

## HKIA/ARB Professional Assessment 2022 - Registration Guide

### WHO should register?

1. Those who plan to take Papers 3, 4 and 5 in March 2022
2. Those who plan to take Papers 1, 2, 6, 7 and 8 in November 2022

\*Note: Re-sitting candidates may apply for PA 2022 – Papers 1, 2, 6, 7 and 8 in April 2022.

### WHEN will be the deadline?

Registration Period	Event	Paper	Submission Requirement
1 - 31 October 2021	Registration	3, 4, 5 (Q1)	1) Confirmation letter of academic qualification 2) Logsheets (min. 12 months) 3) Other documents listed in PA Handbook
	Registration (for fresh candidates)	1, 2, 6, 7, 8	1) Confirmation letter of academic qualification 2) Nomination forms of Adviser and Office Supervisor
1 - 30 April 2022	Registration	3, 4, 5 (Q2)	1) Confirmation letter of academic qualification 2) Logsheets (min. 12 months) 3) Other documents listed in PA Handbook
	Registration (for re-sitting candidates only)	1, 2, 6, 7, 8	
	Submission	1, 2, 6, 7, 8	1) Logsheets (up to submission date) 2) Adviser consultation forms (2 quarters)
	Submission	8	1) Case Study Summary (PDF) 2) Signed Architect's Permission Form (PDF)
1 - 30 September 2022	Submission	1, 2, 6, 7, 8	1) Logsheets (min. 24 months) 2) Adviser consultation forms (remaining 2 quarters)
	Submission	8	Final Case Study Report (PDF)

## HOW to register and submit?

Step 1: Online registration – See instructions at:

[https://www.joinhkia.net/hkiaonline/session\\_control\\_msg.php](https://www.joinhkia.net/hkiaonline/session_control_msg.php)

Step 2: Online submission – Follow steps on:

[https://www.joinhkia.net/hkiaonline/Upload\\_documents.pdf](https://www.joinhkia.net/hkiaonline/Upload_documents.pdf)

## WHAT do you need to know?

### 1. Eligibility

Paper	Academic	Practical Experience
<b>3, 4, 5</b>		- a minimum of <b>12 months</b> of recognised practical experience (including year-out experience) by <b>31 October 2021</b>
<b>1, 2, 6, 7, 8</b>	Completed a professional architectural programme accredited or recognised by HKIA/ARB	<p>- a minimum of <b>24 months</b> of recognised practical experience (including year-out) by <b>30 September 2022</b></p> <p><i>Note: For those who studied for <b>less than 5 years' full-time</b> in HKIA/ARB accredited or recognised pre-professional and professional programmes combined, they are required to undergo an additional period of recognised practical experience, which in any case shall not exceed 3 years. Hence the maximum total period of recognised practical experience required before taking Papers 1, 2, 6, 7 and 8 shall be 5 years.</i></p> <p><i>The required duration of additional experience shall be determined by the Professional Assessment Committee (PAC) and its decision shall be final. Candidates will receive a reminder if they will be required to make up the shortfall before taking Papers 1, 2, 6, 7 and 8.</i></p>

*\*Note: Practical experience in one office should at least be 5 consecutive months in duration.*

### 2. Nomination for Adviser and Office Supervisor

For those who are planning to sit for Papers 1- 8 in 2022 for the first time, please submit nominations for Adviser and Office Supervisor.

For details of nominations, please refer to Section 2.6 and 2.7 of the PA Handbook. After approval of nominations, you can proceed to fill in the logsheets and Adviser Consultation Forms.

### 3. Validity of Passing Result

The validity of passes in Papers 1 to Paper 8 is eight successive years. To qualify for Professional Interview of PA 2022, passes obtained from PA 2015 onwards will be counted.

### 4. 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:

- a) Handwritten markings and notes on any of the reference books are **NOT** permitted;
- b) The reference books may include new memoranda to the regulations, codes or guidelines (authorised downloaded version only 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 bring unauthorised materials to 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.

### 5. 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. The PAC reserves the right not to accept any late submission.

## 6. Withdrawal from Professional Assessment

Paper	Conditions for withdrawal
3, 4, 5	- Withdrawal from the assessment is not allowed.
1, 2, 6, 7, 8	- Applications for withdrawal from any or all of the papers registered should be submitted to the Registrar of HKIA and ARB in writing <b>not later than 30 September 2022 (Friday)</b> . Candidates will be entitled to a full refund of PA fees for the respective papers. - <b>Registration fee is not refundable.</b>

## 7. Special Arrangement

### Due to Weather Conditions

The Professional Assessment will be postponed upon the announcement of Tropical Cyclone Warning Signal No. 8 or above or the Black Rainstorm Warning signal before 7:00 am 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. 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
1	\$1,250
2	\$1,250
3	\$1,250
4	\$1,250
5	\$1,250
6	\$1,750
7	\$1,750
8	\$1,250
Professional Interview	\$1,500

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

## 9. Syllabus and Specific Requirements

Please refer to the HKIA/ARB Professional Assessment Handbook:

[https://www.hkia.net/uploads/en/page/BEEdA/PA/PA%202022/PA\\_Handbook\\_revised\\_2021-Paper2-final-clean.pdf](https://www.hkia.net/uploads/en/page/BEEdA/PA/PA%202022/PA_Handbook_revised_2021-Paper2-final-clean.pdf)

<b>Paper</b>	<b>Subject</b>	<b>Page in Handbook</b>
1	Statutory Controls in Building Works	24
2	Building Contracts, Professional Practice, Professional Conduct & Conditions of Agreement	25-26
3	Building Structures	27-28
4	Building Services and Environmental Controls	29-31
5	Building Materials and Technology	32-33
6	Site Design	34
7	Building Design	35
8	Case Study	36-39

### WHEN will be the lectures?

<b>Paper</b>	<b>Lecture Schedule</b>
3, 4, 5 (March)	January – February 2022
3, 4, 5 (July)	Lecture recordings will be sent before June 2022. (Subject to the consent of lecturers)
1, 2, 6, 7, 8	June – October 2022

## WHEN will be Professional Assessment 2022?

Paper	Subject	Date	Time	Venue
PA 2022 – Papers 3, 4 and 5 (March)				KITEC*
3	Building Structures	1 March 2022 (Tue)	10:30 – 12:00	
4	Building Services and Environmental Controls	1 March 2022 (Tue)	14:30 – 16:00	
5	Building Materials and Technology	2 March 2022 (Wed)	10:30 – 12:00	
PA 2022 – Papers 1, 2, 6 and 7				
1	Statutory Controls in Building Works	14 Nov 2022 (Mon)	10:00 – 13:00	
2	Building Contracts, Professional Practice, Professional Conduct & Conditions of Agreement	15 Nov 2022 (Tue)	09:00 – 12:00	
6	Site Design	16 Nov 2022 (Wed)	09:00 – 13:00	
7	Building Design	17 Nov 2022 (Thu)	09:00 – 15:00	

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

## WHEN will be the result announcement?

Paper	Date
3, 4, 5 (March)	4 April 2022 (Monday) (Tentative)
1, 2, 6, 7, 8	20 February 2023 (Monday) (Tentative)

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

Queenie Wong  
Registrar