

**GUIDANCE NOTES FOR
HKIP QUALIFYING EXAMINATION
(2010/2011)**

INTRODUCTION

Byelaw 50 of the Hong Kong Institute of Planners (HKIP) requires, inter alia, that an applicant for HKIP Corporate Membership shall have passed a Qualifying Examination, unless otherwise exempted.

This set of guidance notes explains in detail such requirement, the exemption and the procedure for application to attend the Qualifying Examination.

QUALIFYING EXAMINATION

Byelaw 50A of HKIP prescribes that the Qualifying Examination shall consist of the following two parts:-

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|--------|----|----------------------------------------|
| Part 1 | -- | Planning Theory and Techniques |
| Part 2 | -- | Planning Law and Practice in Hong Kong |

HKIP has entrusted the administration of the Qualifying Examination to the Department of Urban Planning and Design (DUPAD), University of Hong Kong. The DUPAD runs a two-year planning course leading to the degree of Master of Science (Urban Planning). This course is at present the only planning course offered locally in Hong Kong and is fully recognized by HKIP for the purpose of election to Corporate Membership.

To pass the Qualifying Examination, candidates are required to satisfy all requirements of the following three papers offered by the Centre:-

- (a) "Values in Planning" and "Research Methods" for Part 1 of the Qualifying Examination; and
- (b) "Planning Practice, Law and Ethics in Hong Kong" for Part 2 of the Qualifying Examination.

These three papers are core components within the curriculum of the DUPAD's planning course, each lasting for one semester.

The course work of these papers and the Qualifying Examination are conducted in English.

Since the examination papers set out in the above are equivalent to those required by the Planners Registration Board (the Board), the successful completion of the HKIP's Qualifying Examination would provide an applicant with the same qualification for application to the Board for registration as Registered Professional Planners. An applicant is required to apply to the Board for their Qualification Examination to put this into effect.

EXEMPTION

Byelaw 50B(a) provides for partial exemption from the Qualifying Examination. To this effect, Members of the Royal Town Planning Institute (RTPI), Royal Australian Planning Institute (RAPI), New Zealand Planning Institute (NZPI), the Canadian Institute of Planners (CIP) and the American Institute of Certified Planners (AICP); graduates of the planning courses which are recognized by these institutes; and persons who have passed the necessary examinations required for membership of these institutes are exempted from Part 1 of the Qualifying Examination.

Byelaw 50B(b) provides that for a candidate possessing a degree or diploma in town planning obtained in Hong Kong which is recognized by HKIP, Part 1 and Part 2 of the Qualifying Examination are exempted. It means that graduates from the planning course offered by the Centre are fully exempted.

Byelaw 50C provides that a candidate with a professional town planning institute membership or a town planning degree or diploma or a pass in all the necessary examinations required for membership of a professional town planning institute not recognized by HKIP shall have to pass both Part 1 and Part 2 of the Qualifying Examination.

SCHEDULE

“Values in Planning” and “Research Methods” of Part 1 of the Qualifying Examination to be tentatively held in January 2011. “Planning Practice, Law and Ethics in Hong Kong of Part 2 of the Qualifying Examination to be tentatively held in September 2010. All of them are now open for application.

APPLICATION

Candidates wishing to sit the Qualifying Examination in accordance with the above schedule are required to register with the University of Hong Kong through HKIP. The candidates so registered are not students of the University and they cannot use the health and sport facilities of the University.

Candidates should fill in the prescribed application form, which shall be accompanied by:-

- (a) the certified true copy of the certificate or diploma of the relevant academic or professional qualification. The certification should be done by a solicitor of Hong Kong or a Commissioner for Oath in any of District Offices; and
- (b) a cheque payable to the Hong Kong Institute of Planners for the following fees, as applicable, :-

Tuition fee for Part 1 Examination Papers	\$16,000
Tuition fee for Part 2 Examination Paper	\$ 8,000
Administration fee	\$ 500

(For applicants applying both to the HKIP and the Board for the same Qualifying Examination in 2010/2011, they are required to pay the respective administration fee. They are required to pay only one tuition fee for the same examination paper. The tuition fee could be submitted to either the HKIP or the Board.)

- (c) In addition to the above, an applicant for the Part 1 examination must provide a certified true copy of the transcript of the relevant planning course attended.

Documents in (a) and (c) above which are not in English or Chinese must be accompanied by a certified translation in English.

The application form together with the necessary enclosures shall be returned to HKIP on or before **13 August 2010** at the following address:

Secretary, Examination Board
Hong Kong Institute of Planners
Room 804, Stanhope House,
734-738, King's Road,
Quarry Bay, Hong Kong.

All applications will be vetted by the Examination Board which is appointed by the Council of HKIP and consists of representatives from the Council, the Government and the University of Hong Kong. Applicants who satisfy the Board will be registered with the University for the specified paper(s).

The administration fee is not refundable. The tuition fee will be refunded to the unsuccessful applicants.

ENQUIRIES

For requests of application forms and enquiries about the Qualification Examination, please contact Ms. Monique TAI at Tel. No. 2915 6212 (Fax No. 2915 7616).

Hong Kong Institute of Planners
July 2010