Portfolio Assessment Guidelines

Under rule 2.5.2 of the HKIA/ARB Professional Assessment (PA) Handbook, a graduate holding pre-professional degrees in architecture not accredited or recognised by HKIA/ARB and obtained in a jurisdiction without provision for accreditation of pre-professional degree may apply for Portfolio Assessment if he/she wishes to sit for the PA to become an HKIA Member and a Registered Architect. The following sets out the guidelines for the Portfolio Assessment.

1) Eligibility
    The applicant shall be the holder of an HKIA/ARB accredited or recognised professional degree, which was earned as continuation of a pre-professional degree in architecture obtained in a jurisdiction without provision for the accreditation of pre-professional degrees. The Professional Assessment Committee (PAC) shall have the final decision as to the acceptance or otherwise of the pre-professional degree.

2) Application
    The applicant should make his/ her application to the PAC via the HKIA Secretariat. 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. (Annex 1)
    - 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. (Annex 2)
    - 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. (Annex 3)
    - Proof of proficiency in English as equivalent to HKDSE English Language Level 3.

3) Assessment
    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. The decision of PAC shall be final.

4) Portfolio Assessment Fee
    The fee to be charged to the applicant, for any single assessment, shall be HK$6,000.00, payable in advance.

15 June 2017
2nd Revision on 30 October 2017

CV Template for Portfolio Assessment

- Personal particulars
  - Name:
  - Gender:
  - Date of birth:
  - Nationality:
  - Current occupation, company and position held:
  - Contacts (mobile phone and email):
- Language of portfolio
- Degree/ diploma obtained – name of school/ university, year of graduation, details of recognitions if any
- Professional Affiliations / Qualifications
- Professional Experience
- Awards and Certifications
- Practical Experience
  - Local
  - Overseas
- Names of two referees and their contact details

CONFIRMATION OF ACADEMIC QUALIFICATION

Candidate No.: _____

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

建築師註冊管理局
Architects Registration Board

Dear Sir or Madam,

Confirmation of Academic Qualification

The following graduate of your University/ School/ College has applied for the HKIA/ARB Portfolio Assessment:

Name:

Date of Birth:

Student Number:

Programme Title (in full):

Mode of Study: Full time / Part time   (Please delete as appropriate)

Programme Start Date: (dd/mm/yyyy)

Date of Completion: (dd/mm/yyyy)

Date of Conferral: (dd/mm/yyyy)

Total Study Period: Year   Months

We shall be grateful if you will kindly confirm the above information by completing and **returning the enclosed "Reply Slip" to the HKIA/ARB Joint Secretariat by email to joinhkia@hkia.org.hk within 2 weeks from the date of this letter** to facilitate the above candidate's application for sitting for the PA.

Thank you.

Yours sincerely,

Watson Chan
Registrar

Candidate No.: _____

REPLY SLIP

To: Mr. Watson Chan, Registrar
The Hong Kong Institute of Architects & the Architects Registration Board
19/F One Hysan Avenue
Causeway Bay, Hong Kong
(Email: joinhkia@hkia.org.hk)

Confirmation of Academic Qualification

We hereby confirm the following information of the graduate of this University:

Name: _____

Date of Birth: _____

Student Number: _____

Programme Title (in full): _____

Mode of Study: Full time / Part time   (Please delete as appropriate)

Program Start Date: _____ (dd/mm/yyyy)

Date of Completion: _____ (dd/mm/yyyy)

Date of Conferral: _____ (dd/mm/yyyy)

Total Study Period: Year   Months

The above degree is accredited / recognised by: (Please √ as appropriate)

□ Architects Accreditation Council of Australia (AACA)
□ Commonwealth Association of Architects (CAA)
□ National Architectural Accrediting Board, Inc (NAAB)
□ National Board of Architectural Accreditation (NBAA)
□ New Zealand Registered Architects Board (NZRAB)

Remarks (if any):

_____   _____
Signature   Name of University

_____   _____
Name and Title of Signatory   Please affix official chop

Note: **Any signs of change marked by correction pen / fluid** must be supplied with the official
          chop of the school and the official signature of the signatory next to the change(s) made.

Application for Portfolio Assessment for HKIA/ARB Professional Assessment

<u>Declaration of Authenticity</u>

I, the undersigned, _____ (name in full)
(<u>HKID no. _____</u>), declare that the contents of the portfolio which I hereby submit
for Portfolio Assessment are my own work / group work in which my contribution is _____
during my course of study in _____(programme)
in _____(name of institution).

_____   _____
Candidate's Signature   Date