

## **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 -
    - i) the Degree of Bachelor of Architecture (before 2001) from the National University of Singapore or the University of Singapore; or
    - ii) the Degree of Master of Architecture from the National University of Singapore or the Singapore University of Technology and Design;
  - b) any person holding any other degree, diploma or qualification which the Minister may, after consultation with the Board and by notification in the Gazette, 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 oral or written examinations as may be prescribed.***
- 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 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) **Pre-submission Briefing**
  - a) Applicants are required to register and attend a compulsory pre-submission briefing session prior to their application.
  - b) A representative from the interview panel will brief the applicants regarding the interview and portfolio requirements.
  - c) Please download the registration form from the website and email the completed form to BOA\_Enquiry@boa.gov.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 as listed under **Appendix A**.

5) **Documents required for application**

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
- v) Portfolio(s) and a copy of the PowerPoint slides (via email)

*\*Original copies of the degree certificates and transcripts must 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.*

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 architects must be the current employer of the applicant
  - iv) The second architect should ideally be one of the ex-employers of the applicant (If the applicant does not have any previous employer, he/she can approach another registered architect in his/her current firm to be his/her character referee.)
- v) Must be familiar with the work of the applicant

*Note:*

*\*\*If the applicant is unable to get a Singapore registered architect to be his/her character referee, he/she 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) State the applicant's specific role in the project/s he handled in the office which should not be group work
  - ii) Ability to understand and resolve complex design and planning issues
  - iii) Understanding of construction and its appropriate application in the projects
  - iv) Sensitivity to site context and consideration of environmental sustainability
  - v) The candidate's readiness to assume professional responsibilities
  - vi) **In addition, the architects must confirm that they have already reviewed the candidate's portfolio of work (to be presented to the Examination Review Panel) for architectural design competency**

7) **Letter of Undertaking**

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

- i) The projects in both the academic and professional portfolio are his/her individual work and not group work.
- ii) He/she was intimately involved and had hands-on experience in the projects listed in the professional portfolio

8) **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 15-minute PowerPoint presentation by the candidate followed by a 15-minute Q&A session by the panel.

9) **Portfolios**

- a) Applicants are required to present their Academic and Practical experience portfolios on the day of the interview.
- b) Applicants will be informed of the requirements during the compulsory pre-submission briefing.

## Appendix A (For applicants)

### Schedule for the Confirmatory Examination under Section 15(1)(c) in 2025

Description	Date/Time
Pre-submission briefing^ (1 <sup>st</sup> Quarter)	21 Feb 2025 (Fri) 2 – 3pm
Submission date* (1 <sup>st</sup> Quarter)	28 Feb 2025 (Thu)
Interview (1 <sup>st</sup> Quarter)	21 Mar 2025 (Fri) / 28 Mar 2025 (Fri) 2 – 6pm
Pre-submission briefing^ (2 <sup>nd</sup> Quarter)	23 May 2025 (Fri) 2 – 3pm
Submission date* (2 <sup>nd</sup> Quarter)	30 May 2025 (Fri)
Interview (2 <sup>nd</sup> Quarter)	20 Jun 2025 (Fri) / 27 Jun 2025 (Fri) 2 – 6pm
Pre-submission briefing^ (3 <sup>rd</sup> Quarter)	22 Aug 2025 (Fri) 2 – 3pm
Submission date* (3 <sup>rd</sup> Quarter)	29 Aug 2025 (Fri)
Interview (3 <sup>rd</sup> Quarter)	19 Sep 2025 (Fri) / 26 Sep 2025 (Fri) 2 – 6pm
Pre-submission briefing^ (4 <sup>th</sup> Quarter)	24 Oct 2025 (Fri) 2 – 3 pm
Submission date* (4 <sup>th</sup> Quarter)	31 Oct 2025 (Wed)
Interview (4 <sup>th</sup> Quarter)	21 Nov 2025 (Fri) / 28 Nov 2025 (Fri) 2 – 6pm

#### Reminders:

- Schedule is subject to change without notice.
- ^Applicants are required to submit the application for the briefing **at least one week** before the date of the briefing.
- \*Applicants are required to email BOA **at least one week** before the submission date to book an appointment to submit the application for the Confirmatory Examination.