

HKIA/ARB Professional Assessment 2024 - Registration Guide

WHO should register?

1. Those who plan to take Papers 3, 4 and/or 5 in March 2024
2. Those who plan to take Papers 1, 2, 6, 7 and/or 8 in November 2024

Note (1): candidates who are not successful for PA 2023 hence missing the original registration period for the next PA session may apply for **supplementary registration** in the following period after announcement of results of the respective papers:

Papers taken without success	Next PA to take	Registration period
1, 2, 6, 7 and/or 8 in November 2023	PA 2024	April 2024

WHEN will be the deadlines?

Registration Period	Event	Papers	Documents Required
1 - 31 October 2023	Registration	3, 4 and/or 5 (March 2024)	1) Confirmation letter of Academic Qualification 2) Logsheets (min. 12 months) 3) Other documents listed in PA Handbook
		1, 2, 6, 7 and/or 8 (November 2024)	1) Confirmation letter of Academic Qualification 2) Nomination forms of Adviser and Office Supervisor
1 - 30 April 2024	Registration	3, 4 and/or 5 (July 2024)	1) Confirmation letter of Academic Qualification 2) Logsheets (min. 12 months) 3) Other documents listed in PA Handbook
	Supplementary Registration* <i>*See Note (1) above</i>	1, 2, 6, 7 and/or 8 (November 2024)	-
	Submission	1, 2, 6, 7 and/or 8	1) Logsheets (up to submission date) 2) Adviser consultation forms (2 quarters)
8		1) Case Study Summary (PDF) 2) Signed Architect's Permission Form (PDF)	
1 - 30 September 2024	Submission	1, 2, 6, 7 and/or 8	1) Logsheets (min. 24 months) 2) Adviser consultation forms (remaining 2 quarters)
		8	1) 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

Step 2: Online submission – Follow steps at:

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

Submission Method	Items
Online HKIA/ARB self-service registration platform (https://www.joinhkia.net/hkiaonline/)	<ul style="list-style-type: none">a) A photocopy of your Hong Kong Identity Card or relevant identification documents;b) Current fees for Professional Assessment (PA);c) One recent passport-size photograph;d) Signed Open-book Declaration;e) A photocopy of each of your certificates/diplomas and other substantiating documents;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; andh) Confirmation letters of Professional Qualifications (as required)
Email to HKIA/ARB Secretariat for nomination approval (joinhkia@hkia.org.hk)	<ul style="list-style-type: none">i) Nomination of Office Supervisorj) Nomination of Advisor

Note (2): 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 to furnish 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 and 5	Completed a professional architectural programme	- a minimum of 12 months of recognised practical experience (including year-out experience) by 29 February 2024 for Q1, or 30 June 2024 for Q2
1, 2, 6, 7 and 8	accredited or recognised by HKIA/ARB	- a minimum of 24 months of recognised practical experience (including year-out) by 31 October 2024 <i>Note: For those who studied for less than 5 years full-time 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> <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 on whether they will be required to make up for the shortfall before taking Papers 1, 2, 6, 7 and 8.</i>

Note (3): Practical experience in one office should at least be 5 consecutive months. Any shorter or discontinuous durations in an office will not be considered. The practical experience is counted up to the last day of the month preceding the respective Paper assessment day. Candidates who need to count their practical experience up to the last day of the month preceding the respective Paper assessment day should write to HKIA for extension of deadline of submission of their log-sheets.

2. Nomination for Adviser and Office Supervisor

For those who are planning to sit for Papers 1 to 8 in 2024 for the first time, please submit nominations for Adviser and Office Supervisor.

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

3. Validity of “Pass” Results

The validity of “Pass” results for Papers 1 to 8 lasts for **eight years**. To qualify for Professional Interview of PA 2024, passes obtained **from PA 2017 onwards** will be counted.

4. Open Book Arrangement

HKIA will not provide any reference books or documents for candidates during the PA. Candidates may bring their own **clean copy** of HKIA-listed reference books to the PA 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 may confiscate any suspected materials for further investigation. **Candidates who bring unauthorized materials to the PA may be disqualified.** Please visit the Institute’s website at <https://www.hkia.net/en/join-hkia.html> for the latest list of 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 PAC should be provided along with documentary proof in support of such claims. Notwithstanding that, the PAC reserves the right not to accept any late submission.

6. Withdrawal from Professional Assessment

Paper	Conditions for withdrawal
3, 4 and 5	<ul style="list-style-type: none">- Withdrawal from the assessment is not allowed.- Registration fee will not be refunded under any circumstances.
1, 2, 6, 7 and 8	<ul style="list-style-type: none">- Applications for withdrawal from any papers registered should be submitted to the Registrar of HKIA and ARB in writing no later than 30 September 2024 (Mon). Candidates will be entitled to a full refund of PA fees for the respective paper(s).- Registration fee will not be refunded under any circumstances.

7. Quota

As only 250 quotas will be allowed for PA 2024 – Papers 3, 4 and 5 (March), the registration will be on a first-come-first-served basis. Please register early to reserve your place.

8. Special Arrangement

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.

Extraordinary Measures During Epidemic/Pandemic Outbreaks

As indicated in [HKIA/ARB Professional Assessment Handbook 2023 \(Sept 2023\)](#) Section 2.8.7 extracted below:

In response to outbreaks of epidemics/pandemics, HKIA and ARB may impose precautionary measures, as appropriate, for compliance by candidates. HKIA will follow all prevailing requirements, adopted by the Hong Kong Examinations and Assessment Authority and the HKSAR Government, on mandatory protective measures.

Candidates will be informed, as early as possible, should there be any changes that may affect the arrangements for the current session of PA.

9. Fees

Registration	Fee
Graduate Members / Associates	\$600
Non-members	\$1,800

Paper	Fee
1, 2, 3, 4, 5 and 8	\$1,250 for each paper
6 and 7	\$1,750 for each paper
Professional Interview	\$1,500

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

10. Syllabus and Specific Requirements

Please refer to the HKIA/ARB Professional Assessment Handbook (2023 Sept ver.):

<https://www.hkia.net/en/whats-on.html?id=9926>

Paper	Subject	Pages in Handbook
1	Statutory Controls in Building Works	27
2	Building Contracts, Professional Practice, Professional Conduct & Conditions of Agreement	28-29
3	Building Structures	30-31
4	Building Services and Environmental Controls	32-34
5	Building Materials and Technology	35-36
6	Site Design	37
7	Building Design	38
8	Case Study	39-41

WHEN will the lectures be?

Paper	Lecture Schedule
3, 4, 5 (March)	January – February 2024
3, 4, 5 (July)	Lecture recordings will be available before June 2024 (Subject to the consent of lecturers)
1, 2, 6, 7, 8	June – October 2024

WHEN will Professional Assessment 2024 be?

Paper	Subject	Date	Time	Venue
PA 2024 – Papers 3, 4 and 5 (March)				
3	Building Structures	12 March 2024 (Tue)	10:30 – 12:00	KITEC (Kowloonbay International Trade & Exhibition Centre), 1 Trademart Drive, Kowloon Bay
4	Building Services and Environmental Controls	12 March 2024 (Tue)	14:30 – 16:00	
5	Building Materials and Technology	13 March 2024 (Wed)	10:30 – 12:00	
PA 2024 – Papers 1, 2, 6 and 7				
1	Statutory Controls in Building Works	11 Nov 2024 (Mon) <i>**Tentative</i>	10:00 – 13:00	To be confirmed in mid-2024
2	Building Contracts, Professional Practice, Professional Conduct & Conditions of Agreement	12 Nov 2024 (Tue) <i>**Tentative</i>	09:00 – 12:00	
6	Site Design	13 Nov 2024 (Wed) <i>**Tentative</i>	09:00 – 13:00	
7	Building Design	14 Nov 2024 (Thu) <i>**Tentative</i>	09:00 – 15:00	

WHEN will the result announcement be?

Paper	Date
3, 4 and 5 (March)	18 April 2024 (Thursday) <i>**Tentative</i>
1, 2, 6, 7 and 8	20 February 2025 (Thursday) <i>**Tentative</i>

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



Watson Chan
Registrar