by-case basis.
3. The Assessment Review Committee may conduct the review in any way it thinks fit, including holding further interviews and/or assessments for the applicant in order to arrive at a decision. The Assessment Review Committee's decision shall be final and conclusive.

## Appendix D

### Guidelines to candidates on open-book arrangement

Starting from Professional Assessment 2014, HKIA will not provide candidates with open-book reference. Candidates can bring their own HKIA listed reference books to the Professional Assessment with the following conditions :

1. Hand written marking on the HKIA listed reference books is allowed;
2. New memorandum of the regulations (that are not available for sale by the government and with download version only) can be included in the listed reference books; and
3. No any other materials (other than item 2) can be included in the listed reference books.

Invigilators may conduct a random checking on candidates' reference books at the assessment venue. Invigilators have the authority to take away any suspected materials for further investigation by the Professional Assessment Committee. Candidates who bring unauthorized materials during the Professional Assessment may receive disqualification.

Candidates should refer to the HKIA website for the latest list of HKIA open-book reference books. Candidates are required to sign the declaration form attached in Appendix F and submit with the registration form in each of the assessment.

## Appendix E



香港建築師學會  
The Hong Kong Institute of Architects



建築師註冊管理局  
Architects Registration Board

### HKIA/ARB Professional Assessment 20\_\_\_\_ - Paper 8 Case Study

#### Declaration of Authenticity

I certify that the contents of this Case Study report are my own and original work and that they are not directly copied from any other case studies, project documents and related articles, and the submitted soft copy is identical to the hard copy. I also acknowledge that I am aware of the guidelines for handling plagiarism and understand that the case study will not be given any credit if direct copying is found and I will be disqualified and penalized for such misconduct.

Candidate's signature : \_\_\_\_\_

Candidate's name : \_\_\_\_\_

Date : \_\_\_\_\_

## Appendix F



香港建築師學會  
The Hong Kong Institute of Architects



建築師註冊管理局  
Architects Registration Board

### Declaration

Starting from HKIA/ARB Professional Assessment 2014, HKIA will not provide candidates with open-book reference. Candidates can bring their own HKIA listed reference books to the Professional Assessment with the following conditions :

1. Hand written marking on the HKIA listed reference books is allowed;
2. New memorandum of the regulations (that are not available for sale by the government and with authorized download version only) can be included in the listed reference books; and
3. No any other materials (other than item 2 above) can be included in the listed reference books.

I \_\_\_\_\_ (Name in Full) (Candidate no.: \_\_\_\_\_)  
hereby declare that I will observe and comply with the above guidelines when I bring my open-book reference to the assessment centres. I understand that invigilators may conduct random checks on the listed reference books I bring along at the assessment centres and I may be disqualified if I am in breach of the above rules.

I \_\_\_\_\_ (Name in Full) (Candidate no.: \_\_\_\_\_)  
also declare that I will observe and comply with the Copyrights Ordinance of the listed reference books that I will bring to the assessment centres are original copies, not copies or reproductions of the original copies. Copies printed directly from the official websites with authorization are acceptable reference materials. I understand that I may be subject to prosecution by the Customs and Excise Department under the Copyright Ordinance, Chapter 528, Laws of Hong Kong if I am in breach of this law.

---

Signature

---

Date