

# HKIP MEMBERSHIP

## GUIDANCE NOTES FOR APPLICATIONS

These notes cover the classes of Institute membership, who can apply, how to apply, notes on qualifying examinations and additional guidance in the Annexes on qualifying examinations for full membership applicants and for affiliate applicants.

### 1. CLASSES OF MEMBERSHIP

The requirements for election to each class of membership are stipulated in the Constitution and Bye-laws of the Institute and are summarised below.

The Constitution of the Institute provides for the following classes of Membership:

- A) Honorary Members
- B) Fellows
- C) Full Members
- D) Visiting Members
- E) Retired Members
- F) Students

Persons may be listed with the Institute as:

- G) Affiliates.

#### (A) Honorary Members

An Honorary Member is a person not professionally engaged in the practice of town planning but who the Institute desires to honour by reason of his or her work for the Institute, or in town planning or related fields.

#### (B) Fellows

Every applicant for election as a Fellow shall have been a Full Member of the Institute for at least ten years and shall satisfy the Council that he or she:

- has been in a senior position in Government service or the private sector for at least five years; and
- has made significant contribution to the work of the Institute or town planning in Hong Kong.

**(C) Full Members (see Annex 2 for additional guidance)**

A Full Member must meet all the Institute's requirements for a fully qualified professional town planner and must be elected to this class by the Institute. Membership applicants shall meet the following criteria to become a Full Member. The applicant should:

- either possess a recognised professional town planning institute membership and relevant town planning related work experience; or
- have been a Student of the Institute for not less than one year, and possess a degree in town planning or other appropriate qualifications together with relevant work experience; and
- have passed a Qualification Examination prescribed by the Institute, unless otherwise exempted; and
- have suitable and corroborated planning experience and knowledge and is generally suitable for election as a Full Member.

'Special entry' Full Members are an exception and are required to have an academic qualification of 'acceptable' planning content and at least 10 years of planning experience.

**(D) Visiting Members**

Any qualified overseas planner residing temporarily in Hong Kong may apply to be elected as a Visiting Member. No person shall be permitted to hold such membership for more than one year. Visiting Members shall not have any designatory titles of the Institute.

**(E) Retired Members**

Any Fellow or Full Member who has retired from practice as a town planner may apply to be a Retired Member (if he or she does not wish to retain the existing class of membership).

**(F) Students (see Annex 2 for additional guidance)**

A Student is a person:

- who possesses qualification required to take the town planning examinations of institutes or universities recognised by the Institute; or
- who is engaged in studies in town planning such as would qualify him/her on completion for transfer to a higher grade of membership of the Institute; or

- who has completed studies in town planning but is yet to satisfy the Institute's requirements to transfer to a higher level of membership.

**(G) Affiliates (see Annex 4 for additional guidance)**

An Affiliate shall possess a qualification or experience in a development field related to town planning but may not have a planning degree or diploma per se. Affiliates shall not have any designatory titles of the Institute.

Note: Of the above, only Full Members and Fellows have voting rights on the Institute's business. Visiting, Honorary or Retired Members or persons listed as Affiliates of the Institute have no voting rights. Students only have voting rights at any General Meetings on matters directly concerned with them.

## **2. WHO CAN APPLY?**

Membership of the Institute shall not be restricted by reason of citizenship, nationality, gender, race, religion or length of residence in Hong Kong. It shall however be restricted to those, for the time being, residing (i.e. ordinary resident) in Hong Kong, except in the case of Honorary Members.

An applicant will need to fulfill every necessary requirement under the respective Constitution and Bye-laws by the day of the meeting of the Membership Board when the application is to be considered. No advance approval of any membership application will be given.

## **3. ENTRANCE FEES AND SUBSCRIPTIONS**

The Entrance Fees and Annual Subscriptions of Fellows, Full Members, Students and Affiliates are as set out in the table below but may be varied from time to time as recommended by the Council and confirmed by resolution in an Annual General Meeting or an Extraordinary General Meeting:

	<b>Entrance Fees</b>	<b>Annual Subscription</b>
<b>Fellows</b>	\$600	\$2,100
<b>Full Members (Residing overseas)</b>	\$400	\$1,600 \$1,200

<b>Retired Members</b>		\$350
<b>Students (Full Time Study)</b>	\$200	\$200
<b>Students</b>		\$600
<b>Affiliates</b>	\$200	\$700

#### **4. HOW TO APPLY**

##### **Availability of Application Forms**

Application forms for membership and listing as an Affiliate or Student are available from the Office of the Hong Kong Institute of Planners, Unit No 201, 2/F, Prosperity Millennia Plaza, 663 King's Road, North Point, Hong Kong, or at such address as may be notified from time to time. Alternatively they can be downloaded from the Institute's web site [www.hkip.org.hk](http://www.hkip.org.hk).

##### **Types of Application Forms**

Applicants for the following classes of membership or for listing as Students or Affiliates should complete one of the appropriate forms below.

<u>Category</u>	<u>Form</u>
Full Member	HP1A and HP2A
Fellow	HP3
Visiting Member	HP4
Student	HP5
Affiliate	HP6

In completing the Forms, where necessary, membership applicants should refer to the practical experience requirements as set out in Annex 2. Application forms should be type-written and fully completed.

##### **Certificates**

Completed application forms should be returned with the required copies of certificates and/or diplomas of the applicant's academic and/or professional qualifications. Supporting documents which are not in English or Chinese must be accompanied by a certified translation in English.

## **The Proposer and Supporter**

The Proposer and Supporter of the application must be paid-up Full Members or Fellows of the Institute. Current Members of the Membership Board and Council of the Institute shall refrain from acting as Proposer or Supporter unless it is absolutely necessary where an applicant has no other suitable persons acting as his/her Proposer or Supporter.

## **The Corroborator**

Corroborators must certify the working experience shown in Form HP2A:

- A Corroborator is preferably a Full Member or Fellow of the Institute or a fully qualified member of another recognised professional planning institute; and
- Before he/she initials the Form, the Corroborator shall ensure that the relevant part or parts of the description of the practical experience as shown in Form HP2A for his/her certification is the true reflection of the practical experience.

## **Submission of Application Forms**

One set of the original application form(s) and the required copies of the same form(s) and relevant certificates should be submitted to the Hon. Secretary of the Institute for subsequent processing by the Membership Board. Applicants for full membership should bring the originals of relevant certificates to interview for verification.

## **What happens next?**

Applications for election as Fellows and Honorary Members are considered directly by the Council of the Institute. Applications to become Visiting Members, Full Members, Students and Affiliates are considered by the Membership Board of the Institute and its recommendations are submitted to the Council for approval. All applicants for election as Full Members are required to attend an interview (see Annex 3).

Upon the Council's decision, the Hon. Secretary will write to notify applicants of the outcome of their applications.

Note: The HKIP Council reserves the right to reject any application from any person who has expressed opinions, acted in any way, or pursued practices which the Council considers to be inconsistent with or contrary to the objects of the Institute as set out in section 2 of the Constitution.

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## **ANNEX 1 – NOTES ON QUALIFYING EXAMINATION**

### **The Examination**

Bye-law 49 of the Institute prescribes that the Qualifying Examination shall consist of the following two parts:

Part I -- Planning Theory and Techniques

Part II -- Planning Law and Planning Practices in Hong Kong

The Institute has entrusted the administration of the Qualifying Examination to the Department of Urban Planning and Design (the Department), University of Hong Kong. The Department 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 recognised by the Institute for the purpose of election as a Full Member of the Institute.

To pass the Qualifying Examination, candidates are required to satisfy all requirements of the following 3 papers offered by the Department:

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

These papers are core components within the curriculum of the Department's planning course, each lasting for one semester. The course work and the examination in respect of these papers are conducted in English.

### **Exemptions**

- a) Bye-law 50(a) provides for partial exemption from the Qualifying Examination. To this effect, Full Members of the Royal Town Planning Institute (RTPI), Planning Institute of Australia (PIA) - Urban & Regional Planning Chapter only<sup>1</sup>, 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 fully recognised by these institutes; and persons who have passed the necessary examinations required for full membership of these institutes are exempted from Part I of the Qualifying Examination.

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<sup>1</sup> PIA – UnRP Chapter is the only equivalent of RAPI (predecessor of PIA)

- b) Bye-law 50(b) provides that for a candidate possessing a degree or diploma in town planning obtained in Hong Kong which is recognised by HKIP, Part I and Part II of the Qualifying Examination are exempted. It means that graduates from the planning course offered by the Department are fully exempted.
- c) Bye-law 50(c) stipulates that a candidate possessing a town planning degree or diploma, which is not recognized or not accredited by a professional town planning institute recognized by the HKIP, or constitutes only part of the programme that leads to a professional qualification in town planning and professional town planning institute full membership recognized by the HKIP, shall not be entitled to sit for the Qualifying Examination.
- d) Bye-law 51 provides that a candidate with a professional town planning full membership not recognized by the Institute, or a town planning degree or diploma or a pass in all the necessary examinations required for full membership of a professional town planning institute not recognized by the Institute, or a degree or diploma in town planning obtained outside Hong Kong at a territory which has no professional town planning institute, shall have to pass Parts I and II of the Qualifying Examination subject to the satisfaction of the Examination Board of HKIP on the planning content of his town planning degree or examinations.
- e) The sitting for the Qualifying Examination is usually open for application once a year, normally in July.

## ANNEX 2 - GUIDANCE NOTES FOR FULL MEMBER AND STUDENT APPLICATIONS

### Introduction

Members must be fully qualified professional town planners and must be elected to the Institute. 'Special entry' Members are a partial exception in so far as their academic qualifications include 'acceptable planning content' at graduate or graduate equivalent level. They must also have at least 10 years of planning experience. What defines acceptable planning content may be derived with reference to the HKIP Examination Board Guidelines for determining the contents of planning degrees not recognised by the HKIP. Special entry Members are still required to demonstrate their planning knowledge and suitability for membership in accordance with Bye-law 48(b) and are required to attend an interview.

### Full Members

The requirements for election as a Full Member, including by 'special entry' of the Institute are set out under Bye-laws 48(a) to (e) as follows:

Bye-law 48:

*To be eligible for election as a Full Member, a person shall produce evidence to the satisfaction of the Council that:-*

- (a) he possesses full membership of a professional town planning institute, and has not less than one year of practical experience in Hong Kong town planning work after*
  - (i) conferment of a degree or diploma in town planning; or*
  - (ii) obtaining such professional town planning institute membership. Such experience shall have been gained within the last five years before application for full membership.*

*In case the full membership of the professional town planning institute is based on a one-year full-time post-graduate degree or post-graduate diploma, he should have no less than three years of practical town planning experience, not less than one year of which shall be practical experience in Hong Kong town planning work.*

*OR*

- (b) he possesses a graduate or graduate equivalent academic qualification with acceptable planning content and has not less than 10 years of post-qualification planning experience demonstrated to the satisfaction of the Institute, and not less than one year of which shall be practical experience in Hong Kong town planning*

*work that shall have been gained within the last five years before application for full membership.*

*OR*

*(c) he has been a Student for not less than one year, and*

*(i) he possesses a two-year full-time postgraduate degree or postgraduate diploma in town planning and has not less than two years of practical town planning experience, at least one year of which shall be in Hong Kong town planning work that shall have been gained after conferment of the degree or diploma but within the last five years before application for full membership; or*

*(ii) he has a first degree in town planning and has not less than four years of practical town planning experience, at least one year of which shall be practical experience in Hong Kong town planning work that shall have been gained after the conferment of the degree but within the last five years before application for full membership; or*

*(iii) he has passed all the necessary examinations required for full membership of a professional town planning institute and has not less than four years of practical town planning experience at least one year of which shall be practical experience in Hong Kong town planning work that shall have been gained after passing of the examinations but within the last five years before application for full membership; or*

*(iv) he possesses a one-year full-time post-graduate degree or post-graduate diploma in town planning recognised by a professional town planning institute recognised by the Institute and has no less than three years of practical town planning experience at least one year of which shall be practical experience in Hong Kong town planning work that shall have been gained after the conferment of the degree or diploma but within the last five years before application for full membership.*

*AND*

*(d) he has passed such Qualifying Examination as may be prescribed by the Institute, unless otherwise exempted.*

*AND*

*(e) he has satisfied the Council that he has suitable breadth and depth of planning experience and knowledge and is suitable for election as a Full Member.*

## **Students**

- An applicant for registration as a Student under Bye-law 70 shall produce evidence to the satisfaction of the Council that *he is engaged in town planning practice and possesses qualifications required to take town planning examinations of institutes or universities recognised by the Institute; or*
- *he is engaged in studies in town planning which would qualify him on completion for transfer to a higher grade of membership of the Institute; or*
- *he has completed studies in town planning but has not yet satisfied all other requirements of the Institute to qualify him for application for a higher grade of membership of the Institute.*

## **Town Planning Experience**

The nature of practical town planning experience to be considered in applications for election as Full Members under Bye-laws 48(a) and 48(c) includes the following:

- the length and category of practical experience (see subsections a) and b) below);
- the level of responsibility; and
- the amount of involvement in team work

The Membership Board will interview applicants for full membership, to allow them the opportunity of elaborating on the breadth and depth of their planning experience as recorded in Form HP2A. The interview also provides Board Members with an additional means to evaluate the relevance of the planning and practical experience of the applicants and their suitability for election as Full Members of the Institute. If the Membership Board considers it necessary, the relevant employer / proposer / supporter / corroborators will also be consulted.

### **a) Length of Practical Planning Experience**

The practical experience requirements stipulated in the Bye-laws are minimum practical experience requirements. In calculating the length of practical experience, the following points should be noted:

#### **(i) Calculation of Part-time Planning Experience**

The relevance of "part-time" planning experience will be assessed on an individual basis, depending on the actual contents and the level of responsibility of the duties performed. The number of hours of any part-time job, if considered as relevant practical planning experience, should be compared to that of a full-time job on a pro-rata basis (i.e. at a rate of 140 working hours per month as the standard of a full-time job). The onus of proof of the actual amount of working

hours rests with the applicants. However, no more than the full-time job equivalent of six months of this experience would be accepted for the purpose of fulfilling the minimum practical experience requirements.

**(ii) Planning Experience Gained as Part of a Planning Course**

**No double counting** of experience will be accepted. Any practical planning experience gained during a planning course as part of the course will not be counted towards relevant planning experience. Only planning experience not required by the planning course may be considered as relevant planning experience.

**(iii) Vacation Experience**

The relevance of any vacation experience (e.g. summer job) will have to be assessed on an individual basis, depending on the actual contents and the level of responsibility of the duties performed.

The planning experience (including that gained in part-time and full-time jobs during the vacation) obtained during a full-time planning course and not as part of the course, if considered as relevant planning experience, will be recognised and will count towards the minimum practical experience requirements. However, no more than the full-time job equivalent of six months of this experience would be accepted for the purpose of fulfilling the minimum practical experience requirements.

**iv) Planning-related Experience Gained Outside Planning Office Settings**

For planning experience gained outside the conventional planning office settings, it is not so much a matter of where the experience has been obtained but whether the experience in question is planning experience. The relevance of this experience will be assessed on an individual basis, depending on the actual contents and the level of responsibility of the duties performed.

**v) Meaning of "after conferment of the degree" in the Membership By-laws**

"Conferment of the degree" would mean the date of satisfactory completion of all the requirements for the planning degree, not necessarily the actual date of award of the degree, subject to a written confirmation if required from the planning school/university concerned.

**vi) Experience for ‘Special Entry’ Full Members**

The quality of experience for special entry Full Members should be no different to that for other Full Members as described in the proceeding paragraphs. The duration of experience should be at least 10 years for ‘special entries’.

**b) Category of Practical Planning Experience**

**Applications under Bye-laws 48**

Applicants who fulfill the minimum practical town planning experience requirements should satisfy the Membership Board that they have had practical town planning experience in at least three of the following fields (each covering a period of not less than six months):

- preparation, formulation and revision of territorial, sub-regional and district plans for development or redevelopment;
- development planning;
- development control and enforcement;
- urban design;
- preparation, formulation and revision of planning policies and proposals on various sectors such as land use, transport, housing, land production, regional development, environmental protection, conservation, public engagement, tourism and social development;
- implementation of planning-related policies and proposals involving programme co-ordination, project management and public engagement;
- impact assessments for development proposals;
- teaching of town planning (at least undergraduate level);
- planning research and analysis related to policy or decision making;
- development of geographic information systems (GIS) for planning-related applications; and
- formulation and implementation of public engagement strategy for planning-related policies and projects

Applicants who are unable to satisfy the above requirements because they have specialist knowledge in less than three fields may also be considered provided that they have had at least a total of four years of practical town planning experience.

The required minimum of one year of practical town planning experience should be obtained through planning work in Hong Kong.

A table showing the categories of practical planning experience with the titles of projects and time engaged should be submitted with the Application Form.

### **Statement of Experience (Form HP2A)**

An applicant's fulfillment of the above requirements on the length and breadth of practical planning experience should be fully and accurately reflected in his Statement of Experience (Form HP2A). In particular, the Statement should provide details on the positions held, employing organizations, relevant departments and/or sections in which relevant work was undertaken, dates (month and year) of employment, level of responsibility, type of work undertaken in each post and the total time engaged in each aspect of the work concerned. Failure to complete the form in detail may result in delay in processing the application.

### **Summary of Continuing Professional Development (CPD)**

For the sake of providing additional information for the Membership Board to learn more about planning knowledge and exposure of the applicant to various continuing professional development activities, applicant for full membership is encouraged to provide their CPD summary (Part J of Form HP1A). CPD period should cover a 12 months period prior to membership application. For details of CPD policy of the Institute, please refer to the HKIP website.

## **ANNEX 3 - WHAT TO EXPECT AT THE INTERVIEW WITH THE MEMBERSHIP BOARD**

### **1. INTRODUCTION**

The purpose of the interview is to satisfy the Council, through the Membership Board, that the applicant has suitable breadth and depth of planning experience and knowledge and is suitable for election as a Full Member.

The Secretary of the Membership Board will inform the applicant on the date, time and venue for the interview. Normally Membership Board meetings are held every 6 weeks and prospective applicants can contact the HKIP office for the annual schedule.

### **2. WHAT TO BRING TO THE INTERVIEW**

An applicant must bring the original professional and/or academic certificates in support of the application to the interview for verification.

In order to offer an applicant the opportunity to present him/herself favourably on a familiar topic, applicants are encouraged to bring to the interview actual examples of work done.

### **3. INTERVIEW FRAMEWORK**

The format of the interview is not intended to be rigid. In general, the interview will consist of five parts:

#### **Part I: Self-Introduction**

Each applicant will be given five minutes to make a presentation to the Membership Board regarding his/her educational background, practical planning experience, planning interests, planning-related activities etc. at the beginning of the interview. He/she can bring along samples of previous planning work or projects undertaken to help illustrate their planning experience.

#### **Part II: Practical Town Planning Experience**

Applicants would be asked to elaborate on their practical town planning experience as stated in the Statement of Experience Form HP2A. They should be prepared to respond to questions regarding the specific nature of the planning work undertaken, extent of their involvement in the respective planning jobs stated in Form HP2A, and how they contribute to the applicants' professional development.

### **Part III: General Planning Knowledge**

Applicants are expected to possess sound knowledge on and a good understanding of the planning practice and planning system in Hong Kong, and these topics are not necessarily the only ones stated in Form HP2A. Applicants should be prepared to respond to questions relating to Hong Kong's current planning system and organization, legal planning framework, planning practice and administration, professional ethics, etc.

### **Part IV: Knowledge on Publications Related to Planning Practice**

Applicants are expected to be familiar with publications available to the public that are related to the planning practice in Hong Kong such as the Hong Kong Planning Standards and Guidelines, Urban Design Guidelines, Joint Practice Notes, Technical Circulars, Town Planning Board Guidelines etc. before the interview.

### **Part V: Awareness of Current Affairs**

Applicants are expected to possess a sound awareness of current planning issues and be able to discuss them from different perspectives. Applicants should be prepared to articulate their views on these issues in a professional manner that is based on knowledge and independent thinking. Applicants are expected to be aware of the Institute's objectives as well as the ongoing affairs of the Institute.

Normally the interview will last for about half an hour to forty-five minutes. The Membership Board will make its recommendation on the application to the next HKIP Council meeting. The Institute will notify the applicant in writing of the Council's decision.

## **ANNEX 4 – GUIDELINES FOR APPLICATION AS AN AFFILIATE UNDER BYE-LAW 68**

### **1. WHO CAN BE AN AFFILIATE?**

The purpose of the Affiliate class is to provide an opportunity for people to participate in the affairs of the Institute who demonstrate a keen interest in town planning and who have a qualification or experience related to town planning but may not have a planning diploma or degree per se. The Institute is seeking to broaden its appeal within the community and promote a wider understanding of the importance of town planning.

Typically, an Affiliate will be someone experienced in a development field related to planning such as architecture, engineering, surveying, transport planning, estate management, landscape architecture, environmental protection, or technical drawing for each of the preceding disciplines. This list is not exclusive and the Institute would welcome for consideration of applications from people in other disciplines.

### **2. BENEFITS OF AFFILIATESHIP**

The benefits to Affiliates of registration with the Institute include participation in meetings, events, fora and field trips organised by the Institute as well as receiving the regular Institute publications of 'Synopsis' and 'Planning and Development'. An Affiliate may also be invited to participate in the work of certain of the Institute's sub-committees. Since affiliates are not elected members, they will not have the right to vote on Institute matters nor receive any designatory titles of the Institute i.e. they cannot add Member of Hong Kong Institute of Planners (MHKIP) as part of their official title.

### **3. APPLICATION**

Applicants will be requested to complete form HP6 which requires them to set out their education, qualifications (including copies of relevant certificates), experience and other relevant matters including the reasons for their interest in joining the Institute. A statement of this experience, of around one or two pages, should be included. Corroboration of the experience by an employer would not be necessary but clarification and/or supporting document may be requested on occasions to assist the Institute to consider the application.

Affiliate applicants will not be required to attend an interview.