

PROVISIONAL ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE

Explanatory Notes

Please read these Explanatory Notes carefully before completing this form

This Application Form is to be used by those seeking:

- a. Assessment of *overseas academic qualifications* in Architecture for migration purposes as part of the process leading to registration as an Architect in Australia
OR
- b. Assessment of *overseas academic qualifications* in Architecture for residents as part of the process leading to registration as an Architect in Australia

1. Introduction

AACA assesses academic qualifications in Architecture obtained overseas and within Australia. **To be eligible for Provisional Assessment, your qualification must be complete.**

AACA only assesses academic qualifications that have been obtained by coursework. A coursework degree typically requires the student to have been enrolled in a structured program of core and elective units. The student will have progressed through the course by attending timetabled classes and completing the required assessment tasks associated with each unit. A coursework degree may sometimes also have included the requirement to complete a design thesis, written thesis or major research paper for the award of the degree.

AACA does not assess academic qualifications that have been obtained by research. A research degree is one where the student has been engaged under the supervision of an academic advisor in an independent program of study and research to develop their research skills. The student may also have been required to undertake some structured coursework units to expand their skills. The submission of a research thesis or dissertation is the primary requirement for the award of a research degree. Please contact AACA if you are unsure about the eligibility of your qualification for Provisional Assessment.

The Provisional Assessment does not consider work experience or comments made by third parties (such as employers).

2. Description of Provisional Assessment

Provisional Assessment of academic qualifications in Architecture assesses academic qualifications

obtained overseas and/or within Australia to determine whether they are equivalent to a current Australian accredited academic qualification in Architecture. An Australian accredited qualification is one that is approved under law by an Australian registration authority. A full list is available on the AACA website.

An accredited academic qualification in Architecture typically requires a minimum of 5 years/10 semesters full-time coursework and involves the satisfactory completion of 7 prescribed core areas of study:

- Design Studies and Design Integration
- Documentation and Technical Studies
- History and Theory Studies
- Practice and Project Management, Implementation and User Studies
- Environmental Studies
- Communication Studies
- Elective Studies

(Please see Page 6 of the Application Form for further information regarding these areas.)

Your academic qualification(s) must show evident equivalence in all core areas of study in order to receive a positive Provisional Assessment and be assessed as equivalent to an Australian accredited qualification in Architecture, 'suitable' for the occupation of 'Architect' in Australia.

The *Australian and New Zealand Architecture Program Accreditation Procedure (ANZ APAP)* describes the procedure for accrediting Australian Architecture programs and provides the benchmark for the Provisional Assessment of academic qualifications in Architecture. It is available on the AACA website at http://www.aaca.org.au/wp-content/uploads/2012/05/ANZ_APAP_2012_FINAL.pdf.

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AACA considers applications for Provisional Assessment on a case-by-case basis. In forming its opinion on the status of an academic qualification, AACA reviews the documentation submitted by the applicant against the following criteria:

- Education system in the country in which the qualification(s) was obtained compared to the Australian education system;
- Status of the awarding institution compared to an Australian university offering an accredited Architecture program;
- Academic duration of the qualification(s) compared to an Australian accredited academic qualification in Architecture;
- Structure of the coursework program compared to an Australian accredited academic qualification in Architecture, including the weighting given to individual units and core subject areas (eg. by credit points and/or contact hours);
- Content of the individual units of study compared to an Australian accredited academic qualification in Architecture; and
- Grading system used to assess student progress through the course compared to an Australian accredited academic qualification in Architecture.

Please note that **Provisional Assessment does not include advice on how to upgrade your academic qualification(s)** to meet the equivalency requirements of an Australian accredited academic qualification in Architecture.

3. Information for applicants seeking Provisional Assessment for migration purposes

3a. Applicants with overseas academic qualifications in Architecture

Before you can apply to migrate to Australia under the General Skilled Migration categories, you must satisfy certain basic requirements. One requirement is to nominate an occupation from the Skilled Occupations List that fits your academic qualifications and skills, and to have your overseas academic qualifications assessed by the relevant assessing authority for your nominated occupation.

AACA is the relevant assessing authority for

The Occupation: Architect

ANZSCO CODE: 232111

The qualification requirements for the nominated occupation 'Architect' under the General Skilled Migration program is an academic qualification equivalent to an accredited academic qualification in Architecture from an Australian school of Architecture.

Use the form attached to these explanatory notes to apply for assessment of your overseas academic qualification(s) through the Provisional Assessment process.

If you have completed additional Australian post-graduate academic coursework qualifications in Architecture, and you wish to have these qualifications considered in the Provisional Assessment, you should also submit the required documentation for these qualification(s).

More information on the migration process including the Skilled Occupations List is available from the

Australian Government's Department of Immigration and Border Protection (DIBP) website, <http://www.immi.gov.au>.

3b. Applicants with Australian accredited academic qualifications in Architecture

If you are applying to migrate to Australia and you have an accredited academic qualification(s) in Architecture from an Australian school of Architecture, you are required under immigration law to obtain **verification** (*and not a provisional assessment*) that it is a recognised qualification in Architecture.

If you are needing a Verification, please use Application Form V.

A list of Australian accredited academic qualifications in Architecture is available on the AACA website.

AACA is the relevant assessing authority for verification of Australian accredited academic qualifications in Architecture for migration purposes. Use the form attached to these explanatory notes to apply for verification through the Provisional Assessment process.

4. Registration as an Architect in Australia

AACA is not a registration authority.

To become eligible to register as an Architect in Australia you are required to have a recognised qualification in Architecture; to undertake a period of practice in Australia; and to pass the AACA Architectural Practice Examination (APE).

4a. Applicants with overseas academic qualifications in Architecture

There are 2 steps in the process of assessment of overseas academic qualifications leading to registration as an Architect in Australia:

- (i) Provisional Assessment of overseas academic qualifications in Architecture
- (ii) Final Assessment

The Final Assessment is a separate stage in the application process. In which an interview will be conducted with the Architects Board in your jurisdiction, of your overseas academic qualification(s) in Architecture. Further information about the Final Assessment is available on the AACA website.

If you have migrated to Australia without an assessment of your overseas academic qualification(s) in Architecture and you wish to become registered as an architect in Australia, you first need to obtain a Provisional Assessment of your overseas qualification(s) before applying for the Final Assessment.

An alternative pathway to obtaining equivalence to a recognised architectural qualification to registration as an Architect in Australia is through the AACA National Program of Assessment (NPrA). Further information about the NPrA is available on the AACA website.

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5. Completing Application Form PA

You must fully complete Application Form PA, answering all of the questions in English, unless otherwise requested. Initial and date any alterations or corrections you need to make on the form.

If you have completed more than two academic qualifications in Architecture and you wish to have these additional qualifications considered in the Provisional Assessment, please provide details on a separate sheet of paper, signed and dated and included with the form. For additional qualifications, please follow the same format as required on the form.

Similarly, if you need more space to answer any of the questions, please provide this information on a separate sheet of paper, signed and dated and included with the form.

You must provide all of the requested information, include all documents and pay the application fee before your application can be considered.

Applications that are incomplete or do not conform to AACA requirements as set out in these Explanatory Notes will be returned to applicants without assessment.

6. Documents to be submitted with application

You are required to submit the following documents with your application:

- a. **Application Form PA** completed in English, with the declaration at Section 7 signed and dated.
- b. **Cover letter** (maximum 2 x A4 pages) addressing why you think your academic qualification(s) is equivalent to an Australian accredited academic qualification in Architecture in terms of academic duration; structure of the coursework program; core areas of study; and the content of the individual units of study.
- c. **Degree or diploma** for each academic qualification in the original language, as officially issued by the relevant institution or authority.
- d. **Academic transcript** for each academic qualification (or student book or mark sheets) in the original language, as officially issued by the relevant institution or authority. An academic transcript is a list of all the units completed for the qualification, including weighting of each unit (in hours or credit points) and the marks obtained.
- e. **Course syllabus** for each academic qualification in the original language, as officially certified by the relevant institution or authority. The course syllabus should include a summary of the content of each unit of study. This can be supplied in digital format, for example CD, USB, URL or Dropbox – digital submissions do not require verification.
- f. **English translations** of any of the above documents (a – e) that are not in English. Refer sub-heading 8 for more information on acceptable English translation of documents.
- g. **Self-Assessment Matrix** (Section 7 of Application Form PA) that maps the course content of your academic qualification(s) against the 7 core areas of study prescribed for an Australian accredited qualification in Architecture.

- h. **Evidence of change of name** (if applicable).
- i. **Agency letter** original letter signed by you authorising another person to act on your behalf (if applicable). Refer sub-heading 12 for more information.
- j. **Fee** Refer sub-heading 9 for more information.

All documentation must be submitted in unbound, loose-leaf format.

Do not submit the original of any document. **You must only submit certified copies to AACA.** Refer to sub-heading 7 for more information on acceptable certification of copies of documents.

Please note that AACA does not normally return documents after they have been assessed.

Do not include documents relating to work experience or references from third parties as these are not considered in the Provisional Assessment.

All personal information received by AACA will be handled confidentially.

7. Certification of documents

An authorised person must certify all copies of documents that you submit to AACA.

A certified copy is a copy of an original document that is certified as a true copy by an authorised person.

For documents certified overseas, you must contact the closest Australian Mission for details of people who can certify documents in that country.

For documents certified in Australia, AACA accepts certification by Justices of the Peace, legal practitioners, and admission officers at all Australian universities.

If certification is provided as a separate document, you must send **both** the certification and the copy of the document being certified. AACA will not provide Provisional Assessment on the basis of the certification only.

To have your copies certified you must give both the original and the copy of the document to the person certifying the documents. Each page of the document must be certified separately, and must clearly show:

- the words 'certified true copy of the original';
- the signature of the certifying officer; and
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature. It must be possible for AACA to contact the certifying officer from the details provided.

8. English translation of documents

All documents that you submit to AACA must be translated into English if the original copy is in another language. A complete translation of each document must be provided. AACA does not accept partial or extract translations.

Do not submit the original of any English translation. **You must only submit certified copies to AACA.**

For documents translated in a country outside Australia, authorities in the country where the translation is made must approve the translator.

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Contact the Australian Embassy, High Commission or Consulate for further advice.

For documents translated in Australia, AACA accepts translations by translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). Consult the Yellow Pages Australian Business Directory to find an accredited translator.

9. Fee

The prescribed fee must accompany your application.

The current fee for Provisional Assessment of overseas academic qualifications in Architecture is \$AU1050.

Fees are subject to change without notice and are not normally refundable. Visit the AACA website for current fees.

The fee is payable to AACA by one of the following methods:

- a bank cheque in Australian dollars drawn by a bank outside Australia that has bank clearance arrangements with an Australian bank
- a foreign draft drawn on an Australian Bank in Australian dollars
- a bank cheque drawn by an Australian bank
- a money order issued by Australia Post
- funds transfer from an Australian bank account. This payment method is only for applicants residing in Australia.

AACA's bank account details:

Account Name	AACA
BSB	032-727
Account Number	13-2465

Enter your family name and date of birth in the description field when completing the bank transfer. You must print out a copy of the transaction receipt and send to AACA with your application. Failure to include a copy of the receipt may delay the process of your application.

AACA does not accept cash, travellers' cheques or payment by credit card or electronic funds transfer from international bank accounts.

10. How long does Provisional Assessment take?

AACA will send you a receipt to confirm that your documentation and fee have been received.

Provisional Assessment of overseas academic qualifications can take up to 16 weeks. **Please wait** at least 15 weeks after receiving your receipt before contacting AACA about the progress of your application. AACA will contact you if more information is needed.

11. If you disagree with the outcome of your Provisional Assessment

You may appeal to AACA if you disagree with the outcome of your Provisional Assessment.

Your appeal must be lodged on the Provisional Assessment Appeal Form within 3 months of the date of issue of the Provisional Assessment advice and be accompanied by the payment of the \$AU750 fee. Your appeal must clearly state the reasons why you disagree with the Provisional Assessment.

Any additional academic qualifications completed since the original lodgement of the Provisional Assessment application will not be considered in an Appeal. **If you have completed additional academic qualifications since the original lodgement of your application and you wish to have these considered by AACA, you must lodge a fresh application for Provisional Assessment.**

AACA accepts no responsibility for the judgments made by individuals or third parties that may disagree with its Provisional Assessment of academic qualifications in Architecture.

12. Agents

AACA normally deals directly with applicants.

Privacy provisions prohibit AACA from discussing applications for Provisional Assessment with other people (third parties) unless specifically authorised to do so.

If you want someone, such as a family member or other agent, to deal with AACA on your behalf, you will need to include a letter addressed to AACA and signed by you authorising this person (by name) to act as your agent.

13. After you receive your Provisional Assessment

Retain the original of your Provisional Assessment advice as you may need it again for other purposes in Australia. AACA only issues one Provisional Assessment advice.

Those applicants seeking to migrate to Australia should include a certified copy of the Provisional Assessment advice with their application. This Provisional Assessment is only one of the requirements that will be considered by the Australian migration authorities. Information about how to lodge your migration application is available from the Australian Government DIBP website, <http://www.immi.gov.au/>.

A positive Provisional Assessment is an opinion on the status of your academic qualification(s) and does not guarantee employment in Australia in the occupation of 'Architect'.

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14. Penalties

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.

15. Contacting AACA

Contact details for AACA are:

Architects Accreditation Council of Australia (AACA)
PO Box 236
Civic Square ACT 2608 AUSTRALIA

Phone: +61 2 6230 0506

Email: mail@aaca.org.au

Website: www.aaca.org.au (March 2015)



Application Form PA

PROVISIONAL ASSESSMENT OF OVERSEAS ACADEMIC QUALIFICATIONS IN ARCHITECTURE

This Application Form is to be used by those seeking:

- a. Assessment of *overseas academic qualifications* in Architecture for migration purposes as part of the process leading to registration as an Architect in Australia
OR
- b. Assessment of *overseas academic qualifications* in Architecture for residents as part of the process leading to registration as an Architect in Australia

- o Please read the accompanying explanatory notes before completing this form.
- o Provide all required information and documentation.
- o Do not forget to sign the declaration at Section 6.
- o If you require more space to answer questions, include an additional page giving the necessary details. Please sign and date any additional pages that you include with this form.

Section 1: Your Personal Details

1. Preferred title	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other.....						
2. Your family name	<input style="width: 100%;" type="text"/>						
3. Given names	<input style="width: 100%;" type="text"/>						
4. Any other names you have used (eg before marriage, etc)	<input style="width: 100%;" type="text"/>						
5. Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>						
6. Date of birth	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30%;">Day</td><td style="width: 30%;">Month</td><td style="width: 30%;">Year</td></tr><tr><td style="text-align: center;">/</td><td style="text-align: center;">/</td><td></td></tr></table>	Day	Month	Year	/	/	
Day	Month	Year					
/	/						
7. Country of birth	<input style="width: 100%;" type="text"/>						
8. Your first language	<input style="width: 100%;" type="text"/>						
9. Country of permanent residence	<input style="width: 100%;" type="text"/>						
10. Are you using an <i>Agent</i> ? <small>(if yes, please refer to explanatory note 12)</small>	Yes* <input type="checkbox"/> No <input type="checkbox"/> <small>* If yes, please ensure you have attached the <i>authorisation letter</i> signed by you (original document only).</small>						
11. Address for correspondence <small>(This is the address to which your assessment outcome will be sent – you must ensure correct details)</small>	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>						
	Country <input style="width: 60%;" type="text"/> Postcode <input style="width: 20%;" type="text"/>						
12. Telephone numbers	Work <input style="width: 50%;" type="text"/> Home <input style="width: 50%;" type="text"/>						
13. Preferred Email address:	<input style="width: 100%;" type="text"/>						

Section 2: Assessment Requirement Classification

13. Do you require this assessment for migration purposes? Yes No

Section 3: General School Education

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

Start

Month	Year
/	

 Finish

Month	Year
/	

15. Details of all your education completed prior to commencing Tertiary Studies

	Number of years	Name of qualification or certificate obtained	Country
Primary			
Secondary			
Other			

Section 4: Tertiary Education in Architecture

16. Give details of ALL the undergraduate and postgraduate academic qualifications you have completed **which you wish AACA to consider as part of the Provisional Assessment.** Ensure all required information is provided.

18. (a) Details of the **first (undergraduate)** academic qualification you obtained.

Name of your **first** qualification *In English*

In original language

Name of the institution

Full address of the institution

Normal entry requirement for the course

Date course commenced Date course completed

Normal length of full-time course – years / semesters

Length of time you took to complete the course – years / semesters

Did you study full-time or part-time? Number of hours per week

Was this a coursework program? Yes No

Was a period of practical experience a compulsory requirement of the course? Yes No

If yes, 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?
State the length of time involved in the practical training (ie years, months, weeks, or semester hours)

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19. (b) Details of the second (undergraduate or postgraduate) academic qualification you obtained.

Name of your second qualification *In English*

In original language

Name of the institution

Full address of the institution

Normal entry requirement for the course

Date course commenced Date course completed

Normal length of full-time course – years / semesters /

Length of time you took to complete the course – years / semesters /

Did you study full-time or part-time? Number of hours per week

Was this a coursework program? Yes No

Was a period of practical experience a compulsory requirement of the course? Yes No

If yes, 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?
State the length of time involved in the practical training (ie years, months, weeks, or semester hours)

Note: *If you have additional academic qualifications with an Architecture content that you wish to have assessed as part of this application, please include an additional page giving the necessary details. Sign and date any additional pages that you include with this form.*

Section 5: Registration/Licensing Details

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

(a) Name of Authority Country Date / /

(b) Have you ever been refused a licence or registration Yes No

If yes give reason:

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

Section 6: Applicant's Declaration

Please note:

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.

21. 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.

Print Applicant Name

Applicant Signature

Date

Print Witness Name

Witness Signature

Date

Section 7: Self-Assessment Matrix

22. Instructions for completing the Self-Assessment Matrix

The aim of completing this Self Assessment Matrix is to map the content of your qualification(s) against the **7 core areas of study** prescribed in the *Australian and New Zealand Architecture Program Accreditation Procedure (ANZ APAP)* for an Australian accredited qualification in Architecture. This is basically a sorting exercise that requires you to sort the units of study that you have completed for your qualification(s) into the 7 different core areas of study.

- If you have more than one academic qualification, all of your qualifications should be combined into the one Matrix.
- If you wish AACA to consider more than two academic qualifications in the Provisional Assessment, please insert additional rows at the top of the Matrix as required.
- The Matrix must be completed in English.
- Insert additional rows into the Matrix where necessary. Delete empty rows where not required.

Unit Code	Enter the unit number as it appears on your academic transcript and in the course syllabus.
Unit Name	Enter the name of the unit of study as it appears on your academic transcript and in the course syllabus.
Qualification No.	Allocate each of your academic qualifications its own number (eg. 1, 2) for identification.
Year Level	For example, if your first qualification was 3 years and you completed the unit of study in the second year, enter a '2'
Credit Points	Enter the Credit Points allocated to the unit of study as it appears on your academic transcript and in the course syllabus. Note that different countries use different credit point systems. AACA will take this into account in assessing your application.
Contact Hours	Enter the number of hours spent in class receiving tuition. This is usually specified in the course syllabus. It does not include additional time spent completing assignments.
Mode of Delivery	Record the way in which the tuition was presented. This is usually specified in the course syllabus. Common modes of delivery for academic qualifications in Architecture include lecture, tutorial, design studio, workshop, online.
Syllabus Provided	Enter 'Yes' to confirm that the content of the unit of study is included in the course syllabus you have submitted for the qualification(s). AACA will compare the content of your units of study with the content expected of Australian accredited qualification in Architecture.
Your Grade	Enter the grade you received for this unit of study as it appears on your academic transcript. Note that different countries use different grading systems. AACA will take this into account in assessing your application.

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23. Understanding the 7 Core Areas of Study

1. Design Studies and Design Integration

Demonstrate an ability for propositional, imaginative, iterative, integrated thinking to synthesise complex architectural designs; an ability to support decision-making using evidence-based, reasoned argument and judgement; an ability to draw upon a knowledge of / and the capacity to integrate design procedures, precedents, systems and construction processes; and an ability to synthesis this knowledge to problem solve and provide creative design solutions.

2. Documentation and Technical Studies

Demonstrate an understanding of the visual and contextual qualities of structural systems, construction elements, materials and building components; an ability to apply technical design processes and integrate structure, construction technologies and services systems into design solutions; and an ability to understand the role and characteristics of technical documentation and specifications in the development of buildable solutions.

3. History and Theory Studies

Demonstrated knowledge of architecture, its history and precedents; an ability to draw upon, interpret, integrate and apply this information, including heritage and conservation rationales, to modern design solutions; and an ability to research and evaluate emergent knowledge as it becomes necessary to fulfil the profession's role in society.

4. Practice and Project Management, Implementation and User Studies

Demonstrate an understanding of architecture's status as an ethical service-oriented profession committed to responsible care for the inhabited environment; an understanding of the principles of business management and their application to the built environment, project procurement and professional consultancy and an awareness of the relevant codes, regulations and standards for planning, design, construction, health, safety and use of the built environment.

5. Environmental Studies

Demonstrate a knowledge of people, environments and culture and the future impacts of architectural proposals on the lives of the people and the quality of environments affected; an understanding of ecological sustainability, urban planning and local demography and resources; and the an ability to synthesis this knowledge to inform design solutions.

6. Communication Studies

Demonstrate an ability to communicate with a variety of audiences in appropriate ways; an understanding of the various means used to communicate ideas; and an ability to prepare and read visual presentations, including drawings, diagrams, other graphic techniques and modelling using manual and electronic means.

7. Elective Studies

Demonstrate an awareness of broader cultural context in which architecture is practiced; and/or an understanding of the specialisations associated within the architecture discipline.

Self-Assessment Matrix

Name of your first academic qualification:			<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate						
Name of the Institution:			Copy of Syllabus provided? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide format i.e. USB/CD/hardcopy: _____ If No, provide reason: _____						
<i>*This qualification should be identified as qualification no. '1' in the Matrix</i>									
Name of your second academic qualification:			<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate						
Name of the Institution:			Was the Syllabus provided? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide format i.e. USB/CD/hardcopy: _____ If No, provide reason: _____						
<i>*This qualification should be identified as qualification no. '2' in the Matrix</i>									
7 core areas of study as prescribed by ANZ APAP	Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year Level eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Your Grade
Design Studies and Design Integration									
Documentation and Technical Studies									

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7 core areas of study as prescribed by ANZ APAP	Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year Level eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Your Grade
History and Theory Studies									
Practice and Project Management, Implementation and User Studies									
Environmental Studies									

In-Confidence (when completed)

7 core areas of study as prescribed by ANZ APAP	Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year Level eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Your Grade
Communication Studies									
Elective Studies									
Any other units of study from your qualification that cannot be mapped onto the 7 core areas of study as prescribed by ANZ APAP									

Section 8: Applicant's Checklist

24. Use the following checklist to ensure that all requirements have been met:

- Application Form PA completed in English
- Full personal details and correct contact details provided at Section 1
- Cover letter (maximum 2 x A4 pages) addressing why you think your academic qualification(s) is equivalent to an Australian accredited academic qualification in Architecture
- Certified copy of the degree or diploma for each academic qualification in the original language, as officially issued by the relevant institution or authority – Section 4
- Certified copy of the academic transcript for each academic qualification (or student book or mark sheets) in the original language, as officially issued by the relevant institution or authority – Section 4
- Certified copy of the course syllabus for each academic qualification in the original language, as officially certified by the relevant institution or authority – Section 4
- Certified copies of the English translations of any of the above documents that are not in English – Section 3
- Self-Assessment Matrix that includes all academic qualification(s) – Section 7
- Certified copy of evidence of change of name (*if applicable*) – Section 1
- Agency letter signed by you authorising another person (by name) to act on your behalf as your agent (*if applicable*)
- Declaration signed, witnessed and dated at Section 6
- Payment of fee made correctly

Note:

- **All documentation must be submitted in unbound, loose-leaf format**
- **You must provide all of the requested information, include all documents and pay the application fee before your application can be considered**
- **Applications which are incomplete or do not conform to AACA requirements set out in the explanatory notes will be returned to applicants without assessment**

Section 9: How to Lodge your Application

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

The Registrar
Architects Accreditation Council of Australia (AACA)
PO Box 236
CIVIC SQUARE ACT 2608
AUSTRALIA

(January 2015)