



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



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

Circular 32/2018
5 September 2018

Dear PA Candidates,

HKIA/ARB Professional Assessment (PA) 2019 – Nomination of Adviser and Office Supervisor

The Professional Assessment Committee wishes to remind those fresh candidates who plan to sit for Professional Assessment (PA) 2019 for the first time to nominate their Adviser and Office Supervisor **at least one year in advance** to the PA in accordance to Rules 2.5.2, 2.6.1 and 2.6.2 of the PA Handbook.

Candidates **must** be advised by an Adviser for at least 12 months prior to the first attempt in Papers 1, 2, 6, 7 and 8 within Category A practical training period (i.e. post-professional degree experience in a local architectural practice under the direct supervision of an Office Supervisor who is an HKIA Member and a registered architect).

Those who plan to take the PA Papers 1, 2, 6, 7 and 8 in 2019 are required to make their nominations and submit the nomination forms to the HKIA **no later than 6:30pm on 31 October 2018 (Wednesday)**. The PA e-logbook was launched and nomination forms are available in the HKIA/ARB e-self-service at www.joinhkia.net. Please note that you are required to fill in the details online and print out the nomination forms for the signatures of your Advisers and Office Supervisors. You have to submit the original true copy to HKIA/ARB Joint Premises for completion of submission of logbook. Nomination of your Advisers and Office Supervisors is required for all of your practical experience including year-out experience.

To facilitate candidates who have genuine difficulty finding an Adviser, HKIA is pleased to provide a list of HKIA Members who are willing to be Advisers of PA candidates. You may visit [http://www.hkia.net/en/pdf/PA/HKIA list of PA Advisers 2018 - 2nd round.pdf](http://www.hkia.net/en/pdf/PA/HKIA%20list%20of%20PA%20Advisers%202018%20-%202nd%20round.pdf) for the list of HKIA PA Advisers.

Candidates are required to consult their Advisers at least once every 3 months leading up to their first attempt of the PA, other than Papers 3, 4 and 5. Candidates may consult their Advisers more than four times a year if necessary. Candidates should submit the Adviser Consultation Forms together with the logbook at the time of registration for the PA or at any manner required by HKIA/ARB Secretariat via HKIA's website. Please refer to paragraph 2.6.2 of the PA Handbook for details.

Logsheets, Adviser Consultation Forms, Confirmation Letter of Academic Qualification, Confirmation Letter of Professional Qualification and Confirmation Letter of Practical Experience up to the date of registration must be submitted **within 30 days after the registration**. For those candidates who need to count practical experience up to the **last working day of October**, their logsheets, Adviser Consultation Forms and Confirmation Letter of Practical Experience for the last four months must be submitted by the **first**

Patron: The Honourable Carrie Lam Cheng Yuet-ngor, Chief Executive, Hong Kong Special Administrative Region
A Member of The International Union of Architects (UIA), Commonwealth Association of Architects (CAA), Architects Regional Council Asia (ARCASIA) and Asia-Pacific Economic Cooperation, Architect Project

香港銅鑼灣希慎道1號19樓
19th Floor, One Hysan Avenue, Causeway Bay, Hong Kong
T: 2511 6323 F: 2519 6011, 2519 3364
W: <http://www.hkia.net> E: hkiasec@hkia.org.hk

北京海澱區三里河路13號中國建築文化中心北翼9001室
Room 9001, North Wing, China Architectural Cultural Centre,
13 Sanlihe Road, Haidian District, Beijing
T/F: (86-10) 8808-2219 E: hkiabjo-sec@hkia.net



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working day in November of the year of PA. Candidates are required to submit four quarters of Adviser Consultation Forms (i.e. from November 2018 – October 2019 after the approval of nominations by HKIA/ARB) before they are allowed to take Papers 1, 2, 6, 7 or 8 in PA 2019.

Fresh nominations should be made by candidates as soon as possible should there be any change in Office Supervisor or Adviser.

Those who fail to make nominations by the deadline will not be allowed to sit the PA in the year of their request.

For any enquiries, please do not hesitate to contact Ms Jenny Lai (Tel: 2805 7141) or Ms Shirley Wong (Tel: 2805 7271) for information.

Yours sincerely,

Fiona Wong
Acting Registrar of HKIA

Vivian Sie
Registrar of ARB