

PART B: ASSESSMENT MECHANISM

10. Requirements for registration as ASEAN Architect (AA)

- 10.1. An architect or practitioner who meets the following qualifications, practical experience and conditions is eligible for registration as an AA:
- (a) completed an accredited or recognized architectural programme;
 - (b) is a registered Architect with ACT,
 - (c) acquired practical and diversified experience of not less than ten years of practice of architecture since graduation, of which five years shall be after licensure/registration;
 - (d) has spent at least two years in responsible charge of significant architectural work;
 - (e) complied with the Continuing Professional Development (CPD) policy at a satisfactory level; and
 - (f) obtained certification from the PRA of the country of origin with no record of serious violation on technical, professional or ethical standards, local and international, for the practice of architecture;
 - (g) agrees to be bound by code of professional conduct and ethics.
- 10.2. Details of each of the above qualifications, practical experience and conditions are described in the ensuing paragraphs.
- 10.3. An application for registration as an ASEAN Architect (AA) shall be made in the format prescribed in form **(ATTACHMENT 2)** to this Assessment Statement.

11. Completion of an accredited or recognized architecture program

- 11.1. An applicant for registration with the MC as an ASEAN Architect (AA) is required to possess an architectural degree from a recognised higher education program equivalent to those architectural degrees accredited by Architect Council of Thailand (ACT).
- 11.2. The education for architects should be no less than five (5) years duration delivered on a full time basis in an accredited program in an accredited/validated university in the Country of Origin while allowing flexibility for equivalency;

12. Eligibility for Independent Practice

To be eligible for independent practice, the applicant shall be registered as an Architect with Architect Council of Thailand (ACT).

13. Gained a minimum of not less than ten (10) years of continuous architectural practice after graduation, of which at least five (5) years shall be after licensure/registration;

- 13.1. A Architect or practitioner is eligible for registration as an ASEAN Architect (AA) if he/she has at least 10 years of relevant practical work experience after completing the accredited or recognized architecture program, of which at least five (5) years shall be after licensure/registration. The Architects should have participated in a

range of roles and activities appropriate to the practice of architecture. Assessment of practical work experience shall be carried out through:

- (a) submission of a report describing the type, significance and level of responsibility of the practical architecture work experience attained over a period of at least 10 years since graduation (using form in **ATTACHMENT 4**). The report shall demonstrate that the candidate has engaged in professional practice which, directly or indirectly, calls upon his architecture knowledge, skills, experience and judgment, and has a significant influence on the technical direction of architecture projects or programs; and
 - (b) a professional interview to review the practical work experience claimed and assesses the relevance and adequacy for registration whenever it deems necessary.
- 13.2. The professional interview shall be conducted by a panel of at least 2 Assessors. During the interview, the candidate must be prepared to answer questions on knowledge of architecture processes and management, understanding of investigation, planning, design, construction, manufacture, operation, maintenance and research (where relevant to his field of work experience), and the Architects Rules (Code of Professional Conduct and Ethics).
- 13.3. Acceptable architecture practical experience includes design, construction documentations, supervision or other architecture experience such as technical, economic and administrative factors affecting architecture works.

14. Completion of at least two (2) years in responsible charge of significant architecture work

The work should have required the exercise of independent architectural judgment, the projects or program concerned should have been substantial in duration, cost or complexity, and the Architect should have been personally accountable for their implementation. In general, an Architect may be taken to have been in responsible charge of significant architectural work when they have:

- (a) planned, designed, coordinated and executed a project of reasonable complexity; or
- (b) undertaken part of a large project based on an understanding of the whole project; or
- (c) undertaken novel, complex and/or multi-disciplinary work.

The specified period of two years may have been completed in the course of the seven years practical experience since licensure, see **ATTACHMENT 4** (Format 1 and 2).

15. Maintenance of Continuing Professional Development (CPD)

- 15.1. The Continuing Professional Development (CPD) policy shall be complied with for updating professional skills, broadening knowledge, and exploring new areas to keep abreast with new technologies, methods of practice, and changing social and ecological conditions. Continuing Professional Development is required by the Professional Regulatory Authority (PRA) for renewal and continuation of registration.
- 15.2. The objectives of CPD program is to reinforce the need for lifelong learning and to provide a framework through which Architects could systematically maintain and

enhance competency to do a job in their area of expertise. MC's requirement on CPD is attainment of a minimum of 60 professional development units (PDUs) over a 5 year renewal qualifying period.

- 15.3. Every ASEAN Architect (AA) shall be required to submit evidence on compliance with the CPD requirements.

16. Compliance with Code of Professional Conduct and Ethics

- 16.1. All architects who are registered with the Council are bound by the Architects Code of Professional Conduct and Ethics and Rules. The MC will also require all Architects who are registered on the AA to be bound by the same Code of Professional Conduct and Ethics and Rules.
- 16.2. Every ASEAN Architect (AA) will be held individually accountable for for his/her actions taken in their professional work. In his/her practice of architecture, he/she shall not have any record of serious violation on technical, professional or ethical standards, either in Thailand or elsewhere.
- 16.4. Every ASEAN Architect is bound by the Code of Professional Conduct and Ethics Rules to practice only in areas which they are competent in.

17. Keeping of records for continuing mutual monitoring

- 17.1. In order to facilitate mutual monitoring, verification of operations of the procedures of participating ASEAN Member Countries and information exchange, the MC shall keep a set of all successful applications for registration on ASEAN Architect Register (AAR), which shall include:
 - (a) a copy of the report describing the practical architecture work experience attained over a period of at least 10 years since graduation, of which at least five (5) years shall be after licensure/registration;
 - (b) a report describing the completion of at least 2 years significant architecture work in which Architect or practitioner was in responsible charge of; and
 - (c) evidence of participation in CPD program.
- 17.2. The MC will carry out annual random audits of at least 5% of the records in the ASEAN Architect Register (AAR) to determine:
 - (a) declarations of participation in CPD; and
 - (b) continued compliance with the conditions of registration.

PART C: REGISTRATION PROCESS

18. Guide to Application for Registration as AA

18.1. General

This section describes the procedures involved in application for and renewal of registration with the MC as ASEAN Architects (AAs).

18.2. Application process

- (a) Application for registration shall be made on the prescribed application form in **ATTACHMENT 2** and submitted to the MC. The type of documents to be submitted, initial registration fee, renewal fee, and where the application is to be submitted are listed in the application form.
- (b) The MC will appoint an Assessment Panel to review and assess the application whenever it deems necessary
- (c) Applicants will be informed of the decision by the MC in writing
- (d) A certificate of registration will be issued to successful applicant. The term of registration shall be one year from the date of registration. Registration is renewal on a yearly basis.

18.3. Assessment Panels

- (a) The MC might appoint Assessment Panels each comprising a Lead Assessor and an Assessor who are senior and experienced registered Architects to review the applications, and carry out professional interviews to assess suitability for registration on ASEAN Architect Register. The Assessment Panels will make recommendations to the MC on whether a candidate should be placed on ASEAN Architect Register.
- (b) Assessors will be appointed based on the following criteria:
 - Registered Architects;
 - Practicing in the same field of architecture as the candidates to be assessed; and
 - Possess more than 10 years of practical experience as registered Architects.
- (c) For an applicant who is a registered Architect, the assessment will be divided into two stages. The Assessment Panel will consider the primary assessment already conducted by the PRA when the candidate applied for and obtained registration as a Architect. The Assessment Panel will review whether the requirements have been satisfactorily assessed by the PRA in the primary assessment, and if not, secondary assessment will be carried out by the Assessment Panel. A professional interview may be conducted by the Assessment Panel if necessary.

18.4 Professional Interview

The Assessment Panel may conduct a professional interview to assess the practical experience in architecture. If an interview is necessary, the MC will inform the applicant of the date/time and venue.

18.5. Assessment Report and Decision

Assessment Panels will prepare and submit its recommendations to the MC. The MC will check to ensure that there is no discrepancy and inadequacy in the assessment procedures.

The MC will consider the recommendations of Assessment Panels and a decision by the MC to register an applicant will require a positive vote from more than 50% , of the committee members.

18.6. Notice of the Results

The MC will inform all candidates of the results of its assessment, including providing reasons for failure where applicable.

18.7. Availability of Assessment Report

The MC will ensure that documents containing information on its assessment of applicants for registration on the ASEAN Architects Register will be made available when requested by the ASEAN Architect Council (AAC) for purposes of review as required under the MRA

ATTACHMENT 3

APPLICATION FOR A ARCHITECT TO BE REGISTERED AS ASEAN ARCHITECT (AA)

(To be completed by Applicant in BLOCK LETTERS)

Name of Architect Applicant :
(As in Passport)

Name of Country of Origin :

Qualification Obtained :

Qualification Place and date obtained :

Architect Registration No.(Country of Origin)

Architect Registration Date :

ASEAN Architect Register (AAR):

Certified Compliance with ASEAN Architect Criteria:

Completed an accredited or recognised architectural program, or assessed recognized equivalent	
Been assessed within their own country as eligible for independent practice	
Gained a minimum of not less than ten (10) years of continuous architectural practice after graduation, of which at least five (5) years shall be after licensure/registration	
Spent at least two years in responsible charge of significant architectural work	
Complied with the Continuing Professional Development policy of the Country of Origin at a satisfactory level	
Confirmed signature on statement of compliance with codes of ethics	

Signed :

Name of Officer Delegated :

ASEAN Architect Monitoring Committee :
(Name of Country of Origin)

Date :

**delete whichever is not applicable*

ATTACHMENT 4
Format 1

SIGNIFICANT ARCHITECTURAL WORK APPLICATION FOR
ASEAN ARCHITECT REGISTRATION

Receipt No. :

Name of Architect (As in Passport) :

Name Title (if any) :

(eg. Mr., Mrs, Ms., Ar., Dr., etc)

Architect Registration No. :

Architect Registration Date :/...../.....

(DD/MM/YY)

Qualification :

Date of Birth :/...../.....

(DD/MM/YY)

Mailing Address :

Postcode :

Country :

Present Company/Work Place Name :

Company/Work Place Address :

.....

Postcode :

Country :

I wish to be placed on the ASEAN Architect Register (AAR) and apply as described below in accordance with the provision that defines two years experience in responsible charge of significant architectural works.

1. Significant Architectural Work Experience (describe in retrospective order, beginning with the most recent one.)

Work No.	Starting Date/ Ending Date/ (months)	Name of Organisations/ Position/Title	Name of Work	Attestant's Column		
				Signature	Relationship of Attestant to Applicant	Tel/Fax

Note: The attestant above shall be, in principle, the representative of the organisation under which the applicant executed his architectural work.

Format 2

- Detailed Description of Significant Architectural Work (Describe, in detail, each work listed in the preceding page.)

Work No.	Position in Architectural Work	Contents of Work (Describe the contents and significance of the work, the applicant's role, and the degree of the applicant's responsibility. Using about 50 words.)

Note: Make a copy of this sheet when an extra sheet is needed.

To ASEAN Architect Monitoring Committee,

I hereby declare that the above descriptions are true to the best of my knowledge.

Signature :

Architect Applicant's name :

Date :

**ATTACHMENT 5
DECLARATION FOR THE APPLICATION AS ASEAN ARCHITECT**

I hereby declare that:

	YES	NO
I am an Architect	<input type="checkbox"/>	<input type="checkbox"/>
I meet the entire requirement as stated in Article 3 of the ASEAN Mutual Recognition Arrangement (MRA)	<input type="checkbox"/>	<input type="checkbox"/>
No disciplinary action have been taken against me	<input type="checkbox"/>	<input type="checkbox"/>
I am not a bankrupt	<input type="checkbox"/>	<input type="checkbox"/>

Others:

.....

.....

.....

Yours Sincerely,

.....

Name:

Identity Card No.:

PE Reg. No.:

Date:

Note: Please tick (v) in the relevant box.