

PROVISIONAL ASSESSMENT of OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR REGISTRATION PURPOSES

EXPLANATORY NOTES

THIS FORM IS TO BE USED BY THOSE who wish to seek registration as an Architect in Australia, and have Academic Qualifications in Architecture Obtained Outside Australia, and have permanent residency status in Australia*, but have NOT obtained a Provisional Assessment before arriving in Australia,

Please read these Explanatory Notes carefully before completing Application Form R

GENERAL INFORMATION

To become eligible to register as an Architect in Australia you are required to: have a recognised qualification in Architecture; undertake a period of practice in Australia; and pass the AACA Architectural Practice Examination.

If you have overseas academic qualifications in Architecture your qualifications will have to be assessed in terms of equivalency with accredited Australian qualifications in Architecture.

The Architects Accreditation Council of Australia (AACA) is the relevant assessing authority. **AACA assesses only completed academic qualifications in architecture; AACA does not assess work experience.**

The assessment of overseas academic qualifications in Architecture is undertaken in two steps: **Provisional** (normally undertaken before you arrive in Australia); and **Final** involving an interview and known as the Review of Academic Equivalence (RAE) and undertaken only in Australia.

If you have migrated to Australia **without** a Provisional Assessment of your overseas academic qualifications in Architecture and you wish to become **registered** as an architect you will first need to obtain a Provisional Assessment before you can apply for a Final academic assessment – Review of Academic Equivalence.

An AACA **Provisional** assessment of the suitability of your overseas academic qualifications in Architecture is a provisional opinion on the status of your academic qualifications in terms of equivalency with accredited Australian qualifications in Architecture. An accredited Australian qualification is one that is approved under law by an Australian registration authority.

The assessment reflects the views of AACA, based on the material you have submitted, and following in-depth research carried out by AACA using the best available information. The education system of the country concerned, the awarding institution, and the length, structure and content of the program of study undertaken are central to this process.

AACA accepts no responsibility for the judgments made by individuals or third parties that may disagree with its assessment.

Application for the Provisional Assessment of your overseas academic qualifications may be made by completing and submitting the attached Form R, along with the required documentation and fee.

* If you are an Australian citizen with overseas qualifications in architecture you should also use this form

COMPLETING FORM R

You will need to provide all the information asked for and all documents and necessary fees before your application can be finalised. **Incomplete applications cannot be processed and may be returned to you.**

Answer **all** questions in **English**, unless otherwise requested. Initial and date any alterations on the form.

If you have more than two qualifications in architecture, please provide details of these in the same format as required on the form but provide this information on a separate piece of paper and sign and date it.

If you need more space to answer questions attach a signed and dated sheet giving the required details.

Please send all required documents and your assessment fee to AACA at the address shown on the application form.

AACA only assesses qualifications obtained by course work.

DOCUMENTS TO BE PROVIDED

To support your application, you will need to provide **certified copies** of all documents listed. (Further information on Certification is provided under the heading 'Certification'.) Please do not send the original of these documents or copies of certified copies.

All documents not in English must be translated and certified copies attached to the documents to which they refer. (Further information on Translation requirements is provided under the heading 'Translation of documents into English'.) **Extract translations are not acceptable.**

The documents required are:

1. the degree or diploma in the original language
2. official transcripts of academic record of educational courses completed - or student book or mark sheets - in the original language. (A transcript is an official listing of the subjects you studied each year and the marks you obtained)

3. evidence of registration/licensure, if any
4. evidence of change of name (where applicable)
5. evidence of residence status in Australia.

You **must** obtain the required documents from the relevant institution or authority. In AACA's experience, it is unusual for an educational institution or authority not to have records.

You are encouraged to ensure that the documents you provide contain official certified evidence of study in the following core areas:

- . design
- . technology
- . professional studies
- . history
- . communication

If forged, altered, or falsified documents are submitted to AACA at any time, no assessment will be prepared and no refund will be made.

Please forward documents in unbound loose-leaf format. Documentation that is not provided in this format may be returned without assessment.

CERTIFICATION

All copies of documents that you send to AACA must be certified by an authorised person.

A certified copy is a copy of an original document that is certified as a true copy by an authorised person.

In Australia, persons who may certify documents include Justices of the Peace, legal practitioners, and admission officers at all Australian universities.

If certification is provided as a separate document, you must send **both** the certification and the copy of the document being certified. AACA will not provide an assessment on the basis of certification only.

To have your copies certified you will need to give both the original and the copy of the document to the person certifying the documents. Each copy of the document must be certified separately, and must show clearly:

- . the words 'certified true copy of the original'
- . the signature of the certifying officer, and
- . the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature. It must be possible, from the details provided, for AACA to contact the certifying officer if necessary.

TRANSLATION

All documents you send to AACA must be translated into English.

Translators in Australia are listed in the Yellow Pages telephone book and should be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

Keep the original English translation for your future use. Send only **certified copies** of the English translation.

FEES

Please refer to the AACA website – Information for Prospective Migrants – for current fees. Fees are subject to change without notice and are not normally refundable.

Fees are payable to AACA and are to be paid by one of the following methods:

- . a bank cheque drawn by an Australian bank
- . a money order issued by Australia Post.

AACA does not accept cash, travellers cheques or payment by credit card. AACA is not responsible for the loss of cash if sent.

HOW LONG WILL YOUR ASSESSMENT TAKE?

When AACA receives your application you will be sent a receipt to confirm that your documentation and fee have been received. Your assessment could take up to 20 weeks. Once you have received a receipt, **please wait** at least fifteen weeks before contacting AACA about the progress of your assessment. If more information is needed AACA will contact you.

AGENTS

AACA normally deals directly with applicants seeking a Provisional Assessment of their academic overseas qualifications in Architecture. Privacy provisions prohibit AACA from discussing your application with other people (third parties) unless specifically authorised to do so.

If you want someone such as a family member or other agent to deal with AACA on your behalf, you will need to attach a letter addressed to AACA and signed by you authorising this person (by name) to act as your agent. Authorisation forms produced by other organisations will not be accepted.

AFTER YOU RECEIVE A PROVISIONAL ASSESSMENT

When you have received your Provisional Assessment you will be able to proceed to the final assessment stage – the Review of Academic Equivalence (RAE).

Following the RAE, if your academic qualifications are recognised as equivalent to an accredited Australian qualification in Architecture, you may then proceed to fulfil the further requirements for registration.

Further information on assessment procedures is available from the AACA website: <http://www.aaca.org.au>.

HOW TO CONTACT AACA

For information or advice on completing this form contact:

Architects Accreditation Council of
Australia
PO Box 236
CIVIC SQUARE ACT 2608
AUSTRALIA

ph: (02) 6230 0506
fax: (02) 6230 7879

All personal information will be handled confidentially. AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the material presented.

If forged, altered, or falsified documents are submitted to AACA at any time, no assessment will be prepared, no refund of fees will be made and the relevant authorities may be notified.

Template\provisional assessment general use form R
Last updated Sep 2008

APPLICATION FOR PROVISIONAL ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR REGISTRATION PURPOSES

PLEASE READ THE ACCOMPANYING EXPLANATORY NOTES BEFORE COMPLETING THIS FORM. MAKE SURE YOU PROVIDE ALL DOCUMENTS REQUIRED AND SIGN THE DECLARATION AT SECTION 19.

If you require more space to answer questions, attach a signed and dated sheet giving the necessary details.

Your personal details

Preferred title Mr Mrs Miss Ms Other

1 Your family name

2 Given names

3 Any other names you have used (eg before marriage etc)
Family names

Given names

4 Sex Male Female

5 Date of birth day / month / year Age next birthday

Country of birth

6 Your first language

7 Address for correspondence Name (see accompanying explanatory notes – Agents)

Address

 Postcode

8 Telephone numbers Work () Home ()

9 Email address

10 Are you a permanent resident of Australia? Yes No Date of arrival in Australia (if applicable) day / month / year

Do you have an Australian qualification? No Yes

Your general school education

11 In which years did you start and finish your general (primary and secondary) schooling?

Start	month	year
Finish	month	year

12 Details of your education

	Number of years	Name of qualification or certificate obtained	Country
Primary			
Secondary			

Your professional education

13 Give details of ALL undergraduate and postgraduate qualifications which you have completed. If you have more than two (2) qualifications attach a separate sheet giving the additional details.

What is the name of the qualification that you have obtained?

In English

In your own language (If applicable)

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Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course

Years **OR** Semesters

Normal length of semester

Weeks **OR** Months

What was the length of time which you took to complete the course?

Years Months

Date course commenced

day	month	year
/	/	

Date course completed

day	month	year
/	/	

Did you study full-time or part-time?

Full-time Part-time Hours per week

Other please describe

Was a design thesis, written thesis or major research paper a requirement of the course?

No
Yes indicate whether:

Design thesis Title

Written thesis Title

Major research paper Title

What was the length of time involved in the design thesis/written thesis, major research paper (ie years, months, weeks or semester hours)?

Was a period of compulsory practical experience a requirement of the course?

No
Yes What was the length of time involved (ie years, months, weeks or semester hours)?

Your professional education continued

What is the name of the qualification that you have obtained?

In English

In your own language (If applicable)

Name of institution

Full address of institution

What was the normal entry requirement for the course?

Normal length of full-time course

Years **OR** Semesters

Normal length of semester

Weeks **OR** Months

What was the length of time which you took to complete the course?

Years Months

Date course commenced

day month year
/ /

Date course completed

day month year
/ /

Did you study full-time or part-time?

Full-time Part-time Hours per week

Other please describe

Was this a course work program or undertaken by research?

Course work Research Course work and Research

Was a design thesis, written thesis or major research paper a requirement of the course?

No
 Yes indicate whether:

Design thesis Title

Written thesis Title

Major research paper Title

What was the length of time involved in the design thesis/written thesis, major research paper (ie years, months, weeks or semester hours)?

Was a period of compulsory practical experience a requirement of the course?

No
 Yes What was the length of time involved (ie years, months, weeks or semester hours)?

Registration/Licensure details (if applicable)

14 First registration

Name of authority of first registration

Country

Date

day month year
/ /

15 Most recent or current registration

Name of authority of most recent or current registration

Country

Date

Expiry Date

day month year
/ /

day month year
/ /

16 Have you ever been refused a licence or registration, No

or had a licence or registration withdrawn?

Yes Give reason

17 Give the names of any professional bodies of which you are a member?

Date of initial membership

Current

	Date of initial membership	Current
	/ / (d/m/y)	Yes/No
	/ / (d/m/y)	Yes/No

Checklist

18 Documents which you **must** include with this application

- A **certified** copy of your qualification papers (such as degree, diploma, certificate etc)
- A **certified** official transcript of educational courses completed showing subjects, hours, and examination results
- **Certified** evidence of residence Status in Australia

Official **certified** evidence **where applicable** of:

- Original and current registration or licence to practice
- Original and current membership of professional bodies
- Evidence of change of name (if applicable)
- Translation in English of any documents originally issued in a language other than English

Applicant's declaration

19 You must read and sign this declaration

I declare that:

- the information I have supplied on this form and any attachments is complete, correct and up-to-date;
- I undertake to inform the Architects Accreditation Council of Australia (AACA) of any changes to my circumstances (eg address) while my application is being considered;
- I authorise the AACA to make any enquiries necessary to assist in the assessment of my qualifications and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Signature

Date

day	month	year
/	/	

How to lodge your application

20 Mail your application form, documents and assessment fee to:

AACA
PO Box 236
CIVIC SQUARE ACT 2608
AUSTRALIA