

## HKIA/ARB Professional Assessment 2020 – Papers 3, 4 and 5 (December)

Due to the COVID-19 pandemic, the second attempt for HKIA/ARB Professional Assessment (PA) 2020 – Papers 3, 4 and 5 is now deferred to 30 – 31 December 2020. This arrangement is established to avoid conflict with other papers as well as to match with the availability of venues. HKIA/ARB is monitoring the situation closely, and may exercise precautionary measures as deemed appropriate in response to the latest status near the assessment, and will inform all candidates as early as possible.

Registration for PA 2020 – Papers 3, 4 and 5 (December) is now open until **11:59pm on 30 September 2020 (Wednesday)**. A list of important dates to note is found in **Annex**.

### GENERAL POINTS

1. Candidates should register for PA via the **online platform** at [www.joinhkia.net](http://www.joinhkia.net). Starting from PA 2018, hard copies of the application form are **NOT** accepted.
2. To better understand the online application procedure and to keep track of the documents required to be uploaded for the application, please read the **online registration guidelines** at [https://www.joinhkia.net/hkiaonline/session\\_control\\_msg.php](https://www.joinhkia.net/hkiaonline/session_control_msg.php) before you start the registration process.
3. Please peruse the entry qualifications, syllabus and rules in the *PA Handbook* which is downloadable from the Institute's website at [www.hkia.net](http://www.hkia.net)
4. It is the candidates' responsibility to start registration early, provide complete information and substantiating documents, make valid payments and observe the rules and deadlines.
5. Incomplete applications, including those with incomplete application forms or any applications not accompanied by all the necessary substantiating documents and items will not be accepted.

### ELIGIBILITY & REQUIRED PRACTICAL EXPERIENCE

6. **Candidates should check their eligibility to sit the PA before registration.** After candidates have registered, withdrawal from the assessment is not allowed and registration fee will not be refunded under any circumstances.
7. The cut-off date for counting practical experience is **30 September 2020 (Wednesday)**.
8. It is the candidates' responsibility to ensure that they have accumulated the required period of practical experience and submit **Confirmation of Practical Experience** at the time of registration. Candidates are required to have accumulated a minimum of 12 months of recognised practical experience (including year-out experience) before taking Papers 3, 4 and 5.

No employment shorter than 5 consecutive months in one office is accepted as recognised experience.

9. Candidates who need to work until **30 September 2020 (Wednesday)** to accumulate the minimum required experience must submit their relevant Confirmation of Practical Experience **no later than 11:59 pm on 2 October 2020 (Friday)**.
10. As a reminder, starting from PA 2017, candidates with less than **5 years of full-time** study in architectural education (pre-professional and professional programmes combined and **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 Professional Assessment Committee (PAC) and its decision shall be final. Candidates will receive a reminder if they will be required to make up the shortfall before taking Papers 1, 2, 6, 7 and 8.

11. Validity of passes

The validity of passes in Papers 1 to Paper 8 is eight successive years (HKIA Circular no. 76/2010 dated 28 October 2010). Passes obtained from PA 2013 onwards will be counted as valid to PA 2020 (HKIA website: [https://www.hkia.net/UserFiles/File/pa/Extension\\_of\\_validity\\_of\\_passes.pdf](https://www.hkia.net/UserFiles/File/pa/Extension_of_validity_of_passes.pdf)).

### REGISTRATION REQUIREMENTS & DEADLINES

12. As only 250 quotas will be allowed for PA 2020 – Papers 3, 4 and 5 (December), the registration will be on a first-come-first-served basis. Please register early to reserve your seat.

13. Standard Confirmation Letters

- a) Candidates are required to seek from their present and past employers confirmation of their practical experience gained.
- b) For holders of non-local qualifications who are not Graduate Members/ Associates and for holders of local qualifications other than bachelor/master degrees from CUHK / HKU / CityU, it is **their responsibility to seek confirmation directly from the relevant authorities on details of academic (both pre-professional and professional degrees) / professional qualifications**. Candidates may be required to provide substantiation of their duration of studies, if it has not already been certified by the schools when processing their Graduate / Associate membership applications.
- c) Except for the documents required under Para. 9, requests for confirmation letters in support of candidate's eligibility should be sent out as soon as possible for replies to reach the HKIA by **30 September 2020 (Wednesday)**, otherwise your eligibility may not be confirmed in time for PA 2020.

14. PA application for registration should be submitted together with the following items:

- a) Application Form
- b) Photocopy of your identification document
- c) PA fees
- d) 1 passport-size photograph
- e) Open-Book Declaration
- f) Photocopy of your academic / professional certificates (not necessary if you have previously submitted when you applied for HKIA Graduate / Associate Membership)
- g) Original confirmation letters of academic qualifications
- h) Original confirmation letters of professional qualifications (optional)
- i) Original confirmation letters of practical experience

**Items a) to f) should be submitted via online registration platform. In view of the current COVID pandemic, HKIA is taking measure to safeguard public health and hygiene. Candidates may email scanned copies of g) to i) to HKIA/ARB Secretariat [joinhkia@hkia.org.hk](mailto:joinhkia@hkia.org.hk).**

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

***Re-sitting candidates for Papers 3, 4 or 5 should submit items a) to e) only.***

15. Deadlines

Applicants are reminded to observe all submission deadlines. Late applications will not be accepted. (a summary is attached at Annex 1)

An applicant who is prevented from making any submission on time, due to extenuating circumstances,

should write to the PAC Chairman providing documentary proof in support of such claims. The PAC reserves the right not to accept any late submission.

16. Open book arrangement

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

- Handwritten markings and notes on any of the reference books are **NOT** permitted;
- The reference books may include new memorandum to the regulations (with authorised download version only for those not available for sale by the government); and
- Apart from above item, no other materials or documents may be included or attached in the listed reference books.

Invigilators may conduct random checks on candidates' reference books at the assessment centre and are authorised to confiscate any suspected materials for further investigation by the PAC. **Candidates who bring unauthorised materials to Professional Assessment may be disqualified.** Please visit the Institute's website at [www.hkia.net](http://www.hkia.net) for the latest list of open-book reference books permitted by HKIA.

### Payment

17. Eligibility for discounted rates

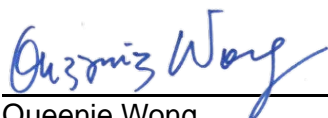
- a) Graduate Members / Associates who have been duly elected by HKIA Council on or before 30 September 2020;
- b) Graduate Members / Associates, who have duly settled their membership subscription fee for 2020 and who have fulfilled CPD requirement in 2019 (for members elected before 30 September 2019 only).

### Professional Assessment fees

<b>Registration Fee</b>	HKIA Graduate Member / Associate		\$600
	Non-HKIA Member		\$1,800
<b>Paper Fee</b>	3	Building Structures	\$1,000
	4	Building Services & Environmental Controls	\$1,000
	5	Building Materials & Technology	\$1,000

*\*Please note that Papers 1, 2, 6, 7 and 8 are held in separate month. For further details, please refer to separate circular.*

Payment can be made by credit card or by cheque payable to "The Hong Kong Institute of Architects". **Cash is not accepted.** Applications for registration should reach the Institute within the registration period stated. **Late applications will not be accepted.**



Queenie Wong  
Registrar

**HKIA/ARB Professional Assessment 2020 – Papers 3, 4 and 5 (December)****Dates to Note** *(all deadlines in red)*

Event		Date		
Registration (with all required documents)		Now until 30 September 2020 (Wednesday) at 11:59pm		
Deadline for arrival of Confirmation of Practical Experience <b><u>for experience gained up to the date of registration</u></b>		2 October 2020 (Friday) at 11:59pm		
<b>Written Papers</b>				
Paper	Subject	Date	Time	Venue
Paper 3	Building Structures	30 December 2020	10:30am – 12:00nn	KITEC*
Paper 4	Building Services & Environmental Controls	30 December 2020	2:30pm – 4:00pm	KITEC*
Paper 5	Building Materials & Technology	31 December 2020	10:30am – 12:00nn	KITEC*
<b>Announcement of Results – Written Papers</b>		<b>1 February 2021 (Monday) (Tentative)</b>		
Professional Interview		To be confirmed		
Announcement of Results – Final		To be confirmed		

\* KITEC – Kowloonbay International Trade &amp; Exhibition Centre, 1 Trademart Drive, Kowloon Bay

Updated on 28 August 2020