

**GUIDELINES FOR APPLICANTS APPLYING FOR THE CONFIRMATORY EXAMINATION UNDER SECTION 15(1)(C) OF THE ARCHITECTS ACT**

- 1) In accordance to the provisions of Section 15(1) of the Architects Act, the following persons shall, on payment of the prescribed fee, be entitled to registration under this Act:
  - a) any person holding the Degree of Bachelor/Master of Architecture from the National University of Singapore or the University of Singapore;
  - b) any person holding any other degree, diploma or qualification which the Minister may, after consultation with the Board, approve for the purpose of entitling the holder thereof to be registered under this Act; or
  - c) *any person who satisfies the Board that he is otherwise qualified by having proper and recognised training in architecture and who passes such examinations as may be required by the Board.***
- 2) If your degree is not found in the Board's list of recognised qualifications, you are required to clear the Confirmatory Examination under Section 15(1)(c) whereby an Examination Panel would assess your academic qualification and portfolio to determine whether it is equivalent to the standards of our local university before you are allowed to proceed for registration under Section 15(2) of the Architects Act.
- 3) Applicants must have completed a minimum five (5) years full time on-campus architectural course and graduated with a professional Bachelor/Master of Architecture degree in order to qualify for registration. The degree must also be recognized for registration in the country of origin. Applicants who do not fulfil this requirement need not apply.
- 4) Applicants applying for the Confirmatory Examination under Section 15(1)(c) must submit the completed application form together with the following documents by the given deadlines: -
  - i) A copy of architectural degree\*
  - ii) A copy of transcript of courses completed, showing subjects and examination results\*
  - iii) Letters of recommendation
  - iv) Letter of undertaking

*\*Original copies of the degree certificates and transcripts have to be presented at BOA for verification. Please note that if the degree/transcript is in a foreign language other than English, applicants are required to provide the original translation along with the translated document. The document must be translated entirely and directly, including signatures, seals, stamps etc. The translation must also match the visual format of the document.*

5) Applicants are also required to present their Academic and Practical Experience portfolios during the interview.

6) **Letters of Recommendation**

a) Applicants must be recommended by two registered architects who fulfill the following criteria:-

- i) Must be a Singapore registered architect
- ii) Possess a valid practising certificate
- iii) One of the architect must be the current employer of the applicant
- iv) The second architect should ideally be one of the ex-employer of the applicant (If the applicant does not have any previous employer, he/she can approach another registered architect in his current firm who possess a valid practising certificate to be his/her character referee.)
- v) Must be familiar with the work of the applicant

*Note:*

*In the event that the candidate is unable to get a Singapore registered architect to be his character referee, he may get a foreign architect, who has in force a valid registration in the country of origin and who is able to vouch for the candidate's professional work overseas, to provide him with the said letter.*

b) The letter of recommendation from the two architects should testify the following capabilities of the applicant: -

- i) Ability to understand and resolve complex design and planning issues
- ii) Understanding of construction and its appropriate application in his projects
- iii) Sensitivity to site context and consideration of environmental sustainability
- iv) State the applicant's specific role in project he handled in the office and his readiness to assume professional obligations

c) The original letters of recommendation must be sealed and submitted to the Board before the application deadlines.

7) **Portfolios**

a) Applicants are required to bring along the following two portfolios on the day of the interview: -

- i) Academic portfolio
- ii) Practical experience portfolio

b) Applicants are required to attend a compulsory pre-submission briefing where they will be briefed regarding the portfolio requirements prior to the application.

c) **Pre-submission briefing**

- i) Applicants are required to register for the briefing via email (boarch@singnet.com.sg) by the given deadlines stated in **Appendix A**. Please download the registration form and email it to boarch@singnet.com.sg with the subject title "*Registration for the Pre-submission briefing for Confirmatory Examination under Section 15(1)(c)*". The application form must reach BOA one week before the date of the briefing.

8) **Letter of Undertaking**

Applicants are required to provide a letter of undertaking to confirm that the following: -

- a) The work in both the academic and professional portfolio are their own work;
- b) They were intimately involved and had hands-on experience in the work listed in the professional portfolio.

9) **Format of examination**

- a) The examination will be conducted in the form of an interview by a panel of examiners appointed by the Board.
- b) The duration of the interview is 30 minutes. This includes a 20 minute presentation by the candidate followed by a 10 minute Q & A session by the panel.

## **Appendix A (For applicants)**

### **Schedule for the Confirmatory Examination under Section 15(1)(c) in 2017**

| <b>Description</b>                                   | <b>Date/Time</b>                                 |
|--|--|
| Pre-submission briefing<br>(1 <sup>st</sup> Quarter) | 17 Feb 2017 (Fri)<br>2 – 3pm                     |
| Deadline for submission<br>(1 <sup>st</sup> Quarter) | 24 Feb 2017 (Fri)<br>5pm                         |
| Interview<br>(1 <sup>st</sup> Quarter)               | 17 Mar 2017 (Fri) / 24 Mar 2017 (Fri)<br>2 – 6pm |
| Pre-submission briefing<br>(2 <sup>nd</sup> Quarter) | 12 May 2017 (Fri)<br>2 – 3pm                     |
| Deadline for submission<br>(2 <sup>nd</sup> Quarter) | 26 May 2017 (Fri)<br>5pm                         |
| Interview<br>(2 <sup>nd</sup> Quarter)               | 16 Jun 2017 (Fri) / 23 Jun 2017 (Fri)<br>2 – 6pm |
| Pre-submission briefing<br>(3 <sup>rd</sup> Quarter) | 11 Aug 2017 (Fri)<br>2 – 3pm                     |
| Deadline for submission<br>(3 <sup>rd</sup> Quarter) | 25 Aug 2017 (Fri)<br>5pm                         |
| Interview<br>(3 <sup>rd</sup> Quarter)               | 15 Sep 2017 (Fri) / 22 Sep 2017 (Fri)<br>2 – 6pm |
| Pre-submission briefing<br>(4 <sup>th</sup> Quarter) | 13 Oct 2017 (Fri)<br>2 – 3 pm                    |
| Deadline for submission<br>(4 <sup>th</sup> Quarter) | 27 Oct 2017 (Fri)<br>5pm                         |
| Interview<br>(4 <sup>th</sup> Quarter)               | 17 Nov 2017 (Fri) / 24 Nov 2017 (Fri)<br>2 – 6pm |

**\* Schedule is subject to change without notice.**