



Union Internationale des Architectes • International Union of Architects

Recommended Guidelines for the UIA Accord On Recommended International Standards of Professionalism in Architectural Practice Policy on Practical Experience/Training/Internship

April 1998

Revised December 10-12, 1998

Adopted June, 1999

Amended February, 2008 (Period of Practical Experience/Training/Internship)

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INTERNATIONAL UNION OF ARCHITECTS

ACCORD POLICY ON PRACTICAL EXPERIENCE/TRAINING/ INTERNSHIP

That graduates of architecture will be required to have completed at least two years of acceptable experience/training/internship prior to registration/licensing/certification to practice as an architect (but with the objective of working towards three years) while allowing flexibility for equivalency.

Guidelines

1. Period of practical experience/training/internship

The experience set out below should be demonstrated prior to applying for registration/licensing/certification and should be gained over the period defined in the Accord Policy. At least half of that period should occur following the basic academic prerequisites and in any case should not imply a reduction of the academic period referred to under the Accord Education Policy.

Where agreements, recognizing practical experience/training/internship for registration, exist between jurisdictions, graduates from these jurisdictions may undertake part of that experience in a foreign jurisdiction that is a signatory to the agreement. (A Model for agreements between jurisdictions is appended to this Guideline).

2. Objectives of the period of practical experience/training/internship

The objectives of the period of practical experience/training/internship (here after referred to as internship) are:

- To provide interns with the opportunity to acquire basic knowledge and skill in the practice of architecture;
- To ensure the practices, activities, and experience of interns is recorded by a standard method;
- To enable interns to attain a broad range of experience in the practice of architecture.

3. Categories of experience



An intern should receive practical experience and training under the direction of an architect in at least half of the areas of experience nominated under each of the following four categories:

3.1 Project and Office Management

- Meeting with clients
- Discussions with clients of the brief and the preliminary drawings
- Formulation of client requirements
- Pre-contract project management
- Determination of contract conditions
- Drafting of correspondence
- Coordination of the work of consultants Office and project accounting systems

Personnel issues

2 Design and Design Documentation

- Site investigation and evaluation
- Meetings with relevant authorities
- Assessment of the implications of relevant regulations
- Preparation of schematic and design development drawings
- Checking design proposals against statutory requirements
- Preparation of budgets, estimates, cost plans, and feasibility studies

3.3 Construction Documents

- Preparation of working drawings and specifications
- Monitoring the documentation process against time and cost plans
- Checking of documents for compliance with statutory requirements
- Coordination of subcontractors documentation
- Coordination of contract drawings and specifications

3.4 Contract Administration

- Site meetings
- Inspection of works
- Issuing instructions, notices, and certificates to the contractor
- Client reports
- Administration of variations and monetary allowances

4. Record of practical experience/training/internship



Interns should maintain a written record, in a standard form or a logbook, of all periods of training, experience, and supplementary education received during the internship period.

This record should be set out under the areas of training nominated in Part 2 above. It should describe the nature and duration of activities undertaken, and each of these should be signed by the supervisor architect as a true record of the experience gained by the intern.

The standard form or logbook is to be presented to the registering/licensing authority on request, as evidence that the required practical experience/ training/ internship is being undertaken or has been completed.

5. SUPERVISORS

Interns should gain their experience under supervision. Supervisors are to be registered or licensed architects in the jurisdiction in which the internship is undertaken, and will either be the employer or the architect to whom the intern reports during each recorded period of experience.

6. Core knowledge and ability requirements

At the completion of the period of practical experience/training/internship, the intern should have demonstrated or be able to demonstrate knowledge and/or ability in the following:

6.1 The Practice of Architecture

- An overview of the architectural profession in the national and international community
- A knowledge and appreciation of ethical standards
- Knowledge of the local architectural association
- An overview of the local construction industry and construction law
- Direction and coordination of consultants
- Office management and systems
- Legal aspects of practice
- Liability, risk management, and insurance

6.2 Project Management

- Establishing and managing client agreements
- Scheduling of project activities and tasks
- Assessing codes, regulations, and legislation
- Project financing and cost control
- Project procurement and contractual systems

- Dispute resolution
- Management of subcontractors
- Project administration and monitoring systems

6.3 Pre-design and Site Analysis

- Establishing, analyzing, and recording environmental issues relevant to the project
- Establishing and clearly defining a design brief
- Establishing, analyzing, and recording site conditions

6.4 Project Services and Systems

- Coordinating the design and documentation of project services and systems into the project design and documentation process

6.5 Schematic Design

- Analyzing the client brief and producing potential project design solutions through process of hypothesis, evaluation, and reappraisal
- Graphically representing alternative project designs
- Presenting and agreeing preliminary design proposals with clients and other interested parties

6.6 Design Development and Design Documentation

- Investigating and establishing the specific spatial, organization and circulation requirements within and around a project
- Considering and deciding upon the disposition of construction and project services systems, materials, and components
- Developing drawings and documents to fully describe the developed design proposal for the approval of the client and other interested parties
- Analyzing possible effects on the context, users, etc.

6.7 Construction Documentation

- Researching, analyzing, and selecting appropriate materials and systems for a project
- Preparing accurate consistent and complete construction drawings, specifications, and schedules that describe the extent and location of construction elements, components, finishes, fittings, and systems

6.8 Contract Administration

- Preparing documents to invite bids or tenders
- Evaluating and making recommendations in respect of bids or tenders received



- Finalizing project contracts
- Administering project contracts
- Monitoring compliance with contract conditions and the requirements of relevant authorities
- Inspecting and evaluating construction works to ensure that they comply with the requirements of the contract documents

7. APPENDIX TO THE GUIDELINE

MUTUAL RECOGNITION AGREEMENT: DRAFTING MODEL

INTRODUCTION

This model Mutual Recognition Agreement (MRA) is intended to guide registering authorities that are contemplating negotiations for mutual recognition of practical experience/internship/training gained by architectural graduates. In using this model, negotiators should consult and follow the UIA Recommended guidelines for the UIA Accord on Recommended International Standards of Professionalism in Architectural Practice Policy on Mutual Recognition Agreements.

MODEL MUTUAL RECOGNITION AGREEMENT

Whereas, the signatories, *<insert names as appropriate>*, are the national representatives of the Competent Bodies of the Domestic Jurisdictions responsible for the registration/licensing of architects within *<insert names of the countries covered by the Agreement>*, commit themselves to carry out the agreement described below, and

Whereas, the signatories share the goal of recognizing, for the purpose of admission into the examination for registration/licensing, the practical experience/internship/training, to a maximum of twelve months, that candidates for registration gain in a foreign signatory jurisdiction.

Whereas, all parties recognize that differences among the standards and processes for licensing/registering/certifying architects in the Domestic Jurisdiction of *<insert names of the countries covered by the Agreement>* must be duly respected and appropriately addressed in order to reach this goal, now

Therefore, *<insert names as appropriate>* express their commitment and understanding of the following, which shall not modify any other agreements between the signatories, and witnesses hereto.



DEFINITIONS

For the purposes of this Agreement:

Practical Experience/Training /Internship – *(UIA Accord Definition)*

Practical experience/training/internship is a directed and structured activity in the practice of architecture during architectural education and/or following receipt of a professional degree but prior to registration/licensing/certification.

FORM AND CONTENT OF AGREEMENT

1. Participants

1.1. The parties to implement the agreement are:

<List the parties who will implement the agreement.>

1.2. The parties endorsing and supporting the agreement are:

<List the parties, if any, who formally endorse the agreement.>

1.3. For *<Country A>*, the competent authorities other than the parties are:

<List the governmental organizations within Country A that are competent authorities.>

1.4. For *<Country B>*, the competent authorities other than the parties are:

<List the governmental organizations within Country B that are competent authorities.>

1.5. For *<Country C>*, the competent authorities other than the parties are:

<List the governmental organizations within Country C that are competent authorities.>

<List any additional countries who are part of the Agreement and number accordingly>

1.6. Status and area of competence of each party

<Provide descriptions of each organization that is party to the Agreement, numbered 1.6.1., 1.6.2, Etc.>

2. Purpose of the agreement



2.1. This Agreement establishes criteria, procedures and measures for the mutual recognition of up to twelve months of practical experience/internship/training gained by candidates for registration in *<list countries covered by the Agreement>*.

2.2. For the purpose of this agreement practical experience/training/internship attained and recorded in accordance with the Recommended Guidelines for the UIA Accord on Recommended International Standards of Professionalism in Architectural Practice Policy on Practical Experience/Training /Internship, will be recognized in *<list countries>*

3. Ratification and Effectiveness

This Agreement has been duly executed and signed by an official representative of each of the signatories. The Agreement shall come into effect on the date it is suitably ratified by the competent bodies.

This Agreement and its Appendix shall be executed in *<list languages>*.

This Agreement, including one Appendix, constitutes the Mutual Recognition Agreement, negotiated between the Architects of *<insert names of countries that are party to the Agreement>*. The Appendix is meant to outline the mechanisms for the implementation of the Agreement and may be amended through negotiations by all parties.

SIGNATURES

APPENDIX

MECHANISMS FOR THE IMPLEMENTATION OF THIS AGREEMENT

1. Rules & Procedures to monitor & enforce

<insert name of joint governance committee or secretariat>

1.1.1. The *<insert name of joint governance committee or secretariat>* is established to facilitate the implementation of this Agreement, to oversee administrative processes, and to monitor the performance of all parties who have agreed to be bound by the terms and conditions of this Agreement to ensure, insofar as it may, that any issues or disagreements arising hereunder are resolved



promptly and in a manner consistent with the intent of this Agreement.

1.1.2. The *<insert name of joint governance committee or secretariat>* will also monitor the processes to implement this agreement in an effective and nondiscriminatory manner, and continue information exchange by whatever means are considered most appropriate, including regular communication and sharing of information.

1.1.3. The *<insert name of joint governance committee or secretariat>* shall meet at least annually or as often as required in order to effectively perform its duties and assist in the resolution of disputes.

Each *<insert name of joint governance committee or secretariat>* country must be represented by a minimum of two (2) and a maximum of five (5) Officers/Members/Representatives appointed by each organization. The organizations are *<insert names of representative organizations>*.

1.2. Meetings

- A. At *<insert name of joint governance committee or secretariat>* meetings a representative of the host organization shall serve as Chair.
- B. Meeting locations and dates shall be proposed by the hosting organization, subject to agreement by the others.
- C. The host organization is responsible for location hotel and meeting room arrangements, catering, dinner reservations, Agenda, Minutes and, shall provide translation services when needed.
- D. Face-to-face meetings require two-month notice.
- E. Minutes must be prepared and distributed within two months.

1.3. Expenses

- A. Each organization is responsible for their travel, hotel and miscellaneous expenses for its attendees. The host organization shall make rooming arrangements for each attendee to be individually charged.
- B. Lunches during the meeting day are the responsibility of the host organization.
- C. Dinners during the meeting are paid by the meeting host organization and back billed to the others, proportionately.
- D. In the case of jointly appointed task force or committee, each organization shall assume responsibility for its appointees.

1.4. Finances

- A. There are no dues.
- B. Each organization is responsible for its own expenses.

2. Mechanisms for Dialogue and administrative co-operation



RECOMMENDED GUIDELINES FOR THE ACCORD POLICY ON PRACTICAL EXPERIENCE/TRAINING/INTERNSHIP

The *<insert name of joint governance committee or secretariat>* will put in place mechanisms and procedures which will include:

2.1. To define the standards of professional competency that must be met by architects in the three countries who wish to avail themselves of this agreement.

2.2. To establish the rules and procedures necessary for the application, evaluation and monitoring of the provisions in this Agreement. Member of the *<insert name of joint governance committee or secretariat>* will keep in regular contact and hold meetings at least annually to review the implementation and effectiveness of the agreement.

2.3. Acting as an information source in each participating jurisdiction so that architects can be informed about registration/licensing requirements and sanctions that might be applied in accordance with this document.

2.4. To communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.

2.5. A means for dispute resolution for the implementation of this agreement.

2.6. An appeals process for applicants

3. Revision of agreement

The agreement is ongoing subject to periodic review by the *<insert name of joint governance committee or secretariat>*

4. Notice of termination

If any Party wishes to terminate this Agreement, it will inform the other Parties of this decision by giving 12 months notice in writing.