



HKIA / ARB

PROFESSIONAL ASSESSMENT HANDBOOK

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HKIA/ARB Professional Assessment Handbook

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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

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1. Introduction

1.1 HKIA/ARB Professional Assessment

The HKIA/ARB Professional Assessment (PA) is jointly organised by The Hong Kong Institute of Architects (HKIA) and the Architects Registration Board (ARB) of the Hong Kong SAR.

It is an assessment system through which applicants may qualify for admission as Members of the HKIA and as *registered architects* under the Architects Registration Ordinance (ARO). However, candidates for PA are reminded that other conditions listed under Section 13 of the ARO must also be fulfilled before they may be accepted for registration by the ARB.

The ARB has entrusted the HKIA with the administration of this PA, which is conducted by the Professional Assessment Committee (PAC) under the HKIA Board of the Educational Affairs (BEA).

1.2 Objectives

The objectives of PA are to ensure that the candidates have acquired the recognised academic training and prescribed local practical experience, and have attained a level of knowledge in professional practice and professional conduct acceptable to the HKIA for admission to membership, and to the ARB for registration as *Registered Architects*.

1.3 Eligibility

There are *different* routes in the assessment system that applicants from different educational and professional backgrounds may take, to become Members of the HKIA and Registered Architects:

- (a) *Graduates from HKIA/ARB accredited or recognised programmes*
Graduates from an accredited/ recognised professional architectural programme, with adequate recognised practical experience, please refer to Section 2.
- (b) *Graduates from programmes not accredited or recognised by HKIA*
Graduates from programmes not accredited or recognised by HKIA may apply for PA, subject to positive review of their academic qualifications through the Academic Qualification Assessment (AQA) conducted by HKIA. Please refer to **Appendix A**.
- (c) *Non-Local Architectural Professionals*
Non-local architectural professionals please refer to Section 3.

Please also refer to **Appendix B** for an overview of the admission process.

1.4 Subjects of Assessment

The subjects of Professional Assessment are determined by the HKIA in accordance with the above-stated objectives. Detailed contents of the subjects are found in the following sections of this Handbook.

Through Professional Assessment the HKIA emphasises the need for candidates to be acquainted with the basic principles underlying the professional practice of architecture, with particular reference to Hong Kong conditions.

1.5 Lectures

In order to assist candidates to better prepare for Professional Assessment, the HKIA conducts annually a series of lectures covering all the subjects included in the assessment.

Although the lectures are not compulsory, or designed as tutorials, they are intended to be informative and candidates are encouraged to attend them in diligence in preparation for the assessment.

2. Professional Assessment: Admission Prerequisites and Procedure

2.1 Eligibility

2.1.1 Educational Qualifications

Graduates of professional architectural programmes accredited or recognised by HKIA/ARB are eligible to apply for Professional Assessment.

- A) Professional programmes currently accredited by the HKIA/ARB include:
- Master of Architecture, The University of Hong Kong
 - Master of Architecture (Design), The University of Hong Kong
 - Master of Architecture, The Chinese University of Hong Kong
 - Master of Architecture, Chu Hai College of Higher Education
- B) Non-local professional programmes currently recognised by the HKIA/ARB include programmes accredited by the following national bodies, in their respective countries:
- China (Mainland), the National Board of Architectural Accreditation of China (NBAA)
 - The Commonwealth, the Commonwealth Association of Architects (CAA)
 - USA and Canada, the National Architectural Accrediting Board Inc. of the USA (NAAB)
 - Australia, the Architects Accreditation Council of Australia (AACA)
 - New Zealand, the New Zealand Registered Architects Board (NZRAB)
 - Canberra Accord Signatories

For the complete list of programmes currently accredited or recognised by HKIA/ARB, please refer to the HKIA website at <https://www.hkia.net/en/join-hkia.html>

2.1.2 Recognised Practical Experience

A) Category A: Mandatory

- a) Candidates should have no less than 12 months of post-professional degree experience gained in a local architectural practice under the direct supervision of an Office Supervisor who is an HKIA Member or Fellow and a registered architect.

Please refer to **Appendix C: Guidelines for Office Supervisors and Architectural Practices**.

- b) Employment shorter than 5 consecutive months in any one office shall not count as recognised experience.
- c) This type of experience shall be full time, and is

mandatory for Professional Assessment, and should be entered under **Category A** in the Logbook.

- d) The practical experience is counted up to the last day of the month preceding the respective Paper assessment day.

B) Category B: Year-out

- a) Year-out experience acquired after the first pre-professional degree in architecture may be accepted as relevant practical experience, and counted in full up to a maximum of 12 months.
- b) Year-out experience gained in a local architectural practice should be under the direct supervision of an Office Supervisor who is an HKIA Member or Fellow and a registered architect.
- c) For year-out experience gained in a non-local architectural practice, the candidate is required to demonstrate to the HKIA's satisfaction that the experience was accumulated under the direct supervision of a Member in good standing of a nationally recognised architectural professional institution, or a person on the register of an architects registration body in the country in which the experience was gained.
- d) Year-out experience may also be gained in a local associated profession, but should be under the direct supervision of an Office Supervisor who is an HKIA Member or Fellow and a registered architect.
- e) Employment shorter than 5 consecutive months in any one office shall not count as recognised experience.
- f) The PAC shall have full discretionary power to decide, on a case-by-case basis, on the acceptance of non-local year-out experience or experience gained in local associated professions. The PAC's interpretation of the rules and decision shall be final.
- g) Year-out experience gained in a non-local associated profession is not accepted as relevant practical experience.
- h) Year-out experience shall be full time, and should be entered under **Category B** of the Logbook.

C) Category C: Experience in Associated Professions

- a) Experience gained in an associated profession under the direct supervision of an Office Supervisor who is an HKIA Member or Fellow, and a registered architect may be counted in full and up to a maximum of 12 months.
- b) Employment shorter than 5 consecutive months in any one office shall not count as recognised experience.

- c) The acceptance of experience gained in an associated profession is subject to the discretion of the PAC on a case-by-case basis. The PAC's interpretation and decision shall be final.
- d) This type of experience shall be full time, and should be entered under **Category C** of the Logbook.
- e) The practical experience is counted up to the last day of the month preceding the respective Paper assessment day.

2.1.3 Logbook

Candidates should submit the HKIA Logbook, demonstrating that they have complied with the requirements for practical training. The Logbook should be countersigned by the Office Supervisor and submitted at the time of registration for Professional Assessment or at a later date as specified under section 2.6 and 2.7, or in any other manner as may be announced by the HKIA Secretariat on the HKIA's website at <http://www.hkia.net> or <https://joinhkia.net>.

Deadline

2.2 Subjects of Assessment

2.2.1 The HKIA/ARB Professional Assessment consists of the following eight subjects and the Professional Interview:

Paper 1 : Statutory Controls in Building Works
Paper 2 : Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges
Paper 3 : Building Structures
Paper 4 : Building Services & Environmental Controls
Paper 5 : Building Materials & Technology
Paper 6: Site Design
Paper 7 : Building Design
Paper 8 : Case Study
Professional Interview

2.2.2 Please refer to **Appendix D** for details, syllabuses and recommended reading lists of the above subjects.

2.3 Frequency of Assessment

- 2.3.1 Papers 1, 2, 6 and 7 are held annually, except Papers 3, 4 and 5 which may be held two or three times a year. Case studies will be accepted annually at a specified date. The actual time schedule will be determined each year by the HKIA.
- 2.3.2 The HKIA may reserve the right to vary the time schedule of the Professional Assessment, which will be duly announced in advance of the dates of the actual assessment events.

2.4 Fees

- 2.4.1 **Registration Fee**
For enrolment in the Professional Assessment, a fixed registration fee will be charged, irrespective of the total number of papers taken. It is non-refundable under any circumstances.
- 2.4.2 **Paper Fee (assessment and lectures)**
In addition, a separate fee is payable for each subject registered for any particular session. The HKIA conducts a series of lectures annually on all subjects included in Professional Assessment to assist candidates to better understand the syllabuses and contents covered. Candidates are encouraged to attend the lectures to better prepare themselves. This separate fee would include both assessment fee and lecture fee for the particular subject. Please refer to **Appendix E**.

2.5 Entry Qualifications

2.5.1 Eligibility for sitting Papers 3, 4 and 5

Candidates should have completed a professional architectural programme accredited or recognised by the HKIA/ARB and accumulated a minimum of 12 months of recognised practical experience, before being allowed to take Papers 3, 4 and 5. The practical experience is counted up to the last day of the month preceding the respective Paper assessment day.

2.5.2 Eligibility for sitting Papers 1, 2, 6, 7 and 8

Candidates should have completed a professional architectural programme accredited or recognised by the HKIA/ARB and accumulated a minimum of 24 months of recognised practical experience, including a minimum of 12 months of mandatory 'Category A' local practical experience, before being allowed to take Papers 1, 2, 6, 7 and 8. The practical experience is counted up to the last day of the month preceding the respective Paper assessment day.

Candidates should seek guidance from an approved Adviser, for the 12-month period as specified in 'Category A' practical training, prior to taking Papers 1, 2, 6, 7 and 8.

Candidates with less than 5 years of full-time study in architecture combined in both pre-professional and professional programmes accredited or recognised by HKIA/ARB are required to make up for the shortfall by undergoing an additional period of recognised practical experience, before they are allowed to take Papers 1, 2, 6, 7 and 8. In all circumstances, the additional period of recognised practical experience required shall not exceed 3 years, i.e. the maximum total period of recognised practical experience required before taking Papers 1, 2, 6, 7 and 8 shall be 5 years. The required duration of additional experience shall be determined by the PAC and its decision shall be final.

Candidates holding pre-professional degrees in architecture, obtained in a jurisdiction without provision for accreditation of such degrees, may apply for Portfolio Assessment. Please refer to **Appendix F**.

2.5.3 Eligibility for Professional Interview

Candidates shall have passed or shall have been exempted from all 8 Professional Assessment papers within the preceding period of 8 years before they are allowed to attend the Professional Interview.

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.

Deadline

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.

Deadline

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

2.7.1 Registration Procedure for Papers 3, 4 and 5

2.7.1.1 Registration shall be done on application forms prescribed for the HKIA/ARB Professional Assessment and submitted to the HKIA via **online** together with the following:

- (a) A photocopy of the candidate's Hong Kong Identity Card or a relevant identification document; and
- (b) The current fees for Professional Assessment; and
- (c) A passport-size recent photograph; and
- (d) A photocopy each of the certificates/diplomas and other substantiating documents; and
- (e) Confirmation of Academic Qualification; and
- (f) The Logbook duly completed by the candidate and countersigned by the Office Supervisor; and
- (g) Confirmation of Professional Qualification (optional).

2.7.1.2 Submission of soft copies is acceptable for online registration.

Please refer to **Appendix L** for submission deadlines. Candidates are advised to check the HKIA website or call HKIA Secretariat for the latest information.

HKIA/ARB reserve the right to request signed originals for verification any time before candidates are admitted as Members, or when they apply for future PA. Failure in furnishing these originals may warrant cancellation of “Pass” results for all previous papers.

2.7.1.3 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.

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

2.7.2.1 Registration shall be done on application forms prescribed for the HKIA/ARB Professional Assessment and submitted to the HKIA via **online** together with the following:

- (a) A photocopy of the candidate’s Hong Kong Identity Card or a relevant identification document; *and*
- (b) The current fees for Professional Assessment; *and*
- (c) A passport-size recent photograph; *and*
- (d) A photocopy each of the certificates/diplomas and other substantiating documents; *and*
- (e) The Logbook duly completed by the candidate and countersigned by the Office Supervisor; *and*
- (f) The Adviser Consultation Forms up to the date of first application; *and*
- (g) Confirmation of Academic Qualification; *and*
- (h) Confirmation of Professional Qualification (optional)

2.7.2.2 Submission of soft copy for online registration is acceptable.

Please refer to **Appendix L** for submission deadlines. Candidates are advised to check the HKIA website or call HKIA Secretariat for the latest information.

HKIA/ARB reserve 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.

2.7.2.3 Items (a), (c), (d), (g) and (h) are not required if the candidate has previously registered for Papers 3, 4 and 5.

Item (e) is required if the candidate has not accumulated the minimum period of practical experience for Papers 1, 2, 6, 7 and 8 when applying for Papers 3, 4 and 5.

2.7.2.4 Candidates who need to count their practical experience up to the last day of the month preceding the respective Paper assessment day (normally October) should write to HKIA for extension of deadline of submission of their log-sheets and Adviser Consultation Forms.

2.7.3 Incomplete or late applications

Incomplete applications and late applications will be rejected.

Incomplete applications include incomplete application forms or any applications not accompanied by all the necessary substantiating documents and other required items.

2.7.4 Confirmation of Registration

Acceptance of the application form by the HKIA Secretariat at the time of registration does not imply authentication of eligibility for Professional Assessment. It is the candidates' obligation to demonstrate that they possess the qualifications as required by the HKIA at the time of registration. The information supplied in the nomination and application forms will be subject to checking before the candidates' eligibility can be confirmed.

Candidates accepted for Professional Assessment will each be issued with an Admission Card for the purpose of admission to the papers enrolled.

2.8 **Rules for Assessment**

2.8.1 Enrolment and Validity of Passing Score

2.8.1.1 Candidates taking Professional Assessment for the first time may enroll for any number of the required papers for that particular year.

2.8.1.2 The passing score of any paper taken shall remain valid for 8 years only. Beyond the validity period, the candidate will have to retake the paper in order to meet Professional Assessment requirements.

2.8.1.3 Candidates must pass all the written subjects, Papers 1 to 8, within the 8 years validity period before they are permitted to attend the Professional Interview.

2.8.2 Postponement of a Session due to Weather Conditions

A session of the Professional Assessment will be postponed on the following weather conditions:

- (a) Upon the announcement of Tropical Cyclone Warning Signal No. 8 or above before 7:00 am on the day of the assessment; or
- (b) Upon the announcement of 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.

2.8.3 Withdrawal from Professional Assessment

- 2.8.3.1 Subject to the conditions stated in 2.8.3.2 to 2.8.3.4 below, candidates who are unable to take the Professional Assessment after registration may withdraw their applications and apply for the refund of paper fees. Applications for withdrawal should be made to the HKIA Registrar **in writing**. Conditions stated in 2.8.3.2 to 2.8.3.3 do not apply to Papers 3, 4 and 5.
- 2.8.3.2 A candidate whose application for withdrawal is received by the HKIA **not later than 30 September** will be entitled to refund of the Professional Assessment fee.
- 2.8.3.3 A candidate whose application for withdrawal is received by the HKIA **after 30 September** will **not** be entitled to any refund.
- 2.8.3.4 A candidate who withdraws on medical grounds by giving notice to the HKIA **not later than 5 pm** on the day before a Professional Assessment session may be eligible to a 50% refund of the paper fee, provided the candidate produces a medical certificate signed by a registered medical practitioner stating the reason for his/her unfitness to attend.
- 2.8.3.5 The registration fee for Professional Assessment is non-refundable under any circumstances.

2.8.4 Conduct at Professional Assessment

- 2.8.4.1 Candidates should arrive at the Professional Assessment venue punctually. They shall not enter the assessment hall until so instructed by the invigilator.
- 2.8.4.2 Candidates shall not start working on the paper until instructed to do so by the chief invigilator. At the end of the session, they will be told to stop writing, and remain seated quietly until all question booklets and answer scripts have been collected and checked. Candidates shall ensure that all loose answer sheets are securely attached to the answer books.
- 2.8.4.3 Candidates may not leave the venue until halfway through the paper's duration, nor during the last fifteen minutes of the session.
- 2.8.4.4 Candidates are not allowed to bring to their seats any electronic or communication devices (e.g. notebook computers, pagers, mobile phones etc.) other than simple calculators. These devices must be turned off and placed in the custody of the invigilators. The HKIA and ARB will not be responsible for any loss or damage of such properties.
- 2.8.4.5 Unless expressly allowed in individual papers, no books, scrap notes, or other written materials shall be brought into the assessment hall. Violation of this rule may result in disqualification of the offender from the paper.
- 2.8.4.6 Candidates should bring with them their Hong Kong Identity Card or other legal identification document with the bearer's

photograph to the assessment venue. These documents, together with the admission card issued by the HKIA/ARB, must be displayed at the top right-hand corner of the desk for inspection by invigilators during the session. Any person found to be using false identity shall be liable to expulsion from the assessment and legal actions may also be taken against both the candidate and the substitute in such cases.

- 2.8.4.7 Candidates shall not copy any items from the question papers or take them out of the assessment venue. Violation of this rule may result in invalidation of the offender's paper.
- 2.8.4.8 Candidates should carefully read and follow the instructions printed on the front page of the Professional Assessment question booklet.
- 2.8.4.9 Candidates should equip themselves with the necessary writing and drawing instruments. Drawing boards will be provided only in Paper 6: Site Design and Paper 7: Building Design, where drawings are required.
- 2.8.4.10 During an assessment session, no candidate may leave the hall and be allowed to return unless accompanied by an invigilator.
- 2.8.4.11 Candidates shall write only on the answer books and supplementary sheets provided. No pages should be torn out of the answer books.
- 2.8.4.12 Candidates may ask questions by raising of hands to attract the invigilator's attention.
- 2.8.4.13 Candidates shall neither communicate among themselves nor engage in any dishonest conduct. Irregular behaviours of any kind may lead to expulsion from the assessment venue.
- 2.8.4.14 Candidates shall not cause unnecessary distractions to other candidates.
- 2.8.4.15 Eating, drinking and smoking are not be allowed during assessment. If a candidate needs to drink water (e.g. to accompany medication) or attend to other urgencies, he/she should make a request to the invigilator.
- 2.8.4.16 A candidate who violates any rule or regulation and / or commits any misconduct, including but not limited to the following, shall be disciplined by the PAC, BEdA or other disciplinary committees which are vested with authority as appropriate in handling matters pertaining to the conduct of candidates, in accordance with the nature and gravity of the offence:
 - (a) Plagiarism in Paper 8: Case Study, and
 - (b) All forms of cheating in the other papers.

Please refer to **Appendix H: Guidelines on Handling of Plagiarism in Paper 8: Case Study.**

- 2.8.4.17 The above-mentioned rules governing the candidates' conduct at the Professional Assessment will be strictly enforced. Violation may lead to the disqualification of the candidate from the Professional Assessment paper concerned.

2.8.5 Assessment Methods

- 2.8.5.1 Written tests may require design vignettes, drawings, suitably concise answers and variations of multiple-choice questions.

In answering multiple-choice questions, candidates should select what they consider best from among the choices provided.

- 2.8.5.2 Papers 6 and 7 are graphic tests which require candidates to demonstrate solutions to problems in the form of drawings. Short design vignette questions may also be asked in Paper 1. Some draughting skill is required for the graphic tests. However, the objective of Professional Assessment is not to test draughtsmanship.

Similarly, aesthetics should be a consideration in the design papers but will not compensate for failure to deal with the essential concerns on matters of health and safety. Good planning and satisfactory resolution of all essential elements of the problem generally are sufficient to secure a passing score.

- 2.8.5.3 All assessment papers scoring below but within 10% of the passing mark shall be re-read by a panel of reviewers before the results are released to the candidates.

2.8.6 Review of Assessment Results

- 2.8.6.1 A candidate who fails a Professional Assessment subject or Professional Interview may apply in writing to the Chair of the Board of Educational Affairs for a review of his/her result **within 14 calendar days from** the date of announcement of results (but excluding the day of announcement) with an application fee and the completed application form (**Appendix G**) giving the brief grounds for review for justification. Late appeals will not be considered.

- 2.8.6.2 The grounds for such application shall be confined to material administrative error in the Professional Assessment process only.

Disagreement with the decision of the assessors, illness or medical-related circumstances shall not be accepted as grounds for review.

The applicant in his/her application shall demonstrate to the satisfaction of the PAC that there is sufficient evidence to support such an application before it can be accepted.

- 2.8.6.3 Upon acceptance of an appeal, the Assessment Review Committee, comprising the Chair of the Board of Educational Affairs and two other HKIA Members appointed by the BEdA, will consider the application on a case-by-case basis.

The Assessment Review Committee may conduct the review in any way it thinks fit, including holding further interviews and/or assessments for the applicant in order to arrive at a decision.

The Assessment Review Committee's decision shall be final.

- 2.8.6.4 Appeal result normally will be released 8 weeks after the close of appeal application period. Successful appeal will be refundable in full.

2.8.7 Extraordinary Measures During Epidemic/Pandemic Outbreaks

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.

3. Admission of Non-Local Architectural Professionals

3.1 Eligibility

3.1.1 A non-local architectural professional (Admission) who:

- (a) holds valid professional registration to practise architecture, as administered by a non-local national registration body of architects recognised by HKIA/ARB under section 3.4; and
- (b) has acquired adequate recognised local practical experience,

may qualify for admission as a Member of HKIA and registration as a registered architect under ARO through the HKIA/ARB Professional Assessment.

3.2 Categories of Non-local Architectural Professionals (NLAP)

NLAP belonging to the following two categories are eligible to apply for HKIA/ARB Professional Assessment via the NLAP admission path under section 3.3.

3.2.1 NLAP Group A

An NLAP with **not less than 15 years of overall (local + non-local) post-professional registration practical experience**, of which not less than **12 months** is considered local practical experience under section 3.5.

3.2.2 NLAP Group B

An NLAP with **not less than 2 years of relevant local practical experience** under section 3.5, gained after non-local professional registration under section 3.1.1(i).

3.3 Admission Path/Scope of Professional Assessment for NLAP

3.3.1 NLAP Group A

- Submission of a professional profile, as per the contents and format stated in section 3.8.1.
- Passing the Professional Interview as stated in section 3.8.1.

3.3.2 NLAP Group B

- Passing Papers 1 and 2 of the Professional Assessment
- Submission of a professional profile, as per the contents and format stated in section 3.8.2.
- Passing the Professional Interview as stated in section 3.8.2.

3.4 Overseas National Registration Bodies of Architects Recognised by HKIA/ARB

The list of overseas national registration bodies currently recognised by HKIA/ARB is available for reference on the HKIA website: <https://www.hkia.net/en/join-hkia.html>

3.5 Local Practical Experience of NLAP

3.5.1 Local practical experience of an NLAP should be gained after obtaining the professional registration by an overseas national registration body, as described in section 3.4.

3.5.2 Local practical experience recognised by the HKIA/ARB may include:

- (a) Relevant practical experience with:
- i) a local architectural practice; or
 - ii) an HKSAR government department / quasi-government organisation dedicated to providing architectural services.

(For the avoidance of doubt, working as a project manager or client's representative in supervising another architect's work shall **not** be regarded as relevant local practical experience recognised by HKIA/ARB.)

Such practical experience shall be under the guidance of an HKIA Member or Fellow, who is a full-time member of the same architectural practice; or

- (b) In lieu of the above, **2 years** of continuous full-time teaching of architecture in an HKIA/ARB accredited/ recognised architectural programme in a local university may be counted as equivalent to **2 years** of local practical experience for NLAP Group B applications, subject to specific recommendation by the head of the relevant department/teaching unit.

3.6 Overseas Practical Experience for NLAP

3.6.1. Overseas practical experience recognised by the HKIA/ARB may include:

Practical experience with an overseas architectural practice under the supervision of or in association with a member, in good standing, of a nationally recognised architectural professional institution, or a person on the register of an architects registration body in the country in which the experience was gained. He should also be a full-time member of the same overseas architectural practice.

Any period of local or overseas experience shorter than 5 consecutive months shall not be counted.

The PAC's interpretation of the above rulings and determination on relevant local practical experience shall be final.

3.6.2 Applicants shall maintain valid professional registration recognised by HKIA/ARB during the entire length of prescribed post-professional registration practical experience leading up to application for admission, in order to fulfill requirements.

3.7 Fees

3.7.1 Registration Fee

For processing of NLAP applications, both Groups A and B, a fixed package fee will be charged. Registration fee which is non-refundable under any circumstances is inclusive of the package fee.

Please refer to **Appendix E** for the prescribed package fee.

3.7.2 Paper Fees

For NLAP Group B applicants, who are required to take Papers 1 and 2 of HKIA/ARB Professional Assessment, fees for sitting the papers shall be the same as prescribed for all other candidates. Same applies to fees for lectures on all Professional Assessment subjects. First attempt of fees for Papers 1 and 2, Professional Interview and lectures series are inclusive of the package fee.

Please refer to **Appendix E** for prescribed fees for enrolment in Professional Assessment and attendance of lectures in the relevant subjects.

3.8 Application for Assessment

3.8.1 For NLAP Group A

The NLAP applying for admission to HKIA/ARB via the Non-Local Architectural Professionals route shall submit the prescribed application form to the HKIA, together with the essential supporting documents for qualifications and practical experience. The practical

experience is counted up to the last day of the month preceding the respective Paper assessment day. The application form shall be duly endorsed by three HKIA Fellows as nominators.

The application form and admission guideline can be downloaded at the HKIA's website:
<https://www.hkia.net/en/join-hkia.html>.

The NLAP shall also submit a professional profile, which is a summary of the applicant's local and non-local practical experience with supporting documents, narratives, drawings, photos, etc. in A3 or A4 format, or other formats as may be directed by the PAC.

The qualifications, practical experience and professional profile of the applicant will be vetted by a committee, which shall be composed of the chairs of the Board of Educational Affairs, the Architects Registration Board and the panel in charge of assessment for non-local professionals, or other HKIA Fellows designated by the BEdA.

The decision of the vetting committee regarding the relevance and acceptability of local and non-local practical experience shall be final.

The NLAP will then be invited to attend the Professional Interview by three HKIA Fellows designated by the BEdA, who are neither nominators of the applicant, nor are working or have worked in the same office as the applicant.

The Professional Interview will normally last for 30 minutes with the objectives of determining if the applicant has attained an acceptable standard in academic knowledge, local practical experience and professional competence required for HKIA membership and ARB registration.

3.8.2 For NLAP Group B

The NLAP applying for admission to HKIA/ARB via the Non-Local Architectural Professionals route shall submit the prescribed application form to the HKIA, together with the essential supporting documents for qualifications and practical experience. The practical experience is counted up to the last day of the month preceding the respective Paper assessment day. The application form shall be duly endorsed by two HKIA Fellows as nominators.

The Application Form can be downloaded at the HKIA's website
<https://www.hkia.net/en/join-hkia.html>

The NLAP shall also submit a professional profile which is a summary of the applicant's local practical experience with supporting documents, narratives, drawings, photos, etc. in A3 or A4 format, or other formats as may be directed by the PAC.

The qualifications, practical experience and professional profile of the applicant will be vetted by a committee, which shall be composed of the Chairs of the Board of Educational Affairs, the Architects Registration Board and the panel in charge of assessment for non-local professionals, or other HKIA Fellows

designated by the BEdA.

The decision of the vetting committee regarding the relevance and acceptability of local and non-local practical experience shall be final.

The NLAP will then be invited to attend Professional Interview by three HKIA Fellows designated by the BEdA, who are neither nominators of the applicant, nor are working or have worked in the same office as the applicant.

The Professional Interview will normally last for 30 minutes with the objectives of determining if the applicant has attained an acceptable standard in academic knowledge, local practical experience and professional competence required for HKIA membership and ARB registration.

3.9 Frequency of Assessment

Assessment for admission of Non-Local Architectural Professionals is normally held once every year or every two years, depending on the number of applications received. The PAC has the final decision on the timing of the assessment.

Registration for assessment will normally open on 1 October and close on 31 October. A minimum of 4 months of eligibility vetting should be allowed for. For NLAP Group B candidates, passing the Professional Assessment Papers 1 and 2 is required before being accepted for the Professional Interview.

Deadline

3.10 Re-sit Arrangement

NLAP Group A candidates who fail the Professional Interview may apply to re-attend on the next occasion it is held. Registration guidelines for Professional Interview, as stated in 2.7.2, are to be followed.

NLAP Group B candidates who fail in one or both of Papers 1 and 2, may apply to re-sit at the next PA session. Registration guidelines for these Papers, as stated in 2.7.2, are to be followed. Procedure for re-attending the Professional Interview is the same as for NLAP Group A.

4. Interpretation and Amendments

The HKIA Council and ARB reserve the right to interpret the provisions stated in this Handbook, including the rules and procedures of the assessments. The interpretation and decision of HKIA/ARB shall be final.

The HKIA/ARB also reserve the right to make amendments to the rules and procedures from time to time.

5. Enquiry

This Handbook is issued for general guidance only.

Candidates are advised to check on the HKIA's website at <http://www.hkia.net> or contact the HKIA Secretariat for the latest information regarding the Professional Assessment.

Academic Qualification Assessment (AQA)

1. Application

Graduates from schools not accredited or recognised by HKIA may apply for the HKIA/ARB Professional Assessment, subject to their academic qualifications and standards attained being accepted through the Academic Qualification Assessment (AQA) process. The applicant shall have graduated from a five-year, full-time professional programme in architecture, or equivalent, provided by a tertiary school of national standing in its own country/jurisdiction.

Applications for AQA shall be made in writing to the HKIA.

For application details, please refer to the Academic Qualification Assessment guidelines at the HKIA's website: <https://www.hkia.net/en/join-hkia.html>

2 Submission for Academic Qualification Assessment

For AQA, a graduate from a school not accredited or recognised by HKIA/ARB is required to submit, in addition to other supporting documents, a detailed portfolio to exhibit the school works and other relevant design works undertaken by the applicant.

The application should be accompanied by the following materials:

- Application letter addressed to the Chair of PAC.
- Curriculum vitae, complete with the applicant's personal information and academic history.
- A copy of the applicant's HKID Card/ Passport
- A recent photograph of the applicant
- A copy of the applicant's degree/ diploma certificate
- Transcript issued by the school/ university concerned, in English or Chinese, giving details of all the academic subjects taken and grades achieved by the applicant in the year of his/her graduation.
- Letter confirming validity of the academic qualification, issued by the school/ university.
- Portfolio of the applicant's works leading up to the professional degree, particularly thesis design project, and other dissertations carried out in the year of graduation, showing the curriculum strength of the programme and the outcomes acquired in the programme. Verification on the authenticity of his/ her portfolio should be submitted.
- Declaration of the applicant regarding the authenticity of the submitted portfolio, specifying the extent of his/ her involvement in the projects as individual / group work.
- Proof of proficiency in English as equivalent to HKDSE English Language Level 3.
- Application Fee: The fee to be charged to the applicant, for any single assessment, shall be \$6,000.00, payable in advance. Application fee is non-refundable under any circumstances.

3 Assessment Criteria

Provided the applicant's works, as exhibited in the portfolio and other relevant academic studies submitted, are considered to be of a standard equivalent to that of a graduate from a school accredited or recognised by HKIA/ARB, the applicant may be allowed to take the Professional Assessment.

Upon the receipt of *all* the materials specified above, the PAC Chair shall convene an AQA Panel to determine if the qualification will be accepted as meeting/ matching a standard equivalent to that of an HKIA/ARB accredited or recognised professional degree programme. The Panel shall consist of the following three HKIA members:

- Chair of the Panel, who shall be a HKIA Member nominated by the PAC Chair.
- Two Members, who shall be an HKIA Member and a senior teaching staff from local universities/ tertiary institutions offering HKIA/ARB accredited architectural programmes, appointed by the PAC and approved by the Heads of Departments of Architecture of the respective universities/ tertiary institutions.

The Panel shall meet to carry out the AQA. The Chair and the Members shall each have an equal vote in deciding on the results of the AQA, and the recommendation of the Panel shall be submitted to PAC for endorsement and that the decision shall be notified to the applicant by the Secretariat. At the discretion of the Panel, the applicant may be asked to attend an interview.

The assessment shall be based on individual merit. The decision of the PAC, which administers the AQA, shall be final.

4. Other Requirements for Professional Assessment

In addition to the minimum 24 months of recognised post-professional-degree practical experience, graduates from schools not accredited or recognised by HKIA/ARB, with less than 5 years of full-time study in architecture, are required to make up for the shortfall by undergoing an additional period of recognised practical experience, before they are allowed to take Papers 1, 2, 6, 7 and 8. In all circumstances, the additional period of recognised practical experience required shall not exceed 3 years, i.e. the maximum total period of recognised practical experience required before taking Papers 1, 2, 6 and 7 shall be 5 years.

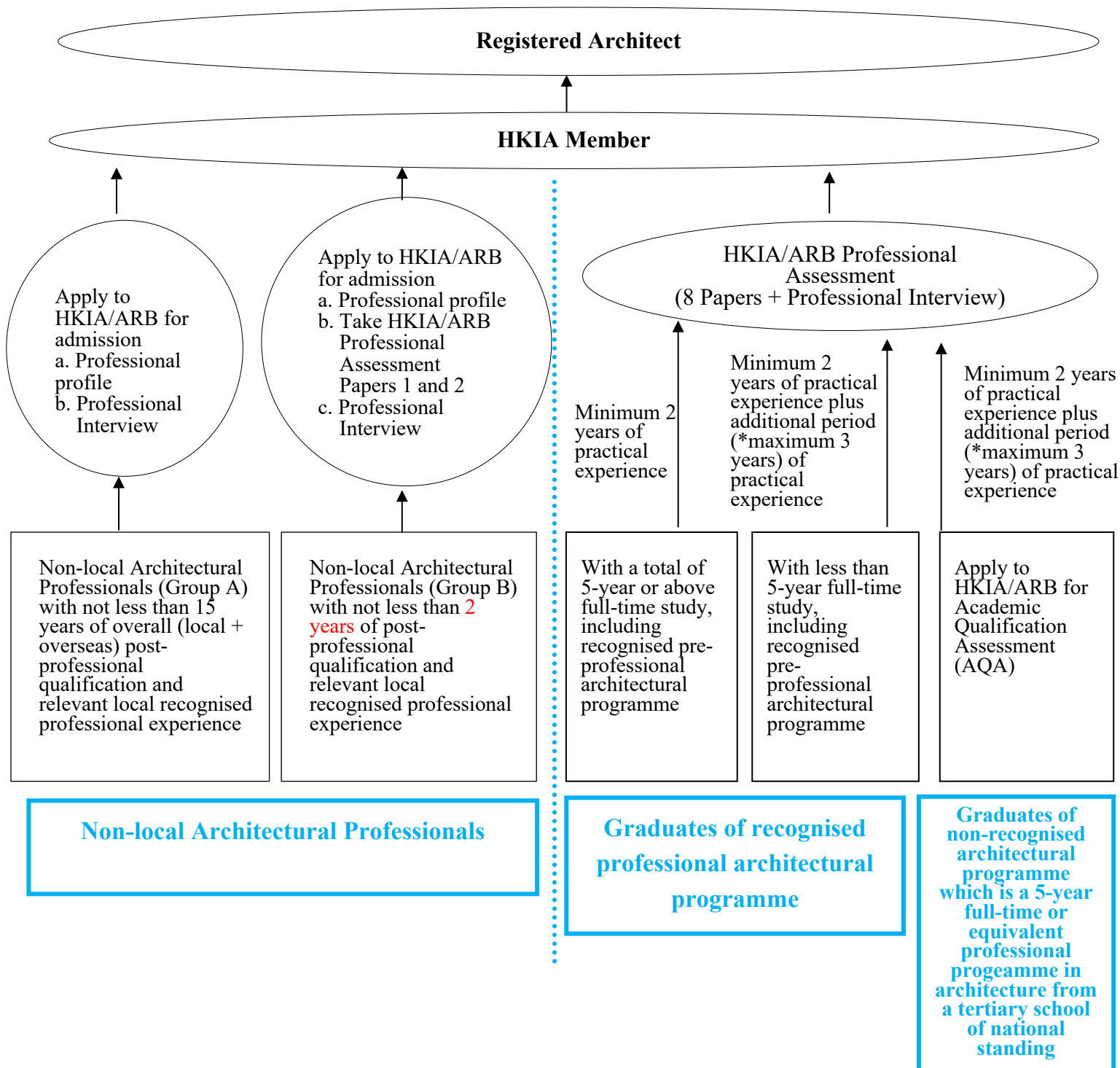
The duration of additional experience required for each applicant shall be determined by the PAC on case-by-case basis and its decision shall be final.

Please refer to item 2.1.2 *Recognised Practical Experience* for more details.

Other prerequisites for taking Professional Assessment are exactly the same as in Section 2, items 2.2 – 2.8.

Revised in September 2023

Overview: Process of Admission as HKIA Member and Registered Architect



Remarks : * refer to Section 2.5

Guidelines for Office Supervisors and Architectural Practices Regarding Practical Training for HKIA/ARB Professional Assessment

1. These Guidelines aim at providing reference to Office Supervisors and architectural practices to facilitate practical training of candidates working under their supervision, in preparation to become architectural professionals through the HKIA/ARB Professional Assessment.
2. Office Supervisors are expected to have a clear understanding of the structure and requirements of Professional Assessment, in particular the standards, knowledge and experience required and expected of a candidate, in order to pass the assessment.
3. Office Supervisors / architectural practices should allow candidates under their supervision exposure to and involvement in various kinds of experience and work stages (A to F) as far as practicable, including inception and study of client's brief, concept design, scheme design, building plans and other statutory submissions, detail design and construction documentation, tendering, contract administration and site coordination during construction stage in order to understand the full process of a project, from design to completion, in sufficient depth.
4. Office Supervisors / architectural practices should refrain from only letting the candidates or fresh graduates work on front-end concept design and presentation work, without exposure to other aspects of practical experience.
5. Though not a pre-requisite for professional assessment, Office Supervisors / architectural practices are still encouraged to allow candidates' involvement in and exposure to local projects, where possible and available, by means of internal resources allocation.
6. Office Supervisors / architectural practices are encouraged to organise in-house seminars and training, sharing of knowledge, site visits, etc. to complement the candidates' practical experience where there is insufficiency in either local experience, or certain aspects of practice, or work stages.
7. Office Supervisors / architectural practices are reminded of their responsibility as Members of the Institute, under the HKIA Code of Professional Conduct – Principle 4, Rules 4.2 and 4.3.

Appendix D

Professional Assessment Papers, Syllabuses and Reading Lists

This section contains detailed information on all the components of Professional Assessment, their respective syllabuses and recommended lists of reading for the candidates.

The HKIA/ARB Professional Assessment Papers and Professional Interview

Paper	Subject	Type	Duration (hrs)
1	Statutory Controls in Building Works	MC + EQ	3
2	Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges	MC + EQ	3
3	Building Structures	MC	1.5
4	Building Services & Environmental Controls	MC	1.5
5	Building Materials & Technology	MC	1.5
6	Site Design	Drawing	4
7	Building Design	Drawing	6
8	Case Study (equivalent to a 6-hour paper)	-	6
	Professional Interview	-	0.5
Total			27

MC = Multiple choice questions

EQ = Essay questions

Paper 1 Statutory Controls in Building Works

Objective

To ascertain that the candidate is familiar with all aspects of the statutory control of local building works, he/she must demonstrate his/her awareness of local conditions in Hong Kong without having to make frequent enquiries on standard administrative procedures and statutory requirements.

Format

Multiple-choice and essay questions, 'open-book' paper
(Please refer to **Appendix I** and **Appendix J** for guidelines on 'open-book' arrangement and declaration form)

Duration

3 hours

Syllabus

1. Buildings Ordinance –
Duties of an authorised person; professional liability in law; degree of supervision required by statute, building control, etc.
2. Submission of plans to the Building Authority -
Submission procedure; grounds on which application may be refused; basic checking before plans are submitted; working knowledge of Building Regulations and Codes of Practice, Practice Notes for Authorised Persons, etc.
3. Other related Ordinance and Codes of Practice -
General knowledge of the Town Planning Ordinance and other statutory controls which may affect the approval of development proposals, e.g. Civil Aviation Ordinance, Education Ordinance, Places of Public Entertainment Ordinance, Buildings Ordinance as applied to the New Territories, etc.; land exchange, lease modification, land titles and deeds, etc.

Core Reading List

1. Buildings Ordinance (Cap. 123) and subsidiary Regulations
2. Construction Sites Safety Ordinance (Cap. 59)
3. Town Planning Ordinance (Cap. 131)
4. Summary Offences Ordinance (Cap. 228)
5. Hong Kong Airport (Control of Obstructions) Ordinance (Cap. 301)
6. Demolished Building (Redevelopment of Sites) Ordinance (Cap 337)
7. Arbitration Ordinance (Cap 341)
8. Codes of Practice:
 - a. for Fire Safety in Buildings
 - b. for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment
 - c. on Building Works for Lifts and Escalators
 - d. for Site Supervision
9. BD Practice Notes for Authorised Persons
10. Typical land sale conditions and Outline Zoning Plans
11. Hong Kong Planning Standards & Guidelines
12. Fire Safety (Commercial Premises) Ordinance and subsidiary Regulations
13. Place of Public Entertainment Ordinance (Cap. 172) and subsidiary Regulations
14. Architects Registration Ordinance (Cap. 408)
15. Landlord and Tenant (Consolidation) Ordinance (Cap. 7) Part IV
16. Design Manual : Barrier Free Access

Paper 2 Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges

Objective

To ascertain that the candidate has gained sufficient working experience to apply his/her knowledge to general practice and contract administration.

To also ascertain that the candidate is familiar with the HKIA/ARB Codes of Professional Conduct, Conditions of Agreement and Scale of Charges.

Format

Multiple-choice and essay questions, 'open-book' paper
(Please refer to **Appendix I** and **Appendix J** for guidelines on 'open-book' arrangement and declaration form)

Duration

3 hours

Syllabus

1. General structure of the building industry and of the professions, and specialised trades concerned with the building process.
2. Job procedures from inception to completion including pre-contract (pre-tender and tender) procedures, and post-contract procedures.
3. Finance of building project: implication of different types of building contract in relation to construction time, first cost, and subsequent maintenance and running costs.
4. Principles of laws of contract applicable in Hong Kong.
5. Duties, liability and relationship of employer, contractor, sub-contractors and clerk-of-works, both in public and private practices.
6. Agreements and Forms of Contract for Use in Hong Kong, including those with and without quantities and for sub-contractors, etc.
7. Types of contract for alteration or addition works where a lump sum price is not suitable.
8. General understanding of the various means of resolution of contractual disputes including arbitration, mediation, litigation etc.
9. Conditions of Engagement and Scale of Professional Charges of the HKIA.
10. Codes of Professional Conduct of the HKIA and ARB, and Conduct of Architectural Competitions.

Core Reading List

1. Agreement and Schedule of Conditions of Building Contract for Use in the HKSAR (Standard Form of Building Contract), Private Edition (With Quantities), 2005 Edition
2. Agreement and Schedule of Conditions of Building Contract for Use in the HKSAR, (Standard Form of Building Contract), Private Edition (Without Quantities), 2006 Edition
3. Agreement and Schedule of Conditions of Nominated Sub-Contract for Use in the HKSAR, 2005 Edition
4. Agreement and Schedule of Conditions of Nominated Supply Contract for Use in the HKSAR, 2005 Edition
The above 4 items were issued under the sanction of The Hong Kong Institute of Architects, The Hong Kong Institute of Surveyors and The Hong Kong Institute of Construction Managers
5. Architects Registration Ordinance (Cap.408)
6. Standard Form of Agreement Between Client & Architect, HKIA
7. Code of Professional Conduct, HKIA
8. Code of Professional Conduct, ARB
9. The Rules of the Institute, HKIA
10. HKIA Rules for the Conduct of Architectural Competitions
11. HKIA Guidelines on Dissemination of Information and Promotion of Professional Services
12. Guidelines to HKIA Members on Participation in Invited Submission for Architectural Consultancy Proposal

Paper 3 Building Structures

Objective

To ascertain that the candidate have an awareness and understanding of the basic principles of structural design, and a general working knowledge and practical understanding of the regulations/codes applicable for the selection and integration of structural systems in the design of buildings.

Format

Multiple-choice questions, 'open-book' paper
(Please refer to **Appendix I** and **Appendix J** for guidelines on 'open-book' arrangement and declaration form)

Duration

1.5 hours

Syllabus

1. Appropriate structural system -
Sufficient awareness and understanding in order to select appropriate structural systems and components for various building types, and assess the effect of building functions on the selection of a structural system.
2. Basic structural systems -
Preliminary design and simplified analysis of basic structural elements.
3. Composite structural system -
Selection and recommendation of composite structural systems for various building types.
4. Connections -
The identification and selection of details for the connection of various structural elements in the assembly of buildings.
5. Load calculations -
Understanding of the magnitude and distribution of loads on buildings, and of the impact of various loading conditions on the integrity of the structural system in building. Knowledge of requirements of prevailing codes and regulations related to all loads, including lateral loads, identify and calculate the primary loads on building structures.
6. Geotechnical and foundation design -
Sufficient knowledge to understand soil report and relate the properties of soils to foundation design. Understanding of the overall concept related to the application of ground anchors, earth retaining structures, deep basement construction and other geotechnical systems in building design.
7. Curtain walls and cladding systems -
The ability to assess the appropriate fixing and construction details related to curtain walls and cladding systems including the incorporation of movement joints.
8. Economics -
Knowledge to relate the cost of structural systems, their materials, and methods of assembly and installation to the design of buildings.
9. Code requirements -

Awareness and understanding of the relevant requirements of building regulations, codes of practices and standards in the selection of structural systems and building appurtenances.

10. Building additions and renovations -
The ability to assess requirements and considerations to renovate or modify an existing building structure.

Core Reading List

Building Codes and Regulations

1. Building (Construction) Regulations
2. Codes of Practice, Buildings Department, HKSAR
3. BD Practice Notes for Authorised Persons

Recommended Reading List

General

4. Introducing Structures: Civil & Structural Engineering, Building and Architecture, A.J. Francis, 1989, E.Horwood
5. Tony Hunt's Structures Notebook, 2nd Edition, Tony Hunt, 2003, Architectural Press
6. Structure and Architecture, 2nd Edition, Angus J. Macdonald, 2001, Architectural Press
7. Structural Design for Architecture, Angus J. Macdonald, 1997, Architectural Press
8. Structure in Architecture, Mario Salvadori & Robert Heller, 1963, Prentice-Hall
9. Structures, Daniel L. Schodek & Martin Bechthold, 6th Edition, 2007, Prentice-Hall
10. The Design of Building Structures, Wolfgang Schueller, 1996, Prentice-Hall
11. Form and Forces, Waclaw Zalewski & Edward Allen, 2010, Wiley

Foundations

12. Fundamentals of Building Construction: Materials and Methods, Edward Allen & Joseph Iano, 2009, Wiley, Chapter 2
13. Foundation Design, Allan Hodgkinson, 1986, The Architectural Press
14. Foundation design and construction, M.J. Tomlinson, 2001, Prentice-Hall
15. Pile Design and Construction Practice, M.J. Tomlinson, 1994, E & FN Spon

Tall Buildings

16. High-Rise Manual, Johann Eisele & Ellen eds Kloft, 2002, Birkhauser
17. The Vertical Building Structure, Wolfgang Schueller, 1990, Van Nostrand

Structural systems (material specific)

18. Architecture and construction in steel, A. Blanc, M. McEvoy & R. Plank, 1993, E & FN Spon
19. Architectural Design in Steel, Peter Trebilcock & Mark Lawson, 2004, Spon Press
20. Concrete Construction Manual, Friedbert Kind-Barkauskas, Bruno Kauhsen, Stefan Polonyi & Jorg Brandt, Birkhauser
21. Steel Construction Manual, Helmut C. Schulitz, Werner Sobek & Karl. J. Habermann, 2000, Birkhauser

Paper 4 Building Services and Environmental Controls

Objective

To ascertain that the candidate has acquired the basic knowledge in applying general principles of building services and environmental controls; candidate is also expected to have working knowledge and practical understanding of the regulations/codes applicable for the selection and integration of systems in the design of buildings.

Format

Multiple-choice questions, 'open-book' paper
(Please refer to **Appendix I** and **Appendix J** for guidelines on 'open-book' arrangement and declaration form)

Duration

1.5 hours

Syllabus

1. Basic principles –
Measurement systems and devices
Normal human comfort levels
Temperature
Humidity
Natural and artificial lighting
Air pressure
Air quality
Water quality
Sound quality
2. Sustainable design and environmental issues –
Basic concepts
Energy efficient building services systems and green building systems
Sustainable construction and materials
Renewable energy
Solar access and site utilisation
Indoor environmental quality, health and hygienic concerns
Historical context in architecture
Social values
Green building accreditation and assessment schemes
3. Heating, ventilation and air-conditioning
4. Fires services
5. Plumbing and drainage
6. Electrical services
7. Lifts and escalators
8. Acoustics
9. Miscellaneous –
Refuse collection systems
Cost awareness of various building services systems
Intelligent buildings

Core Reading List

Ordinances and Regulations

1. Building (Energy Efficiency) Regulations
2. Building (Standards of Sanitary Fitments, Plumbing, Drainage Works & Latrines) Regulations
3. Building (Ventilating Systems) Regulations
4. Waterworks Ordinance
5. Buildings Energy Efficiency Ordinance

Publications by the Building Authority

6. Related AP/RSE/RGE Practice Notes
7. Code of Practice for Overall Thermal Transfer Value in Buildings, Building Authority
8. Code of Practice on the Design and Construction of Buildings and Building Works for the Installation and Safe Use of Lifts and Escalators
9. Code of Practice for Fire Safety in Buildings
10. Relevant parts in Design Manual – Barrier Free Access
11. Guidelines on Design and Construction Requirements for Energy Efficiency of Residential Buildings

Publications by Fire Services Department

12. Code of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations of Equipment
13. FSD Circulars

Publications by Electrical & Mechanical Services Department

14. Code of Practice for Building Works for Lifts and Escalators
15. Code of Practice for Energy Efficiency of Building Services Installation
16. Code of Practice for Building Energy Audit (also known as “Energy Audit Code” or “EAC”)

Publications by Water Supplies Department

17. Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings
18. Technical Requirements for Plumbing Works in Buildings
19. WSD Circulars

Publications by other organizations

20. Latest standards for Building Environmental Assessment Method, “BEAM Plus” for New Buildings and Existing Buildings, published by Hong Kong Green Building Council & BEAM Society
21. Code of Practice 101 for Distribution Substation Design, published by CLP

Recommended Reading List

22. Practice Guidebook on Compliance with Building Safety Requirements for Adaptive Re-use of and Alteration and Additional Work to Heritage Buildings under the Building Ordinance, Buildings Department
23. Code of Practice for Energy Efficiency of Building Services Installation, Electrical & Mechanical Services Department
24. A Guide on Indoor Air Quality Certification Scheme for Offices and Public Places, Indoor Air Quality Management Group, Government of HKSAR
25. Code of Practice for the Provision of Access Facilities in Buildings for the Supply of Telecommunications and Broadcasting Services, Communications Authority
26. Mitchell’s Building Construction: Environment & Services, Peter Burberry, Longman
27. Mechanical and Electrical Equipment for Buildings, B. Stein and J. Reynolds, Wiley & Sons Inc.

28. The Building Systems Integration Handbook, R Rush, American Institute of Architects
29. Building Services : A Guide to Integrated Design : Engineering for Architect, RP Parlour, Integral Publishing
30. Understanding Buildings: A Multi-disciplinary Approach, E Reid, MIT
31. Acoustics, Noise & Buildings; Parkin, Humphreys & Cowell, Faber & Faber
32. Building System Study Guide 4.0, Brian S. Reitzel, PE, 2016 Brightwood College
33. Building System Questions & Answers 4.0, Brian S. Reitzel, PE, 2016 Brightwood College

Paper 5 Building Materials & Technology

Objective

To ascertain that the candidate has acquired the basic knowledge of the properties and performance of materials, components and finishes and the elements of construction.

To test the candidate's ability to analyse the properties required of a material or product for a particular situation, and to make a good selection from the sources available.

To test the candidate's understanding of the principles that govern the design or the selection of appropriate construction technique for a variety of situations, various building systems and components.

To test the candidate's knowledge of local construction techniques and practices, including his understanding of the local statutory restraints, construction programming and sequencing of works, and the performance of the component systems through the life of buildings.

Format

Multiple-choice questions, 'open-book' paper

(Please refer to **Appendix I** and **Appendix J** for guidelines on 'open-book' arrangement and declaration form)

Duration

1.5 hours

Syllabus

1. Application of building techniques and materials
 - Demolition, site clearance and alteration works
 - Excavation and earthworks
 - Steel sheet piling works
 - Concrete works
 - Foundation systems in Hong Kong
 - Brickwork and blockwork
 - Masonry
 - Roofing, waterproofing and expansion joints
 - Carpentry, joinery and ironmongery
 - Structural steelwork
 - Metalwork
 - Metal windows and doors
 - Glazing, curtain, wall and cladding
 - Floor, wall and ceiling finishes (incl. carpet and raised flooring)
 - Painting
 - Builder's works and materials in relation to plumbing, drainage and E&M services
 - Internal fittings and fixtures
 - External works and landscape works
2. Local construction trade practices
3. Detailing and selection of building components and systems
4. Local statutory restraints
 - Building (Construction) Regulations
 - Fire Resisting Constructions
 - Building (Refuse Storage and Material Recovery Chambers and Refuse Chutes) Regulations
 - Building (Energy Efficiency) Regulations
 - Practice Notes for Authorised Persons
 - Building (Standards of Sanitary Fitments, Plumbing, Drainage Works & Latrines) Regulations

5. Application and statutory requirements for the design for the disabled
 - Building (Planning) Regulations and applications
6. Principles and applications of specification in the Hong Kong context
 - Workmanship and materials for construction
 - Standards and tests for various building materials and fitments
7. Building defects – diagnosis, remedial works and prevention
 - 7.1 The approach to building and remedial works
 - Diagnosis: principles and procedures
 - Remedial works
 - Sound construction: principles and techniques
 - 7.2 Common causes and mechanisms of failure in building envelope
 - Condensation
 - Entrapped moisture
 - Rain penetration
 - Rising dampness
 - Movement
 - Loss of adhesion
 - Corrosion

Core Reading List

1. General Specification for Building, Vol. 1 and 2, Architectural Services Department
2. Building (Construction) Regulations
3. Practice Notes for Authorised Persons
4. Building (Energy Efficiency) Regulations
5. Building (Refuse Storage and Material Recovery Chambers and Refuse Chutes) Regulations
6. Code of Practice for Overall Thermal Transfer Value in Buildings, Buildings Department
7. Code of Practice for Fire Safety in Buildings, Buildings Department
8. Building (Standards of Sanitary Fitments, Plumbing, Drainage Works & Latrines) Regulations
9. Building (Planning) Regulations

Recommended Reading List

10. Building Materials and Technology in Hong Kong, HKU Press, 2018, Wong Wah Sang, Chan Wing Yan Alice, Wai Chui Chi Rosman, Kee Yee Chun Tris
11. Building Enclosure in Hong Kong, HKU Press, 1998, Wong Wah Sang
12. Building Failures: A Guide to Diagnosis, Remedy and Prevention; Lyall Addieson; 1987
13. Architectural Graphic Standards; Ramsay Sleeper, AI
14. Building Construction Illustrated, FDK Ching, 2nd Edition, 1991, VNR
15. Construction Technology, Vol. 1, 2, 4; R Chudley
16. AJ Metric Handbook
17. Mitchell's Building Construction: Materials, Alan Everett, BT Batsford Ltd., London
18. Mitchell's Building Construction: Structure & Fabric, Part 1 (5th Edition), Part 2 (5th Edition), J S Foster, BT Batsford Ltd., London
19. Building Hong Kong : Environmental considerations, HKU Press, 2000, edited by Wong Wah Sang and Edwin Chan
20. Professional Practice for architects in Hong Kong, Pace Publications, 1998, Wong Wah Sang

Paper 6 Site Design

Objective and Syllabus

To assess a candidate's professional competence in siting more than one building on a relatively large urban or suburban site, and his understanding and ability to address and balance the following aspects of site design with respect to Hong Kong conditions:

- Quality of internal and external spaces
- Organisation of access and circulation
- Concerns for environmental factors
- Disposition and Three-dimensional massing of built forms
- Fulfillment of critical and basic (but not detailed) statutory requirements, e.g. site coverage constraints, prescribed window set-backs, ingress-egress configuration, fire fighting and means of escape, etc.

Examples of possible subjects include:

- A multi-block residential development with ancillary facilities.
- A mixed use commercial development.

The submission for Paper 6 is in the form of scaled hand drawings, to be illustrated professionally.

Format

Design vignette, drawing, 'open-book' paper
(Please refer to **Appendix I** and **Appendix J** for guidelines on 'open-book' arrangement and declaration form)

Duration

4 hours

Notes

It is not possible to provide a bibliography that adequately covers the field of integrated design. Candidates should be conversant with a good selection of the architectural magazines and journals, which are readily available and which discuss contemporary buildings in a theoretical, technical and illustrative manner. There are also available, in increasing numbers, biographies of living architects and accounts of their recent works, or that of their practices, which provide useful background material for study. Candidates should also take any opportunity to visit good buildings and to examine them intelligently as a source of knowledge and inspiration. Many offices have useful libraries and which subscribe to relevant journals.

Candidates are encouraged to attempt past papers, which can be downloaded from HKIA website, and seek advice from their Office Supervisors and/or Advisers.

Paper 7 Building Design

Objective and Syllabus

To assess a candidate's professional competence in designing in greater details a relatively simple building, in particular his understanding and ability to address and balance the following aspects of building design with respect to Hong Kong conditions:

- Organisation and quality of function spaces
- Organisation of access and circulation
- Concerns for environmental factors
- Understanding of structural and building services elements as an integral part of the design
- Understanding of the context and basic skills in handling aesthetic issues
- Fulfilment of statutory requirements, especially the principles of those that affect the basic planning of the building, e.g. orientation of prescribed windows, means of escape arrangements, etc.

The submission for Paper 7 is in the form of scaled hand drawings, to be illustrated professionally.

Format

Design vignette, drawing, 'open-book' paper
(Please refer to **Appendix I** and **Appendix J** for guidelines on 'open-book' arrangement and declaration form)

Duration

6 hours

Notes

It is not possible to provide a bibliography that adequately covers the field of integrated design. Candidates should be conversant with a good selection of the architectural magazines and journals, which are readily available and which discuss contemporary buildings in a theoretical, technical and illustrative manner. There are also available, in increasing numbers, biographies of living architects and accounts of their recent works, or that of their practices, which provide useful background material for study. Candidates should also take any opportunity to visit good buildings and to examine them intelligently as a source of knowledge and inspiration. Many offices have useful libraries and which subscribe to relevant journals.

Candidates are encouraged to attempt past papers, which can be downloaded from HKIA website, and seek advice from their Office Supervisors and/or Advisers.

Paper 8 Case Study

Objective

To ascertain that the candidate has gained sufficient experience in an overview of professional practice from inception to completion of a building project, and is able to demonstrate a considerable level of understanding of the project process, identify special issues relating to the architect's role, investigate problems and to formulate an appraisal of the case.

Content

The candidate is free to adopt a format which he/she considers most effective in presenting his/her Case Study. However, the contents of the Study should cover the following aspects:

1. Introduction
 - 1.1 Site and Project Background
 - 1.2 Project Brief and Design/Development Parameters
 - 1.3 Project Programme and Budget
 - 1.4 Architectural Design Approach
 - 1.5 Structural and Foundation Systems
 - 1.6 Building Services Systems

2. Project Research
 - 2.1 Project Team Organisation
 - 2.2 Architect's Scope of Services and Fee Structure
 - 2.3 Statutory Control
 - 2.4 Legal aspects
 - 2.5 Building procurement method and Setting up & drafting of Contract/ tender documents
 - 2.6 Cost Planning and Control
 - 2.7 Design Process and Architect's Solution to the Brief
 - 2.8 Construction Administration Process
 - 2.9 Site Safety and Supervision, Quality Control and Assurance
 - 2.10 Resolve on site discrepancies, construction details, finishes to suit site condition

3. Special Topic
 - 3.1 Topic background
 - 3.2 Architect's solution
 - 3.3 Appraisal

4. Conclusion and Appraisal
 - 4.1 Problems and Architect's Solutions for different stages
 - 4.2 Variations between Original Intention and Final Outcome
 - 4.3 Users' Response and Building Performance
 - 4.4 Assessment of Design (Architectural, Structural & Building Services)
 - 4.5 Overall Appraisal of the Project (Including review on "Green" building factors)

5. Appendices

The following may be attached in the Case Study as appendices:

 - 5.1 Location plan
 - 5.2 Block plan
 - 5.3 Typical floor plans
 - 5.4 Section(s)
 - 5.5 Photo(s) of the completed project

Other drawings, charts, documents may be attached as appendices if they can facilitate the candidate's presentation of the relevant issues in the Case Study.

The Case Study should not be a mere statement of facts and events. Emphasis is placed on the candidate's ability to ask proper questions in order to give his/her own **appraisal** of the case. The following are some guidelines:

- a) What was the original intent? What was the final result? Why?
- b) What worked? What did not work?
- c) What are the successful features of the project? How has the Architect contributed to the success? What are the ways in which the successful features could have been developed further?
- d) What were the problems of the project? How were they overcome or avoided? How the problems could have been handled or resolved more effectively? Grounds for improvement in future?
- e) What valuable experiences are gained through the process?

Some common reasons for scoring low marks for this Paper are:

- a) Lack of candidate's own judgement and appraisal
- b) Study not sufficiently detailed
- c) Too many general statements and record of events
- d) Candidate fails to demonstrate understanding of problems encountered in the project
- e) Wrong interpretation of fundamental concepts or important issues
- f) Contents of the case study not properly organized
- g) Incomplete case study, which may be demonstrated by the absence of certain important aspects

Format

1. The case study report should be presented in WORD or PDF format with optical character recognisable texts on a minimum of 15, and a maximum of 20, A4 pages, typed on one side only, with not more than 500 words per page in font-size 12 characters. Front and back covers, photographs and appendices may be attached, but all are limited to 20 A4 pages. The case study report should be uploaded to www.joinhkia.net, with file size limited to 20MB.
2. The front cover should include the following information:
 - a) Year of the Professional Assessment
 - b) Project title
 - c) Candidate number (assigned by HKIA)
 - d) Submission date
3. The following should be attached to the Case Study immediately after the front cover:
 - a) The Synopsis Approval Form signed by the Subject Panel Chairman
 - b) The approved synopsis
 - c) The Architect's Permission Form
 - d) Declaration of Authenticity (**Appendix K**)

The candidate should go through the relevant files of the project, understand them and prepare the Case Study in his/her own words rather than extracting letters, reports, meeting notes from the files to form the Study.

Direct copying from any other case studies, project documents and related articles, unless proved necessary for specific purposes in the Case Study, is strictly forbidden. Such contents will not be given any credit during assessment by the assessors and the

concerned candidate(s) will be disqualified and penalized. Please refer to **Appendix H** for the HKIA disciplinary guidelines and procedures for Handling Cases of Plagiarism in Professional Assessment Paper 8 Case Study.

Syllabus

1. The project for the Case Study should be of the candidate's own choice.
2. The project should be a completed local building or the substantially completed phase of a large scale local project. Partially completed buildings are not acceptable.
3. The project should preferably be one handled by the candidate's office. If this is not possible, the project should be one of which the candidate is able to consult the records and accounts with the permission of the Architect of the project who possesses these records and documents. In either case, the prior written approval from the Architect of the project is a pre-requisite to the approval of the synopsis by the Subject Panel in the Architect's Permission Form.
4. No two or more candidates are allowed to research on the same project at the same time, unless their studies are the different phases of a project, which can be clearly differentiated as stand-alone packages.
5. Candidate should elect to research a *special topic* pertinent to the project, carry out in depth the relevant study and reflect the result in the report. Candidate is **not** allowed to study the same *special topic* that has already been selected by other candidates in previous years, except that a candidate resubmitting his/her own case study may reuse parts or whole of his/her previous *special topic*.
6. 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 www.hkia.net for details.

Notes

1. Shortly after registration, the candidate should submit the following online for the Subject Panel's approval of the proposed subject for the Case Study:
 - a) A synopsis in the form of a brief description of not more than 500 words of the candidate's selected Case Study. The choice of the special topic should be included in the synopsis as well. The submission must be typed and should not exceed one A4 page in length.
 - b) An Architect's Permission Form signed by the Architect of the Case Study subject project.
 - c) A block plan or a photo of the completed building for the Subject Panel's reference.
2. Candidates will be advised of the respective submission deadlines for the synopsis and the completed Case Study at the time of registration for the Professional Assessment.
3. The choice of project for the Case Study should be discussed with the candidate's Adviser, where applicable, once he/she has obtained sufficient material to outline the synopsis.
4. The Case Study is a Professional Assessment document the content of which is to be kept confidential by the HKIA/ARB and the candidate. It must not be published without the prior permission of the Architect of the subject project.

Professional Interview

Objective

To ascertain that the candidate has the necessary knowledge, skill and maturity to fulfill the professional duties of a practising architect.

Format

Each candidate will be interviewed by a panel of **three** interviewers appointed by the Hong Kong Institute of Architects. The interviewers will assess the candidate's professional maturity and adequacy of the practical experience as recorded in the Logbook and Case Study Reports submitted by the candidate.

Duration

Approximately 30 minutes, primarily in English and supplemented in Cantonese if necessary

Syllabus

1. Buildings Ordinance
Duties of an authorised person, professional liability in law, supervision required by statute, control of building, orders by the Building Authority, dangerous buildings and hillsides, notices, appeals, offences, disciplinary proceedings, etc.
2. Building Regulations
Submission procedure, basic checking before plans are submitted, authorised person's administrative duties, working knowledge of various Building Regulations, Fire Services Codes of Practice, Buildings Department practice notes, etc.
3. Other related Ordinances and Codes of Practice
Working knowledge of Town Planning Ordinance and other means of statutory control which may affect approval of development proposals, e.g. Civil Aviation Ordinance, Education Ordinance, Places of Public Entertainment Ordinance, Environmental Protection Ordinance, Buildings Ordinance as applied to the New Territories, etc.; general knowledge of land exchange, lease modification, land titles and deeds, change of use, etc.; planning standards for large and small developments, etc.
4. Construction Knowledge
Geotechnic control, site formation, foundations and piling, construction safety, pollution control, noise control, site administration, protection of adjoining properties, site drainage, temporary works, demolition, etc.; application of common forms of external claddings, common methods of fire-proof constructions, wind-resistant constructions, waterproof construction, etc.
5. HKIA Conditions of Building Contract and Contract Administration
Control of workmanship and monitoring of progress, liquidated and ascertained damages, architect's instructions, variations, extension of time, insurance, claims, specifications, contract drawings, payment certificate, practical completion, defects liability, monitoring of nominated sub-contractors, architect's role as quasi-arbitrators, etc.
6. HKIA/ARB Professional Ethics
HKIA/ARB Codes of Professional Conduct, Architects Registration Ordinance, HKIA Conditions of Engagement and scale of fees, promotion, advertising,

structure of architect's practices, professional integrity, relationship with client, contractor, consultants and fellow HKIA Members, conflict of interests, participation in architectural competitions, protection of architect's copyright, etc.

7. Candidate are reminded that should there be any change in Office Supervisor or Adviser, due to circumstances such as change of job, fresh nominations should be made on relevant pages of the Logbook and submitted along with payment for the Professional Interview.

HKIA/ARB Professional Assessment: Fees Schedule**Professional Assessment**

Registration Fee	HKIA Graduate Member		\$600
	Non-HKIA member		\$1,800
Paper Fee (covers Assessment and Lectures)	1	Statutory Controls in Building Works	\$1,250
	2	Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges	\$1,250
	3	Building Structures	\$1,250
	4	Building Services & Environmental Controls	\$1,250
	5	Building Materials & Technology	\$1,250
	6	Site Design	\$1,750
	7	Building Design	\$1,750
	8	Case Study	\$1,250
		Professional Interview	\$1,500
Academic Qualification Assessment (if applicable)			\$6,000
Portfolio Assessment (if applicable)			\$6,000
Appeal Application Fee (Papers 1-8 & Professional Interview) (if applicable)			\$800 per paper

Registration for Admission of Non-Local Architectural Professionals

The full package fee for admission of Non-Local Architectural Professionals (NLAP) is \$15,000. The package fee includes the registration fee which is HK\$5,000 is non-refundable under any circumstances. The first attempt of fees for Paper 1, Paper 2 and Professional Interview as well as the registration fee for lecture series is inclusive of the package fee.

For the subsequent attempts of Professional Assessment (Papers 1, 2 and Professional Interview) and registration for lecture series, candidates have to pay according to the fee of these items.

Lecture series are valid to be taken within one year after HKIA confirms the eligibility of the NLAP candidates. First attempt for Paper 1 and/or Paper 2 inclusive in the NLAP package has/have to be taken for the coming up PA quarter once the NLAP eligibility is confirmed.

Notes

1. Registration Fee will not be refunded under all circumstances and are valid for that particular year only.
2. Candidates who re-sit Papers 3, 4 and 5 in the same year are required to pay the respective paper fee only. They are not required to pay the registration fee again for that particular year.
3. Candidates who re-sit all other papers are required to pay the registration fee *and* the fees for the respective re-sit papers.
4. Fees are subject to adjustment by the HKIA from time to time. Candidates are advised to check with the HKIA Secretariat for the current fees.

Portfolio Assessment

1. Application

Graduates holding pre-professional degrees in architecture not accredited or recognised by HKIA and obtained in a jurisdiction without provision for accreditation of pre-professional degrees may apply for Portfolio Assessment.

Applications for the Portfolio Assessment should be made in writing to the HKIA.

2 Submission for Portfolio Assessments

For Portfolio Assessment, applicants are required to submit, in addition to the prescribed supporting documents, a detailed portfolio containing relevant design and other academic works undertaken during the relevant course of study.

The application should be accompanied by the following materials:

- Application letter addressed to the Chair of PAC
- Curriculum vitae, complete with the applicant's personal information and academic history
- A copy of the applicant's HKID Card/Passport
- A recent photograph of the applicant
- A copy of the applicant's degree/diploma certificate
- Transcript issued by the school/ university concerned, in English or Chinese, giving details of all the academic subjects taken and grades achieved by the applicant in the year of his/ her graduation
- Letter confirming validity of the academic qualification, issued by the school/ university.
- Portfolio of the applicant's works leading up to the pre-professional degree, particularly the major design project and dissertation, if any, carried out in the year of graduation, showing the curriculum strength of the programme and the outcomes acquired in the programme. Verification on the authenticity of his/ her portfolio should be submitted.
- Declaration of the applicant regarding the authenticity of the submitted portfolio, specifying the extent of his/ her involvement in the projects as individual/ group work.
- Proof of proficiency in English as equivalent to HKDSE English Language Level 3
- Application Fee: The fee to be charged to the applicant, for any single assessment, shall be HK\$6,000.00, payable in advance. Application fee is non-refundable under any circumstances.

3 Assessment Criteria

Where the applicant's academic training, as demonstrated in the portfolio and other relevant studies submitted for assessment, is considered to be of a standard equivalent to that of a graduate from an HKIA/ARB accredited or recognised pre-professional programme, the applicant may be allowed to take

Papers 1, 2, 6, 7 and 8 of the HKIA/ ARB Professional Assessment without having to make up for the shortfall in academic qualification by undergoing an additional period of recognised practical experience.

Upon receipt of all materials specified above, the PAC Chair shall convene a Portfolio Assessment Panel within two months to determine if the qualification will be accepted as meeting/ matching a standard equivalent to that of an HKIA/ARB accredited or recognised pre-professional degree programme. The Panel shall consist of the following three HKIA members:

- Chair of the Panel, who shall be the PAC Chair or a nominated representative;
- Two members, who shall be on the Board of Educational Affairs or PAC, nominated by the PAC Chair.

The Panel shall meet to carry out Portfolio Assessment on the basis of portfolios and documents submitted by the applicants. The chair and members of the Panel shall each have an equal vote in deciding on the results of the Portfolio Assessment; the recommendation of the Panel shall be submitted to PAC for endorsement and the decision shall be notified to the applicant by the Secretariat. At the discretion of the Panel, the applicant may be asked to attend an interview.

Assessment will be based on individual merits. The decision of the PAC, which administers the Portfolio Assessment, shall be final.

4. Other Requirements for Professional Assessment

Other requirements for taking Professional Assessment are exactly the same as in Section 2, items 2.2 – 2.8.

HKIA/ARB Professional Assessment (PA) Appeal Application Form

1. Personal Particulars

Name: _____ Candidate No.: _____
Surname Given Name

Email: _____ Contact Tel.: _____

Address: _____

2. Appeal for Professional Assessment

(i) Year: _____ (ii) Month: _____

(iii) Paper(s) (Please "☑" as appropriate.):

<input type="checkbox"/> Paper 1	<input type="checkbox"/> Paper 2	<input type="checkbox"/> Paper 3	<input type="checkbox"/> Paper 4
<input type="checkbox"/> Paper 5	<input type="checkbox"/> Paper 6	<input type="checkbox"/> Paper 7	<input type="checkbox"/> Paper 8
<input type="checkbox"/> Professional Interview			

3. Grounds for Review (Please briefly explain the grounds for review in the below provided space. Text beyond the provided space will not be considered.)

 Signature Date

FOR HKIA SECRETARIAT USE ONLY

Application Received:	Appeal Result: Successful / Unsuccessful
Assessment Review Committee meeting on:	Refund: Yes / No
	(Cheque No.: _____)

Guidance Notes:

1. A candidate who fails the Professional Assessment (PA) may apply in writing to the Chairman of the Board of Educational Affairs (BEdA) of the HKIA for a review of his/her Professional Assessment results within 14 calendar days from the date of announcement of the results.
2. An application fee of **HK\$800 per paper** and a written application (single-line spaced and Times New Roman 12-point font) giving the brief grounds for review should be submitted together with the application form before the deadline. Please make cheque payable to "THE HONG KONG INSTITUTE OF ARCHITECTS". Late appeals will not be considered.
3. The grounds for such an application shall be confined to material administrative error(s) in the PA process only. Disagreement with the decision of the assessors, illness or medical-related circumstances shall not be regarded as acceptable grounds for review.
4. The applicant in his/her application shall demonstrate to the satisfaction of the Professional Assessment Committee that there is sufficient evidence to support such as application before it can be accepted.
5. Upon acceptance of such an application, the Assessment Review Committee (ARC), comprising the Chairman of the BEdA and two other HKIA Members appointed by the BEdA will consider the applications on a case-by-case basis.
6. ARC may conduct the review in any way it thinks fit, including holding further interviews and/or assessments for the applicant in order to arrive at a decision.
7. Appeal result normally will be released 8 weeks after the close of appeal application period. Successful appeal will be refundable in full.
8. The ARC's decision shall be final.

Guidelines on Handling of Plagiarism in Paper 8: Case Study

HKIA regards plagiarism as extremely serious misconduct unworthy of persons aspiring to join the architectural profession.

Candidates who are found to have committed plagiarism in Paper 8: Case Study shall receive no mark for this subject and “zero due to plagiarism” would appear on their result slips. As penalty, the offending candidates shall be barred from taking this paper in the following year of Professional Assessment.

What is plagiarism?

Plagiarism includes but is not limited to the following acts of misconduct:

1. Presenting work authored by another person, including other candidates, friends, family members, or work published through the internet or other media;
2. Presenting work copied extensively from previous case studies, internet websites, books, journals or other sources;
3. Adopting or reproducing ideas, opinions, theories, formulas, graphics, or pictures produced by another person without proper citation;
4. Improper paraphrasing, whereby a passage or idea is summarised without due acknowledgement of the original source;
5. Borrowing facts, statistics, or illustrative material without proper citation of all original sources; and
6. Representing collaborative work as one’s own.

Procedures for handling cases of plagiarism

The subject panel Chair of Paper 8 shall report all cases of alleged plagiarism identified by the subject panel to the disciplinary committee, which shall be composed of the Chair of Professional Assessment Committee (PAC) and two HKIA Members appointed by the PAC Chair, who are not on the Paper 8 subject panel. The disciplinary committee will carry out further inspection of the case study reports concerned. The decision of the disciplinary committee shall be confirmed in the announced results for Paper 8.

Use of project for future assessment

Subject to consent of the project owner, a disciplined candidate may be permitted to reuse the same project for future submission after the penalty period has expired.

Appeal procedures

1. Candidates who receive zero mark in Paper 8: Case Study, due to plagiarism, may apply in writing with full justifications to the Chair of the Board of Educational Affairs (BEdA) for review **within 14 calendar days** from the date of announcement of Paper 8 results by HKIA (excluding the day of announcement). Late appeals will not be considered.
2. The Assessment Review Committee, comprising the BEdA Chair and two other HKIA Members appointed by BEdA, will consider the applications on a case-by-case basis.
3. The Assessment Review Committee may conduct the review in any way they think fit, including holding further interviews and/or assessments for the applicants in order to arrive at a proper decision. The decision of the Assessment Review Committee shall be final and conclusive.

Guidelines to Candidates on ‘Open-book’ Arrangement

Starting from HKIA/ARB Professional Assessment 2014, HKIA do not provide any reference books or other related documents for candidates at the assessment centre.

Candidates are allowed to bring their own CLEAN copies of the listed reference books into the assessment centre with the following provisos:

1. Handwritten notes and markings of any kind on any of the reference books are NOT permitted;
2. Reference books may include newly added memoranda to the regulations (authorised download versions only, for documents not available for sale by the government); and
3. Apart from item 2 above, no other materials or documents may be included in the listed reference books.

Invigilators may conduct random checks on candidates’ reference books at the assessment centre. Invigilators have the authority to take away any suspected materials for further investigation by the Professional Assessment Committee.

Candidates who bring unauthorized materials into the assessment centre may be disqualified.

Candidates should refer to the HKIA website (<https://www.hkia.net/en/whats-on.html?id=9381>) for the latest list of permitted references. Candidates are required to sign the declaration form found in **Appendix J** and submit it together with the registration form for each assessment session.

Revised in January 2016

Appendix J



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



建築師註冊管理局
Architects Registration Board

Declaration

I _____ (name in full), Candidate No. _____, understand that HKIA will not provide any reference books or other related documents for candidates at the HKIA/ARB Professional Assessment centre. Candidates are allowed to bring their own CLEAN copies of the listed reference books into the assessment centre with the following provisos:

1. Handwritten notes and markings of any kind on any of the reference books are NOT permitted;
2. Reference books may include newly added memoranda to the regulations (authorised download versions only, for documents not available for sale by the government); and
3. Apart from item 2 above, no other materials or documents may be included in the listed reference books.

I hereby declare that I will observe and comply fully with the above conditions. I understand that the invigilators may conduct random checks on the reference books I bring into the assessment centre and I may be disqualified if I am found in breach of the above rules.

I also declare that I will observe and comply fully with the Copyrights Ordinance and that the listed reference books that I bring into the assessment centre are original copies, and not copies or reproductions of the original copies. I understand that only copies printed directly from the official websites with authorisation are acceptable reference materials and that I may be subject to prosecution by the Customs and Excise Department under the Copyright Ordinance, Chapter 528, Laws of Hong Kong if I am found in breach of this law.

Candidate's Signature

Date

Revised in January 2016

Appendix K



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



建築師註冊管理局
Architects Registration Board

HKIA/ARB Professional Assessment 20____ - Paper 8: Case Study

Declaration of Authenticity

I _____ (name in full), Candidate No. _____,
hereby certify that the contents of this Case Study report are my own original work
and that they are not directly copied from any other case studies, project documents
or related articles.

I also certify that the submitted soft copy is identical to the hard copy of the Case
Study report.

I acknowledge that I am fully aware of the HKIA guidelines on handling of plagiarism
and understand that my Case Study will not be given any credit if direct copying is
found and I will be disqualified and penalized for such misconduct.

Candidate's Signature

Date

Registration and Submission Deadlines for Candidates to Note

Date	Event	Paper	Submission Requirement
31 October	Registration	3, 4, 5 Q1	<ol style="list-style-type: none"> 1) Confirmation Letter of Academic Qualification 2) Logsheets (min. 12 months) 3) Other Documents listed in PA Handbook
31 October	Registration	1, 2, 6, 7, 8	<ol style="list-style-type: none"> 1) Confirmation Letter of Academic Qualification 2) Nomination forms of Adviser and Office Supervisor
31 October	Registration	N/A	For NLAP Group A Applicants: <ol style="list-style-type: none"> 1) Application Form 2) Other Documents listed in PA Handbook and NLAP Admission Guideline
31 October	Registration	1, 2	For NLAP Group B Applicants: <ol style="list-style-type: none"> 1) Application Form 2) Other Documents listed in PA Handbook and NLAP Admission Guideline
30 April	Registration	3, 4, 5 Q2	<ol style="list-style-type: none"> 1) Confirmation Letter of Academic Qualification 2) Logsheets (min. 12 months) 3) Other Documents listed in PA Handbook
30 April	Registration	1, 2, 6, 7, 8	For resitting candidates only (who failed in the last year)
30 April	Submission	1, 2, 6, 7, 8	<ol style="list-style-type: none"> 1) Logsheets 2) Adviser Consultation Forms (2 quarters)
30 April	Submission	8	Case Study Synopsis
30 September	Submission	1, 2, 6, 7, 8	<ol style="list-style-type: none"> 1) Logsheets, (min. 24 months) 2) Adviser Consultation Forms (remaining 2 quarters)

30 September	Submission	8	Final Case Study
30 September	Submission	1, 2	For NLAP Applicants Remaining record(s) of practical experience after registration