



ARCHITECTS REGISTRATION BOARD

**ARB GUIDELINES FOR
GRADUATE MEMBERS' PROFESSIONAL QUALIFICATION
UNDER SECTION 4 OF THE ARB ACT**

February 2019

Contents

LIST OF ABBREVIATIONS.....	ii
1.0 INTRODUCTION.....	1
2.0 PRE-QUALIFICATION EXERCISE STAGE 1	1
2.1 Eligibility for Internship	1
2.3 Training Duration	3
2.4 Appointment of Employment Mentors (EM)	3
2.5 Quarterly Professional Training Report (QPTR)	4
2.6 Continuous Professional Development (CPD).....	5
3.0 DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL MENTOR	5
4.0 DUTIES AND RESPONSIBILITIES OF THE SECONDARY MENTOR.....	6
5.0 DUTIES AND RESPONSIBILITIES OF THE CANDIDATE	6
6.0 PRE-QUALIFICATION EXERCISE STAGE 2	7
7.0 PROFESSIONAL TRAINING SEMINARS.....	8
8.0 PROFESSIONAL WRITTEN EXAMINATION.....	9
9.0 PROFESSIONAL ORAL EXAMINATION.....	10
10.0 APPEALS.....	11
11.0 POSTPONEMENT.....	12
12.0 EXEMPTIONS	12
13.0 NUMBER OF EXAMINATION ATTEMPTS.....	12
14.0 APPENDICES.....	13
14.1 APPENDIX I: PROFESSIONAL EXPERIENCE QUARTERLY REPORT (PEQR)	13
14.2 Appendix II: PROFESSIONAL TRAINING CRITERIA.....	17
14.2.1 Criterion 1: Professionalism	17
14.2.2 Criterion 2: Clients, users and delivery of services	17

14.2.3	Criterion 3: Practice and Management.....	18
14.2.4	Criterion 4: Legal Framework and processes.....	19
14.2.5	Criterion 5: Building Procurement	19
14.3	Appendix III. APPLICATION & DECLARATION FORM FOR ADMISSION TO PROFESSIONAL PRACTICE EXAMINATION	20
14.4	Appendix IV. PRE –QUALIFICATION REQUIRMENTS TO SIT ARB PROFESSIONAL EXAMS	21

LIST OF ABBREVIATIONS

ARB	-	ARCHITECTS REGISTRATION BOARD
USA	-	UGANDA SOCIETY OF ARCHITECTS
BOE	-	BOARD OF EDUCATION
PM	-	PRINCIPAL MENTOR
SM	-	SECONDARY MENTOR
QPTR	-	QUARTERLY PROFESSIONAL TRAINING REPORT

Interpretations

In this document, unless the context otherwise requires-

1. **“Graduate Architects”** are persons who have fulfilled their degree requirements in an Architecture program as recognized by ARB.
2. **“Principal Mentor”** A Registered Architect with not less than four years in practice who will engage with the intern during the training period.
3. **“Secondary Mentor”** A Registered Architect with not less than two years in practice who will engage with the intern during the training period (*This mentor cannot work independent from the Principal Mentor*)
4. **“Examiners”** These Architects set the exams and mark the candidates.
5. **“Facilitators”** These are Architects training the Candidates during the seminars.
6. **“Quarterly Professional Training Report (QPTR)”** This is a standard document by the Board that the intern uses to fill in a record of their training.

7. **“Internship”** The period that a graduate architect works in the practice of architecture in order to gain experience.
8. **“Corporate member”** shall mean persons who have passed the professional examinations set by the Board and USA **and are registered as such with USA.**
9. **“Registered Architect”** means a person whose name is for the time being entered in the register of the ARB and ***has cleared all his practicing license*** dues for each year in practice.

1.0 INTRODUCTION

- 1.1 **Section 10 (b) of the Architects Registration Act Cap 269** provides that “Any one shall be entitled, on making an application to the Board be entered in the Register if he/she has a degree from a recognized institution, has had practical experience of two years and has passed the professional examination conducted by the Board”.
- 1.2 ARB can delegate this role to an examining entity or any other body of its choice.
- 1.3 All activities herein this Professional training will be overseen by the Board.
- 1.4 These guidelines are prepared by the ARB and set out a framework for the entire training and examination process.
- 1.5 These guidelines facilitate prospective candidates undertaking training for registration with ARB.
- 1.6 All graduate architects shall receive a copy of the guideline document and are expected to familiarize themselves with the guidelines prior to and during the training period.

2.0 PRE-QUALIFICATION EXERCISE STAGE 1

2.1 Eligibility for Internship

- (a) The Graduate Architect must have graduated from an accredited programme and school that is recognized by the Board. The Graduate Architect must be a Ugandan or a member of one of the East African Partner states.

Eligibility for those who hold an undergraduate degree from East Africa as recognized by ARB

- a) An application shall be submitted by the Graduate Architect to the Board. The application shall contain a cover letter and certificates of qualifications and transcripts shall be attached.
- b) The Board shall at this point write to the relevant institution i.e. University in that country to ascertain authenticity of the applicant’s qualifications.

- c) The Board should receive a Letter of clearance for the Graduate Architect from the institution. The Letter of Clearance should indicate that the Graduate attended the University to completion and that they graduated with the purported qualification presented to the Board.
- d) The Board shall determine whether or not to interview the applicant.
- e) The Board will communicate its position on eligibility for internship for the Graduate Architect.

Eligibility for internship for those who hold a valid under graduate degree from abroad (beyond East Africa)

- a) An application shall be submitted by the Graduate Architect to the Board. The application shall contain a cover letter and certificates of qualifications and transcripts shall be attached.
- b) Applicant should attach a letter from NCHE equating their qualifications.
- c) The Board shall at this point write to the relevant institution i.e. University in that country to ascertain authenticity of the applicant's qualifications.
- d) The Board should receive a Letter of clearance for the Graduate Architect from the institution. The Letter of Clearance should indicate that the Graduate attended the University to completion and that they graduated with the purported qualification presented to the Board.
- e) The Board shall proceed to interview the applicant.
- f) The Board will communicate its position on eligibility for internship for the Graduate Architect.

Eligibility for internship of foreign students in Uganda

- a) All students who do their internship in Uganda should be through an exchange programme.
- b) The Ugandan students on this kind of exchange programme should also be given an equivalent period for internship, similar to their counterparts interning in Uganda.
- c) The Board has to be notified in writing, of such intended internship at least 3 months before it commences.

- (b) Where there is evidence of failure to get internship placement, a Graduate Architect may identify a project and approach the Board for guidance of placement with a Principal Mentor.

2.2 This professional training and examination is only for recognized paid up Graduate Architect members of USA.

2.3 Training Duration

- (a) The minimum 2-year training period will commence from the start of actual work under supervision by a Principal Mentor, the Graduate Architect having received communication from the Board to proceed with internship.
- (b) Professional Training shall cover a minimum period of 24 months under the mentorship and supervision of a Principal Mentor who must be a qualified Registered Architect and Corporate member of USA holding a minimum of four years of registration as a practicing Architect.
- (c) Any period of mentorship, employment and supervision that is less than six months shall not form part of the 24 months.
- (d) In the event that the student has trained outside Uganda, he must provide satisfactory evidence of their experience in a foreign office and will be subjected to the minimum 24 months period of training in Uganda to meet the requirements stipulated in Appendix IV

2.4 Appointment of Employment Mentors (EM)

Principal Mentor

- (a) Each candidate must have a Principal Mentor within the place of Employment who shall directly supervise, advise and mentor the intern during the Professional training period.
- (b) The Principal Mentor should be a Registered Architect with ARB and a Corporate member of USA. He/she should hold their registration for a minimum of 4 years prior to commencement of this training period.
- (c) At the beginning of the training period, the Principal Mentor should communicate to ARB in writing of acceptance of responsibility to train the candidate.

- (d) An intern may have more than one Principal Mentor but not more than two within the minimum 24 months training period. However, an intern cannot have two Principal Mentors at the same time.

Secondary Mentor

- (e) A candidate may have a Secondary Mentor who may or may not be within the place of Employment but has worked directly with the intern to directly supervise, advise and mentor the intern during the Professional training period.
- (f) The Secondary Mentor should be a registered Architect with ARB and a Corporate member of USA. He/she should hold their registration for a minimum of 2 years prior to commencement of this training period.
- (g) The Principal Mentor must be aware of the Secondary Mentor and the content of the assignments carried out by the intern with him/her. At the beginning of the training period, this Secondary Mentor should communicate to the Principal Mentor in writing of acceptance of mentoring the intern.
- (h) An intern may have more than one Secondary Mentor but not more than two within the minimum 24 months training period. However, an intern cannot have two Secondary Mentors at the same time.

2.5 Quarterly Professional Training Report (QPTR)

- (a) From commencement of the internship period as per Item 2.3.1 above, the candidate should diligently fill out the record of the quarterly training during the course of their training and submit it to the Board for review.
- (b) Interns are at liberty to undergo professional training for periods longer than the mandatory 24 months. However, quarterly reports must be submitted to the Board at the end of each quarter for the entire duration of the training period.
- (c) The minimum required 24 month period is specific to those under full time employment. However, those not in full time employment for what is deemed reasonable grounds by the Board, the equivalent of 24 months will be determined as the minimum.
- (d) A record of this QPTR must be submitted to the ARB Secretariat twice a year; every second Friday of January and every first Friday of July.

(e) The duration of the Quarters shall be as follows:

- a) 1st Quarter: January - June
- b) 2nd Quarter: July - December
- c) 3rd Quarter: January - June (2nd year)
- d) 4th Quarter: July - December (2nd year)

2.4.5 The template for QPTR is provided in Appendix I of these guidelines.

2.6 Continuous Professional Development (CPD)

- (a) Interns are expected to attend a minimum of 60% of all CPD seminars organized by USA. Note that ARB workshops are only for registered Architects unless special invitation is extended to the interns.
- (b) Consideration will be taken for interns who take part in any architectural professional development exercise including but not limited to research, specialized training, and international conferences.

3.0 DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL MENTOR

The following are the duties and responsibilities of the Principal Mentor:

- 3.1** During Professional experience, the status of the intern is that of employee first and foremost and should be handled in a manner befitting of the terms and conditions of his/her employment contract.
- 3.2** The workplace should be an environment where the candidate can learn new skills and develop his/her professional abilities within a structured setting.
- 3.3** The Principal Mentor is expected to train the candidate in all areas of the Professional training criteria as laid out in Appendix II summarized as:
 - a) Professionalism
 - b) Clients, users and delivery of services
 - c) Practice and Management
 - d) Legal Framework and processes
 - e) Building Procurement

- 3.4** There are three undertakings that should be regarded as setting a minimum standard when engaging a Graduate Architect who is undergoing professional training in preparation for the professional examination;
- (a)** To give a candidate reasonable opportunities to gain adequate depth and breadth of experience which will allow them to develop competence in accordance with the ARB professional training criteria.
 - (b)** The Principal Mentor may nominate an experienced Architect who will be personally responsible for directing the intern's work and supervising and guiding the intern's professional experience so that the range, quality and depth of activities undertaken shall be such as to satisfy the objectives of the professional training. This person is known as the Secondary mentor.
 - (c)** To sign, date and comment upon the intern's QPTR in a fair, accurate and timely manner at the end of each 6-month training period.

4.0 DUTIES AND RESPONSIBILITIES OF THE SECONDARY MENTOR

The following are the duties and responsibilities of the Secondary Mentor:

- 4.1** The Secondary Mentor may or may not train the candidate in all the areas of the Professional training criteria as laid out in Appendix II summarized as:
- a) Professionalism
 - b) Clients, users and delivery of services
 - c) Practice and Management
 - d) Legal Framework and processes
 - e) Building Procurement

5.0 DUTIES AND RESPONSIBILITIES OF THE CANDIDATE

The following are the duties and responsibilities of the intern.

- 5.1** To comply with the principles of professional conduct and ethics and the USA code of professional conduct.
- 5.2** To notify the ARB Secretariat of the name and address of his/her employer and Principal Mentor.

- 5.3 To take responsibility for his/her own learning, so that by the end of the professional experience, he/she will be ready to accept the responsibilities of a Registered Architect.
- 5.4 Complete the quarterly training reports in a fair, open and timely manner.

6.0 PRE-QUALIFICATION EXERCISE STAGE 2

- 6.1 The intern should apply to the Board expressing their intent to sit for the professional exams. This communication should be made at any time after the fourth quarter of their training period, and not later than the first Friday of July of the year in which they wish to do their exams.
- 6.2 Candidates for the ARB professional examinations must meet the following criteria:
- (a) **Paid up all Examination dues.**
 - (b) **Paid up membership dues** for USA graduate membership for a period not less than 2 years
 - (c) Should have had an internship period not less than 24 months in Uganda or any of the East African Partner States prior to the date of submission of application for the professional examination.
 - (d) **Provided Academic qualification.** The Graduate Architect/intern must have graduated from an accredited programme and school that is recognized by the Board. The Graduate Architect must be a Ugandan or a member of the East African Partner states.
 - (e) **Provided Bound Log- Sheets;** Candidates are to submit log sheets extracted from the East African Institute of Architects (EAIA) compendium covering the entire period of training in chronological order. The log sheets should be a true record of activities of projects handled. Each project is to be covered by log-sheet(s) filled in hours to 0.5 of an hour. Candidates are to include any areas not covered in the standard log-sheets on a separate A4 size page. All log sheets are to be signed by the project registered Architect/Principal Mentor and are to include the registration number issued to that Architect by the Architects Registration Board.
 - (f) **Quarterly Professional Training Reports** covering a minimum period of 24 months under the mentorship and supervision of a Principal Mentor. Any period of employment that is less than six months shall not form part of the 24 months.

7.0 PROFESSIONAL TRAINING SEMINARS

- 7.1** A briefing seminar shall take place at the start of the 1st Quarter and is expected to be attended by all Graduate Architects/interns expecting to seat Professional examinations that same year, or at any time in the near future. This briefing will introduce the interns to the contents of this document, as well as the topics required as criteria during their training. These include;
- a) Professionalism
 - b) Clients, users and delivery of services
 - c) Practice and Management
 - d) Legal Framework and processes
 - e) Building Procurement
- 7.2** Seminars will be held only once a year anytime from August to September prior to the written & oral examinations. This will summarize all that the candidates have learnt and will cover every criteria listed in 5.1 above.
- 7.3** These seminars will be facilitated by experts or individuals who have proven to have credible grasp of the different criteria; these will be selected by the Board.

The minimum criteria for selection of facilitators are as follows;

- a) Must be a Registered Architect with the Architects Registration Board of Uganda.
 - b) Must have membership with the USA or with at least one of the East African Institute of Architects membership bodies.
 - c) Must have a minimum of 10 years' experience in active practice.
 - d) Must be a person of good standing with the Board and Society with no criminal record and/or having been found guilty in a disciplinary case, or have an ongoing Disciplinary case.
- 7.4** Public Notification of this seminar will be communicated officially by ARB to all candidates not less than 7 days prior to the start of the seminars.

8.0 PROFESSIONAL WRITTEN EXAMINATION

8.1 Examiners

Criteria for selection of examiners

- (a) The Examiner should be a Registered Architect with ARB and a Corporate member of USA. He/she should hold their registration for a minimum of 10 years.
- (b) The Examiner is expected to be one with an evidenced good understanding and knowledge in the specific area of examination for which they are tasked.
- (c) It is of advantage for the Examiner to have experience in academia at any one of the institutions offering an architectural degree program recognized by the Board.
- (d) Must be a person of good standing with the Board and Society with no criminal record and/or having been found guilty in a disciplinary case, or have an ongoing Disciplinary case.

8.2 All Examiners shall attend a briefing by the Board after they have accepted to participate in the conduct of examination. Briefing will include;

- a) Format of the exam
- b) Compensation marks
- c) Examination outcomes to reveal the candidate's understanding of the subject matter rather than head knowledge.

8.3 Professional written Examinations shall be conducted twice a year;

a) Right after the Seminars from/in September to/or October

Every Candidate that attends the seminars must have their exams taken at that same time UNLESS there is a reason that demands otherwise and is deemed satisfactory by the Board.

b) From/in March to/or April

Candidates that did not sit their exams in the preceding year when they attended the seminars are allowed to sit them at this time. Also, Candidates that failed their exams in the same preceding year in item 8.3 (a) above are allowed to sit them again during this time.

8.4 The exams and marking scheme will be set by a chief examiner who will be appointed by the Board. Exams will be set in liaison with facilitators of the seminars.

8.5 The examinations shall comprise 2 written examinations and an oral examination and will test the candidates' competence based on the professional training criteria as detailed in 7.0 above.

(a) PAPER I - Duration: 4 hours

This paper shall examine the candidate's competence in criteria 1-3.

- a) Criterion 1: Professionalism
- b) Criterion 2: Clients, users and delivery of services
- c) Criterion 3: Practice and Management

(b) PAPER II - Duration: 3 hours

This paper shall examine the candidate's competence in criteria 4-5.

- a) Criterion 4: Legal Framework and processes
- b) Criterion 5: Building Procurement

8.6 A candidate must score at least 50% of the marks awarded in each paper to pass the Written Exams. (An average in the two exams is not to be considered).

8.7 The ARB will release the marks of these examinations 3 weeks after the examination date.

9.0 PROFESSIONAL ORAL EXAMINATION

9.1 Panelists

Criteria for selection of Panelists

- (a)** The Panelist should be a Registered Architect with ARB and a Corporate member of USA. He/she should hold their registration for a minimum of 10 years.
- (b)** The Panelist should be a credible Professional with knowledge in the different criteria to be examined.
- (c)** Must be a person of good standing with the Board and Society with no criminal record and/or having been found guilty in a disciplinary case, or have an ongoing Disciplinary case.

9.2 All Panelists will receive communication from the Board after they have accepted to participate in the conduct of examination. Communication will highlight;

- a) Purpose of the exam (to test the candidates' ability to verbally articulate their professional experience)

- b) Marking scheme
 - c) Expected outcomes of the examination
- 9.3** Each panelist should have detailed marks of the candidate's results to determine the candidate's pass or fail.
- 9.4** These examinations will be conducted in a period not less than 4 weeks after the written exams
- 9.5** Professional oral Examinations shall be conducted twice a year;
- (a) Right after the Seminars from/in September to/or October**
- Every Candidate that attends the seminars must have their exams taken at that same time UNLESS there is a reason that demands otherwise and is deemed satisfactory by the Board.
- b) From/in March to/or April**
- Candidates that did not sit their exams in the preceding year when they attended the seminars are allowed to sit them at this time. Also, Candidates that failed their exams in the preceding year in item 9.5 (a) above are allowed to sit them again during this time.
- 9.6** Candidates face a panel and answer questions based on all the criteria of the Professional training period in the presence of the Chair BOE and a nominated member of the Education Committee of the Board. A file containing all records of the candidate will be presented to the panelists prior to and during the examination.
- 9.7** The exams will be conducted by 4 panelists.
- 9.8** The PASS MARK for oral exams shall be 50% to determine a pass or fail by each Panelist.
- 9.9** The USA or other delegated body will release the FINAL marks/results of these examinations not more than 3 weeks after the oral examination date.

10.0 APPEALS

- 10.1** Any Graduate Architect that may be dissatisfied with his or her marks shall have a right to appeal.
- 10.2** The appeal shall be made within 5 days from the day of release of the marks/results.
- 10.3** The appeal shall be made in writing by way of a letter addressed to the Chairperson of the Board.
- 10.4** The Chairperson of the Board shall within 5 days of receipt of such letter constitute a 3- man committee to look at the appeal(s).
- 10.5** The committee in determining the appeal may call the candidate to its sitting.

10.6 The decision of the committee shall be final.

11.0 POSTPONEMENT

11.1 Postponement of examination shall be by writing a letter to the Board giving reasons thereof. If in the opinion of the Board a candidate postpones examination without satisfactory reason, he shall forfeit the paid up examination fees.

12.0 EXEMPTIONS

12.1 Exemptions under special circumstances and to the discretion of the examining body will be allowed.

13.0 NUMBER OF EXAMINATION ATTEMPTS

13.1 A Candidate who passes his/her written exams but fails the oral exam will be allowed to sit only the oral exam in the next sitting.

13.2 If, however, a Candidate fails one written exam, he/she shall retake only the failed exam in the next sitting.

13.3 The positive marks/results (above the 50% pass mark) of the written exams are valid for only a 2 year period during which only 2 other attempts are allowed, of which one is the immediate subsequent sitting.

13.4 If the same Candidate fails a second and third time, then the Candidate will have to take a minimum of two more years of graduate internship after which they will re-apply to sit the professional exams afresh.

14.0 APPENDICES

14.1 APPENDIX I: PROFESSIONAL EXPERIENCE QUARTERLY REPORT (PEQR)



ARCHITECTS REGISTRATION BOARD

ARB EDUCATION COMMITTEE

Kalamu House (PKF BUILDING), 1st Floor Plot 1B, Kiira Road, P.O. Box 25796, Kampala, UGANDA. Email: arb.uganda@gmail.com Website: <http://arbuganda.org/>

Professional Experience Quarterly Report

GUIDANCE NOTES

This agenda is intended to provide a vehicle for discussion, which promotes structured conversation between a student and their employment mentor. Headings are designed to initiate discussion and some aspects may not need to be covered at each appraisal meeting depending on the student's role, responsibilities and interests. Responsibility for producing the 'meeting notes' should lie with the student but the mentor must add their comments & advice, and a final signature.

Agenda Topics:

- Review of workplace experience since last meeting - projects / work stages covered & key achievements / benchmarks gained – reference should be made to previous appraisal meeting notes (if applicable)
- Review of other experience since last appraisal (practice management procedures / internal/external CPD attended / external training / attendance at examination preparation / etc.)
- General student requests and discussion – opportunity for student to make requests with the aim of furthering their experience and development of project and business management experience
- Preparation for next 3 months/period of experience – discuss both current/new projects; involvement in management activities; planned CPD; forthcoming event attendance; examination preparation.

NB: This report is formatted in 2 Parts:

- a) **Part 1 (Candidates record):** To be filled by the candidate giving account/record of time spent
- b) **Part 2 (Mentors Appraisal):** To be filled employment mentor should then add their comments and advice and a final signature in the box provided.

Part 1: CANDIDATE’S RECORD

a) **GENERAL INFORMATION**

Candidate’s Name:.....

Address/contacts:.....

Training Period:

Placement Provider:

Placement Address:

Placement Phone No:.....

Placement Website:.....

Student's Phone No:.....

Student's Email:

Brief Description of Placement Provider:

.....

Employment Mentor:

Registration Number:

Mentor's Email:

Mentor's Phone No:

I confirm that I have worked in the above office between the dates stated and that the description of project details, tasks undertaken and learning achieved detailed in this report is accurate.

Signature

Date

b) TRAINING RECORD

Student Name	Sheet No
---------------------	-----------------

Review of workplace experience: projects; work stages covered; key achievements/benchmarks gained
(referenced at previous appraisal meeting)

Review of other experience: *(referenced at previous appraisal meeting)*

CPDs completed:

General student requests and discussion:

Preparation for next 3 months/period of experience – current/new projects; office management; CPD planned; forthcoming event attendance; examination preparation:

Part 2: MENTOR'S APPRAISAL

TO BE COMPLETED BY MENTOR: Comments and advice

Have you directly employed the student during this period of experience?

YES NO

I confirm that the student named above has worked under my direct supervision between the dates stated and that the description of project details and tasks undertaken is accurate.

Mentor Name

Signature

Date

14.2 Appendix II: PROFESSIONAL TRAINING CRITERIA

The candidate's level of competence shall be assessed based on the following criteria.

14.2.1 Criterion 1: Professionalism

A successful candidate should demonstrate overall competence and the ability to behave with integrity, in the ethical and professional manner appropriate to the role of architect.

The candidate will have the necessary skills to undertake effective presentation and communication, organization self-management and autonomous working.

The candidate will have a clear understanding of the architect's obligation to society and the profession and a sufficient awareness of the limits of their competence and professional experience to ensure that they are unlikely to bring their profession into disrepute.

Demonstration of an understanding the following will contribute to this criterion being met

1. Professional Ethics
2. The architect's obligation to society and the protection of the environment
3. Professional regulation, Conduct and Discipline
4. Institutional Membership, benefits, obligations and Codes of conduct
5. Attributes of integrity, Impartiality, reliability and courtesy
6. Time management, recording, planning and review
7. Effective communication, presentation, confirmation and recording
8. Flexibility, adaptability and the principles of negotiation
9. Autonomous working and taking responsibility within a practice context
10. Continuous professional development

14.2.2 Criterion 2: Clients, users and delivery of services

A successful candidate will be able to demonstrate understanding of the range of services offered by architects and delivering those services in a manner prioritizing the interests of the client and other stake holders.

The candidate will have the skills necessary to provide a competent service both singly and as part of a team, including understanding of client needs, appropriate communication, programming, coordination and competent delivery.

This will be supported by knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate programmed and coordinated project tasks.

Demonstration of an understanding the following will contribute to this criterion being met

1. Types of clients, their priorities and the management o of the relationship
2. Briefing, organizing and the programming of services appropriate to the appointment
3. Architects' contracts, terms of engagement, scope of services and relevant legislation
4. Obligations to stake holders, third party rights
5. Communication, progress reporting and provision of appropriate and timely advice
6. Budget and financial awareness and cost monitoring or control
7. Responsibility for coordination and integration of design team input
8. Invoicing, payment of fees and financial management
9. Intellectual property rights and copyright law
10. Duty of care, professional liability, negligence and professional indemnity

14.2.3 Criterion 3: Practice and Management

A successful candidate will be able to demonstrate understanding of the management processes involved in running an architectural practice

Demonstration of an understanding the following will contribute to this criterion being met

1. Role of architect in the construction industry
2. External factors affecting construction and practice at national and international levels
3. Practice structures, legal status and business styles
4. Personnel management and employment related legislation
5. Practice finance, business planning, funding and taxation
6. Fee calculation, bidding
7. Resource management and job costing
8. Administration, quality management, quality assurance systems
9. Staff development, motivation, supervision and planning

14.2.4 Criterion 4: Legal Framework and processes

A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with the legal requirements or standards. The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals and competently deliver projects within diverse legislative frameworks. This will be supported by knowledge of the relevant law relevant to architectural design and construction.

Demonstration of an understanding the following will contribute to this criterion being met

1. Building regulations
2. Land law
3. Health and safety legislation
4. Planning legislation
5. Contract legislation
6. Environmental conservation legislation
7. Accessibility legislation

14.2.5 Criterion 5: Building Procurement

A successful candidate will be able to demonstrate understanding of the roles of built environment professionals. The candidate will have the skills necessary to plan project related tasks, coordinate and engage in design team interaction, execute effective contract communication and resolve construction related challenges and disputes

Demonstration of an understanding the following will contribute to this criterion being met

1. Procurement methods
2. The effect of different procurement processes on programme, cost, risk and quality
3. Collaboration in construction and provisions for team working
4. Tendering methods, procedures and project planning
5. forms of contract and sub contract
6. construction team members and their roles
7. duties powers of a lead consultant
8. site processes, quality monitoring, progress recording, payment and completion
9. claims, litigation and dispute resolution methods

14.3 Appendix III. APPLICATION & DECLARATION FORM FOR ADMISSION TO PROFESSIONAL PRACTICE EXAMINATION



ARCHITECTS REGISTRATION BOARD

P.O. BOX 25796 UGANDA

ARB EDUCATION COMMITTEE

APPLICATION & DECLARATION FORM FOR ADMISSION TO PROFESSIONAL PRACTICE EXAMINATION

This form MUST be printed in capital letters. Candidates MUST produce completed ARB log sheets and payment receipts of examination fees at the time of application. Failure to do so will invalidate the application. Form to be returned to the Registrar ARB , P.O. Box 25796 ,

Surname of Applicant

Other names

Postal Address

Date of Birth

Nationality

USA Graduate membership No.....

Date of Election

Dates of any previous attempts of the examination

This application form to be submitted together with:

A. Evidence of two years professional experience submitted in completed

Architects Registration Board log sheets

B. Examination fees of Ug Shs

DECLARATION

I Declare that the statements made above are true record and that I have read the regulations and syllabuses published by the Architects Registration Board. I now apply for admission to the examination named above. at the next opportunity

14.4 Appendix IV. PRE –QUALIFICATION REQUIRMENTS TO SIT ARB PROFESSIONAL EXAMS



ARCHITECTS REGISTRATION BOARD

P.O. BOX 25796 UGANDA

ARB EDUCATION COMMITTEE

PRE- QUALIFICATION REQUIREMENTS TO SIT ARB PROFESSIONAL EXAMINATIONS.

PRE-QUALIFICATION REQUIREMENTS - STAGE 1

1. Cover Letter.
2. Application & Declaration Form For Admission To Professional Practice Examination
3. Appointment letter as a Graduate Architect Member of USA
4. Academic documents: Transcript & Graduation Certificate. (Students form abroad to provide verification of their degrees from NCHE)
5. Updated CV
6. Evidence of Paid up membership as a Graduate Architect for last period of 2 years (Receipts)
7. Recommendation Letter from a Mentor. A Registered Architect (Registered for min 4 years) who you worked under for a period of at least 2 years;
8. Copy of National ID or Passport. Work Permit if necessary. (**Colored copies**)
9. Report on Conferences/Positions/CPDs attended if any;
10. Passport Size Photo. (**Colored copies**)

PRE-QUALIFICATION EXERCISE STAGE 2

1. Application to the Board expressing intent to sit for the professional exams.
2. Evidence of payment of all Examination dues.
3. Bound Log- Sheets for a period of at-least 2 years.
4. Quarterly Professional Training Reports Quarterly Report for the last 4 quarters. Project Description (Scope, Cost, location, consultants etc.) Lessons learnt (Positive & Negative), Areas of training missed, Challenges etc.

Fees

- 1. ARB Application fees for Professional Exams **UGX 100,000**
- 2. Professional Exams fees **UGX 500,000**