HKIA/ARB Professional Assessment Paper 8 Case Study – Q & A

1. **If I failed my case study, can I use the same project when I re-sit?**

   Yes. The candidate may use the same project for case study when he / she re-sits Paper 8.

   Those who resit Paper 8 Case Study are still required to submit at registration the following for re-approval by the Subject Panel Chairman :
   i) Case Study Synopsis; and
   ii) Architect's Permission Form; and
   iii) Block plan or a photo of the completed building

2. **Will A&A projects, not new building projects, be accepted?**

   Yes, A&A projects can be accepted for case study, provided that they possess the complexity, procedures and features for the research and appraisal as required in the PA Handbook.

3. **Can the case study project I compiled during university studies be accepted?**

   Yes, provided it fulfills the requirements set out in the PA Handbook.

4. **If I have joined a new firm, can I use the projects in my previous firm(s)?**

   Yes, subject to the permission granted by the Architect of the previous firm, who holds the copyright of the project documents to be researched by the candidate.
   (Refer to the Architect's Permission Form for Paper 8 Case Study)

5. **Can more specific guidelines be given on "completed local building" and "substantially completed phase of a large scale project"? Is issuance of O.P. date the rule of thumb? Do I have to attach the O.P. as proof?**

   "Completed local building" means a building / project located in Hong Kong (hence subject to local statutory building control) which has been fully completed as demonstrated by the issuance of O.P. by Buildings Department or certification of Practical Completion by the Architect. Only upon full completion a project can provide sufficient post-completion information for the candidate to complete the Conclusion & Appraisal Section of the Case Study. In the Architect's Permission Form, the Architect of the Project is asked to confirm that the project will have been completed as at the end of October to enable the candidate to research on the post-completion stage of the project and complete the Conclusion & Appraisal sections, by the deadline of the submission (which is normally in November).
   Candidates should not propose a project for case study if it remains incomplete by the time of the candidate's preparation of the case study.
   The date of O.P. is part of the information required in the Architect's Permission Form to be confirmed by the Architect of the project. It is not mandatory to submit a copy of the O.P. as proof provided the Architect's Permission Form is duly completed and signed by the Architect.

6. **Who should sign on my Case Study Synopsis and my completed Case Study?**

   Signature is not required on the Case Study Synopsis and complete Case Study. However, the Architect of the proposed project should sign the Architect's Permission Form who may be the candidate's office supervisor if the project proposed is from the candidate's current office.

7. **What should I attach to my Case Study Synopsis and my Completed Case Study?**

   When submitting the case study synopsis, the candidate should also submit the Architect's Permission Form as well as a block plan or a photo of the completed building for the Subject Panel's reference.
   When submitting the completed case study, the following should be bound as the front part of the completed case study:
   - the Synopsis Approval Form;
   - the approved Synopsis;
   - the Architect's Permission Form

   A hard copy of Case Study report should be accompanied by a digital copy (in WORD format or PDF format with optical character recognizable texts) to be uploaded to www.joinhkia.net.

8. **I am working in the client's office (or on the management team) of a project. An architectural firm has been appointed as consultant in this project. Being the client, we also possess the documents and records of the project. Can I write this project for my Case Study?**

   Unless permission is given by the Architect of the project (not the client, not the project manager or other team members of the project) for the candidate to access his project files, such a project would not be considered acceptable for Case Study. Project records kept by the Client or the project manager may provide a different perspective of the project to the candidate that deviates from the objective of the Case Study, which expects the candidate to research on the project from an Architect's perspective.

9. **Can I choose a project that had been studied before?**

   Yes, you may choose a project that has been studied before. Please note that you should choose a special topic pertinent to your project but not one that has already been studied by another candidate. However, if you are a re-sitting candidate resubmitting you own case study, you may reuse parts or whole of your previous special topic.

10. **If I have difficulty in looking for a local project for my Case Study, what can I do?**

    To assist candidates in looking for an appropriate project, HKIA has published a list of past Case Study projects on the HKIA website. Please go to the HKIA website via the below hyperlink : https://www.hkia.net/en/join-hkia.html for the list.

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