

## HKIA/ARB Professional Assessment 2019 – Papers 1, 2, 6, 7 and 8

Registration for HKIA/ARB Professional Assessment (PA) 2019 – Papers 1, 2, 6, 7 and 8 is now open until **5:30pm on Friday, 28 June 2019**. A list of important dates to note is found 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](http://www.joinhkia.net).
2. 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](https://www.joinhkia.net/hkiaonline/session_control_msg.php) before you start the registration process.
3. Please peruse the entry qualifications, syllabus and rules in the *PA Handbook* which is downloadable from the Institute's website at [www.hkia.net](http://www.hkia.net)
4. **Candidates should check their eligibility to sit the PA before registration.** Applications for withdrawal from any or all of the papers registered should be submitted to the Registrars of HKIA and ARB in writing **not later than 30 September 2019** and candidates will be entitled to a full refund of PA fees for the papers. **Registration fee is non-refundable under any circumstances.**
5. The cut-off date for counting practical experience is **31 October 2019**.
6. Your application for registration **should** be accompanied by your **Logbook (inclusive of Summary of Practical Experience, Logsheets and Adviser Consultation Forms)** completed up to the date of registration. First-time candidates are required to login to the HKIA/ARB e-self service at [www.joinhkia.net](http://www.joinhkia.net) to fill in the online Logbook and print out a hard copy for signature by their Adviser and Office Supervisor.
7. Payment of the PA fee for Professional Interview should be made after candidates have passed all written papers and prior to attending the Interview.
8. It is the **candidates' responsibility to ensure that they have accumulated the required period of practical experience** and submit **Confirmation of Practical Experience and Logbook** at the time of registration. Candidates are required to have accumulated a minimum of 24 months of recognised practical experience (including year-out experience) before taking Papers 1, 2, 6, 7 and 8. No employment shorter than 5 consecutive months in any one office is accepted as recognised experience. The Logbook should be a complete account of the candidate's training and practical experience.
9. Candidates who need to work until **31 October 2019** to accumulate the minimum required experience must submit their relevant Logsheets and Confirmation of Practical Experience gained between the date of registration and 31 October 2019, in person, **no later than 5:30 pm on Friday, 1 November 2019** for collection of their PA Admission Card.
10. Starting from PA2017, candidates with less than **5 years of full-time** study in architecture in both pre-professional and professional programmes combined and **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 Professional Assessment Committee (PAC) and its decision shall be final.
11. Standard Confirmation Letters
  - a) Candidates are required to seek from their present and past employers confirmation of their practical experience, gained and as recorded in the Logbook.

- 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 **their responsibility to seek confirmation directly from the relevant authorities on details of their academic (both pre-professional and professional degrees) / professional qualifications**. Candidates may also be required to provide substantiation of their duration of studies, if it has not already been certified by the schools when processing their Graduate / Associate membership applications.
- c) Except for the documents required under Para. 9, requests for confirmation letters in support of candidate's eligibility should be sent out as soon as possible for replies to reach the HKIA by **Friday, 26 July 2019**, otherwise your eligibility may not be confirmed in time for PA 2019.
12. It is the candidates' responsibility to start registration early, provide complete information and substantiating documents, make valid payments and observe the rules and deadlines.
13. Please submit your PA application together with the following items:
- Application Form
  - Photocopy of your identification document
  - PA fees
  - 1 passport-size photograph
  - 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
  - Nomination forms of Advisers and Office Supervisors
  - The Logbook (summary of practical experience and logsheets) duly completed by the candidate and counter-signed by the Office Supervisor
  - Adviser Consultation Forms up to the date of registration

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

***Re-sitting candidates for Papers 1, 2, 6, 7 or 8 should submit the above-listed documents except items f) to l).***

***Fresh nominations should be submitted if there has been any change in Office Supervisor and Adviser due to circumstances such as change of job, etc.***

14. 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.
15. Papers 1 & 2
- Multiple-choice answer sheets for Section I will be collected together with essay answer books for Section II at the end of the assessment.***
  - In Paper 2 tests on contract management will relate to the following documents:
    - Agreement & Schedule of Conditions of Building Contract (With Quantities) (2005 edition) and (Without Quantities) (2006 edition) for use in the HKSAR
    - Agreement & Schedule of Conditions of Nominated Sub-Contract (2005 edition) for use in the HKSAR
    - Agreement & Schedule of Conditions of Nominated Supply Contract (2005 edition) for use in the HKSAR
16. Case Study Summary and Report  
Candidates who wish to take Paper 8 Case Study are required to submit their Case Study summary (including synopsis and block plan of the project) and a signed original copy of the Architect's Permission Form (available for download at [www.joinhkia.net](http://www.joinhkia.net)) **on or before 5:30pm on Friday, 28 June 2019** at [www.joinhkia.net](http://www.joinhkia.net) for approval.

Submission of **Case Study Report** will be due at **5:30pm on Friday, 25 October 2019**. Both a hard copy and a digital copy of the Case Study Report are required. Candidates should upload the digital copy in Word or PDF format in which the texts are optical character recognizable to [www.joinhkia.net](http://www.joinhkia.net) and the file size limit is 20MB. For details of the Case Study format, please refer to the latest PA Handbook at [www.hkia.net](http://www.hkia.net).

Candidates **who commit plagiarism in Paper 8 Case Study will receive no mark** for their submission and their result slip will record “zero due to plagiarism”. **They will also be barred from taking this paper in the following year of Professional Assessment.** For details, please visit the Institute’s website: [http://www.hkia.net/UserFiles/File/pa/HKIA\\_Circular-HKIA\\_disciplinary\\_guidelines\\_plagiarism.pdf](http://www.hkia.net/UserFiles/File/pa/HKIA_Circular-HKIA_disciplinary_guidelines_plagiarism.pdf)

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. Candidates should elect to research a special topic pertinent to the project, carry out in depth the relevant study and reflect the result in the report. Candidate is **not** allowed to study the same *special topic* that has already been selected by other candidates in previous years, except that a candidate resubmitting his/her own case study may reuse parts or whole of his/her previous *special topic*. To assist candidates in looking for an appropriate project, the Institute has published a list of past Case Study projects in PA2007 – 2018 on [www.hkia.net](http://www.hkia.net) under “Join the HKIA”.

17. Eligibility for discounted rates

- a) Graduate Members / Associates who have been duly elected by HKIA Council on or before 1 June 2019;
- b) 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).

18. 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.

19. 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 PA2012 onwards will be counted as valid in PA2019 (HKIA website: [http://www.hkia.net/UserFiles/File/pa/Extension\\_of\\_validity\\_of\\_passes.pdf](http://www.hkia.net/UserFiles/File/pa/Extension_of_validity_of_passes.pdf)).

20. Open book arrangement

HKIA will not provide any reference books or documents for candidates at Professional Assessment. Candidates may 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 memoranda 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 may 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 <http://www.hkia.net> for the latest list of open-book reference books permitted by HKIA.

Standard confirmation letters are downloadable from this link:

[http://old.hkia.net/en/ProfessionalAssesement/ProfessionalAssesement\\_04\\_2019.htm](http://old.hkia.net/en/ProfessionalAssesement/ProfessionalAssesement_04_2019.htm)

## Professional Assessment fees

<b>Registration Fee</b>	Graduate Members / Associates		\$600
	Non-Members		\$1800
<b>Fees for Papers</b>	1	Statutory Controls in Building Works	\$1000
	2	Building Contracts & Professional Practice, Professional Conduct & Conditions of Agreement	\$1000
	6	Site Design	\$1500
	7	Building Design	\$1500
	8	Case Study	\$1000
		Professional Interview	\$1500

*\*Please note that Paper 3, 4 and 5 are held in separate months. For further details, please refer to separate circular.*

Payment can be made by credit card or by cheque payable 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. Candidates are encouraged to submit their Case Study Summary early for better time management to complete their Case Study.



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Queenie Wong  
Registrar of HKIA



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Vivian Sie  
Registrar of ARB

**HKIA/ARB Professional Assessment 2019 – Papers 1, 2, 6, 7 and 8  
Dates to Note**

**Annex I**

<b>Event</b>	<b>Date</b>			
Registration (with all required documents)	Now until 28 June 2019 (Friday) at 5:30pm			
Deadline for arrival of Confirmation of Academic Qualification, Confirmation of Professional Qualification, Confirmation of Practical Experience, Adviser Consultation Form(s) and logsheet(s) <b><u>for experience gained up to the date of registration</u></b>	26 July 2019 (Friday) at 5:30pm			
Deadline for arrival of all logsheet(s), Confirmation of Practical Experience and Adviser Consultation Form(s) <b><u>for experience gained between date of registration and 31 October 2019</u></b>	1 November 2019 (Friday) at 5:30pm			
Lecture & Seminar Series	To be confirmed			
Submission of Case Study Summary	Deadline: 28 June 2019 (Friday) at 5:30pm			
Submission of Complete Case Study Report	Deadline: 25 October 2019 (Friday) at 5:30pm			
<b>Written Papers</b>				
<b>Paper</b>	<b>Subject</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Paper 1	Statutory Controls in Building Works	18 Nov 2019 (Mon)	2:00pm – 5:00pm	KITEC*
Paper 2	Building Contracts & Professional Practice, Professional Conduct & Conditions of Agreement	19 Nov 2019 (Tue)	9:00am – 1:00pm	KITEC*
Paper 6	Site Design	20 Nov 2019 (Wed)	9:00am– 1:00pm	KITEC*
Paper 7	Building Design	21 Nov 2019 (Thu)	9:00am – 3:00pm	KITEC*
<b>Announcement of Results – Written Papers</b>		<b>17 February 2020 (Monday) (Tentative)</b>		
Professional Interview		To be confirmed		
Announcement of Results – Final		To be confirmed		

\* KITEC – Kowloonbay International Trade & Exhibition Centre, 1 Trademart Drive, Kowloon Bay

Updated on 10 April 2019