



# Overseas Qualifications Assessment (OQA) Stage 1 Provisional Assessment Appeal

Application Form

Please read the [Provisional Assessment Appeal Guide](#) carefully before completing this form.



## Section 01

### Personal Details

1. Title  Dr  Mr  Mrs  Miss  Ms  Other
2. Family name
3. Given name/s
4. Previous name/s
5. Gender  Male  Female
6. Date of birth (DD/MM/YYYY)
7. Country of birth
8. First language
9. Country of permanent residence
10. Are you using an Agent?  Yes\*  No \* If yes, please ensure you have attached the authorisation letter signed by you (original document only). Refer to the guide.

## Section 02

### Contact Details

11. Address for outcome of Assessment  
*If using an agent, provide agent's details*
12. Applicant's (or agent's) email address
13. Telephone number/s

## Section 03

### Stage 1 Provisional Assessment Details

14. AACA application reference number (refer to Provisional Assessment advice)
15. Date of notification of assessment (refer to Provisional Assessment advice)
16. If any personal or other information has changed since the submission of your initial application please provide details:

**Section 04**

**General School Education**

17. In which years did you start and finish your general schooling?

**Start** Month  Year  **Finish** Month  Year

18. Details of all education completed prior to commencing Tertiary Studies

	Number of years	Name of qualification or certificate obtained	Country
Primary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 05**

**Tertiary Education in Architecture**

19. Number of qualifications to be assessed in this application.

20. Name your first qualification

In English

In Original Language

Name of institution

Full address of the institution

  
  


Normal entry requirement for the course

Date of course

Commencement  Completion

Length of full-time course

Years  Semesters

Time you took to complete the course

Years  Semesters

Did you study

Full-time  Part-time  Hours per week (estimate)

Copy of Syllabus provided?

Yes - tick the format:  
 URL/Dropbox URL\*  USB  CD  Hardcopy  
 \*If provided as URL, state in cover letter and email the link to AACAA after receipt of your application.

No - provide reason in cover letter

Was this a coursework program?

Yes  No

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

Yes  No

\*Explain how this was undertaken: Was a specific period of course time set aside for practical training or was the practical training undertaken outside of course time? Was there an assessment component?

  
  
  
  


\*State the length of time involved in the practical training (i.e. years, months, weeks or semester hours).

21. Name of your second qualification

In English

In Original Language

Name of institution

Full address of the institution

Normal entry requirement for the course

Date of course

Commencement  Completion

Length of full-time course

Years  Semesters

Time you took to complete the course

Years  Semesters

Did you study

Full-time  Part-time  Hours per week (estimate)

Copy of Syllabus provided?

Yes - tick the format:  
 URL/Dropbox URL\*  USB  CD  Hardcopy  
\*If provided as URL, state in cover letter and email the link to AACA after receipt of your application.

No - provide reason in cover letter

Was this a coursework program?

Yes  No

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

Yes  No

\*Explain how this was undertaken: Was a specific period of course time set aside for practical training or was the practical training undertaken outside of course time? Was there an assessment component?

\*State the length of time involved in the practical training (i.e. years, months, weeks or semester hours).

**Note:** This page may be photocopied for additional qualifications where required.

## Section 06

## Registration/Licensing Details

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If you are or have been registered or licensed to practice as an architect in your country of origin, please provide details.

Have you ever been refused a licence or registration?

Name of authority

Country

Date

Yes  No

If yes, give a reason:

**Please note:** It is recognised that registration is not a prerequisite to the practice of architecture in some countries.

## Section 07

## Self-Assessment Matrix

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Instructions for completing the Self-Assessment Matrix

Please read the [Overseas Qualifications Assessment Provisional Assessment Stage 1 Guide](#) before completing the Self-Assessment Matrix.





# Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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## History and Theory Studies


## Practice and Project Management Implementation and User Studies




# Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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## Environmental Studies


## Communication Studies


# Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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## Elective Studies


## Any other studies that cannot be mapped into the 7 core areas


### Applicant’s Declaration

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 documents submitted for Provisional Assessment.

I solemnly and sincerely declare and affirm that

- The information I have supplied on this form and any additional pages and supporting documentation 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 or other contact details) while my application is being considered;
- I authorise the AACA to make any enquiries necessary to assist in the assessment of my academic qualification(s) 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.

Please print and sign this form. AACA only accepts documents with original signatures.

Print Applicant name .....

Applicant Signature ..... Date .....

Please do not use an electronic signature.

Print Witness name .....

Witness Signature ..... Date .....

## Section 09

## Submission Checklist

**Please note:** Certified copies are not required as they were already provided with your Overseas Qualifications Assessment Provisional Assessment Stage 1 Application.

Review Section 5 Submission Requirements in the [Guide for Applicants](#) for more information.

- 1. **Appeal Letter** (max 2000 words) clearly stating your reasons for the appeal, signed and dated
- 2. **Appeal Application Form** completed in full, including details of Provisional Assessment Outcome (at Section 03) and declaration signed, witnessed and dated (at Section 06)
- 3. **Copies** of the following documents included in your original application:
  - **Degree(s) certificate(s) and academic transcript(s)** in original language (if other than English) and English translations (if applicable)
  - **Self-Assessment Matrix**
  - **Proof of professional registration** (if applicable)These should not differ from the documents provided with your original application. You do not need to have the documents re-certified, as the AACA has certified copies of your original OQA Stage 1 documents. .
- 4. Authorising **Letter for agent** (if applicable)
- 5. **Proof of payment.** Please provide a copy of the receipt confirming your credit card payment.

## Section 10

## How to Submit

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

**Appeals** can be submitted using one of the options below.

### 1) By email (preferred):

Applications are to be submitted via email to [mail@aaca.org.au](mailto:mail@aaca.org.au). Applicants should use a file-hosting service (i.e. Dropbox) for the appeal documentation. Please supply a link to the Droppbox documents in your submission email sent to [mail@aaca.org.au](mailto:mail@aaca.org.au)

### 2) By post:

**Completed applications should be posted to this address:**

Architects Accreditation Council of Australia (AACA)  
PO Box A2575  
Sydney South NSW 1235  
Australia

## Contacting AACA



Architects Accreditation Council of  
Australia (AACA)  
PO Box A2575  
Sydney South 1235  
Australia



+612 8042 8930



[mail@aaca.org.au](mailto:mail@aaca.org.au)



[www.aaca.org.au](http://www.aaca.org.au)

**3) By courier:**

**If using a courier, provide this street address to the courier:**

Architects Accreditation Council of Australia (ACA)  
Suite 3, Level 5  
75 Castlereagh Street  
SYDNEY NSW 2000  
Australia

**4) In person:**

Applications may be dropped off in person to the ACA Office during standard office hours of 9am to 5pm. When submitted in person, applications are treated as a standard mail delivery and are not immediately checked or receipted by the ACA Office.

Applicants must provide all requested information and documents before applications can be considered.

Applicants will normally receive an email acknowledgement within 2 business days of submission.