

## PROVISIONAL ASSESSMENT

of OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR THE PURPOSE OF MEETING THE ACADEMIC REQUIREMENTS LEADING TO THE PROCESS OF REGISTRATION AS AN ARCHITECT<sup>1</sup>

### Explanatory Notes

Please read these Explanatory Notes carefully before completing Application Form R

This Application Form is to be used by those who:

- have academic qualifications in Architecture obtained outside Australia; and
- have residency status in Australia<sup>2</sup>, but have NOT obtained an assessment of their qualifications before arriving in Australia<sup>3</sup>; and
- wish to seek registration as an Architect in Australia, and wish to have their qualifications in architecture, obtained overseas, assessed as part of the process leading to registration as an Architect in Australia.

#### 1. 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 is not a registration authority.

#### Please Note:

- AACA assesses only completed academic qualifications in architecture.
- AACA only assesses qualifications obtained by course work.
- AACA's assessment does not include work experience or third party comments.

The assessment of overseas academic qualifications in architecture for the purpose of meeting the academic requirements leading to registration as an architect in Australia is a two step process.

- A **Provisional Assessment**; and
- A final assessment – **Review of Academic Equivalence (RAE)**

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 current accredited Australian qualifications in Architecture. An accredited Australian qualification is one that is approved under law by an Australian registration authority.

The **RAE** is the final assessment of overseas academic qualifications through an interview process, in which the interviewers examine in detail the content of the course leading to your qualification to determine the extent to which it delivers the competencies required in Australian

<sup>1</sup> If you require assessment of your overseas qualifications in architecture for migration purposes, you must use a different form – Form M.

<sup>2</sup> If you are an Australian citizen with overseas qualifications in architecture you should use this form.

<sup>3</sup> If you have already obtained a Skills Assessment of your overseas qualifications for migration purposes you do not need to have your qualifications assessed again using this form; you may apply directly for an RAE.

architecture courses. The RAE is undertaken only in Australia.

If you have migrated to Australia **without** an 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 the final academic assessment – the RAE.

An accredited course in architecture from an Australian school of architecture requires a minimum of five years full-time academic education involving the satisfactory completion of prescribed areas of study. The core areas of study are Design, Technology, Professional Studies, History and Communication. Qualifications must evidence equivalence in all core areas in order to be assessed as provisionally equivalent to an accredited Australian qualification in architecture. Accordingly it is against this requirement that AACA undertakes assessment of overseas academic qualifications.

AACA considers applications on a case by case basis. In forming its opinion on the status of an overseas qualification AACA considers the material submitted by the applicant and a range of factors, including the education system in the country from where the qualifications were obtained, the status of the school and the level, structure and content of the program of study undertaken.

A full list of Australian accredited qualifications in architecture is available on the AACA website: <http://www.aaca.org.au> >Architect registration >Australian educated.

**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, in addition to your overseas academic qualification, you have completed Australian post-graduate qualifications in Architecture, and you wish to have these qualifications considered, you should also submit the required documentation for these qualifications.

## **2. Completing Form R**

You will need to provide all the information asked for and all documents and necessary fees before your application can be considered.

**Please note:**

**Applications which are incomplete or do not conform to AACA's requirements as set out in these explanatory notes cannot be processed and will be returned to applicants without assessment – in particular see Sections 3, 4, 5, 6, 8.**

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, and you wish to have these additional qualifications considered, please provide details of these in the same format as required on the form but provide this information on a separate sheet 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.

## **3. Documents to be Provided**

The documents required are:

- a. the degree or diploma in the original language
- b. official transcripts of educational courses completed (or student book or mark sheets) in the original language. A transcript is a list of the subjects studied by the individual student each year, the weighting of each subject in hours or credit points, and the marks obtained.
- c. evidence of change of name (where applicable)
- d. evidence of residence status in Australia.

To support your application, you will need to provide **certified copies** of all documents listed. (Further information on Certification is provided in Section 4 below – 'Certification'.) Please do not send the original of these documents or photocopies of certified copies. AACA does not return documents.

Documents not in English must be translated and certified copies of the translations must be attached to the documents from which they have been translated. **Extract translations are not acceptable.** (Further information on Translation requirements is provided in Section 5 below – 'Translation')

All documents must be officially issued by 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 documentation you provide contains official certified evidence of study in the core areas of Design, Technology, Professional Studies, History and Communications, as indicated in Section 1 above.

Documentation must be submitted in unbound loose-leaf format. Documentation that is not provided in the required format will be returned without assessment.

Documents relating to work experience or references to or by third parties will not be

considered and must not be included in the documentation.

All personal information received by AACA will be handled confidentially.

#### **4. 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**, AACA accepts documents certified by 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.

#### **5. Translation**

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

If the documents are translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask the Australian Embassy, High Commission or Consulate for advice if you are unsure.

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.

#### **6. Fees**

Each application must be accompanied by payment of the prescribed fee. The current fee is \$AU1050. Fees are subject to change without notice and are not normally refundable. You can check the AACA website ([www.aaca.org.au](http://www.aaca.org.au)) >International issues >Information

for Prospective Migrants) for current information about fees.

The fee is payable to 'AACA' and is to be paid by one of the following methods:

- a bank cheque in Australian dollars drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank
- a foreign draft drawn on an Australian Bank in Australian dollars
- a bank cheque drawn by an Australian bank
- a money order issued by Australia Post.

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

#### **7. 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 Provisional 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.

#### **8. Agents**

AACA normally deals directly with applicants seeking a Provisional Assessment of their overseas academic 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.**

#### **9. After you Receive a Provisional Assessment of your Qualifications**

When you have received your Provisional Assessment you will be able to proceed to the final assessment stage – the Review of Academic Equivalence (RAE). You should retain the original Assessment document as it will be required for future purposes in Australia. **AACA only issues one Assessment advice.** You can include a **certified** copy of your Assessment with your application for RAE.

Further information on the assessment procedures, including the RAE procedure, is available from the AACA website.

## **10. Penalties**

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If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed, no refund of fees will be made and the relevant authorities may be notified.

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.

## **11. Assessment Alternative**

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For those who do not wish to go through the assessment process set out in this document, AACA conducts the National Program of Assessment (NPrA). Information about the NPrA is available from the AACA website ([www.aaca.org.au](http://www.aaca.org.au) >architect registration)

Several Architect registration boards also offer alternative processes.

## **12. Contacting AACA**

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Contact details for AACA are:

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

ph: (02) 6230 0506  
fax: (02) 6230 7879  
Email: [mail@aaca.org.au](mailto:mail@aaca.org.au)  
Website: [www.aaca.org.au](http://www.aaca.org.au)

July 2010



# Application Form R

## PROVISIONAL ASSESSMENT

of OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE FOR THE PURPOSE OF MEETING THE ACADEMIC REQUIREMENTS LEADING TO THE PROCESS OF REGISTRATION AS AN ARCHITECT

*Please read the accompanying explanatory notes before completing this form. Make sure you provide all information and documents required and sign the declaration at Section 4.*

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

### Section 1: Your Personal Details

Preferred title Dr  Mr  Mrs  Miss  Ms  Other .....

1. Your family name

2. Given names

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

4. Sex Male  Female

5. Date of birth  Day / Month / Year Age next birthday

6. Country of birth

7. Your first language

8. Address for correspondence (This is the address to which your assessment outcome will be sent – you must ensure delivery details are correct) (If applying through an **Agent** See explanatory note 8)

State/Territory  Postcode



Normal length of full-time course – years / semesters

Length of time you took to complete the course – years / semesters

Did you study full-time or part-time?  Number of hours per week

Was this a coursework program or undertaken by research? Coursework  Research  Coursework and Research

Was a design thesis, written thesis or major research paper a requirement of the course? Yes  No

If so, indicate whether this was a design or written thesis or research paper, and provide its title

Was this thesis / research paper undertaken by you only or jointly with other students Solo  Joint

What was the length of time involved in the thesis / research paper?

Was a period of practical experience a compulsory requirement of the course? Yes  No

If yes, what was the length of time involved (ie years, months, weeks, or semester hours)?

**14.b Details of the *second* qualification you obtained (if applicable)**

Name of your *second* qualification: *In English*

*In original language*

Name of the institution

Full address of the institution

Normal entry requirement for the course

Date course commenced  Date course completed

Normal length of full-time course – years / semesters

Length of time you took to complete the course – years / semesters

Did you study full-time or part-time?

Was this a coursework program or undertaken by research? Coursework  Research  Coursework and Research

Was a design thesis, written thesis or major research paper a requirement of the course? Yes  No

If so, indicate whether this was a design or written thesis or research paper and provide its title

Was this thesis / research paper undertaken by you only or jointly with other students

Solo  Jointly

What was the length of time involved in the thesis / research paper?

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

Yes  No

If yes, what was the length of time involved (ie years, months, weeks, or semester hours)?

**Note:** If you have additional qualifications with an architecture content which you wish to have assessed as part of this application, please provide relevant details on a separate sheet, sign and date it and attach it to this form.

#### Section 4: Applicant's Declaration

**Please note:** If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed, no refund of fees will be made and the relevant authorities may be notified.

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.

15. I solemnly and sincerely declare and affirm 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

Witness Name

Witness Signature

Date

## Section 5: Applicant's Checklist

16. Use the following checklist to ensure that all requirements have been met:

- Full personal details provided and correct contact details given – Section 1
- Certified copy of your qualifications papers provided (such as degree, diploma, certificate, etc) – Section 3
- Certified official transcript of educational courses completed showing subjects, hours/credit points and examination results - Section 3
- Official certified evidence provided (*where applicable*) of
  - Evidence of change of name – Section 1
  - Evidence of Visa type/residency status in Australia – Section 1
  - Translation in English of all documents originally issued in a language other than English – Sections 1 & 3
- Declaration signed – Section 4
- Payment enclosed

**Note: If all the above documentation is not provided, is not in the correct format, and is not accompanied by the correct fee your application package may be returned to you. Please see explanatory notes for details.**

## Section 6: How to Lodge your Application

17. Send your completed application form, supporting documentation and application fee to:

The Registrar  
Architects Accreditation Council of Australia (AACA)  
PO Box 236  
CIVIC SQUARE ACT 2608  
AUSTRALIA

(July 2010)