

HKIA/ARB Professional Assessment (PA) 2021 – Papers 3, 4 and 5 (March)

Registration for PA 2021 – Papers 3, 4 and 5 (March) is now open until **11:59pm on 31 October 2020 (Saturday)**. A list of important dates to note can be found in the **Annex**.

GENERAL POINTS

1. Candidates should register for PA via the **online platform** at 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 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
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 **31 October 2020 (Saturday)**.
8. It is the candidates' responsibility to ensure that they have accumulated the required period of practical experience and submit **Logsheets** 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. 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.

10. 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 2014 onwards will be counted as valid to PA 2021 (HKIA website: https://www.hkia.net/UserFiles/File/pa/Extension_of_validity_of_passes.pdf).

REGISTRATION REQUIREMENTS & DEADLINES

11. As only 250 quotas will be allowed for PA 2021 – Papers 3, 4 and 5 (March), the registration will be on a first-come-first-served basis. Please register early to reserve your seat.

12. Confirmation Letter & Logsheets

- a) Candidates are required to seek from their present and past employers to fill in logsheets.
- 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 / CHCHE, 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) Requests for confirmation letters and logsheets in support of candidate's eligibility should be sent out as soon as possible for replies to reach the HKIA by **31 October 2020 (Saturday)**, otherwise your eligibility may not be confirmed in time for PA 2021.

13. For registration, the following items should be submitted **via online registration platform**:

- (a) a photocopy of your Hong Kong Identity Card or relevant identification documents;
- (b) current fees for Professional Assessment;
- (c) one passport-size recent photograph;
- (d) Open-book Declaration; and
- (e) a photocopy each of the certificates/diplomas and other substantiating documents;

whereas the following items should be **emailed to HKIA/ARB Secretariat (joinhkia@hkia.org.hk)**:

- (f) Confirmation letters of academic qualifications;
- (g) Logbook (summary of practical experience and logsheets) duly completed by the candidate and counter-signed by the Office Supervisor; and
- (h) Confirmation letters of professional qualifications (optional)

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 (d) only.

14. Deadlines

Applicants are reminded to observe all submission deadlines. Late applications will not be accepted. (a summary can be found in the **Annex**) Where an applicant is unable to make a submission on time due to extenuating circumstances, a written notification addressed to the Chairman of the Professional Assessment Committee should be provided along with documentary proof in support of such claims. The Professional Assessment Committee reserves the right not to accept any late submission.

15. Open-book arrangement

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

- Handwritten markings and notes on any of the reference books are **NOT** permitted;
- 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 items, other materials, documents or attachments are forbidden.

Invigilators may conduct random checks on candidates' reference books at the assessment centre and are authorised to confiscate any suspected materials for further investigation by the PAC. **Candidates who bring unauthorised materials to the PA 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.

PAYMENT

16. Eligibility for discounted rates

- a) Graduate Members / Associates who have been duly elected by HKIA Council on or before 31 October 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

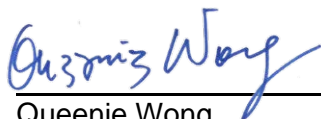
Registration Fee	HKIA Graduate Member / Associate		\$600
	Non-HKIA Member		\$1,800
Fees for Papers and Lectures	3	Building Structures	\$1,250
	4	Building Services & Environmental Controls	\$1,250
	5	Building Materials & Technology	\$1,250

* For further details concerning Papers 1, 2, 6, 7 and 8 (November), please refer to separate circular.

17. 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.**

CHANGES DUE TO COVID-19

18. In response to the COVID-19 pandemic, HKIA/ARB may implement precautionary measures in due course. Candidates will be informed as early as possible should any changes affect the arrangements for the PA.



Queenie Wong
Registrar

HKIA/ARB Professional Assessment 2021 – Papers 3, 4 and 5 (March)

Dates to Note *(all deadlines in red)*

Deadline		Event		
31 October 2020 (Saturday) 11:59pm		Registration (with all required documents)		
Written Papers				
Paper	Subject	Date	Time	Venue
Paper 3	Building Structures	8 March 2021	10:30am – 12:00nn	KITEC*
Paper 4	Building Services & Environmental Controls	8 March 2021	2:30pm – 4:00pm	KITEC*
Paper 5	Building Materials & Technology	9 March 2021	10:30am – 12:00nn	KITEC*
Announcement of Results – Written Papers		12 April 2021 (Monday) (Tentative)		
Professional Interview		To be confirmed		
Announcement of Results – Final		To be confirmed		

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

Updated on 7 October 2020