



**Professional  
Architects  
Council**



# **REGISTRATION PROCEDURES**

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# 1. Introduction

## The Professional Architect

Registration is the culmination of a long period of architectural education: full-time studies of a duration of not less than 5 years or a three-year degree leading to Part 1 – Undergraduate Degree and a further two years of postgraduate study leading to a further academic award – Part 2 – Postgraduate Degree. In Mauritius, the title of ‘Professional Architect’ is protected. In order to practice architecture, you should pass Registration and register with the Professional Architects’ Council (PAC) and then call yourself an Architect/Professional Architect.

## The Professional Architects’ Council

The Professional Architects’ Council (PAC) is a body corporate. Its main role is to regulate and control the practice of architecture, in other words to ensure that those practising under the title ‘Professional Architect’ are competent to do so.

The Register of Professional Architects was set up in 1988 under an Act of Parliament which restricted use of the title ‘Professional Architect’. Some of the intentions behind such legislation might have been questionable at the time, but undeniably it brought a measure of consumer protection because the public were now able to distinguish between those properly qualified persons admitted to the Register of Professional Architects and other persons who were no longer legally entitled to call themselves Architects. The annual list of registered Architects as published in the government gazette is available on the website of the PAC and updated every year in the month of March. The PAC Act 1988 was repealed and replaced by the PAC Act 2011.

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**DISCLAIMER:** This document is for informational purposes only. It is not intended to provide legal advice or to address all circumstances that might arise.

## The Professional Architects' Council Act 2011

The Professional Architects' Council Act 2011 states in section 19(1) (a) that a person is entitled to be registered if:

- (ii) he has attained the age of 21;
- (iii) he is of good character;
- (iv) he has not been convicted of an offence involving fraud or dishonesty in any country;
- (v) he has not been disqualified or deregistered from practising architecture on account of professional misconduct, malpractice, negligence, fraud, dishonesty or breach of a code of practice in any country; and
- (vi) he does not suffer from any mental impairment which is likely to hamper the discharge of his duties;

Section 19(1) (b) of the Act states:

- (b) holds a degree or an equivalent qualification in architecture, after full-time studies of a duration of not less than 5 years, from a university or other institution which is—
  - (i) recognised by the Union Internationale des Architectes in accordance with the UNESCO/UIA Charter for Architectural Education; or
  - (ii) recognised by the competent authority of the country where the degree or equivalent qualification has been obtained; and
  - (iii) approved by the Council;
- (c) satisfies the Council that he has at least 2 years' approved post-qualification experience; and
- (d) pays such registration fee as may be prescribed.

The Act places on the Professional Architects' Council (the Council or PAC) the responsibility for accepting the qualifications as recognised by the Union Internationale des Architectes in accordance

with the UNESCO/UIA Charter for Architectural Education and practical training experience required for entry to the Register of Professional Architects. The Council also has a duty to ensure that those who apply for registration without degree or equivalent qualifications recognised by the Union Internationale des Architectes, have an equivalent qualification recognised by the competent authority of the country where the degree or equivalent qualification has been obtained to enter the Register.

The Council makes use of the International Union of Architects' (UIA) criteria which set out the minimum levels of knowledge, understanding and ability that students of architecture must acquire at Registration. These criteria form the basis upon which the Council makes decisions as to whether or not qualifications from Schools of Architecture can be approved.

## 2. PAC Criteria

### 2.1 Interpretation of Requirements at Registration

For Registration, the graduate attributes of the successful candidate are reflected within the introductory paragraphs.

The numbered subsections are for explanation and guidance only and do not form part of the Professional Criteria at Registration.

The terms 'knowledge', 'understanding', 'ability' and 'skills' are used in the Professional Criteria to indicate the nature of the achievement required.

### 2.2 The Professional Criteria at Registration

Candidates wishing to register are normally required to have successfully completed a degree or an equivalent qualification in architecture, after full-time studies of a duration of not less than 5 years. In addition, candidates are required to have completed the relevant professional practice experience before undertaking the Interview.

Each candidate's experience of learning and development in professional practice will differ, depending upon the type of project, type and location of practice and management processes undertaken, and the preparation for the Interview must therefore be approached in a structured way.

The candidate should manage the relationship between professional experience and academic study to provide coverage of the Professional Criteria.

To meet the Professional Criteria, the candidate's experience should include evidence of commercial awareness, self-management, professional competence and integrity. A successful candidate should also be able to demonstrate authorship, knowledge, effective communications skills, and reasoning and understanding in relation to all issues within the Professional Criteria outlined below.

## 1 Professionalism

A successful candidate will demonstrate overall competence and the ability to behave with integrity, in the ethical and professional manner appropriate to the role of architect. The candidate will have the skills necessary to undertake effective communication and presentation, organisation, self-management and autonomous working.

The candidate will have a clear understanding of the architect's obligation to society and the profession, and a sufficient awareness of the limits of their competence and professional experience to ensure they are unlikely to bring the profession into disrepute.

Demonstration of an understanding of the following will contribute to this criterion being met:

1.1 Professional ethics

1.2 The architect's obligation to society and the protection of the environment

1.3 Professional regulation, conduct and discipline

1.4 Attributes of integrity, impartiality, reliability and courtesy

1.5 Time management, recording, planning and review

1.6 Effective communication, presentation, confirmation and recording

1.7 Flexibility, adaptability and the principles of negotiation

1.8 Autonomous working and taking responsibility within a practice context

1.9 Continuing professional development



## 2 Clients, users and delivery of services

A successful candidate will be able to demonstrate understanding of the range of services offered by architects and delivering those services in a manner prioritising the interests of the client and other stakeholders. The candidate will have the skills necessary to provide a competent service, both singly and as part of a team, including understanding of client needs, appropriate communication, programming, coordination and competent delivery. This will be supported by knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate programmed and coordinated project tasks.

Demonstration of an understanding of the following will contribute to this criterion being met:

- 2.1 Types of clients, their priorities and the management of the relationship
- 2.2 Briefing, organising and the programming of services appropriate to appointment
- 2.3 Architects' contracts, terms of engagement, scope of services and relevant legislation
- 2.4 Obligations to stakeholders, warranties and third party rights
- 2.5 Communication, progress reporting and the provision of appropriate and timely advice
- 2.6 Responsibility for coordination and integration of design team input
- 2.7 Invoicing, payment of fees and financial management
- 2.8 Intellectual property rights and copyright law
- 2.9 Duty of care, professional liability, negligence and professional indemnity including insurance

### 3 Legal framework and processes

A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with legal requirements or standards. The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals, and competently deliver projects within diverse legislative frameworks. This will be supported by knowledge of the relevant law, legislation, guidance and controls relevant to architectural design and construction.

Demonstration of an understanding of the following will contribute to this criterion being met:

3.1 The relevant Mauritian legal systems, civil liabilities and the laws of contract and tort

3.2 Planning and Development Acts, guidance and processes

3.3 Building regulations and standards, guidance and processes

3.4 Land law, rights of other proprietors and architectural control guidelines

3.5 Terms within construction contracts implied by statute

3.6 Health and safety legislation and regulations

3.7 Statutory undertakers and authorities, their requirements and processes

3.8 Environmental and sustainability legislation

3.9 Historic buildings legislation

3.10 Accessibility and inclusion legislation

## 4 Practice and management

A successful candidate will be able to demonstrate understanding of the business priorities, required management processes and risks of running an architectural practice, and the relationship between the practice of architecture and the Mauritius construction industry. The candidate will have the skills necessary to engage in business administration and ability to resource, plan, implement and record project tasks to achieve stated goals, either individually or within a team. This will be supported by knowledge of the nature of legal business entities, office systems, administration procedures and the relevant legislation.

Demonstration of an understanding of the following will contribute to this criterion being met:

- 4.1 The roles of architectural practice in the construction industry
- 4.2 External factors affecting construction and practice at national and international levels
- 4.3 Practice structures, legal status and business styles
- 4.4 Personnel management and employment-related legislation
- 4.5 Practice finance, business planning, funding and taxation
- 4.6 Marketing, fee calculation, bidding and negotiation
- 4.7 Resource management and job costing
- 4.8 Administration, quality management, QA systems, recording and review
- 4.9 Staff development, motivation, supervision and planning
- 4.10 Team working and leadership

## 5 Building procurement

A successful candidate will be able to demonstrate understanding of Mauritius construction and contract law, construction procurement processes and the roles of built environment professionals. The candidate will have the skills necessary to plan project-related tasks, coordinate and engage in design team interaction, execute effective contract communication and resolve construction-related challenges and disputes. This will be supported by an understanding of contractual relationships, the obligations upon an architect acting as contract administrator, job-related administrative systems and the management of projects in the context of the candidate's professional experience.

Demonstration of an understanding of the following will contribute to this criterion being met:

5.1 Procurement methods, including for public and larger projects and relevant legislation

5.2 The effect of different procurement processes on programme, cost, risk and quality

5.3 Collaboration in construction and provisions for team working

5.4 Tendering methods, codes, procedures and project planning

5.5 Forms of contract and sub-contract, design responsibility and third party rights

5.6 Application and use of contract documentation

5.7 Roles of design/construction team members and their interaction

5.8 Duties and powers of a lead consultant and contract administrator

5.9 Site processes, quality monitoring, progress recording, payment and completion

5.10 Claims, litigation and alternative dispute resolution methods

## 3. The Procedures for Registration

### 3.1 Principles

The material upon which candidates will be interviewed will be:

- Oral Explanations and supporting material (e.g. log book and portfolio) given by candidates who qualify for the interview.

Any feedback or other comment made by staff or by an assessor represents the individual view of the person giving it and, whilst given in good faith, does not commit the Council or any other individual thereafter.

### 3.2 Eligibility

#### 3.2.1 Part 1 - Undergraduate Degree

Candidates are eligible for recognition as Part 1, if they have gained a recognised qualification in architecture at first degree level after completing a course of at least three years' full time duration or part time equivalent.

Candidates with recognised qualifications at first degree level with an architecture component which has been studied alongside other subjects, may also be eligible for recognition. In such circumstances, the candidate must submit a completed form from the awarding institution evidencing that the course of study leading to the qualification awarded was concerned principally with architecture.

Candidates may also evidence this by providing a statement from the registration or professional body in the country of award confirming that the qualification awarded supports access to the profession of architect in that country. These documents will be reviewed and where they are found to provide the necessary level of assurance candidates will be permitted access to the interview.

### 3.2.2 Part 2 - Postgraduate Degree

Candidates are eligible for recognition as Part 2 if:

- (a) they have gained a recognised qualification in architecture at Postgraduate Diploma or Masters level or above after undertaking a course of study of no less than two years' full time or part time equivalent, subsequent to their being awarded a first degree qualification; or have undertaken at least five years' study if no prior qualification has been awarded; and have
- (b) passed the examination at Part 1.

Candidates with recognised qualifications at Postgraduate Diploma or Masters level or above with an architecture component which has been studied alongside other subjects, may also be eligible for recognition. In such circumstances, the candidate must submit a document from the awarding institution certifying that both the course of study leading to the qualification awarded and the qualification as awarded was concerned principally with architecture.

Candidates may also evidence this by providing a statement from the registration or professional body in the country of award (for those outside Mauritius only) confirming that the qualification awarded supports access to the profession of Architect in that country. These documents will be reviewed by the Council and where they are found to provide the necessary level of assurance candidates will be permitted access to the interview.

### 3.2.3 General Requirements

- a. The fee for registration shall be as determined by the Council. No candidate will be eligible for registration unless they have paid the prescribed fee. The fees payable are published by the Council and are obtainable from it on application or from its website.
- b. A processing fee will apply to all applications and will be deducted from the application fee in the event that a refund is made where an application for recognition at Part 1 or Part 2 is found not to meet the Council's eligibility requirements.

- c. Whilst candidates may submit work for registration which has been undertaken in an Architect's practice, time spent in an Architect's practice or other employment which would be considered suitable, it is important that candidates are aware practice work does not provide the same level of assurance as the minimum requirements for time spent in formal study set out in sections 3.2.1 and 3.2.2 above.
- d. Candidates who have undertaken a course of study principally in architecture leading to either first degree level qualification or Postgraduate Diploma or Masters level qualification, but who have not received a qualification because they failed any examination, module or assessment leading to that qualification (other than in a subject unrelated to architecture), are not eligible for registration.
- e. Candidates who have transferred from a course of study leading to a recognised qualification, to an alternative course of study concluding in a non-recognised qualification for failing to meet the necessary standard of attainment, or for failing to submit a necessary course requirement, or received a non-recognised qualification are not generally eligible to be interviewed.

The Council may where it has doubt about a candidate's eligibility under 3.2.3(d) request that the candidate obtains a statement from the head of the awarding school, or a person of equivalent responsibility, to confirm that section 3.2.3(e) does not apply to the candidate.

### 3.3 Submitting an application

Before dates for the interview are set, candidates must submit:

- a completed application form with the prescribed material to confirm eligibility (certificates, transcripts information about the curricular content of the course of study completed etc.)
- the prescribed fee.

### 3.4 Notification of interview date

The Council will allocate to candidates the dates for interview. Dates for interview will be allocated by the Council on a “first come, first served” basis. Candidates will normally be notified of the dates of interview within **four weeks** of the application being received and accepted by the Council. No interview dates will be allocated until the application is received and accepted.

Candidates must notify the Council in writing **within seven days** of receipt of the notification of interview dates if they are unable to be examined on the allocated dates. Within three weeks of receipt of this notification, candidates will then be notified of the revised dates of interview.

Candidates who are unable to attend on the allocated dates, and who fail to notify the Council within seven days of receipt of the notification of the interview date that they cannot attend, may forfeit the fee for registration. Complete failure to notify will always result in the candidate forfeiting the registration fee.

### 3.5 Submission of supporting material

Candidates must submit the supporting material on application.

### 3.6 The Interview

Section 9 of the Act states:

(1) The Council shall set up a Registration Board to assist it in the determination of applications for registration as a professional architect.

(2) The Registration Board shall consist of—

(a) a chairperson; and

(b) 2 assessors,

to be appointed, subject to subsection (3), by the Council on such terms and conditions as it may determine.



(3) The chairperson and the 2 assessors referred to in subsection (2) shall be professional architects—

(a) with at least 15 years' experience as professional architects; and

(b) of good character and who have not been convicted of an offence involving.

3.6.1 The assessors will prepare a series of questions to ask the candidate orally at the interview. This interview will be for a period of around 45 minutes.

3.6.2 The candidate's oral responses to these will form the basis of the assessors' judgment as to whether or not they can be confident that the supporting material is derived from a sufficient understanding of all relevant matters. Candidates will be expected not merely to show familiarity with the work, but also be able to explain and justify their work. If the candidate's response to questioning is sufficient to enable the assessors to be confident that the supporting material is derived from a sufficient understanding of all relevant matters, then the assessors will recommend to the Council that the candidate pass the interview. If the candidate's response is insufficient, then the assessors will recommend to the Council that the candidate fail the interview and will also recommend the duration for additional professional practice experience to be undertaken by the candidate.

3.6.3 The assessors will identify in writing on the Council's form the reasons as to why, in their judgment, the candidate's response to questioning was insufficient to enable them to be confident that the supporting material was derived from a sufficient understanding of all relevant matters.

3.6.4 Decisions of the assessors are made by majority in the event of disagreement between them.

### 3.7 The Registrar

- 3.7.1 If the Registrar is satisfied, taking into account the report of the assessors and any reports or advice from the Registration Board, that the candidate has demonstrated the required standard of competence, he or she shall notify the candidate that the relevant interview has been passed, following approval of the Council.
- 3.7.2 If the Registrar is satisfied, taking into account the report of the assessors and any reports or advice from the Registration Board, that the candidate has not demonstrated the required standard of competence, he or she shall notify the candidate that the relevant interview has been failed, following approval of the Council.
- 3.7.3 Candidates will normally be notified in writing of the Council's decision within four weeks of the interview.
- 3.7.4 The Registrar shall refer to the Council any application which it would be inappropriate for him or her to consider.
- 3.7.5 A Certificate of Registration will be issued to successful candidates upon payment of all fees due.

### 4. Re-Interview

In the circumstances that a candidate receives notification under section 3.6.2 that they have failed the interview, they may apply to be re-interviewed at the end of the additional training period recommended by the Registration Board within a reasonable delay.

Where a candidate applies to be re-interviewed, the application will be considered under these rules or any others which the Council may approve for that purpose at the time of application.

## 5. Removal of Name from the Register

In the event that a Professional Architect is not currently practising, for instance, whether on a career break, out of work, or recently retired, the Professional Architect will still be required to pay his/her annual fee if the latter wants to remain on the Register.

If a Professional Architect decide to be deregistered due to retirement or not currently practising, the appropriate form needs to be filled and sent to the Registrar via email or post.

The Professional Architect will need the unique PAC Registration number that was printed on his/her Certificate of Registration. If the Professional Architect does not have a PAC Registration number, the latter can make a request to the Registrar via email to retrieve the number.

The Professional Architect will need to provide the reason for resigning. This will help the Council to understand the different reasons people have for wanting to be deregistered.

Please note that Council may deregister a Professional Architect where the latter fails to pay the annual fee together with the surcharge required under the PAC Act 2011, or a formal request for removal of name from the register.

Once deregistered, the Council may, where the name and other particulars of a Professional Architect have been removed from the Register of Professional Architects under subsection (4), restore the name and other particulars of the Professional Architect on good cause shown and on payment of the annual fee together with its surcharge.

## 6. Rejoining the Register

If an individual has previously been registered as a Professional Architect in Mauritius and would now like to rejoin the Register, the individual can do so using the appropriate form and send to the Registrar via email or post.

To complete the application form, the individual will need the following:

- **PAC Registration Number**
- **Regular Business Address**

The PAC Act 2011 requires the Registrar to record the address in the Register. If the individual does not have a business address, he/she must supply an alternative address (e.g. home address). As the Register is a public document, the address details will always be made public.

- **If the individual has changed his/her name since he/she were last on the Register**

If the name of the individual has changed since he/she was last on the Register, he/she will need to submit the relevant document to support the change in his/her circumstances, for example a marriage certificate, or Change of Name certificate.

- **Certificate of Character**
- **Professional Indemnity Insurance**

Please note that fees for re-joining the Register will vary, depending on the timing of the application and the circumstances applying to any previous resignation or removal from the Register.

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The Procedures came into effect on **01 September 2023** and apply to all applications for interview received after **31 August 2023**.

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