

**MAJLIS PEPERIKSAAN SENIBINA
LEMBAGA ARKITEK MALAYSIA (LAM)**

**HANDBOOK
FOR THE PART III
PROFESSIONAL EXAMINATION**

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November 2006

CONTENTS

- 1.0 INTRODUCTION
- 2.0 PROFESSIONAL REGISTRATION WITH THE BOARD OF ARCHITECTS MALAYSIA
- 3.0 THE EXAMINATION
- 4.0 AIM OF THE EXAMINATION
- 5.0 VENUE AND FREQUENCY OF THE EXAMINATION
- 6.0 APPLICATION PROCEDURE
- 7.0 QUALIFICATIONS FOR ACCEPTANCE
- 8.0 EVIDENCE OF PRACTICAL EXPERIENCE
- 9.0 REFERENCE MATERIALS
- 10.0 GENERAL

APPENDICES

1.0 INTRODUCTION

- 1.1 This Handbook is issued by the Majlis Peperiksaan Senibina - LAM (hereinafter referred to as the Examination Council) for the information of all registered Architects as a guide in their preparation for the Part III Professional Examination.
- 1.2 This Handbook is to be read in conjunction with the Practical Experience Log Book. In the event of discrepancies, the Handbook provisions shall prevail.

2.0 PROFESSIONAL REGISTRATION WITH THE BOARD OF ARCHITECTS MALAYSIA

- 2.1 In accordance with the Architects Act 1967, passing the Part III Professional Examination is one of the qualifications to register as a Professional Architect with the Board of Architects Malaysia.
- 2.2 There is no exemption from this Examination for the above purpose.

3.0 THE EXAMINATION

- 3.1 The Examination is conducted by the Majlis Peperiksaan Senibina-LAM pursuant to Section 4(1)(ga) of the Architects Act 1967.
- 3.2 The Examination Council may appoint an Examination Panel, consisting of such members from among registered Professional Architects, to assist in conducting the Part III Professional Examination.
- 3.3 The Examination involves :-
 - a) submission of application and relevant documentation
 - b) submission of the Practical Experience Log Book and the Professional Experience Evaluation Report
 - c) an oral examination
 - d) a written examination

- 3.4 The scope of the Examination follows the syllabus as shown in **Appendix I** to this Handbook.

3.5 Practical Experience Log Book

The Practical Experience Log Book (hereinafter referred to as the Log Book), shall be completed in accordance with Clause 8.1 and submitted by 1st March, the closing date for the examination of each year.

3.6 Oral Examination

- 3.6.1 The Oral Examination will be held after submission of the applicant's Log Book and before the Written Examination.
- 3.6.2 The Oral Examination will test the applicant's proficiency in professional practice. If the applicant fails the Oral Examination, he will not be permitted to sit for the Written Examination and a portion of his examination fee will be refunded.

3.7 Written Examination

The Written Examination is normally held in July of each year.

4.0 AIM OF THE EXAMINATION

- 4.1 The aim of this Examination in professional practice is to establish the required level of practical experience, skill, competency and maturity which an applicant ought to have attained to fulfill his professional duties, responsibilities and obligations while practising his profession as a Professional Architect in Malaysia.
- 4.2 The applicant is expected to be knowledgeable with the duties and responsibilities of the Professional Architect in his dealings with his fellow Professional Architects, the public, the approving authorities and other component parties of the building industry.
- 4.3 The practical training is designed to contribute towards the applicant's acquisition of the required skills and knowledge to discharge his professional responsibility competently and diligently.

5.0 VENUE AND FREQUENCY OF THE EXAMINATION

- 5.1 The centre for the Examination is at Kuala Lumpur or at any other places as determined by the Examination Council.
- 5.2 The Examination is held once a year. However the Examination Council reserves the right to conduct additional examinations at its discretion.

6.0 APPLICATION PROCEDURE

- 6.1 New applicants who wish to appear for the Examination must register with the Examination Council a year in advance. The closing date for this registration is 1st March of each year.
- 6.2 Application must be made on the prescribed form available from the Examination Council at the Secretariat of the Board of Architects Malaysia or from the Board's website.
- 6.3 The application must be accompanied with evidence of academic and professional qualifications and completed Log Books, Professional Experience Evaluation Report and any other necessary documents.
- 6.4 The application must be accompanied with the prescribed examination fee, an amount to be determined by the Examination Council.
- 6.5 Repeaters are eligible to resit the Written Examination in the subsequent year upon registration before 1st March of that year, subject to satisfying the requirements under Clauses 6.4 and 8.2.

7.0 QUALIFICATIONS FOR ACCEPTANCE

- 7.1 Applicants must be registered as an Architect with the Board of Architects Malaysia pursuant to Section 10(1)(a) of the Architects Act 1967.
- 7.2 Under the provisions of Section 10(1)(b) of the Architects Act 1967, a registered Architect shall be required to obtain such practical experience as may be prescribed by the Board of Architects Malaysia.
- 7.3 Under rule 26(1) of the Architects Rules 1996, a registered Architect is required to complete the relevant practical experience before he/she can be considered to sit for the Part III Professional Examination. Such practical experience is as indicated in the log book.
- 7.4 The stipulated scope and period of practical experience are as follows :-
 - a) The minimum period of practical working experience required is two (2) years (104 weeks) which must be obtained subsequent to registration as an Architect with the Board of Architects Malaysia.

The stipulated period is to be completed by **1st March**, the closing date for the Examination of each year.

- b) At least one and a half (1½) years of these two years of practical working experience shall be in an architect's office, of which one (1) year shall be obtained in Malaysia in a Professional Architect's office which is registered with the Board of Architects Malaysia.
- c) Periods of practical working experience in any Professional Architect's office of **less than one (1) year** duration at any one time will not be counted towards the total period of practical working experience.
- d)* Post-graduate research in a relevant area **related to the built environment** of up to a year's duration acceptable to the Examination Council may also be counted towards the required practical experience, provided that such experience is substantively supervised by at least an associate professor of a recognised university or institute of higher learning. Additionally such research must be principally authored by the applicant and recognised by the university as a substantive research document. Post-graduate research conducted on a commercial basis shall not be regarded as part of the practical experience unless prior approval had been obtained from the Examination Council.
- e)* The applicant who, after having registered as an Architect, has further completed not less than **two (2) years** of full time teaching in a university or an architectural educational institution in Malaysia together with not less than a total of **two thousand three hundred and seventy (2370) hours** of acceptable continuous part-time practical experience in a Professional Architect's office which is registered with the Board of Architects Malaysia, may also qualify for the required practical experience.
- f)* Practical experience in offices as defined in MPS-LAM 3 of the Practical Experience Log Book, other than an architect's office will be counted towards the required practical experience up to six (6) months subject to further compliance with Clause 7.4 (b) of this section. The experience so obtained in those offices by the applicant must cover a reasonable range of professional activities to be

carefully described under MPS-LAM 3 of the Practical Experience Log Book or if more written space is required, in a separate accompanying report.

Such experience must be under the supervision of an in-house Professional Architect, Engineer, Quantity Surveyor or Town Planner who is registered with the respective Boards. In the case of those working with building manufacturers, supervisors must be allied professionals registered with the respective Boards.

Note : * An applicant under this category of experience will also have to complete and submit a Professional Casework Submission as explained under Clause 8.4 (b).

8.0 EVIDENCE OF PRACTICAL EXPERIENCE

8.1 The following evidence of practical experience must be submitted :-

- a) The applicant is required to have recorded his practical experience covering the full scope of basic architectural services in the prescribed log book strictly in accordance with the instructions specified therein. The accuracy of the records must be authenticated, signed and dated by his/her Supervising Professional Architect to reflect periodic supervision by his/her Supervising Professional Architect.
- b) The log book and/or any other evidence of the applicant's practical experience will be examined by the Examination Panel to determine the qualification of the applicant. **Incomplete and inadequate submissions shall be rejected.**

8.2 An applicant who has failed is allowed to resit the Written Examination in the following year on the basis of the practical experience recorded in the Log Book submitted together with the first application. However, **this basis shall be restricted to every three (3) attempts only.** Before an applicant is accepted for the fourth (4th) and subsequent attempts, the Examination Council requires the applicant to submit an updated Log Book and Professional Experience Evaluation Report in respect of the practical experience for another one calendar year since the date of the Examination in which he/she last failed, after every subsequent three attempts.

8.3 **Log Books shall be entered regularly, to be signed and stamped immediately by the Supervising Professional Architect** and indicating his/her registration number with the Board of Architects Malaysia. Applicants are advised not to delay in filling their Log Books.

8.4 **Reports to be submitted by all new applicants and repeaters for the fourth (4th) and subsequent attempts:**

- a) **Professional Experience Evaluation Report**
All applicants are required to submit a written appraisal in **around 2000 words** covering the entire period of his/her professional experience. It should not be merely a list of offices and projects; it should state the experience learned at first hand of the various stages of works covering the full scope of basic architectural services, with good and bad practices clearly distinguished, analysed and commented upon as appropriate.

For further details please refer to **Appendix II.**

b) **Professional Casework Submission**

Where deemed necessary after scrutiny of the application by the Examination Council, the applicant may also be required to submit a Professional Casework. Applicants with category d, e or f types of experience under Clause 7.4, have to complete a Professional Casework for submission in addition to the Professional Experience Evaluation Report. The submission shall consist of concise material selected by the applicant to provide tangible evidence of practical experience at a professional level.

For further details please refer to **Appendix III**.

The submission shall include a selection of drawings, copies of documents relevant to the casework, a few progress photographs and factual commentary.

- 8.5 Any application which does not comply fully with all the above requirements shall be rejected by the Examination Council and the applicant shall be ineligible to continue further with the Examination.

9.0 REFERENCE MATERIALS

- 9.1 Candidates will be provided with the following documents for reference during the Written Examination :

- a) Architects Act 1967
- b) Architects Rules 1996
- c) Architects (Scale of Minimum Fees) Rules 1986
- d) Uniform Building By-Laws 1984
- e) Streets, Drainage and Building Act 1974
- f) PAM Standard Form of Contract
- g) PAM Standard Form of Sub-Contract
- h) Housing Development (Control and Licensing) Act 1966

- 9.2 No other documents will be permitted to be brought into the Examination Room.

10.0 GENERAL

- 10.1 Information requested in the Application Form must be fully and legibly completed. Relevant supporting documents (degree/diploma, testimonials, etc) shall accompany the completed Application Form. These documents shall be verified and certified by a Professional Architect registered with the Board. Any incomplete details in the Application Form can possibly lead to the disqualification of the applicant from taking the Examination.

- 10.2 An applicant may withdraw from the Examination stated under Clause 3.3 or part thereof. There shall be no refund of the examination fees if the withdrawal is made within thirty (30) calendar days prior to the Examination.

- 10.3 Official results will be announced by the Examination Council and the applicants will be notified in writing.

- 10.4 Any applicant who fails may request within two weeks after the announcement of the official results for his papers to be reviewed, not amounting to remarking, and upon

payment of a fee which shall be twice the examination fee. The result of the review shall be final.

- 10.5 Applicants must have completed their relevant practical experience by 1st March, the closing date of the Examination of each year.
- 10.6 Any applicant who fails the Written Examination may apply to resit the Examination in the following year subject to Clause 6.4 .

PART III PROFESSIONAL EXAMINATION

THE SYLLABUS

1.0 Professional Legislation and Professional Bodies

- a) Professional Legislations -
 - Architects Act 1967
 - Architects Rules 1996:
 - Second Schedule : Code of Professional Conduct for Professional Architects
 - Third Schedule : Conditions of Engagement of a Professional Architect
 - Fourth Schedule : Memorandum of Agreement between the Client and the Professional Architect for Architectural Consultancy Services
- b) Professional Bodies -
 - Board of Architects Malaysia and its functions
 - Majlis Peperiksaan Senibina-LAM
 - Majlis Pengajian Senibina Malaysia
 - Pertubuhan Akitek Malaysia and its functions
- c) Allied Professional Institutions and their basic functions.

2.0 Professional Architect's Role in Society

- a) As a professional person -
 - Possess special skills and knowledge
 - Governed by Code of Professional Conduct
 - Maintain Competency
 - Integrity and Honesty
- b) Knowledge, skills and image as a -
 - Public sector Professional Architect
 - Private sector Professional Architect
 - Salaried Professional Architect
- c) Privileges of a Professional Architect -
 - Right to use abbreviation 'Ar.' before and 'P. Arch.' after his name
 - Right to provide 'architectural consultancy services'
 - Right to submit plans and drawings to any person or local authority in Malaysia
- d) The Risk (liabilities) of a Professional Architect -
 - Contractual liability
 - Quasi – contractual liability
 - Liability under Tort
 - Criminal liability

3.0 Professional Architect's Practice

- a) Architectural practice as a service industry
- b) Different forms of practice:
 - Sole Proprietorship
 - Partnership (Partnership Act)
 - Architectural Body Corporate
 - Multi-disciplinary Body Corporate } Companies Act 1967
- c) Office Administration
 - Financial planning & controls
 - Accounting in compliance with Income Tax Act and Service Tax Act
 - Statutory contributions for employers and employees
 - Billing for fees and reimbursables
 - Labour Laws
 - Professional Indemnity Insurance
- d) Management Functions:
 - Leadership ability
 - Communication skills
 - Business skills
- e) Appointment of Professional Architects and Consultants:
 - Memorandum of Agreement
 - Conditions of Engagement
 - Architects (Scale of Minimum Fees) Rules 1986
 - Schematic Design Phase
 - Design Development Phase
 - Contract Documentation Phase
 - Contract Implementation and Management Phase
 - Relationship with other Consultants and liabilities
 - Relationship and Professional dealings with Clients
- f) Marketing of Professional Services:
 - Code of Professional Conduct
 - LAM's General Circulars
- g) Continuing Professional Development
- h) Quality Assurance

4.0 Building Legislations and Regulations

- Local authority & other statutory bodies
- The Town Board Enactments
- The Street Drainage and Building Act 1974
- Federal Territory Planning Act 1982
- The Municipal Ordinance and By Laws
- Uniform Building By-Laws 1984
- Town & Country Planning Act 1976
& other Town Planning Legislations

- National Land Code 1965 – Conversion, Subdivision & Amalgamation
- Strata Titles Act 1985
- Housing Development (Control & Licensing) Act 1966
- EIA, The Land Conservation Act, etc
- Arbitration Act 1952 and Arbitration Procedure

5.0 Building Contract Administration

- a) Types of Building Contract
 - PAM Standard Form of Contract Private Edition 1998 (With and Without Quantities)
 - CIDB Form of Contract
 - JKR Form of Contract
- b) Tender documentation, tender process and award
- c) Contract Administration:
 - Insurance
 - Nominated Subcontractor Awards
 - Progress payments
 - Certification
 - Architect's Instruction and Variations
 - Shop drawing approvals
 - Site supervision
 - Liquidated Ascertained Damages/Extension of Time
 - Aspects of construction law
- d) Resolution of Dispute:
 - Mediation
 - Adjudication
 - Arbitration
 - Litigation
- e) Building Procurement System
 - Traditional System
 - Design and Build
 - Turnkey
 - Construction Management

PART III PROFESSIONAL EXAMINATION

Guidelines for the preparation of the Professional Experience Evaluation Report as required under Clause 8.4(a) of the Handbook.

General Notes for Information

1) **The objectives of the Examination :**

- a) The aim of the Part III Professional Examination is to establish a required level of practical experience, skill, competency and maturity which an applicant ought to have attained to fulfill his professional duties, responsibilities and obligations while practising his profession as a Professional Architect in the Malaysian context.
- b) The applicant is expected to be knowledgeable with the duties and responsibilities of the Professional Architect in his dealings with his fellow Professional Architects, the public, the approving authorities and other component parties of the building industry.

2) **Reasons for the requirement of Professional Experience Evaluation Report**

- a) It is part of the whole Part III Professional Examination.
- b) As detailed evidence of adequate experience and exposure in various aspects of architectural practice and to complement the Log Book.
- c) Serves as a record of practical experience which covers the various problems, their solutions and the proper management of project implementation professionally which may cover more than one project.

3) **Report Requirement**

Applicants are to select as wide a range of work as possible and describe each selected project under the following broad headings :-

- a) Role of Applicant pertaining to each project selected;
- b) Aspects of Professional Practice experienced by the applicant in each selected project which the applicant considers relevant and which achieves the objectives of 1(a) and 1(b) above;
- c) Other Aspects, such as Office Management, Contract Management, etc which the applicant considers relevant;
- d) Problems of Practice experienced in the project, their solutions and relevant comments;
- e) Description of each selected project must be certified by the applicant's supervisor as follows :

“I certify that (Name of Applicant) has been involved in this project and that the applicant, in my opinion, has demonstrated his professional competence in carrying out his duties.”

4) General

- a) The report shall not be merely a list and short descriptions of projects.
- b) The report shall reveal sound judgement in solving practical problems and procedures followed by the applicant.
- c) The report will assist the Examiner in his assessment as to whether the applicant is adequately exposed to Professional Practice and is to be recommended for acceptance to the remainder of the Part III Professional Examination.
- d) Applicants whose Professional Experience Evaluation Report is inadequate will not be allowed to proceed further with the Part III Professional Examination and will be deemed to have failed.

PART III PROFESSIONAL EXAMINATION

Guidelines for the preparation of the Casework Submission Report as required under Clause 8.4(b) of the Handbook.

1) Introduction

A case study of a project is to be presented in a report format by applicants who apply to appear for the Examination under the following categories :

- a) Applicants who have been teaching for 2 years and have 2370 hours of part-time practical experience;
- b) Applicants who have been doing research for part of the minimum period of 2 years of practical experience;
- c) Applicants who have been working under a town planner for part of the minimum period of 2 years practical experience;
- d) Any other applicants who have been imposed this additional requirement by the Examination Council at its discretion.

2) Project

The project chosen should

- a) cover the most number of stages of work (e.g. schematic design, design development, contract documentation and contract implementation and management) in which an applicant has obtained his practical experience;
- b) be the one which the applicant has been handling for a major part of his practical experience.

3) Define Scope of Work and Role

For the chosen project the applicant shall clearly define

- a) the size of the project team in the Architect's office and how experienced are the other members;
- b) the scope of work of the applicant and his role vis-a-vis the other members of the team;
- c) the average number of hours per week spent by the applicant on this project.

Note : This part of the report is to be verified as correct by the Supervising Professional Architect.

4) Analysis of Work Done

Elaborate on the details given in the practical experience Log Book by explaining the progress of the project and the experience obtained. The following format is to be followed :

<u>Week no.</u>	<u>Stage of Work</u>	<u>Description of work performed by applicant</u>	<u>Significant events and/or experience</u>	<u>Evidence of training</u>
(1)	(2)	(3)	(4)	(5)

Notes

- a) In column (1), fill up the week no. as in the practical training log book.
- b) In column (2), fill up the stage of work as given in the practical training log book.
- c) In column (3), describe the nature of the work.
- d) In column (4), highlight any special events, significant happenings or interesting experience gained.
- e) In column (5), give references to substantiate where possible e.g. minutes of site/consultant’s meetings, progress certificates, Architect’s instructions, correspondence, drawings of interest, photographs, etc. All these must be labelled as appendix and the reference number given in column (5).

Note This part of the report is to be verified as correct by the Supervising Architect.

5) Applicants’ Analysis of Experience Gained

Applicant to analyse the experience gained with reference to only this project and his shortcoming under the following categories :

- a) Dealing with contractors/suppliers
- b) Dealing with consultants
- c) Dealing with clients
- d) Dealing with authorities

6) Declaration

Applicant to sign the case study report with a declaration that what is being submitted is true to the best of his knowledge.

