

HKIA/ARB Professional Assessment 2019 – Papers 3, 4 and 5 (March)

Registration for HKIA/ARB Professional Assessment (PA) 2019 – Papers 3, 4 and 5 (March) is now open until **5:30pm on Monday, 31 December 2018**. A list of important dates to note is in **Annex I**.

IMPORTANT POINTS TO NOTE

1. Starting from PA 2018, hard copies of the application form will **NOT** be accepted. Candidates should register for PA via the online platform at www.joinhkia.net.
2. As only **200 quotas** will be allowed for PA2019 – Papers 3, 4 and 5 (March), the registration will be on a **first-come-first-served basis**. Please register early to reserve your seat.
3. To better understand the online application procedure and to keep track of the documents required to be uploaded for the application, please read the **online registration guidelines** at https://www.joinhkia.net/hkiaonline/session_control_msg.php before you start the registration process.
4. Please peruse the entry qualifications, syllabus and rules in the *PA Handbook* which is downloadable from the Institute's website at www.hkia.net.
5. **Candidates should check their eligibility to sit the PA before registration.** After you have registered, withdrawal from the assessment is not allowed and **registration fee will not be refunded under any circumstances**.
6. The cut-off date for counting practical experience is **31 December 2018**.
7. It is the **candidates' responsibility to ensure that they have accumulated the required period of practical experience**, and submit **Confirmation of Practical Experience** at the time of registration. Candidates are required to have accumulated a minimum of 12 months of recognised practical experience (year-out experience inclusive) before taking Papers 3, 4 and 5. No employment shorter than 5 consecutive months in one office is accepted as recognised experience.
8. Candidates who need to work until 31 December 2018 to accumulate the minimum required experience must submit their relevant Confirmation of Practical Experience in person **no later than 5:30 pm on Wednesday, 2 January 2019**.
9. Standard Confirmation Letters
 - a) Candidates are required to seek from their present and past employers confirmation of their practical experience gained.
 - b) For holders of non-local qualifications who are not Graduate Members/ Associates and for holders of local qualifications other than bachelor/master degrees from CUHK/HKU/CityU, it is the **their responsibility to seek confirmation directly from relevant authorities on details of academic (both pre-professional and professional degrees) / professional qualifications**. Candidates may be required to provide substantiation if the duration of studies, if it has not already been certified by the schools when processing their Graduate / Associate membership applications.
10. It is the candidates' responsibility to start registration early, provide complete information and substantiating documents, make valid payment and observe rules and deadlines.

11. Please submit your PA application together with the following items:
- Application form
 - Photocopy of your identification document
 - PA fees
 - 1 passport-size photo
 - Open-Book Declaration
 - Photocopy of your academic / professional certificates (not necessary if you have previously submitted when you applied for HKIA Graduate / Associate Membership)
 - Original confirmation letters of academic qualifications
 - Original confirmation letters of professional qualifications (optional)
 - Original confirmation letters of practical experience

Items a) to f) should be submitted via online registration platform while hard copies of items g) to i) are still required until further notice.

★ Re-sitting candidates for Papers 3, 4 and 5 should submit the above-listed documents except items f) to i)

12. Incomplete applications, including those with incomplete application forms or any applications not accompanied by all the necessary substantiating documents and items will not be accepted.

13. Eligibility for discounted rate

- Graduate Members / Associates who have been duly elected by HKIA Council on or before 1 December 2018;
- Graduate Members / Associates, who have duly settled their membership subscription fee for 2019 and who have fulfilled CPD requirement in 2018 (for members elected before 30 September 2018 only).

14. Deadlines

Applicants are reminded to observe all submission deadlines. Late applications will not be accepted.

An applicant who is prevented from making any submission on time, due to extenuating circumstances, should write to the PAC Chairman providing documentary proof in support of such claims. The PAC reserves the right not to accept any late submission.

15. Validity of passes

The validity of passes in Papers 1 to Paper 8 is *eight* successive years (HKIA Circular no. 76/2010 dated 28 October 2010). Passes obtained from PA 2012 onwards will be counted as valid in PA 2019 (HKIA Website: http://www.hkia.net/UserFiles/File/pa/Extension_of_validity_of_passes.pdf).

16. New Schedule of Professional Assessment for Papers 3, 4 and 5

Starting from PA2012, Paper 3 (Building Structures), Paper 4 (Building Services and Environmental Controls) and Paper 5 (Building Materials & Technology) will be held two or three times a year. In PA 2019, the Papers 3, 4 and 5 will be organised twice (i.e. in March and July). Candidates who failed in any papers of Papers 3, 4 or 5 in PA 2019 may re-sit the subsequent assessment, either in the same year or in the following year(s). Schedule of Papers 3, 4 and 5 in PA 2019 can be found on www.hkia.net.

Please note that Professional Assessment fees and registration fees for Papers 3, 4 and 5 will stay the same as shown in the Professional Assessment fees below. Candidates will be required to pay a blanket registration fee once each year for attempting Papers 3, 4 and 5, irrespective of the number of attempts within the same year.

17. Open book arrangement

HKIA will not provide any reference books or documents for candidates at Professional Assessment. Candidates can bring their own **CLEAN copy** of HKIA listed reference books to the Professional Assessment with the following provisos:

- Handwritten markings and notes on any of the reference books are **NOT** permitted;
- The reference books may include new memorandum to the regulations (with authorized download version only for those not available for sale by the government); and
- Apart from item 2 above, no other materials or documents can be included or attached in the listed reference books.

Invigilators may conduct random checks on candidates' reference books at the assessment centre and are authorised to confiscate any suspected materials for further investigation by the PAC. **Candidates who bring unauthorised materials to Professional Assessment may be disqualified.**

Please visit the Institute's website at www.hkia.net for the latest list of open-book reference books permitted by HKIA.

18. Starting from PA 2017, candidates with less than **5 years of full-time** study in architecture combined in both pre-professional and professional programmes **accredited or recognised** by HKIA/ARB are required to make up for the shortfall by undergoing an additional period of recognised practical experience, before they are allowed to take Papers 1, 2, 6, 7 and 8. In all circumstances, the additional period of recognised practical experience required shall not exceed 3 years, i.e. the maximum total period of recognised practical experience required before taking Papers 1, 2, 6, 7 and 8 shall be 5 years. The required duration of additional experience shall be determined by the PAC and its decision shall be final. Candidates will receive a warning letter if they will be required to make up the shortfall before taking Papers 1, 2, 6, 7 and 8.

Standard confirmation letters are downloadable from the links below :

- 1) Confirmation of Academic Qualification :
http://www.hkia.net/en/pdf/PA/2019_Paper345_Mar_CAQ.pdf
- 2) Confirmation of Professional Qualification :
http://www.hkia.net/en/pdf/PA/2019_Paper345_Mar_CPQ.pdf
- 3) Confirmation of Practical Experience :
http://www.hkia.net/en/pdf/PA/2019_Paper345_Mar_CPE.pdf

Professional Assessment fees

Registration Fee	Graduate Members / Associates		\$600
	Non-Members		\$1800
Paper Fee	3	Building Structures	\$1000
	4	Building Services & Environmental Controls	\$1000
	5	Building Materials & Technology	\$1000

**Please note that Papers 1, 2, 6, 7 and 8 are held in separate month. For further details, please refer to separate circular.*

Payment can be made by credit card or by cheque to "The Hong Kong Institute of Architects". **Cash is not accepted.** Applications for registration should reach the Institute within the registration period stated. **Late applications will not be accepted.**

Details on the Lecture and Seminar Series will be announced separately.



Fiona Wong
Registrar of HKIA



Vivian Sie
Registrar of ARB

Event		Date		
Registration (with all required documents)		Now – 31 December 2018 (Monday) at 5:30pm		
Deadline for receipt of Confirmation of Practical Experience gained until 31 December 2018		2 January 2019 (Wednesday) at 5:30pm		
Lecture & Seminar Series		To be confirmed		
Written Papers				
Paper	Subject	Date	Time	Venue
Paper 3	Building Structures	12 March 2019	10:30am – 12:00nn	*HKEAA
Paper 4	Building Services & Environmental Controls	13 March 2019	10:30am – 12:00nn	*HKEAA
Paper 5	Building Materials & Technology	14 March 2019	10:30am – 12:00nn	*HKEAA
Announcement of Results – Written Papers		12 April 2019 (Tentative)		

*HKEAA – Lai King Assessment Centre, Estate School 1, Lai King Estate, Kwai Chung, New Territories, HK

Revised on 15 November 2018