PROFESSIONAL PRACTICE AND MANAGEMENT

INSTRUCTOR
UN, Hubert hubertun@me.com

DESCRIPTION

This course introduces final-year architectural students to the professional practice of architecture, exploring various career pathways within the field and beyond.

Students will examine regulatory control mechanisms affecting design development in Hong Kong, including the Town Planning Ordinance, Land Lease, Buildings Ordinance and its regulations, as well as relevant Codes of Practice, Design Manuals, and Practice Notes for Authorized Persons.

The course also covers Building Contracts and methods for resolving contractual disputes.

Professional ethics and standards of conduct will be discussed, providing students with a strong foundation in the responsibilities and moral principles essential to architectural practice.

In a separate session, students will explore career development pathways, gaining insights into working within architectural firms, taking on project management roles or establishing their own practices. This session also discuss opportunities in related fields such as real estate development, urban planning, construction management, and sustainability consultancy, broadening students' professional horizons.

IMPACT AND SUSTAINABILITY

This course impacts students by equipping them with essential professional skills, a basic understanding of regulatory, ethical, and contractual frameworks, and a foundation in sustainability principles. It helps students develop better career objectives, build professional networks, and explore diverse pathways—including architectural practice, project management, and related fields—thereby enhancing their confidence, leadership skills, and readiness for career advancement in a competitive industry.

METHODS

This course is delivered primarily through weekly lectures that cover the core topics and key issues outlined in the syllabus, providing students with a solid foundation in the subject matter. Alongside the lectures, students will complete both individual and group assignments, which allow them to apply the knowledge gained, deepen their understanding, and develop their own critical insights. To further enrich the learning experience, guest speakers from the industry will be invited to share their expertise and real-world perspectives.

DELIVERABLES

Assignment 1 (Individual) Development Potential Calculations
Assignment 2 (Individual) PNAPs and Building Regulations
Assignment 3 (Group) Building 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
9. Better Understanding of Career Development after graduation

ASSESSMENT SCHEME

SPECIFIC ASSESSMENT

1. Development Potential Calculation (20%)
2. PNAPs and Building Regulations (20%)
3. Building Design (50%)
4. 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

Teaching Days

1. Students must attend for F2F teaching during these teaching hours.
   Teaching Day: Tuesday 9:30am – 12:15pm
2. Teaching Venue: ARC Zone F
3. Field trips, lectures, and other learning activities may be scheduled outside of teaching days.

Format

The course will be delivered through lectures, discussions and guests' sharing.

REQUIRED READINGS

1. Architects Registration Board, Code of Professional Conduct.
2. Architects Registration Ordinance (Cap.408) https://www.elegislation.gov.hk/hk/cap408
3. 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
4. Building (Planning) Regulations. https://www.elegislation.gov.hk/hk/cap123
5. Buildings Ordinance (Cap.123). https://www.elegislation.gov.hk/hk/cap123
6. 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)
7. 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)
8. 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
9. 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
10. Hong Kong Institute of Architects, (2016), Agreement Between Client & Architect & Scale of Professional Charges, Hong Kong Institute of Architects.
11. Hong Kong Institute of Architects, (2008) Code of Professional Conduct. http://www .hkia.net/en/pdf/codeofconduct.pdf
12. Town Planning Ordinance (Cap.131) https://www.elegislation.gov.hk/hk/cap131

OTHER REFERENCES

1. American Institute of Architects, (2014). The Architects Handbook of Professional Practice, 15th Edition-Student Ed. John Wiley & Sons.
2. Chappell, D., & Dunn, M. (2012). Legal and Contractual Procedures for Architects. Routledge.
3. Chappell, D., & Dunn, M. (2016). The architect in practice. Chichester, West Sussex, United Kingdom: Wiley, Blackwell.
4. Foxell, S. (2015). Starting a Practice: A Plan of Work (2nd ed.) RIBA Publishing.
5. Hills, Martyn J. (2001). Building Contract Procedures in Hong Kong. Hong Kong: Longman Hong Kong Education.
6. Ostime, N. (2013). Handbook of practice management (9th ed.). UK: RIBA Publishing.
7. Ostime, N. (2020). RIBA Job Book (10th ed.). UK: RIBA Publisher.
8. Poon, T., & Chan, E. (1998). Real Estate Development in Hong Kong. Hong Kong: PACE Pub.
9. Upex, R., Bennett, G., Chuah, J., & Davies, F. (2008). Davies on Contract. London: Sweet & Maxwell.
10. Wong, W. (1998). Building enclosure in Hong Kong. Hong Kong: Hong Kong UniversityPress.
11. Wong, W.S., & Chan, H. (2009). Professional practice for architects in Hong Kong. Hong Kong: Pace Publishing Ltd.
12. 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.
Reminded to clarify with the course teacher and obtain permission if necessary when in doubt.

Students may refer to Approach 3 of 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: 1 September 2025 (Monday) – 29 November 2025 (Saturday)

WEEK 1		
02.09	**Work Stages & Building Industry**	Course Introduction Agreement between client and architect Architect's normal services Architect's role in the building process Other professionals and specialized trades
WEEK 2		
09.09	**Introduction to statutory And non-statutory control in HK: Town Planning**	Town Planning Ordinance Town Planning Submission Section 16 Section 17
WEEK 3		
16.09	**Introduction to statutory And non-statutory control in HK: Land Lease**	Lease Conditions Lease Modification Land Exchange Land Title and Deeds
WEEK 4		
23.09	**Introduction to HK Building Ordinance & Building (Planning) Regulations 1**	Site Classification Building Type Plot Ratio Site Coverage Gross Floor Area
WEEK 5		
30.09	**Introduction to HK Building Ordinance & Building (Planning) Regulations 2**	Projections Items not Accountable for Plot Ratio
WEEK 6		
07.10	**The day following the Chinese Mid-Autumn Festival**	No Class
WEEK 7		
14.10	**Introduction to HK Building Ordinance & Building (Planning) Regulations 3**	Lighting and Ventilation Prescribed Window External Air Open Air
WEEK 8		
21.10	**Introduction to HK Building Ordinance & Building (Planning) Regulations 4**	Means of Escape Means of access for firefighting and rescue Fire Compartmentation
WEEK 9		
28.10	**Building Plan Submission**	Centralized Processing of Plans Approval and Consent
WEEK 10		
04.11	**Contract Basics**	Contract Basics Lump-sum Contract with Quantities Lump-sum Contracts without Quantities Design and Built Contract

WEEK 11		
11.11	**Standard Form of Building Contract (Guest Speaker on Ethics, TBA)**	Duties, Liabilities and Relationship between Architect, Consultants, Employer, Contractor, Sub-contractor and Site Staff
WEEK 12		
18.11	**Contractual Disputes Resolution (Guest Speaker TBA)**	Arbitration Mediation Litigation
WEEK 13		
25.11	**Career Development (Guest Speaker TBA)**	Working as an architect Working as a project manager Starting an office Other Options

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 Code: _____

Review: _____

Tutor: _____

Student Name: _____

Student ID: _____

Feedback from Tutor:

Achievements:

Challenges: