

HKIA/ARB Professional Assessment 2022 Registration Guide

WHO should register?

Those who plan to take Papers 3, 4 and 5 in October 2022

WHEN will the deadline be?

Registration Period	Event	Paper	Submission Requirements
10 - 31 August 2022	Registration	3, 4, 5 (October)	1) Confirmation letter of Academic Qualification 2) Logsheets and Summary of Practical Experience (min. 12 months) 3) Other documents listed in PA Handbook

HOW to register and submit?

Step 1: Online registration – See instructions at:

https://www.joinhkia.net/hkiaonline/session_control_msg.php

Step 2: Online submission – Follow steps at:

https://www.joinhkia.net/hkiaonline/Upload_documents.pdf

Submission Method	Items
Online registration platform (https://www.joinhkia.net/hkiaonline/)	a) a photocopy of your Hong Kong Identity Card or relevant identification documents; b) current fees for Professional Assessment (PA); c) one passport-size recent photograph; d) signed Open-book Declaration; and e) a photocopy of each of your certificates/diplomas and other substantiating documents
Email to HKIA/ARB Secretariat (joinhkia@hkia.org.hk)	f) confirmation letters of Academic Qualifications; g) logbook (summary of practical experience and logsheets) duly completed by the candidate and counter-signed by the Office Supervisor; and h) confirmation letters of professional qualifications (as required)

Note: Re-sitting candidates for Papers 3, 4 or 5 should submit Items (a) to (d) only.

HKIA/ARB reserves the right to request signed originals for verification at 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.

WHAT do you need to know?

1. Eligibility

Paper	Academic	Practical Experience
3, 4, 5	Completed a professional architectural programme accredited or recognised by HKIA/ARB	a minimum of 12 months of recognised practical experience (including year-out experience) by 31 August 2022

**Note: Practical experience of at least 5 consecutive months in one office will only be considered.*

2. Validity of Passing Result

The validity of passing results for Papers 1 to 8 lasts for eight years. To qualify for the Professional Interview of PA 2022, passes obtained **from PA 2015 onwards** will be counted.

3. Open Book Arrangement

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

- a) Handwritten markings and notes on any of the reference books are **NOT** permitted;
- b) The reference books may include new memoranda, corrigenda, addenda and amendments to the regulations, codes or guidelines (downloaded versions are allowed for those not available for sale by the Government); and
- c) All other materials, documents or attachments are forbidden. Invigilators may conduct random checks on candidates' reference books at the assessment centre and are authorised to confiscate any suspected materials for further investigation. **Candidates who are in possession of unauthorised materials during the PA may be disqualified.** Please visit the Institute's website at <https://www.hkia.net/en/whats-on.html?id=8309> for the latest list of open-book reference books permitted by HKIA.

4. Late Registration / Incomplete Registration

Applicants are reminded to observe all submission deadlines. Incomplete applications, including those with incomplete application forms or missing substantiating documents and

items, will not be accepted.

Where an applicant is unable to make a submission on time due to extenuating circumstances, a written notification addressed to the Chairman of the Professional Assessment Committee (PAC) should be provided along with documentary proof in support of such claims. At all events, the PAC reserves the right not to accept any late submission.

5. No Withdrawal from Professional Assessment Papers 3, 4 and 5

Paper	Conditions for withdrawal
3, 4, 5	<ul style="list-style-type: none">- Withdrawal from the assessment is not allowed- Registration fee will not be refunded under any circumstances

6. Quota

As only 250 quotas will be allowed for PA 2022 – Papers 3, 4 and 5 (October), the registration will be on a first-come-first-served basis. Please register early to reserve your place.

7. Special Arrangements

Due to Adverse Weather Conditions

The PA will be postponed upon the announcement of Tropical Cyclone Warning Signal No. 8 or above or the Black Rainstorm Warning signal before 7:00am on the day of the assessment.

Written confirmation of the postponement will be sent by post to candidates within one month of the original assessment date.

Due to COVID-19

In response to the COVID-19 pandemic, HKIA/ARB may implement precautionary measures in due course. HKIA will follow all prevailing requirements adopted by the Hong Kong Examinations and Assessment Authority and the Government on mandatory protective measures for COVID-19, including but not limited to Rapid Antigen Test (RAT) and Vaccine Pass. Candidates will be informed as early as possible should any changes affect the arrangements for the PA.

8. Fees

Registration	Fee
Graduate Members / Associates	\$600
Non-members	\$1,800
+	
Paper	Fee
3	\$1,250
4	\$1,250
5	\$1,250

Please make **cashless payment** by credit card or by cheque payable to “The Hong Kong Institute of Architects”.

9. Syllabuses and Specific Requirements

Please refer to the HKIA/ARB Professional Assessment Handbook:

<https://www.hkia.net/en/whats-on.html?id=8788>

Paper	Subject	Pages in Handbook
3	Building Structures	28-29
4	Building Services and Environmental Controls	30-32
5	Building Materials and Technology	33-34

WHEN will the lectures be?

Paper	Lecture Schedule
3, 4, 5 (October)	Lecture recordings will be sent after registration deadline. (Subject to the consent of lecturers)

WHEN will Professional Assessment 2022 be?

Paper	Subject	Date	Time	Venue
PA 2022 – Papers 3, 4 and 5 (October)				
3	Building Structures	17 October 2022 (Mon)	10:30 – 12:00	KITEC*
4	Building Services and Environmental Controls	17 October 2022 (Mon)	14:30 – 16:00	
5	Building Materials and Technology	18 October 2022 (Tue)	10:30 – 12:00	

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

WHEN will the result announcement be?

Paper	Date
3, 4, 5 (October)	16 November 2022 (Wednesday) *Tentative

For further enquiries, please do not hesitate to contact Ms Cindy Yue (Tel: 3155 0428) or Ms Jenny Lai (Tel: 3155 0424) of the Secretariat.



Watson Chan
Chief Operating Officer