



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



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

HKIA Circular 42/2020
ARB Circular 19/2020

7 October 2020

Dear Fresh Candidates,

**HKIA/ARB Professional Assessment (PA) 2021 –
Registration for Papers 1 to 8**

HKIA and ARB have recently reviewed the existing registration procedures and lecture fee for PA. In order to rationalize the PA schedule, registration and submission deadlines, the following amendments will be implemented starting this year:

1. Lecture fee

Lecture fee will be combined with PA paper fee so that candidates are not required to pay a separate fee for lectures. Once registered, candidates will be entitled to attend the PA lectures.

Fees for Papers and Lectures	1	Statutory Controls in Building Works	\$1250
	2	Building Contracts & Professional Practice, Professional Conduct & Conditions of Agreement	\$1250
	3	Building Structures	\$1250
	4	Building Services & Environmental Controls	\$1250
	5	Building Materials & Technology	\$1250
	6	Site Design	\$1750
	7	Building Design	\$1750
	8	Case Study	\$1250
		Professional Interview	\$1500

2. Prescribed periods for nomination, registration and submission

There are 3 periods for nomination of Adviser and Office Supervisor, registration and submission over the year (i.e. October, April and September).

Please refer to **Appendix 2** for the list of dates to note.

3. Submission online or by email only

All substantiating documents would be accepted online or by email only. HKIA reserves the right to request signed originals for verification any time before candidates are admitted as full Members, or when they apply for future PA. Failure in furnishing these originals may warrant cancellation of "Pass" results for all previous papers.



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4. Confirmation of Practice Experience replaced by Logsheets
Instead of Confirmation of Practical Experience, candidates are only required to submit logsheets to be countersigned by their Office Supervisors for registration for PA.

The revised PA Handbook can be downloaded via
https://www.hkia.net/uploads/en/page/BEdA/PA/PA_Handbook_revised_2020.pdf

A. Registration for PA 2021 Papers 1 to 8

If you are planning to sit for Papers 3, 4 and 5 in March 2021 and/or Papers 1, 2, 6, 7 and 8 in November 2021, please complete your registration at www.joinhkia.net **no later than 11:59pm, 31 October 2020 (Saturday)**. For details, please refer to the registration circulars at the links below:

- Papers 3, 4, 5:
<https://www.hkia.net/uploads/en/page/BEdA/PA/PA2021-March-Registration%20Circular.pdf>
- Papers 1, 2, 6, 7 and 8:
https://www.hkia.net/uploads/en/page/BEdA/PA/PA2021_Nov/final_00_PA2021-November-Registration%20Circular-v5.pdf

B. Nomination for Adviser and Office Supervisor

For those who are planning to sit for Papers 1, 2, 6, 7 and/or 8 in 2021 for the first time, please make your nominations and submit nomination forms to the HKIA/ARB **no later than 11:59pm, 31 October 2020 (Saturday)**. The PA nomination forms are available at www.joinhkia.net.

You are further reminded that failure to furnish the nomination forms by the deadline may result in the ineligibility for PA 2021.

(i) Notes on Office Supervisors

The nomination of Office Supervisors is required for **the full period** of your practical experience **including year-out experience**. Office supervisors should be an HKIA Member and a registered architect, while the 12-month post-professional degree experience is to be supervised in a local practice.

(ii) Notes on Advisers

Before your first attempt in Papers 1, 2, 6, 7 and/or 8, you **must** consult your Adviser:

- for at least **once every 3 months**
- covering the period of **November 2020 to October 2021**.



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You should submit at least 2 quarters of Adviser Consultation Forms by 30 April 2021, while 2 remaining quarters should be submitted together with the whole logbook by 30 September 2021.

For candidates who have genuine difficulties in finding an Adviser, please make use of the list below to get in touch with HKIA Members who are pleased to advise PA candidates:

http://www.hkia.net/en/pdf/PA/HKIA_list_of_PA_Advisers_2018_-_2nd_round.pdf

Please refer to **Appendix 1** for the relevant rules in PA Handbook.

For further enquiries, please do not hesitate to contact Ms Jenny Lai (Tel: 2805 7141) or Ms Bella Law (Tel: 2805 7271) of the Secretariat.

Yours faithfully,

Queenie Wong
Registrar

Appendix 1 - Rules 2.6.1, 2.6.2 and 2.7.2.4 of the PA Handbook

Appendix 2 – Dates to note



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Appendix 1

HKIA/ARB PA 2021 – Nomination of Adviser and Office Supervisor Relevant Rules in HKIA/ARB PA Handbook

2.6 Office Supervisor and Adviser

2.6.1 Office Supervisor

Candidates should submit their nomination forms for office supervisors (together with nominations of advisers under 2.6.2) to HKIA at least one year prior to taking Professional Assessment, which shall be not later than the last working day of October of the preceding year. Please check the HKIA website for any updates on the deadline for submission.

The office supervisor should be a member or fellow 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 Professional Assessment.

The office supervisor is expected to have a clear understanding of the structure and requirements of Professional Assessment. With such understanding, the office supervisor would be in a position to 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 assessment.

The office supervisor is required to certify, in the Logbook, all the practical training received by the candidate during the period under supervision.

Should there be any change in office supervisor due to circumstances such as change of job, a fresh nomination should be made immediately. This is particularly important during the period immediately before attending the Professional Interview.

2.6.2 Adviser to Candidate

Candidates should submit the nomination forms for advisers (together with nomination of officer supervisors under 2.6.1) to the HKIA at least one year prior to taking Professional Assessment, which shall be not later than the last working day of October of the preceding year. Please check the HKIA website for any updates on the deadline for submission.



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The adviser shall be

- i) a registered architect, an Authorized Person, and a member or fellow of the HKIA with a minimum of 8 years of post-HKIA qualification experience; or
- ii) a registered architect and a member or fellow of HKIA with a minimum of 12 years of post-HKIA qualification experience.

The adviser and the candidate should not be working in the same office.

For more appropriate distribution of workload and to achieve the best results, it is recommended that advisers should avoid taking on more than 5 additional candidates each year.

Candidates are required to consult their advisers at least once every 3 months leading up to their first attempt of the Professional Assessment, other than Papers 3, 4 and 5. Candidates may consult their advisers more than four times a year if necessary. Consultation forms signed by the adviser shall be submitted by the candidate together with the Logbook as specified in section 2.1.3, which would be made available to the examiners during Professional Interview.

Candidates who encounter difficulty in engaging an adviser may approach the HKIA Secretariat for assistance.

Should there be any need to change adviser, due to circumstances such as change of job, a fresh nomination should be made immediately.

2.7 Registration Procedure

2.7.2 Registration Procedure for Papers 1, 2, 6, 7, 8 and Professional Interview

2.7.2.4 Candidates who need to count their practical experience up to the last working day of the month (normally October) preceding Professional Assessment should write to HKIA for extension of deadline of submission of their logsheets and adviser consultation forms.

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HKIA: hkiasec@hkia.org.hk | ARB: arbsec@arb.org.hk



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Appendix 2

Registration and Submission Periods / Deadlines

Prescribed Period (Deadlines in bold)	Event	Paper	Submission Requirement
7 October 2020 to 31 October 2020	Registration	3, 4, 5 (Q1)	1) Confirmation letter of academic qualification 2) Logsheets (min. 12 months) 3) Other documents listed in PA Handbook
	Registration	1, 2, 6, 7, 8	1) Confirmation letter of academic qualification 2) Nomination forms of Adviser and Office Supervisor
1 April 2021 to 30 April 2021	Registration	3, 4, 5 (Q2)	1) Confirmation letter of academic qualification 2) Logsheets (min. 12 months) 3) Other documents listed in PA Handbook
	Registration	1, 2, 6, 7, 8	For resitting candidates only
	Submission	1, 2, 6, 7, 8	1) Logsheets (up to submission date) 2) Adviser consultation forms (2 quarters)
	Submission	8	Synopsis of Case Study
1 September 2021 to 30 September 2021	Submission	1, 2, 6, 7, 8	1) Logsheets (min. 24 months) 2) Adviser consultation forms (remaining 2 quarters)
	Submission	8	Final Case Study