

Annex A - Notes for submission of Log book and Professional Case Study

Log Book

- a. Log books must be endorsed by the Supervisor and Advisor. The Supervisor should be a registered architect in the employ of the government or a registered architect who is holding a valid practising certificate. The Advisor should fulfil the criteria for appointment set by the Board.
- b. PPE Candidates may wish to typeset the practical experience record sheets. It should be noted that at all times, the format and layout of the log book must be adhered to. Non-compliance will result in the rejection of application.

Professional Case Study

- a. The subject, PPE Candidate's name and date giving month and year should be clearly lettered on the cover page.
- b. The case study and logbook must be endorsed by the Supervisor and Advisor. The signature of the Supervisor and Advisor must be endorsed on the first page of the Professional Case Study. The case study must include letters from PPE Advisor/Supervisor confirming that they have reviewed the case study. The letters must be under the company's letterhead.
- c. The choice of subject must be made with the knowledge and agreement of the Employer concerned who should be offered the completed study for reading and comment before its submission. **The Employer's signature of approval to the completed Professional Case Study documents must be obtained before submission. Please include a letter from the Employer confirming his/her approval. The letters must be under the company's letterhead.**

Guidelines for e-submission

- a. Candidates are required to upload the soft copies of the case study and log book via **Dropbox** and submit the shared links via our online form: <https://forms.gle/UTXXj2SdNA2jQfxc6>
- b. For those who do not have an existing Dropbox account, you may sign up for free account at <https://www.dropbox.com/basic>
- c. Please upload the case study and log book in **PDF format** and ensure that all relevant attachments are compiled into **one (1) PDF file each**, i.e. there should only be one (1) PDF file for the case study and one (1) PDF file for the log book. There should **not** be multiple PDF files containing the attachments.
- d. You are required to name the files as follows: -
Case Study – Name_CaseStudy.pdf (For eg. AloysiusWong_CaseStudy.pdf)
Log Book – Name_Logbook.pdf (For eg. AloysiusWong_Logbook.pdf)
- e. Do not set a password or an expiration date for the Dropbox shared link.