

## Information for Applicants applying for Membership in Structural Discipline via Examination not held by the HKIE

1. Candidates who wish to apply for Membership in the Structural Discipline via the IStructE Chartered Examination will need to apply by 31 August 2011 and submit documentation by 30 September 2011.
2. Assessment interview will be held by the HKIE prior to the examination. Those who pass the interview will sit the seven-hour examination on 13 April 2012 (the IStructE Chartered Membership Examination which will be arranged and marked by the Institution of Structural Engineers, UK). The result will usually be notified in August 2012.
3. To qualify for assessment a candidate must satisfy the following requirements:
  - Academic : Hold an accredited/recognized degree or the equivalent in a relevant Discipline.
  - Experience : Have completed 3 years of structural training under the HKIE Scheme "A" or have a minimum of 5 years post qualification relevant working experience by 31 March 2011.

Corporate Members of the HKIE in other Disciplines but with relevant experience may also apply.

Mature Candidates (over 35 years of age) should follow the submission requirements as laid out in Section 5 of "M3 - Routes to Membership". They are also required to sit the IStructE Chartered Membership Examination.

4. Application Fee : HK\$ 510  
The HKIE Professional Assessment Fee and IStructE Exam Fee : HK\$ 5,640

*Fees paid are normally non-refundable and non-transferable.*

5. Interested candidates should complete the relevant application form available from the HKIE (Form 1/M for applicants applying for the class of Member and Form 1/D for HKIE Corporate Members in other Disciplines) and return them together with payment to the Hong Kong Institution of Engineers before 31 August 2011. Candidates are required to submit their documentation to the HKIE by 30 September 2011. This consists of the Training and Experience Report (in duplicate), samples of recent works (e.g. drawings, calculations, etc); and record of CPD. If the candidate has undergone Scheme "A" training he must submit his training log book. All documentation must be verified by an HKIE Corporate Member as being the candidate's own work.

If you have any queries, please contact the Membership Section at the Membership Hotline Tel: 2890 2926; Fax 2882 8402.

## Submission Required for Professional Assessment

1. Report on Training and Experience

The object of the candidate report is to inform the Assessors about the candidate's training and experience. The report should be concise, between 1600 and 2000 words, in good English, typewritten on single sides of A4 paper and submitted in duplicate. At the head of the report the candidate must set out in chronological order, giving the inclusive dates of months and years for the particular periods of training and experience that he has acquired.

The report must not be a mere inventory of work prepared and executed. Instead, candidate must describe the tasks on which he has been employed. His account should be in chronological sequence and should explain clearly the precise position he has occupied in each case and the degree of responsibility assigned to and discharged by him. He should enlarge on any special problems he has met and on which he has obtained more extensive experience. An indication of the size and cost of the works should be given.

2. Drawings and documents

The candidate is required to provide evidence or examples of recent work in support of his claim of attaining professional status, such as reports, plans, calculations, photographs, etc. as appropriate. All these documents should be submitted with the report.

3. Record of CPD (For details please refer to the Membership Booklet M3 Section 3 II)

4. Logbooks if Scheme "A"

All documents should be the candidate's own work and documents must be "verified" by a Corporate Member of the Institution or the employer.

All documents submitted will be treated as confidential and will be returned to the candidates. Candidates should however retain copies of all documents submitted as the Institution does not accept responsibility for any documents which may be lost or damaged.

If you have any queries, please contact the Membership Section at the Membership Hotline Tel: 2890 2926.

## IStructE Chartered Membership Examination

### General Information

The purpose of the examination is to give the candidate the opportunity of demonstrating the validity of the training and experience that has been acquired and that the minimum standard required for a Chartered Structural Engineer has been reached. The candidate is required to complete a structural engineering project comprising elements of conceptual and detailed design in a 7-hour period occupying the morning and afternoon of a single day.

### Duration

Candidates should report to their examination venue at 9:00am. A period of 15 minutes is allowed for reading the question paper before the examinations starts at 9:30am. Lunch is taken between 1:00 pm to 1:30 pm when no work will be permitted and the candidate will not be allowed to leave the room. Therefore it is recommended that a packed lunch is brought along on the day by the candidate. The examination continues at 1:30pm until 5:00pm. A candidate may not enter the examination room after 10:30am, nor leave the examination room between 4:30pm and 5:00pm. **All candidates should remain in their seats until all the scripts have been collected by the Invigilator and you are given permission to leave the venue.**

### Format

Candidates will be required to select one question to answer. The questions will be divided up into two sections and the mark allocation by Section 1 and Section 2 is 50:50. The candidate must satisfy the examiners in both sections of the question attempted as follows:

- Section 1
  - Project concept;
  - Design options and preferred choice;
  - Special problems associated with a particular aspect of the structure, i.e. unexpected ground conditions or significant client alteration during the course of the works.
  
- Section 2
  - Detailed design;
  - General arrangement drawings;
  - Detailing of critical sections;
  - Specifications, contract documents and construction programme.

## **Equipment**

Candidates will be required to provide their own pens and pencils, rulers and other writing and drawing equipment, reference books, notes and portable computers/programmable calculators as required (See separate note).

Computers can be used to design elements **but** only manually prepared hand calculations will be considered in collecting marks in Section 2C.

It is recommended that candidates use the CD issued by IStructE and try attend an examination preparation course.

## **Assumptions and Calculations**

Any assumptions made and the design data adopted, including loadings permissible stresses and the basis for design of structural elements, must be stated at the beginning of the answer. If computers are used sufficient manual calculations must be submitted to substantiate the design.

### **Important**

*Candidates are advised to regularly visit the Examinations Section of the IStructE Website([www.istructe.org.uk](http://www.istructe.org.uk)) in order to note the latest examination news. The date for next year will be Friday 13 April 2012.*

## **Portable Computers/Programmable Calculators – 2012**

The Chartered Membership examination has always sought to reproduce design office conditions as much as is practicable, and the Examinations Panel is reluctant to impose any arbitrary ban on design methods other than is essential for practical reasons.

Candidates should note, therefore that they may, if they wish, use a portable computer or programmable calculator so long as it

- Requires no external power supply.
- Is silent in use.
- Is sufficiently small to cause no disruption to other candidates or the smooth conduct of the examination.
- Is not used under any circumstances to make electronic communication with anyone else.

Candidates must note, however that computer printouts will not be acceptable as part of the candidate's paper and will not be marked. Any calculations performed by computer should be checked manually as in normal practice in a form that can be marked.

**The Examinations Panel wishes to stress** that, when assessing calculations, Examiners look primarily for an understanding of fundamental engineering concepts. Computer output, however clear, concise or comprehensive it may be, does nothing to satisfy the Examiners in this regard.

During the examination, **strictly no external electronic** contact is allowed between a candidate and anyone outside the examination venue.

### **Previously prepared Material**

Candidates will not be allowed to include any previously prepared calculations, notes, sketches, diagrams, computer output or other similar material in their answer books or A3 drawings. Any previously prepared information submitted by candidates will be ignored by the examiners.

Peter Jinks  
Manager, Examinations