



PROFESSIONAL PRACTICE & MANAGEMENT

INSTRUCTORS
UN, Hubert
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DESCRIPTION

This course introduces students in their final year of architectural studies to the professional practice of architecture.

Regulatory control mechanism for design development in Hong Kong will be discussed which will include the Town Planning Ordinance, Land Lease, Buildings Ordinance and its regulations, Code of Practices, Design Manuals and Practice Notes for Authorized Persons.

Building Contracts will be discussed as well as various means of resolving contractual disputes.

Professional Ethics and Conduct will be presented.

IMPACT AND SUSTAINABILITY

This course will serve as an introductory course for the students and provide the basic knowledge for them to prepare for architect registration in Hong Kong.

METHODS

The course is comprised of lectures, discussions and workshops. Students are required to complete several assignments.

GUEST LECTURES

- Guest Speaker on Ethics (TBC)
- Guest Speaker on Contractual Disputes Resolutions
- ICAC Guest Speaker on Ethics and Conduct

DELIVERABLES

Students are required to submit the followings:

- 01_Assignment 1: Development Potential Calculations
- 02_Assignment 2: Statutory and Non-Statutory Control
- 03_Assignment 3: Site Design

LEARNING OUTCOMES

1. Knowledge of planning policy and development control mechanism and the relevance to architectural design development in Hong Kong
2. Understanding of the role of the architect in the building development in Hong Kong
3. Knowledge of the fundamental professional, legal and statutory responsibilities of the architect
4. Knowledge of building contracts and the relationship between architect, owner, and contractor through contractual and organizational structure
5. Understanding of tender procedure
6. Basic Knowledge of contractual disputes resolutions
7. Knowledge of professional ethnics and conduct
8. The ability to work out the simple development potential of a site in Hong Kong

ASSESSMENT SCHEME

SPECIFIC ASSESSMENT

01_Assignment 1 (20%)

Development Potential Calculation
Individual Assignment

02_Assignment 2 (20%)

Statutory and Non-statutory Control
Individual Assignment

03_Assignment 3 (50%)

Building/Site Design
Group Assignment

04_Attendance (10%)

Total: 100%

All the above assignments and deliverables must be completed, or the student may receive in an overall failing grade.

COURSE FORMAT

1_Teaching Days

1. Students must attend for F2F teaching during these teaching hours.
Teaching Day: Tuesday 9:30-12:15
Teaching Venue: TBC
2. Field trips, lectures, and other learning activities may be scheduled outside of teaching days.

2_Student Study Effort_3 credit course (Total: 140 hrs)

1. Class Contact: 39 hrs (Lecture 5 hrs, Tutorial 4hrs, Critique 30hrs, Field Trip)
2. Other Student Study Effort: 100 hrs (Studio / Self Study)

REQUIRED READINGS

Architects Registration Board, Code of Professional Conduct.

Architects Registration Ordinance (Cap.408) <https://www.elegislation.gov.hk/hk/cap408>

Buildings Department, Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP). https://www.bd.gov.hk/en/resources/codes-and-references/practice-notes-and-circular-letters/index_pnap.html

Building (Planning) Regulations. <https://www.elegislation.gov.hk/hk/cap123>

Buildings Ordinance (Cap.123). <https://www.elegislation.gov.hk/hk/cap123>

Hong Kong Institute of Architects, Joint Contract Committee (2005). Agreement & Schedule of Conditions of Building Contract for use in the Hong Kong Special Administrative Region (Standard Form of Building Contract Private Edition- With Quantities)

Hong Kong Institute of Architects, Joint Contract Committee (2006). Agreement & Schedule of Conditions of Building Contract for use in the Hong Kong Special Administrative Region (Standard Form of Building Contract Private Edition- Without Quantities)

Hong Kong Institute of Architects, Joint Contract Committee (2006). Agreement & Schedule of Conditions of Nominated Sub-Contract for use in the Hong Kong Special Administrative Region
Hong Kong Institute of Architects, Joint Contract Committee (2006). Agreement & Schedule of Conditions of Nominated Supply Contract for use in the Hong Kong Special Administrative Region
Hong Kong Institute of Architects, (2016), Agreement Between Client & Architect & Scale of Professional Charges, Hong Kong Institute of Architects.
Hong Kong Institute of Architects, (2008) Code of Professional Conduct.
<http://www.hkia.net/en/pdf/codeofconduct.pdf>
Town Planning Ordinance (Cap.131) <https://www.elegislation.gov.hk/hk/cap131>

OTHER REFERENCES

American Institute of Architects, (2014). *The Architects Handbook of Professional Practice, 15th Edition-Student Ed.* John Wiley & Sons.
Chappell, D., & Dunn, M. (2012). *Legal and Contractual Procedures for Architects*. Routledge.
Chappell, D., & Dunn, M. (2016). *The architect in practice*. Chichester, West Sussex, United Kingdom: Wiley, Blackwell.
Foxell, S. (2015). *Starting a Practice: A Plan of Work* (2nd ed.) RIBA Publishing.
Hills, Martyn J. (2001). *Building Contract Procedures in Hong Kong*. Hong Kong: Longman Hong Kong Education.
Ostime, N. (2013). *Handbook of practice management* (9th ed.). UK: RIBA Publishing.
Ostime, N. (2020). *RIBA Job Book* (10th ed.). UK: RIBA Publisher.
Poon, T., & Chan, E. (1998). *Real Estate Development in Hong Kong*. Hong Kong: PACE Pub.
Upex, R., Bennett, G., Chuah, J., & Davies, F. (2008). *Davies on Contract*. London: Sweet & Maxwell.
Wong, W. (1998). *Building enclosure in Hong Kong*. Hong Kong: Hong Kong University Press.
Wong, W.S., & Chan, H. (2009). *Professional practice for architects in Hong Kong*. Hong Kong: Pace Publishing Ltd.
Wong, W. S., & Yeung, T.N.M. (2020). *Handbook on Building Control in Hong Kong*. USA: Scientific Research Publishing

IMPORTANT NOTE TO STUDENTS

Expectations for Professional Conduct

The motto of The Chinese University of Hong Kong (CUHK) is “Through learning and temperance to virtue”. This motto places equal emphasis on the intellectual and moral education of students. In addition to pursuing academic excellence, students of CUHK are expected to maintain and uphold the highest standard of integrity and honesty in their academic and personal lives, respect the rights of others and abide by the law. More information on Postgraduate studies can be found in the PG Student Handbook. <https://www.gs.cuhk.edu.hk/>

Attendance

Class attendance is required in all courses. For an excused absence, the instructor must be notified and presented with documentation of illness or personal matter. Please note: **Three (3)** or more unexcused absences may result in a failing grade for the course.

Academic Honesty

The Chinese University of Hong Kong places very high importance on honesty in academic work submitted by students and adopts a policy of zero tolerance on academic dishonesty

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at: <http://www.cuhk.edu.hk/policy/academichonesty/>.

With each assignment, students may be required to submit a statement that they are aware of these policies, regulations, guidelines and procedures.

Third-Party Assistance

All intellectual work essential to the design project must be completed by the student and cannot, under any circumstance, be outsourced to a third party (including, but not limited to a company, consultant, alumni, and/or friend).

In the design studio context, students may utilize external resources, such as printing services for presentation materials, and/or laser cutting and 3D printing services for prototyping purposes. Use of such third-party services constitutes non-intellectual work done by others. It is only permitted with prior written consent from the studio tutor and acknowledgment of such work done by the third party.

Assistance from other students or friends for aspects of project production also constitutes non-intellectual work done by others; this is allowed only if declared and acknowledged in a written statement attached to any such work that has received assistance.

Under all circumstances, students must declare all work done by others by completing the school's designated form before assessment. This form must include a detailed explanation of the third party's identity (name and relationship to the student), when and how they were utilized, and the specific tasks they performed in the project. The completed form, signed by the student, must be endorsed by the tutor and presented during the final review. The school will collect and retain this form for record-keeping purposes.

Failure to follow this code of conduct may be considered a case of academic dishonesty, to be reviewed by a disciplinary board, and possible failure of the course.

Artificial Intelligence

Unless approved by the Programme or School Director, any use of AI tools such as ChatGPT or image generation tools (Midjourney) etc. is strictly prohibited and may result in disciplinary action in accordance with university policy on academic honesty. Students may refer to the CUHK ‘Use of Artificial Intelligence tools in Teaching, Learning and Assessments’ – A Guide for Students.

Student Work

Submission of studio documentation must be complete and correctly formatted. Missing or incomplete submission of the documentation folder will result in the grade for the course being withheld. This will prevent registration for the following term or delay graduation. In addition, a grade deduction of *one letter grade* will be made.

Term 1: 2 September 2024 (Monday) – 26 November 2024 (Tuesday)

WEEK 01		
03.09	Work Stages and Building Industry	Agreement between client and architect Architects' normal services Architect's role in the building process Other professionals and specialized trades
WEEK 02		
10.09	Introduction statutory and non-statutory control in Hong Kong: Town Planning	Town Planning Ordinance Town Planning Submission Section 16 Section 17 Appeals
WEEK 03		
17.09	Introduction statutory and non-statutory control in Hong Kong: Land Lease	Lease Conditions Lease Modification Land Exchange Land Title and Deeds
WEEK 04		
24.09	Introduction to statutory and non-statutory control in Hong Kong: Building Ordinance and Building (Planning) Regulations 1	Site Classification Building Type Plot Ratio Site Coverage Gross Floor Area
WEEK 05		
01.10	National Day	Holiday – No Class
WEEK 06		
08.10	Introduction to statutory and non-statutory control in Hong Kong: Building Ordinance and Building (Planning) Regulations 2	Seminar: Development Potential Calculations
WEEK 07		
15.10	Introduction to statutory and non-statutory control in Hong Kong: Building Ordinance and Building (Planning) Regulations 3	Lighting and Ventilation Prescribed Window External Air Open Air
WEEK 08		
22.10	Introduction to statutory and non-statutory control in Hong Kong: Building Ordinance and Building (Planning) Regulations 4	Means of Escape Means of access for firefighting and rescue Fire Compartmentation
WEEK 09		
29.10	Building Plan Submission	Centralized Processing of Plans Approval and Consent
WEEK 10		

05.11	Contract Basics	Contract Basics Lump-sum Contract with Quantities Lump-sum Contract without Quantities Design and Built Contract
WEEK 11		
12.11	Standard Form of Building Contract	Duties, Liabilities and Relationship between Architect, Consultants, Employer, Contractor, Sub-contractor and Site Staff
WEEK 12		
19.11	Contract Administration/ (Guest Speaker TBA on Ethics)	Tender Procedure Contract Award
WEEK 13		
26.11	Contractual Disputes Resolution (Guest Speaker TBA) Ethics & Conduct (ICAC Guest Speaker)	Arbitration Mediation Litigation ARB's Code of Professional Conduct HKIA's Code of Professional Conduct

Grade	Descriptor	Criteria	Points
A	Excellent	Comprehensively excellent performance on all aspects of the design intention, development, technical resolution and presentation. Achieving all learning outcomes with distinction.	4
A-	Very Good	Generally outstanding performance on the design intention, development, technical resolution and presentation. Achieving all learning outcomes with merit.	3.7
B+	Good	Substantial performance on the design intention, development, technical resolution and presentation. Achieving all learning outcomes satisfactorily.	3.3
B			3
B-			2.7
C+	Fair	Fair performance on the design intention, development, technical resolution and presentation. Achieving all learning outcomes at a passing standard.	2.3
C			2
C-			1.7
D+	Pass	Barely satisfactory performance on the design intention, development, technical resolution and presentation. Achieving all learning outcomes at a barely satisfactory standard.	1.3
D			1
F	Failure	Unsatisfactory performance on the design intention, development, technical resolution and presentation. Not achieving all learning outcomes.	0

Written Feedback to Students

Term: _____

Grade: _____

Course: _____

Date: _____

Assignment: _____

Student Name: _____

Studio Tutor: _____

Student ID: _____

Feedback from Studio Tutor:

Achievements:

Challenges: