



**ARCHITECTS REGISTRATION BOARD**

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

**NOVEMBER 2019**

## Preamble

This document aims at streamlining and bringing clarity to the process taken by Graduate Architects to qualify as registered architects. It sets guidelines for Graduate Architect Internship training Period by elaborating the roles and expectations of a Graduate Architect (*referred herein as mentors*), Practicing Architects, Professional bodies (ARB and USA) and Examiners in the process of one attaining the Professional qualification of becoming a Registered Architects.

**Section 10(b) of the Architects Registration Act Cap 269 provides that *on making an application to the board, anyone shall be entitled to be entered in the register if he/she has a degree from a recognised institution and has had practical experience of two years including having passed the professional examination conducted by the board.*** This document is a guide to the Procedure of conducting Graduate Architects' Training and examinations. These examinations will be carried out by ARB or overseen by ARB and conducted by a person's/body delegated by ARB, upon the discretion ARB.

Upon graduation, a Graduate architect is expected to transition into an Architect through a 2-year period of training under the guidance and training of an Architect *herein referred to as 'a Mentor'*. In addition, in this time they are to attend a series of thematic seminars and CPDs. At the end of which they take a series of written and oral. In this time of training the individual learns how to apply what they have learned in Architectural school in practice, they so to speak; learn to become Architects.

It is important to note that the success of Graduate Architect training is hinged to the Mentorship relationship between the Architect and the Graduate Architect. Mentorship is a two-way relationship and it is pivotal in shaping an Architect. It is from this relationship that skills and knowledge are observed, imparted, practiced, and learned. This document aims to create a framework from this relationship.

This document has been reviewed over the years. Starting as a tool used by the BOE USA and now as a working document for ARB. Many individuals have been involved in the formulation of this document since its inception to this current form. This document was originally drafted by the 2011-2013 BOE USA under the Chairmanship of Arch Sam Kiisa and was refined by the 2013-2017 BOE USA under the chairmanship of Arch Jesse Tukacungurwa. This current 2019 version is has been reviewed and presented by the 2018-

2019 Education Committee of ARB Chaired by Arch Jacinta Kabarungi. This documented was reviewed in consultation with Professional bodies; ARB and USA, Architects, Graduate Architects. Many thanks to all that have contributed to its formulation. This is a working document and can be reviewed by ARB as need acquires.

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**LIST OF ABBREVIATIONS**

- ARB - ARCHITECTS REGISTRATION BOARD
- USA - UGANDA SOCIETY OF ARCHITECTS
- BOE - BOARD OF EDUCATION
- 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. **“Supervisor”** A Registered Architect with not less than four years in practice who will engage with the intern during the training period.
3. **“Mentor”** A Registered Architect with not less than four years in practice who will engage with the intern during the training period *(This mentor cannot work independent from the Supervisor)*
4. **“Examiners”** These Architects set and mark the exams
5. **“Facilitators”** These are Architects facilitating the exams.
6. **“Quarterly Professional Training Report (QPTR)”** This is a standard document by the ARB that the intern uses to fill in a record of their training over a period of six months forming a quarter of the 24 months period.
7. **“Graduate Internship”** The period that a graduate architect works in the practice of architecture under the guidance of a licensed architect 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 or her 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 ARB.
- 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 ARB. 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 ARB. The application shall contain a cover letter, certificates of qualifications and transcripts.
- b) The ARB 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 ARB should receive a Letter of Clearance for the Graduate Architects from the THAT institution. The Letter of Clearance should indicate that the Graduate Architects attended the University to completion and that they graduated with the purported qualification presented to the Board.
- d) The ARB MAY or MAYNOT to interview the applicant.
- e) The ARB will communicate its position on eligibility for internship for the Graduate Architect.

**Eligibility for internship of Graduate Architects with foreign citizenship who have studied in Uganda.**

- a) An application shall be submitted by the Graduate Architect to the ARB. The application shall contain a cover letter, certificates of qualifications and transcripts.
- b) The ARB 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 ARB should receive a Letter of Clearance for the Graduate Architects 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 ARB shall determine whether or not to interview the applicant.
- e) The ARB 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 ARB. The application shall contain a cover letter, certificates of qualifications and transcripts.
- b) Applicants should attach a letter from **NATIONAL COUNCIL FOR HIGHER EDUCATION** equating their qualifications.
- c) The ARB shall write to the relevant institution i.e. University in that country to ascertain authenticity of the applicant's qualifications.
- d) The ARB 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 ARB.
- e) The ARB shall interview the applicant.

- f) The ARB will communicate its position on eligibility FOR internship TO the Graduate Architect.

**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 of 24 months training period will commence from the start of actual work under a supervisor, the Graduate Architect having received communication from the ARB to proceed with internship.
- (b) Professional Training shall cover a minimum period of 24 months under a Supervisor who must be a registered, practicing Architect and Corporate member of USA holding a minimum of four years.
- (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 Graduate Architect has trained outside Uganda, he / she 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 SUPERVISOR AND MENTOR**

**Supervisor**

- (a) Each candidate must have a Supervisor within the place of Employment who shall directly supervise, advise and mentor the Graduate Architect during the Professional training period.
- (b) The Supervisor 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 Supervisor should communicate to ARB in writing of acceptance of responsibility to train the candidate.

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

### **Mentor**

- (e) A candidate may have a Mentor who may or may not be within the place of Employment but has worked directly with the Graduate Architect to directly supervise, advise and mentor him / her during the Professional training period.
- (f) The 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.
- (g) THE MENTOR SHOULD BE APPOINTED WITH THE EXPRESS CONTENT OF THE SUPERVISOR
- (h) The Supervisor must be aware of the 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 Supervisor in writing of acceptance of mentoring the intern.
- (i) A Graduate Architect may have more than one Mentor but not more than two within the minimum 24 months training period. However, a Graduate Architect cannot have two Supervisors 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) Graduate Architects 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) 1<sup>st</sup> Quarter: January - June
- b) 2<sup>nd</sup> Quarter: July - December
- c) 3<sup>rd</sup> Quarter: January - June (2nd year)
- d) 4<sup>th</sup> 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) Graduate Architects are expected to attend a minimum of 60% of all CPD seminars organized by the accredited service provider on behalf of the ARB.
- (b) Consideration will be taken for Graduate Architects who take part in other architectural professional development activities including but not limited to research, specialized training, and international conferences.

## 3.0 DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR

The following are the duties and responsibilities of the Supervisor:

- 3.1** During Professional experience, the status of the Graduate Architects 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 Supervisor 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) 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 MENTOR**

The following are the duties and responsibilities of the Mentor:

- 4.1** The 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 GRADUATE ARCHITECT

The following are the duties and responsibilities of the Graduate Architect.

- 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 Supervisor.
- 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 Graduate Architect should apply to the ARB 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 must have graduated from an accredited programme and school that is recognized by the Board.
  - (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 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 EXAMINORS will be selected by the Board.

### **The minimum criteria for selection of facilitators are as follows;**

- a) Must be a PROFESSIONAL FROM A RECOGNISED INSTITUTION.
- b) IF THE FACILITATOR IS AN ARCHITECT, HE / SHE 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 not having been found guilty in a disciplinary case, or have an ongoing Disciplinary case.

- 7.4 Public Notification of the seminars will be communicated officially by ARB to all candidates not less than **FIVE WORKING 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 ARB.
- (d) Must be a person of good standing with the ARB and Society with no criminal record and/or not having been found guilty in a disciplinary case, or have an ongoing Disciplinary case.

- 8.2 All Examiners shall attend a briefing by the ARB 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 ARB. 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 WORKING 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 WORKING DAYS** of receipt of such a letter constitute a 3 - person 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), 1<sup>st</sup> Floor Plot 1B, Kiira Road, P.O. Box 25796, Kampala, UGANDA. Email: [arb.uganda@gmail.com](mailto: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 Graduate Architect role, responsibilities and interests. Responsibility for producing the 'meeting notes' should lie with the Graduate Architect 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 Graduate Architect 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**

<b>Graduate Architect's Name</b>	<b>Sheet No</b>
----------------------------------	-----------------

**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 Graduate Architect's requests and discussion:**

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**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.

<b>Mentor's Name</b>	<b>Signature</b>	<b>Date</b>
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## **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 U G A N D A**

**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 U G A N D A

### 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. (Graduate Architects from 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**