

board of architects singapore

GUIDELINES FOR APPLICANTS APPLYING UNDER SECTION 15(2)(B) OF THE ARCHITECTS ACT

General Requirements

- 1) The applicant must satisfy the Board that after obtaining his or her qualifications, he or she has acquired at least 5 years of practical experience in architectural work as recognised by the Board. This must include not less than 2 years of prescribed practical experience in architectural work in Singapore, with a continuous period of at least 12 months of such prescribed practical experience being acquired within the 5 years immediately preceding the date of the application for registration.
- 2) The practical experience in architectural work in Singapore shall be carried out under the supervision of a Supervisor who must be a registered architect in the employ of the Government or a registered architectural practice, and has in force a practising certificate and an Advisor who fulfils the criteria for appointment set by the Board.

Case Study and Practical Experience Log Book

- 3) The applicant is required to record the 2 years of practical experience in Singapore in the prescribed practical experience log book. The log book must be duly endorsed by the Supervisor and Advisor.
- 4) The case study must fulfil the conditions stated in the “General Requirements and Information for PPE Candidates” available on BOA’s website. The case study must be duly endorsed by the Supervisor and Advisor.
- 5) Applicants will be assessed based on their logbook and case study submissions. Eligible candidates will be invited to attend an interview for further evaluation. Interviews are conducted twice annually.

Appendix I - Details of Practical Employment Experience

- 6) Applicants must provide details of their employment and work experience from the past 5 years in Appendix I. Please use separate sheets for each employer.

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Submission Requirements

- 7) The applicant is required to submit the following documents to BOA:
- a) Application Form
 - b) A copy of qualification papers (such as degree, diploma etc.)¹
 - c) A copy of transcript for the above degree/diploma, showing subjects and examination results¹
 - d) Practical experience log book²
 - e) Professional case study²
 - f) Appendix I

¹ Original educational certificates and academic transcripts are to be produced for verification during the appointment.

² Log book and case study must be submitted in both hard copy and soft copy (emailed to boa_enquiry@boa.gov.sg).

- 8) Submission deadlines are 15 February and 15 August each year. If the deadline falls on a weekend, it will be moved to the preceding weekday. Applicants must email BOA at boa_enquiry@boa.gov.sg to schedule an appointment for submission during the February and August periods.