

HKIA/ARB Professional Assessment (PA) 2021 – Papers 1, 2, 6, 7 and 8

Registration for PA 2021 – Papers 1, 2, 6, 7 and 8 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.** Applications for withdrawal from any or all of the papers registered should be submitted to the Registrar of HKIA and ARB in writing **not later than 30 September 2021 (Thursday)** and candidates will be entitled to a full refund of PA fees for the papers. **Registration fee is non-refundable under any circumstances.**
7. The cut-off date for counting practical experience is **31 October 2021 (Sunday)**.
8. It is the candidates' responsibility to ensure that they have accumulated the required period of practical experience and submit **Logbook** at the time of registration. Candidates are required to have accumulated a minimum of 24 months of recognised practical experience (including year-out experience) before taking Papers 1, 2, 6, 7 and 8.

No employment shorter than 5 consecutive months in one office is accepted as recognised experience. The Logbook should be a complete account of the candidate's training and practical experience.

9. Candidates who need to work until **31 October 2021** to accumulate the minimum required experience should write to HKIA/ARB Secretariat for extension of time for submission of Logsheets and Adviser Consultation Forms of the remaining period.
10. Starting from PA 2017, candidates with less than **5 years of full-time** study in architecture in both 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.

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). To qualify for Paper 9 of PA 2021, Passes in Papers 1 to 8 obtained **from PA 2014 onwards** will be counted.

(HKIA website: https://www.hkia.net/UserFiles/File/pa/Extension_of_validity_of_passes.pdf).

REGISTRATION REQUIREMENTS & DEADLINES

12. Your application for registration should be accompanied by Confirmation of Academic Qualification and your Logbook (inclusive of Summary of Practical Experience, Logsheets) completed up to the date of registration. First-time candidates are required to login to the HKIA/ARB e-self service at www.joinhkia.net to fill in the online Logbook and print out a hard copy for signature by their Adviser and Office Supervisor.

13. Confirmation Letter & Logsheets

- a) Candidates are required to consult their present and past employers to complete the 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.

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

- (a) A photocopy of your Hong Kong Identity Card or a relevant identification document;
- (b) The current fees for Professional Assessment;
- (c) One passport-size recent photograph;
- (d) Open-Book Declaration;
- (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) Confirmation letters of professional qualifications (optional);
- (h) Nomination forms of Advisers and Office Supervisors;
- (i) Logbook (summary of practical experience and logsheets) duly completed by the candidate and counter-signed by the Office Supervisor; and
- (j) Adviser Consultation Forms

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 1, 2, 6, 7 or 8 should submit items (a) to (d) only.

Fresh nominations should be submitted if there has been any change in Office Supervisor and Adviser due to circumstances such as change of job, etc.

15. 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 PAC Chairman should be provided along with documentary proof in support of such claims. The PAC reserves the right not to accept any late

submission.

SPECIFIC REQUIREMENTS OF THE PAPERS

16. Paper 2 Building Contracts & Professional Practice, Professional Conduct & Conditions of Agreement
In Paper 2, tests on contract management will relate to the following documents:
- Agreement & Schedule of Conditions of Building Contract (With Quantities) (2005 edition) and (Without Quantities) (2006 edition) for use in the HKSAR
 - Agreement & Schedule of Conditions of Nominated Sub-Contract (2005 edition) for use in the HKSAR
 - Agreement & Schedule of Conditions of Nominated Supply Contract (2005 edition) for use in the HKSAR

17. Paper 8 Case Study Summary and Report

Candidates who wish to take Paper 8 Case Study are required to submit their Case Study summary (including synopsis and block plan of the project) and a signed original copy of the Architect's Permission Form (available for download at www.joinhkia.net) **on or before 11:59pm on 30 April 2021 (Friday)** at www.joinhkia.net for approval.

Submission of **Case Study Report** will be due at **11:59pm on 30 September 2021 (Thursday)**. Both a hard copy and a digital copy of the Case Study Report are required. Candidates should upload the digital copy in Word or PDF format (text to be optical character recognisable) to www.joinhkia.net and the file size limit is 20MB. For details of the format, please refer to the *PA Handbook* at www.hkia.net.

Candidates **who commit plagiarism in Paper 8 Case Study will receive no mark** for their submission and their result slip will record "zero due to plagiarism". **They will also be barred from taking this paper in the following year of the PA.** For details, please visit the Institute's website:

https://www.hkia.net/UserFiles/File/pa/HKIA_Circular-HKIA_disciplinary_guidelines_plagiarism.pdf

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. Candidates 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*. To assist candidates in looking for an appropriate project, the Institute has published a list of past Case Study projects in PA2007 – 2019 on www.hkia.net under "Join HKIA".

18. 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 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

19. 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);
- c) Payment of the PA fee for Professional Interview should be made after candidates have passed all written papers and prior to attending the Interview.

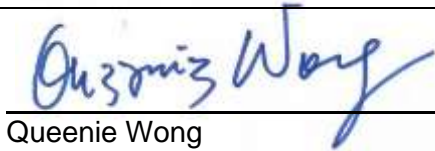
Professional Assessment fees

Registration Fee	Graduate Members / Associates		\$600
	Non-Members		\$1800
Fees for Papers and Lectures	1	Statutory Controls in Building Works	\$1250
	2	Building Contracts & Professional Practice, Professional Conduct & Conditions of Agreement	\$1250
	6	Site Design	\$1750
	7	Building Design	\$1750
	8	Case Study	\$1250
		Professional Interview	

20. 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

21. 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

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Dates to Note (all deadlines in red)

Deadlines		Events		
31 October 2020 (Saturday) 11:59pm		Registration (with all required documents including Confirmation Letter of Academic Qualification and Nomination forms of Advisers and Office Supervisors)		
30 April 2021 (Friday) 11:59pm		Submission of Logsheets and Adviser Consultation Forms (up to submission date)		
30 April 2021 (Friday) 11:59pm		Submission of Case Study Summary		
30 September 2021 (Thursday) 11:59pm		Submission of all Logsheets and Adviser Consultation Forms (remaining 2 quarters)		
30 September 2021 (Thursday) 5:30pm		Submission of Full Case Study Report		
Written Papers				
Paper	Subject	Date	Time	Venue
Paper 1	Statutory Controls in Building Works	15 Nov 2021 (Mon)	10:00am – 1:00pm	KITEC*
Paper 2	Building Contracts & Professional Practice, Professional Conduct & Conditions of Agreement	16 Nov 2021 (Tue)	9:00am – 1:00pm	KITEC*
Paper 6	Site Design	17 Nov 2021 (Wed)	9:00am – 1:00pm	KITEC*
Paper 7	Building Design	18 Nov 2021 (Thu)	9:00am – 3:00pm	KITEC*
Announcement of Results		21 February 2022 (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

Details on the Lecture and Seminar Series will be announced separately.

Updated on 7 October 2020