

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

Registration for HKIA/ARB Professional Assessment (PA) 2020 – Papers 3, 4 and 5 (July) is now open until **5:30pm on 29 April 2020 (Wednesday)**. A list of important dates to note is in **Annex**.

IMPORTANT POINTS TO NOTE

1. Starting from PA 2018, hard copies of the application form will **NOT** be accepted. Candidates should register for PA via the online platform at www.joinhkia.net.
2. Switching to a bigger venue, **250 quotas** will be allowed for PA 2020 – Papers 3, 4 and 5 (July). The registration will be on a **first-come-first-served basis**. Please register early to reserve your seat.

All candidates having registered for the March 2020 assessment for Papers 3, 4, and 5, which was cancelled due to the COVID-19 outbreak, will automatically be treated as having registered for this July assessment. Candidates who have registered for the March assessment but decide not to sit for this July assessment would need to inform HKIA by email (admin@joinhkia.net) **on or before 17 April 2020 (Friday) for refund** of the registration fee and related paper fee. Refund request after the said date will not be considered.
3. 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 before you start the registration process.
4. Please peruse the entry qualifications, syllabus and rules in the *PA Handbook* which is downloadable from the Institute's website at www.hkia.net.
5. **Candidates should check their eligibility to sit the PA before registration.** After you have registered, withdrawal from the assessment is not allowed and **registration fee will not be refunded under any circumstances**.
6. The cut-off date for counting practical experience is **29 April 2020 (Wednesday)**.
7. 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 (year-out experience inclusive) before taking Papers 3, 4 and 5. No employment shorter than 5 consecutive months in one office is accepted as recognised experience.
8. Candidates who need to work until 29 April 2020 to accumulate the minimum required experience must submit their relevant Confirmation of Practical Experience **no later than 5:30 pm on 4 May 2020 (Monday)**.
9. 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 relevant authorities on details of academic (both pre-professional and professional degrees) / professional qualifications**. Candidates may be required to provide substantiation of the duration of studies, if it has not already been certified by the schools when processing their Graduate / Associate membership applications.

10. It is the candidates' responsibility to start registration early, provide complete information and substantiating documents, make valid payment and observe rules and deadlines.
11. Please submit your PA application together with the following items:
- Application form
 - Photocopy of your identification document
 - PA fees
 - 1 passport-size photo
 - Open-Book Declaration
 - Photocopy of your academic / professional certificates (not necessary if you have previously submitted when you applied for HKIA Graduate / Associate Membership)
 - Original confirmation letters of academic qualifications
 - Original confirmation letters of professional qualifications (optional)
 - Original confirmation letters of practical experience

Items a) to f) should be submitted via online registration platform while hard copies of items g) to i) are required. In view of the COVID-19 outbreak, candidates for July assessment may email scanned copies of items g) to i) to HKIA Secretariat admin@joinhkia.net, instead of submitting by post or by hand, for eligibility checking. HKIA reserves the right to request candidates to submit their original hard copies for verification any time in future before being admitted as full member, or when they apply for future PA. Failure in such supplementary verification may warrant the candidate concerned failing in all the papers he/she took in PA 2020 July assessment, regardless of the scores he/she got.

★ Re-sitting candidates for Papers 3, 4 and 5 should submit the above-listed documents except items f) to i).

12. 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.
13. Eligibility for Discounted Rate
- Graduate Members/Associates who have been duly elected by HKIA Council on or before 29 April 2020;
 - 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).
14. Deadlines
Applicants are reminded to observe all submission deadlines. Late applications will not be accepted.
An applicant who is prevented from making any submission on time, due to extenuating circumstances, should write to the Professional Assessment Committee (PAC) Chairman providing documentary proof in support of such claims. The PAC reserves the right not to accept any late submission.
15. 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 in PA 2020 (HKIA Website: https://www.hkia.net/UserFiles/File/pa/Extension_of_validity_of_passes.pdf).
16. Schedule of Professional Assessment for Papers 3, 4 and 5
Starting from PA 2012, Paper 3 (Building Structures), Paper 4 (Building Services & Environmental Controls) and Paper 5 (Building Materials & Technology) will be held two or three times a year. Candidates who failed in any papers of Papers 3, 4 or 5 in PA 2020 may re-sit the subsequent assessment, either in the same year or in the following year(s). Due to the special circumstances of the COVID-19 outbreak in 2020, the possibility of having another assessment for Papers 3, 4 and 5 in the 3rd or 4th quarter 2020 is being explored by the PAC.

Please note that registration fee and paper fees for Papers 3, 4 and 5 will stay the same as shown in the Professional Assessment fees below. Candidates will be required to pay a blanket registration fee once each year for attempting Papers 3, 4 and 5, irrespective of the number of attempts within the same year.

17. Open-Book Arrangement

HKIA will not provide any reference books or documents for candidates at Professional Assessment. Candidates can 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 for the latest list of open-book reference books permitted by HKIA.

18. Starting from PA 2017, 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 will receive a reminder if they will be required to make up the shortfall before taking Papers 1, 2, 6, 7 and 8.

Standard confirmation letters are downloadable from the links below:-

- 1) Confirmation of Academic Qualification:-
https://www.hkia.net/uploads/en/page/BEdA/PA/2020_Paper345_Jul_CAQ.pdf
- 2) Confirmation of Professional Qualification:-
https://www.hkia.net/uploads/en/page/BEdA/PA/2020_Paper345_Jul_CPQ.pdf
- 3) Confirmation of Practical Experience:-
https://www.hkia.net/uploads/en/page/BEdA/PA/2020_Paper345_Jul_CPE.pdf

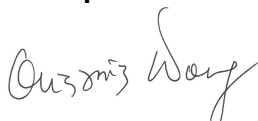
Professional Assessment Fees

Registration Fee	HKIA Graduate Member / Associate		\$600
	Non-HKIA Member		\$1,800
Paper Fee	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 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.**

Lastly, the Institute may exercise precautionary measures for COVID-19 outbreak as deemed appropriate in response to the latest status near the assessment, and will inform all candidates as early as possible.



Queenie Wong
Registrar

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Dates to Note

Event	Date
Registration (with all required documents)	Now – 29 April 2020 (Wednesday) at 5:30pm
Deadline for receipt of Confirmation of Practical Experience gained until 29 April 2020	4 May 2020 (Monday) at 5:30pm

Written Papers				
Paper	Subject	Date	Time	Venue
Paper 3	Building Structures	6 July 2020	10:30am – 12:00nn	*KITEC
Paper 4	Building Services & Environmental Controls	6 July 2020	2:30pm – 4:00pm	*KITEC
Paper 5	Building Materials & Technology	7 July 2020	10:30am – 12:00nn	*KITEC
Announcement of Results – Written Papers		10 August 2020 (Tentative)		

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