



HONG KONG INSTITUTE OF CONSTRUCTION MANAGERS

Membership Handbook

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SECTION 1

INTRODUCTION

The Hong Kong Institute of Construction Managers, Limited (HKICM), formerly known as Hong Kong Institute of Builders, Limited, was established in 1997 to promote professional excellence in the management of both building and civil works. The pre-requisites for the attainment of HKICM membership include academic qualification and relevant professional experience. Successful candidates are entitled to use the Construction Manager title.

The election criteria and application procedures for different classes of membership are described in Section 2 of this Handbook. The information on application to the class of Construction Supervisor membership is also introduced. It is anticipated that the professional development and recognition of the frontline site supervisors will soon earn its impact.

Section 3 outlines the procedures of Professional Assessment, including the Professional Interview, Written Submission and Test Paper, for Fellow and Member Classes.

Section 4 states the Institute's guidelines for Continuing Professional Development. In Section 5, the expectations of HKICM on the professional conduct of its members are therein stipulated.

Section 5 outlines the regulatory regime of the Institute. While Sections 6 and 7 states the accredited educational programmes and the fees and subscriptions schedules, respectively.

PRACTICE EXPERIENCE

The acquisition of appropriate training and experience is an essential element in the development of a building professional. It is a period during which skills, knowledge and attitudes of a practical nature are put into practice, acquired in an industrial environment.

Training and experience aim to develop judgement and critical abilities so that projects can be undertaken with due regard to technical, economic, financial, environmental, legal, ethical and social factors. You should acquire a comprehensive understanding of the construction process from inception to completion.

The nature of the local construction and built environment commands a minimum threshold of four years of the post-qualification experience of the candidate seeking admission as a Member. The showcased experience should have been gained in the HKSAR; however, equivalent experience gained elsewhere which meets the eligibility requirements of the Institute may also be considered. A record giving full details of employment and the nature of the training received and experience gained should be kept by the candidate as supporting documents for the formal application for membership.

It is expected that you should have possessed experiences in a wide spectrum of construction disciplines, such as:

Project Management	Quantity Surveying	Environmental Protection
Site management	Building Surveying	Fire Engineering
Construction Planning	Facilities Management	Housing Management
Construction Estimating	Building Services	Building Information Modeling (BIM)
Construction Procurement	Real Estate	

Construction Research Construction Safety, Health & Environmental

Note: This list is not intended to be exhaustive, candidates working in other construction-related disciplines will also be considered for membership based on individual merits.

CLASSES OF MEMBERSHIP & DESIGNATION

There are (6) six different Classes of Membership:

- (I) Honorary Fellow / Fellow
- (II) Member
- (III) Associate
- (IV) Construction Supervisor
- (V) Graduate
- (VI) Student

You can use one of the following designations upon election to the Institute in the capacity of either Honorary Fellow, Fellow, Member or Associate. However, only Fellows and Members collectively referred to as Corporate Members have full voting rights:

Honorary Fellow: FHKICM(HON) 榮譽資深會員

Fellow: FHKICM 資深會員

Member: MHKICM 會員

Associate: AHKICM 仲會員

All Corporate Members are entitled to use the title "Cr" (which is an abbreviation for "Construction Manager") before their English names and the title "營造師" after their Chinese names.

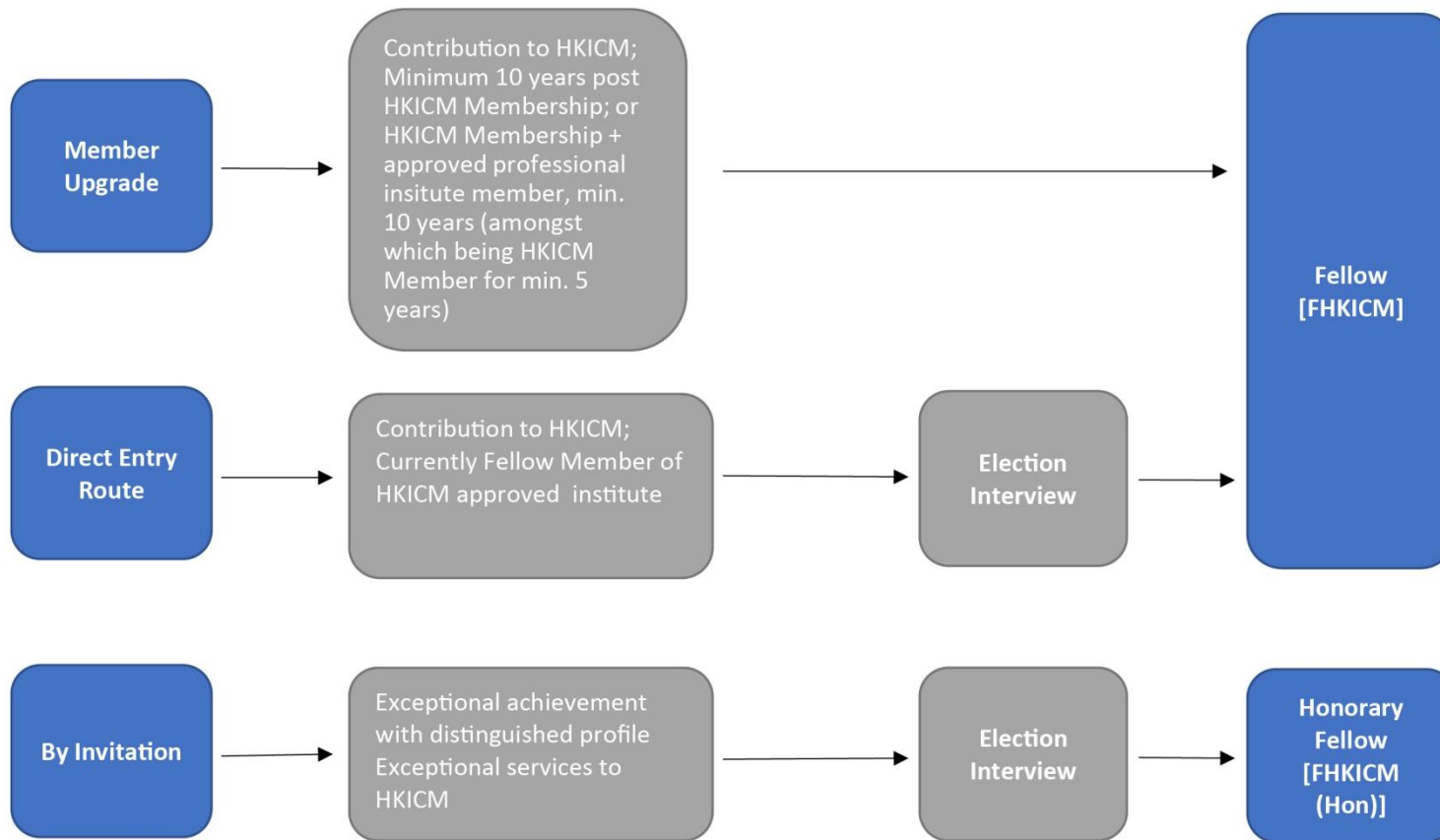
All Corporate Members registered as a Registered Construction Manager in the Register of Construction Managers established under the Construction Managers Registration Regulations are entitled to use the title "R.C.M." (which is an abbreviation for "Registered Construction Manager") after their English names and the title "註冊營造師" after their Chinese names.

All Construction Supervisors registered as a Registered Construction Supervisor in the Register of Construction Supervisors established under the Construction Supervisors Registration Regulations are entitled to use the title "R.C.S." (which is an abbreviation for "Registered Construction Supervisor") after their English names and the title "註冊營造監工" after their Chinese names.

ENTRY REQUIREMENTS

When you apply for a particular Class of Membership, you will normally be required to fully satisfy the entry requirements for that Class of Membership. The Board of Membership will recommend a final decision to the General Council.

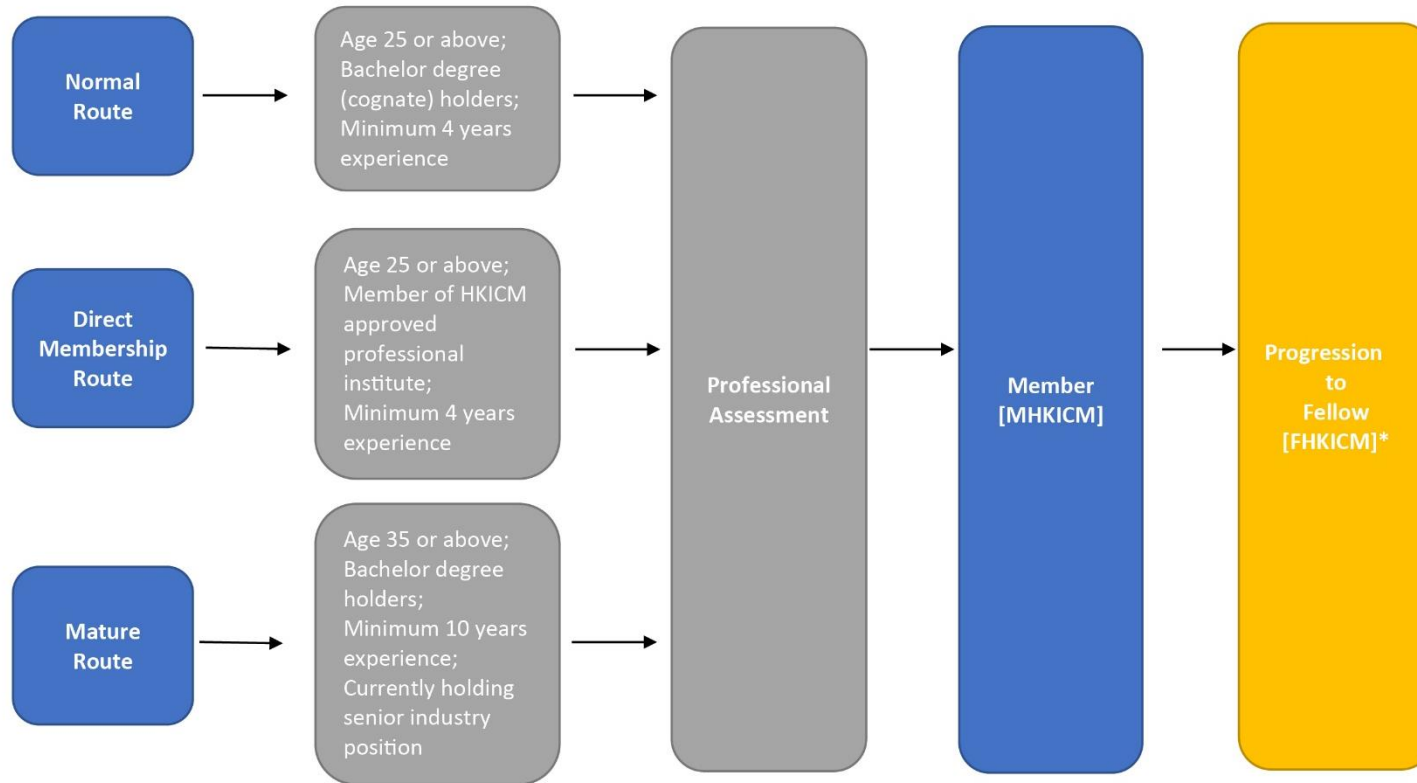
Pathway to Fellowship



*Election Interview is discretionary

For further information on Fellowship qualification, please visit www.hkicm.org.hk

Pathway to Member

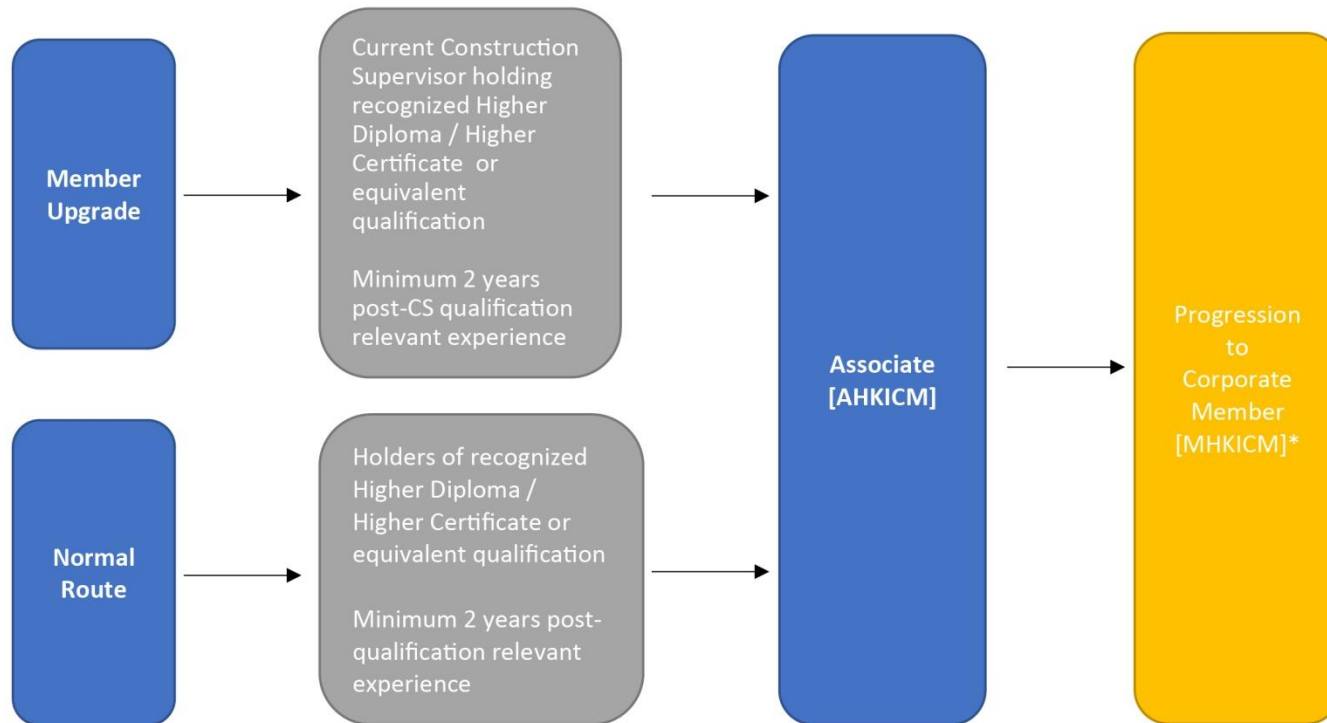


*Professional Assessment have 2 components - Professional Interview (mandatory) and Written Test (optional)

*Prospects for progression to FHKICM. Subject to election criteria as per routes to membership table.

For further information on Membership qualification, please visit www.hkicm.org.hk

Pathway to Associate



*Prospects for progression to corporate membership i.e. MHKICM and FHKICM. Subject to election criteria as per routes to membership table.

For further information on Associate qualification, please visit www.hkicm.org.hk

APPLICATION PROCEDURE

You must complete a Membership Application Form, duly signed by the requisite number of proposers. The completed application form accompanied by separate cheques, one for the application fee, one for the entrance fee and the other for the applicable membership subscription should be lodged with the Institute's Secretariat Office marked for the attention of the Honorary Secretary General.

Certified true copies of academic and/or professional qualifications must be submitted to the Institute together with the completed application form.

The process from application to result can take up to six months. You will be informed of the timeframe when your application is acknowledged. There may be a delay if your application is incomplete or if HKICM needs to investigate any matters of concern; you will be informed if this is the case.

SECTION 2 ROUTES TO PROFESSIONAL MEMBERSHIP

FELLOWSHIP

Fellowship is the highest grade of membership of the Institute. As senior members of the profession, Fellows can make a major significant contribution to the affairs of the Institute on issues in the public interest, of a learned society nature, and in the setting of standards for qualification.

Routes to Fellow Class of Membership

There are three routes to the Fellow Class of membership:

- I. Honorary Fellow
- II. Transfer from the Member Class
- III. By Direct Entry

Honorary Fellow

From time to time, the Institute identifies distinguished construction professional to be an Honorary Fellow. Such a person will have obtained an internationally recognized reputation in their field, and possess some tangible recognition of eminences, such as a national honour or award, and in the opinion of the General Council have rendered outstanding service to the Institute or the profession, and who through by means of either their position or experience or eminence may be able to render assistance in promoting the objects of the Institute. The Honorary memberships are of non- voting rights in the business of the Institute.

The General Council may nominate any person as an Honorary Fellow at a General Meeting of the Institute. A person so nominated may be elected by a simple majority of the Corporate Members present who are entitled to vote or exercise such right at the General Meeting.

Transfer from Member Class

To progress from Member to the Fellow Class of the Institute, you must be:

- i. Corporate Member of the Institute with 10 years' relevant post-qualification experiences; or
- ii. Corporate Member of the Institute with recognized professional qualification of other approved professional institutions. Minimum of 10 years post-qualifications (amongst which being HKICM Members for not less than 5 years).

In addition to your current role the position at the time of application, the following factors will be considered:

- a. **Post-qualification Experience**
Provided evidence of application in your area of practice in the construction field. These achievements emphasize the authority and professionalism required to demonstrate your seniority. You should also understand your role as a professional and society's expectations of professional practice.
- b. **Continuing Professional Development (CPD)**
Having attended CPD activities for not less than 30 CPD hours (either organized or approved by the Institute) over the past three years (in which 10 CPD hours must be organized by the Institute).
- c. **Contribution to the Institute**
Demonstrate commitment to the promotion and development of HKICM and the wider profession.

Direct Entry

You may apply for direct entry to the grade of Fellow should you meet the requirements for Corporate Membership of HKICM and are currently Fellow Member of HKICM approved professional institutes. You must provide evidence of the following:

- i. Fellowship qualification of HKICM approved professional institutions; or
- ii. Demonstrate commitment to the promotion and development of HKICM and the wider profession; or
- iii. Proven experience in a range of professional and technical competencies reflected in your profile and recognition in the industry.

Professional Assessment Interview

When you seek admission to the class of Fellow, you may be required to attend a Professional Interview at the discretion of the General Council. The Professional Interview, if so required, shall be conducted by a panel of professional assessors assigned by the General Council to verify and ascertain your profile and recognition in the industry.

Section 3 details what is required for your Professional Interview.

Fees and Subscriptions

All fees must be submitted at the time of application. The application fee is non-refundable, while the subscription fee will only be charged upon successful election of the applicant.

An applicant progressing from the Member Class to the Fellow Class must submit, together with the application, the transfer application fee and the difference between the Fellow subscription fee and the Member subscription fee. The balance of the subscription, in the case of membership progression, will only be charged upon successful transfer of membership. The application fee, however, is non-refundable.

Section 8 details what is required for your applicable fees.

MEMBER CLASS

Routes to Member Class of Membership.

There are (3) three routes to the Member Class of membership:

- i. Normal Route
- ii. Direct Membership Referral (DMR) Route
- iii. Mature Route

Member – Normal Route

Candidates must achieve a set of requirements and competencies:

- i. Age 25 or above.
- ii. Bachelor's degree holders (cognate degree), or HKICM recognised academic / professional qualifications.
- iii. Minimum 4 years' post-qualification relevant experience.
- iv. Experience Report (summary of experience in 1,600 – 2,000 words) to show your technical and professional abilities.
- v. Record of Continuing Professional Development (CPD).
- vi. Pass the Professional Assessment (Professional Interview and Written Test).

Section 7 states what is required for your academic requirement.

Section 3 details what is required for your Experience Report.

Section 4 details what is required for your CPD.

Member – Direct Membership Referral (DMR) Route

Candidates must achieve a set of requirements and competencies:

- i. Age 25 or above.
- ii. Bachelor's degree holders (construction studies or equivalent preferred).
- iii. Minimum 4 years' post-qualification relevant experience.
- iv. Currently Member of HKICM approved professional institute.
- v. Record of Continuing Professional Development (CPD).
- vi. Pass the Professional Interview.

Section 7 details what is required for your academic requirement.

Section 4 details what is required for your CPD.

Member – Mature Route

Candidates must achieve a set of requirements and competencies:

- i. Age 35 or above.
- ii. Bachelor's degree holders (construction studies or equivalent preferred)
- iii. Minimum 10 years' relevant professional experience (inclusive of 3 years local experience) in the construction field.
- iv. Currently holding senior industry position.
- v. Written Report (critical analysis of 5,000-8,000 words).
- vi. Record of Continuing Professional Development (CPD)
- vii. Pass the professional interview.

Section 7 details what is required for your academic requirement.

Section 3 details what is required for your Written Report.

Section 4 details what is required for your CPD.

Professional Assessment

The Professional Assessment would be conducted by a Panel of Professional Assessors delegated by the General Council for the purpose of assessing the extent to which a candidate for the class of Member meets the admission requirements and to ascertain the quality of the candidate's technical and professional competencies in the construction field.

Section 3 details what is required for your Professional Assessment.

Application Procedure

The application form details the application fees and the information you must provide should be submitted to the Secretariat Office. Your application should be supported by four Corporate Members of the Institute, one of whom shall be a Fellow.

Fees and Subscriptions

All fees must be submitted at the time of application. The application fee is non-refundable, while the subscription fee will only be charged upon successful election of the applicant.

An applicant for progression from Associate, Graduate or Student to the Member Class must submit, together with the application, the application fee, the entrance fee and the difference in subscription between the two grades of membership concerned. The balance of the subscription fee, in the case of membership progression, will only be charged upon successful transfer of membership. The application fee, however, is non-refundable.

Section 8 details what is required for your applicable fees.

ASSOCIATE CLASS

Routes to Associate Class of Membership

There are two routes to the Associate Class of membership:

- i. Member Upgrade from the classes of Graduate, Student or Construction Supervisor
- ii. Normal Route

Associate Member - Member Upgrade

Candidates must achieve a set of requirements and competencies:

- i. Age 23 or above.
- ii. Current Construction Supervisor holding Higher Diploma/ Higher Certificate (or equivalent as accredited by HKQAAVQ), or HKICM recognised academic / professional qualifications.
- iii. Minimum 2-year post-CS qualification relevant experience.
- iv. Record of Continuing Professional Development (CPD).

Section 4 details what is required for your CPD.

Associate Member - Normal Route

Candidates must achieve a set of requirements and competencies:

- i. Age 23 or above.
- ii. Holder of Higher Diploma/ Higher Certificate (or equivalent as accredited by HKQAAVQ).
- iii. Minimum 2-year post-qualification relevant experience (pre-qualification experience can count at 50% weighting and entitled for not more than one year of the total requirement).
- iv. Record of Continuing Professional Development (CPD).

Section 4 details what is required for your CPD.

Application Procedure

The application form details the application fees and the information you must provide should be submitted to the Secretariat Office. Your application should be supported by four Corporate Members of the Institute, one of whom shall be a Fellow.

Fees and Subscriptions

All fees must be submitted at the time of application. The application fee is non-refundable, while the subscription fee will only be charged upon successful election of the applicant.

An applicant for progression from Graduate, Student or Construction Supervisor to Associate must submit, together with the application, the application fee, the entrance fee and the difference in subscription between the two grades of membership concerned. The balance of the subscription fee, in the case of membership progression, will only be charged upon successful transfer of membership. The application fee, however, is non-refundable.

Section 8 details what is required for your applicable fees.

CONSTRUCTION SUPERVISOR CLASS OF MEMBER

The Institute admits Construction Supervisor Members to enhance professional development of front-line building and construction practitioners.

Candidates must achieve a set of requirements and competencies:

- I. Age 21 or above.
- II. Construction site staff holding recognized Diploma/ Certificate or equivalent qualification.
- III. Minimum 1 year of relevant experience in safety supervision and quality control.
- IV. Record of Continuing Professional Development (CPD)

The Technical Competence Interview

The Technical Competence Interview is designed to determine whether you have an acceptable understanding of the role and responsibilities of a construction supervisor.

The Interview will be conducted by a panel of Interviewers comprising two HKICM members, trained and selected for this role. An elected Construction Supervisor can serve as one of the panel Interviewers for the Interview.

You should satisfy the panel of Interviewers with your understanding of the knowledge gained and competencies achieved during your training.

The Interview will last approximately 20 minutes and will be conducted in English, if necessary, supplemented by Putonghua or Cantonese.

Exemption from the Technical Competence Interview may be granted at the discretion of the Board of Membership to candidates who are registered "Technically Competent Person" with the Buildings Department of the HKSAR, or equivalent recognized qualifications for that purpose.

Fees and Subscriptions

All fees must be submitted at the time of application. The application fee is non-refundable, while the subscription fee will only be charged upon successful election of the applicant.

Section 8 details what is required for your applicable fees.

GRADUATE CLASS OF MEMBER

The eligibility requirements are as follow:

- i. Minimum 18 years of age.
- ii. Holders of accredited / recognized degree or equivalent qualification within the last 10 years.

You must submit your application, which should be signed off by your employer, to HKICM's Secretariat Office.

All fees must be submitted at the time of application. The application fee is non-refundable, while the subscription fee will only be charged upon successful election of the applicant.

An applicant for progression from Student to Graduate must submit, together with the application, the application fee and the difference in subscription between the two grades of membership concerned. The balance of the subscription fee, in the case of membership progression, will only be charged upon successful transfer of membership. The application fee, however, is non-refundable.

Section 8 details what is required for your applicable fees.

STUDENT CLASS OF MEMBER

Membership is open to all post-secondary or above students in relevant disciplines to HKICM qualification.

Application fee and annual subscription are not required until graduating from university or college.

SECTION 3 THE PROFESSIONAL ASSESSMENT

The Professional Assessment would be conducted by a Panel of Assessors delegated by the General Council, comprising a minimum of two (2) Assessors.

Purpose of the Professional Assessment is to assess the extent to which a candidate for the class of Member meets the admission requirements and to ascertain the quality of the candidate's technical and professional competencies in the construction field.

You are expected to demonstrate that you have worked independently, assumed appropriate levels of responsibility, acquired practical knowledge and been aware of the responsibilities to your employers, colleagues, members of the construction team and the community at large. You must be able to demonstrate the presentation and communication skills that are required to operate at a professional level within the industry.

The Professional Assessment have 2 elements:

- i. Professional Interview; and
- ii. Written Test

You are required to record your attainment of the competencies in your Experience Report for Professional Assessment.

You have to attempt a Written Test (2 hours allowed) in English on a subject specified by the Panel as part of the Professional Assessment.

You will then sit your final Professional Interview. The Interview will last approximately 30 minutes and will be conducted in English, if necessary, supplemented by Putonghua or Cantonese

Professional Interview

The Professional Interview would be conducted by a Panel of Assessors delegated by the General Council, comprising a minimum of two (2) Assessors. It will last approximately 30 minutes and will be conducted in English, if necessary, supplemented by Putonghua or Cantonese.

Purpose of the Professional Interview is to assay, in support of your Written Report, your understanding of the knowledge gained and competencies achieved. The assessors will take a holistic view on your presentation and interview to determine whether you have fulfilled the requirements for admission to Corporate Membership of the Institute.

The Experience Report

Candidate applying Membership Class via Normal Route is required to submit an Experience Report (to be submitted together with the application form).

- i. The Experience Report would be a written document setting out your experience and would be used as the basis of the Professional Interview.
- ii. The Report should be concise, between 1,600 and 2,000 words, typewritten in English, on single sided A4 paper and submitted in two copies.
- iii. You must record your attainment of the competencies (in chronological order, giving the months and years in each case, the inclusive dates of the periods of training and experience that you had completed) in the Report.
- iv. The Report should be an objective overview of your experience and qualifications that provides clear evidence of the nature of the experience, the level of personal duties and responsibilities, and personal development as well as career progression.

The Written Report

Candidate applying Membership Class via Mature Route is required to submit a Written Report (to be submitted together with the application form).

- i. The Written Report will be assigned by a Supervisor of HKICM about an approved construction or building-related topic.
- ii. The Report should be typewritten in English in the range of 5,000 to 8,000 words, on single sided A4 paper and submitted in two copies.
- iii. The Report shall be signed off by your Supervisor.

The Report should offer an ordered and critical exposition of the subject, defining the problems, detailing managerial solutions and the application of managerial and technological principles to practical construction problems. Statements should be specific to you and avoid generalization.

During the interview, you are required to provide evidence of recent work to support your claim to professional status, such as drawings, reports, plans, photographs, or such similar documents as appropriate.

Continuing Professional Development (CPD) Record

You are required to provide a record of Continuing Professional Development (CPD). CPD can be taken from various sources including attending conferences, meetings or seminars, completing an academic course or informal reading. It should be closely linked to your current work. CPD may include technical conferences, seminars, symposia, courses, organized site visits and meetings of professional bodies. It is desirable to undertake as much CPD events as possible, and split between technical, managerial, contractual and professional subjects.

Written Test

- i. You are required to demonstrate your ability to write a reasoned and logical commentary in English.
- ii. Two questions will be set. You are expected to choose and answer one of the questions (approximately 1,500 words).
- iii. The questions would be open ended such that there is no model answer. It is instead a test on problem solving and analytical competencies.
- iv. The test lasts for two hours before your Professional Interview.

Notification of Results

- i. You will receive your result within three months from the date of the Professional Assessment/ Interview.
- ii. If the outcome is a deferral you will be sent a report explaining why the assessors reached this decision.
- iii. You will also be advised when you should be eligible for re-assessment. This would generally be a period of six months to two years prior to re-sit.
- iv. Should you wish to appeal against the result of the professional assessment, you should write to the Board of Membership within 14 days from the date of the notification of deferment. An appeal fee of HK\$600.00 must accompany the written notice of appeal, payable to the “Hong Kong Institute of Construction Managers.
- v. The Board of Membership reviews the way the assessment was conducted. The decision of the Board is final and there is no right to appeal this decision.

SECTION 4 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Continuous Professional Development (CPD) is the systematic updating and enhancement of skills, knowledge and competence throughout your career. It should be closely linked to your current work. CPD can be taken from various sources including attending conferences, meetings or seminars, completing an academic course or informal reading. It is your choice to decide what is appropriate and this should complement both your technical and professional competencies.

As a professional institute grooming future talents, HKICM strives to organize CPD events to enhance professional competencies of its members.

All candidates are required to submit a proper record of CPD activities upon applying for admission, upgrade, transfer and reinstatement of membership.

Once you have been successful and become a HKICM member you will continue to undertake and record CPD activity each calendar year as part of your commitment to your ongoing professional development.

Your CPD must be relevant to the advancement or consolidation of knowledge specifically oriented towards the construction profession. It should have sufficient academic content and not be merely an acquisition of peripheral skills.

ALL members (except the classes of Construction Supervisor, Graduate and Student where such requirements are optional) should complete a minimum of 30 hours' CPD per year on a mandatory basis starting 1 April 2017.

For more information on CPD policy and Log Sheet please go to [CPD And Training \(hkicm.org.hk\)](http://hkicm.org.hk)

Attention should be given to the principles underpinning CPD:

- i. CPD is the systematic acquisition, maintenance, improvement and broadening of relevant knowledge and skills, and the development of personal qualities necessary for the effective execution of professional duties throughout the construction manager's working career.
- ii. The following table provides a quick reference to the variety of activities that qualify for CPD. The list is not exhaustive and serves as examples only.

Types Of CPD	Examples
Seminar and Training (attending or presenting) <i>(min. 10 hours required per year)</i>	<ul style="list-style-type: none"> - Courses, seminars, conferences, forums, site visits - Workshops, talks and briefing sessions - Lecturing on careers / the profession
Structured Learning and Programmes <i>(subject to a max. claim of 14 hours per year, including a max. of 10 hours for in-house training)</i>	<ul style="list-style-type: none"> - Full / part-time study - Open / distance learning - In-house staff training and site visits - Developing skills (e.g. IT, business / financial skills) - Research for publications
Community, Institutional and Social Services <i>(subject to a max. claim of 10 hours per year)</i>	<ul style="list-style-type: none"> - Council, board, committee and task/working group attendance (professional institutions or external organizations) - PA assessor / interviewer and external examiner preparation and assessment - Mentors, tutors and supervisors of students or trainees in the construction management field - Voluntary works for the community
Private Study / Self Learning <i>(subject to a max. claim of 8 hours per year)</i>	<ul style="list-style-type: none"> - Book / journal reading - Use of audio, video, or multi-media resources

- iii. CPD should be balanced between matters of direct technical relevance as well as broader study in the furtherance of construction professions such as communication, environmental matters, financial management, leadership skills, legal aspects, marketing, occupational safety and health and professional ethics.
- iv. A minimum of 10 hours should fall within the type of 'Seminar and Training'; a maximum of 14 hours for 'Structured Learning and Programs', a maximum of 10 hours for 'Community, Institutional and Social Services' and a maximum of 8 hours per year for 'Private Study/Self Learning'.

- v. The format of CPD activities can include but not limited to participating and organizing of courses, lectures, seminars, symposia, conferences, presentations, workshops, industrial attachment and visits, e-learning and professional activities which are carried out by the Institute or other professional organizations.
- vi. All members (including fellows and associates) would be required to declare whether they have met the CPD requirements upon membership renewal per annum.
- vii. The Institute may audit member's CPD record at random. When asked to submit CPD details, members (including fellows and associates) should keep the original and submit a copy of the CPD Log Sheet (sample attached) for the period specified, typically one or more of the previous two years. Supporting documents such as receipts, tickets, and certificates usually are not required to be submitted but should be retained in case more information on a particular item is requested.
- viii. Members who are not able to provide adequate evidence to support the fulfilment of the required CPD hours would be asked to review and update their record to reflect the requirement in one year's time. It is expected that the member will complete a minimum of 30 hours of CPD during that year and continue to accumulate further CPD hours as other members do. Cases of continuing non-compliance of this requirement would be dealt with individually by the Board of Membership and the Council as appropriate.

HKICM CPD Log Sheet

HKICM CPD Log Sheet

CPD Log Sheet					For the Membership Year ¹	
Name			Class		Membership No.	
Date	Activity Type ²	Title	Organizer/Speaker	Hours	Cum Hours	

Remarks:

- Starting 1 April of each year.
- CPD Activity Type: (1) Seminar and Training (min. 10 hours per year); (2) Structured Learning and Programmes (max. 14 hours per year); (3) Community, Institutional and Social Services(max. 10 hours per year); and (4) Private Study/Self Learning (max. 8 hours per year).

SECTION 5 PROFESSIONAL CONDUCT

Behaving ethically is the core of a professional. You must understand the ethical standards and how you apply them in your everyday role. All members of the Institute shall observe the highest standards of professional conduct. The General Council shall issue guidance notes on conduct rules, ethics and professional practice so you must familiarize yourself with them.

Suspension/ Expulsion

The General Council reserve the right at any time to impose disciplinary action against any member as it deems fit, including suspension of membership (for such period as it thinks fit) or expulsion of any member who in its opinion has failed to observe the highest standard of professional conduct or is believed to be, or is believed to have been guilty of any act or conduct detrimental to the best interests of the Institute or its members.

Investigation of Complaints

If the General Council is called upon to investigate any complaint against a member, the General Council or any Committee appointed by it for this purpose shall:

- i. Notify the member of the complaint.
- ii. Request the member to make an explanation in person and, if he so wishes, in the company of his lawyer, at a time and place to be specified.
- iii. Request the member or any other person to provide such documentary or other evidence of the matter as may be thought fit.
- iv. Consider all aspects of the complaint.
- v. In the case of a Committee, make recommendations to the General Council on its findings.
- vi. If the General Council determines the complaint is proven justified, it shall determine what action should be taken against the member including whether to expel or suspend the member for such period as it thinks fit.
- vii. If the General Council determines the complaint is not justified, it shall inform the member of the decision or take such action as it thinks fit.
- viii. Any member suspended under this Part shall have had no right to vote at any meeting or to hold any office in the Institute, or to have or exercise any of the other rights or privileges of membership during the period of his suspension. Nevertheless, the obligations to settle fees and subscriptions and the entitlement of receiving the Institute's publications and using the appropriate abbreviated designation shall stand.
- ix. Any member expelled from the Institute under this Part shall cease to be a member of the Institute and shall have thenceforth no rights whatsoever in the Institute.
- x. The Honorary Secretary shall forthwith give to any member suspended or expelled under this Part notice in writing of such suspension or expulsion, and all members would be notified in writing of the General Council's decision.

Appeal

- i. Save as described in(ii) below, the decision of the General Council with respect to the suspension or expulsion of a member shall be final, and there is no right to appeal this decision.
- ii. A member aggrieved by the decision of the General Council with respect to a question of laws has the right to give notice within 30 days of such suspension or expulsion to challenge the decision of the General Council in a Court of Laws.

- iii. Should the Court of Laws uphold the appeal, the General Council or its appointed Committee shall re-investigate the complaint having regard to its determination on the question of laws concerned.

The conduct of Associates, Construction Supervisors, Graduates and Students shall be judged similarly to that of Members, and in the case of misconduct, the action shall proceed as above.

Rules of Conduct

These guidance notes and rules apply to all members. The General Council may change or add any rules from time to time. Notices of changes or additions to the rules will be published in HKICM official website.

In these Rules of Conduct:

- i. "Members" shall mean all Corporate and Non-Corporate Members of the Institute.
- ii. "Logo" refers to the logo approved by the Institute for use by Corporate Members only.
- iii. "Advisory Service" includes project management, contract management, design and the giving of advice upon the construction, alteration, maintenance or repair of a building or other structure, including method, feasibility or cost in the form of written or verbal reports or drawings.

Standards of Conduct

Members shall, in fulfilling their professional responsibilities and the duties which they undertake, have full regard to the public interest.

Members shall demonstrate a level of competence consistent with their attached class of membership.

Members shall always act with integrity to uphold and enhance the dignity, standing and regulations of the Institute.

No Member shall be related to any occupation or business in any way which would, in the opinion of the General Council, prejudice his professional status or the reputation of the Institute.

Members undertaking work in a country other than their own shall observe these Rules so far as they are applicable.

Members shall discharge their duties with complete fidelity and probity, they shall:

- i. not divulge to any person, firm or company any information of a confidential nature relating to the business activities or processes of their employer or client acquired during the course of their work.
- ii. not, without the permission of their employer or client, render any services, with or without remuneration, which conflicts with the interests of their employer or client.
- iii. ensure, when providing an advisory service, that the advice given is fair and unbiased.
- iv. ensure, when undertaking any other construction-related activity, that all such work is in accordance with conforms to good practice and current standards and complies with all statutory and contractual requirements.

- v. at no time improperly offer or accept gifts or favors which would be interpreted by the Institute as exerting an influence to obtain preferential treatment.
- vi. not undertake work for which they knowingly lack sufficient professional or technical competence, or the adequate resources to meet their obligation.
- vii. if not competent to undertake part or all of a particular advisory service shall either decline to give advice or secure appropriate competent assistance.
- viii. only use the distinguishing letters of membership and appropriate description prescribed by the principles of these Rules of Conduct.
- ix. not, unless Corporate Members be permitted, use the logo approved by the Institute in connection with their advisory service.
- x. if providing an advisory service be required to obtain professional indemnity insurance to cover the full liability of any advisory service offered.
- xi. if undertaking any other construction related activity be required to maintain insurances and indemnify their client against the risks for which insurance is commonly effected arising out of the works in respect of workers workmen, third parties and adjoining properties.
- xii. not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of others.
- xiii. keep themselves informed of current thinking and developments appropriate to the type and level of their responsibility. They should be able to provide evidence that they have undertaken sufficient study and personal development to fulfil their professional obligations in accordance with the current guidelines for Continuing Professional Development (CPD).
- xiv. only advertise their services in accordance with the conditions set out in these Rules of Conduct. Within this framework, they are permitted to make their experience and availability known to individuals and organizations where it is believed that an opportunity may exist for their services.
- xv. at all times have due regard for the safety, health and welfare of themselves, colleagues and any others likely to be affected, and in particular be expected to have:
 - a. knowledge of the health and safety risks in the industry and the main principles and strategies for control.
 - b. an understanding of the responsibilities for safety, health and welfare placed on all parties involved in the building process.
 - c. a working knowledge of current legislation and advisory information.
 - d. a recognition of the importance of keeping themselves up to date.

Further, it shall be the duty of every Member:

- i. when acting for a client or when in contemplation of acting for a prospective client whose interests conflict or may conflict with his own, or those of any of his associates to disclose the relevant facts forthwith to the client or prospective client and to the associate and where such disclosure is oral to confirm the same in writing at the earliest opportunity and inform the client that he shall be unable to act or continue to act unless the client requested him to do so;
- ii. to ensure that neither he personally nor any firm or company carrying on practice of which he is a partner or director acts for two or more parties with conflicting interests without disclosing the relevant facts to each of those parties forthwith and confirming such disclosure in writing at the earliest opportunity.

Guidance Notes

For the purposes of this paragraph of these Guidance Notes:

"Partner" shall include a sole principal of a practice or a partner in a firm or a director of a company.

"Firm" shall mean a practice firm or company carrying on practice in construction.

"Contravention" shall include any act or omission which would if committed by a Member constitute a contravention.

Every Member who:

- i. is or holds himself out or allows himself to be held out to be a Partner in a firm; or
- ii. allows his name and/or designatory letters or designation to appear on the note paper or in the advertisements of any firm in which no other Partner is a Member; or
- iii. is a Partner in a firm which is so connected with another firm in which no Partner is a Member that in the opinion of the General Council persons dealing with that other firm believe or may be induced to believe that the two firms are connected, shall be held responsible for any contravention committed by any Partner or by any member of the staff of such firm or other firms, provided that if such Member shall show that without any default on his part he had no reason to be aware and was not aware of any such contravention and that he had prior to such contravention taken all such steps as may be reasonable to ensure that such contravention was not committed he may be relieved of responsibility for such contravention.

No Member shall:

- i. offer or provide whether to a prospective client or a third party any gift or favor whether in money or otherwise designed to secure instructions for work.
- ii. having once quoted a fee for professional services revise that quotation to take account of the fee quoted by another Member for the same services.
- iii. quote a fee for professional services which is to be calculated by reference to the fee quoted or charged by another Member reduced by some proportion or amount.
- iv. directly or indirectly exert undue pressure or influence on any person, whether by the offer or provision of any payment, gift or favor or otherwise, for the purpose of securing instructions for work, or accept instructions from any person on whom he has reason to believe that undue pressure or influence may have been exerted by a third party in expectation of receiving a reward for the introduction.
- v. act or offer to act in any capacity in relation to about any matter which is the subject of judicial or quasi-judicial proceedings either on the footing that no charge will be made unless the proceedings are successful or on the footing that the amount of the charge will be related to the degree of success attained.
- vi. solicit instructions for work in a manner that may bring the Institute into disgrace.

Every Member shall:

- i. Keep in one or more bank accounts separate from his own, his firm's or his company's bank account (as the case may be) any clients' money held by or entrusted to him, his firm or his company in any capacity other than that of the beneficial owner.

- ii. Account at the due time for all amount of money held, paid or received on behalf of or from any person (whether a client or not) entitled to such account and whether or not after the taking of such account any payment is due to such person.
- iii. No Member shall carry on practice under any such name, style or title as to prejudice his professional status or the reputation of the Institute.
- iv. Distinguishing Letters and Use of Descriptions.
- v. Members who are entitled to use their distinguishing letters of membership and/or descriptions may only do so in conjunction with their personal name. Distinguishing letters and/or descriptions may not be used in conjunction with the name of a business or other organization.
- vi. Members who are proprietors, partners or directors of a business may display their names, any appropriate distinguishing letters of membership, and supporting descriptions on the premises and name boards of the business.
- vii. Members may display their names, any appropriate distinguishing letters of membership, and/or descriptions, on personal stationery, site notice boards and publications, and on those of businesses and/or other organizations with which they are connected.
- viii. The Institute will from time to time publish guidance setting out the exact style and way members' distinguishing letters and descriptions may be used.

Logo

Corporate members offering advisory services may use the logo approved by the General Council on:

- stationery
- brochures and report cover
- advertisements
- drawings
- site signboards

in accordance with guidelines as published by the Institute from time to time.

Advisory Service

The Institute does not prescribe a scale of fees. Any charges made by a member shall be fair and reasonable.

Before undertaking a remunerated advisory service, members must agree in writing with their clients:

- i. the nature, scope and limitation of the proposed advisory service and where appropriate the way it is to be provided and documented.
- ii. the basis and timing of any charge to be made including that for abandoned work.
- iii. any provision to be made for reimbursement of printing costs, travelling and other related expenses.
- iv. procedures for settlement in the event of a dispute.
- v. the nature and scope (including any restriction or limitation) of the insurance offered in relation to any advisory service including but not limited to professional indemnity, third party liability and employer's liability insurance.

Note: The Institute can, on request provide details of insurers prepared to consider the forms of risk mentioned above. The arrangement and operation of such insurances is entirely a matter between the member and the insurer.

Advertising

Advertisements shall be factual and relevant in substance and presentation. They must not contain information which is untrue, misleading, unfair, flippant or otherwise discreditable to the profession.

If any advertising agency is used by a member, the member remains responsible for ensuring that advertisements conform to the provisions of these Rules of Conduct.

SECTION 6 REGULATORY REGIME

In accordance with the provisions of Professional Conduct if a Member is found to have contravened the Standards of Conduct the General Council shall have authority to take any one or more of the following courses of action, that is to say:

- i. to reprimand or severely reprimand the Member.
- ii. to require the Member to give an undertaking to refrain from continuing or repeating the conduct which is found to have constituted the contravention.
- iii. to suspend the Member from Membership of the Institute for such periods as the General Council may determine.
- iv. to expunge the Member from the Institute.
- v. to order the Member to pay the expenses incurred by the Institute in the investigation of the complaint and the disciplinary proceedings against the Member including but not limited to legal costs incurred therefor.

If in respect of a Member there is produced to the General Council,

- i. evidence of conviction by a Court of competent jurisdiction for any criminal offence involving embezzlement, theft, corruption, fraud or dishonesty of any kind or any other criminal offence carrying on first conviction a maximum sentence of not less than twelve months imprisonment; or
- ii. a legal notice that he has been adjudicated bankrupt or a certified copy of a deed of arrangement he has entered with or for the benefit of his creditors; and
- iii. a copy of a letter sent by the Institute to the Member
 - a. informing him of the authority of the General Council;
 - b. giving him not less than 21 days' notice of the date of the meeting of the General Council at which the matter is to be considered; and
 - c. inviting him to make such submissions in writing as he may think fit.

the General Council after considering any submission as aforesaid may either:

- i. refer the matter to the Committee of Investigation hereinafter mentioned for enquiry and action; or
- ii. without further enquiry forthwith expunge the Member from the Institute.

The General Council may if they think fit temporarily suspend the Member from membership of the Institute pending such enquiry as last aforesaid.

All decisions of the General Council shall take immediate effect and shall be duly recorded; and the General Council may cause to be published in the Journal and in such newspapers or other publications as the General Council may think fit notice of reprimand or severe reprimand; suspension or expulsion of a Member together with such particulars as the General Council shall

think desirable of the misconduct, conviction or other matter for which the penalty in question was imposed.

If a Member is expunged his name shall be removed from the Register and he shall thereupon cease for all purposes to be a Member of the Institute. His diplomas of Membership shall be returned immediately to the Institute and he shall not be entitled to use any designation or description which implies membership or former membership of the Institute.

If a Member is suspended, he shall not be entitled during the period of his suspension to exercise any of the rights or privileges of membership of the Institute. He shall however remain in all other respects subject to the exercise of the Institute's disciplinary authority in respect of any contravention of those provisions committed by him during the period of his suspension.

Once a Member has been notified that a complaint or allegation has been made against him or that a conviction, bankruptcy or other matter mentioned in these guidance notes has been notified to the Institute he shall not be entitled to resign from membership of the Institute and any such proceedings may be continued notwithstanding his attempted resignation.

The Disciplinary Board

The Disciplinary Board shall be drawn from a Disciplinary Panel.

The Disciplinary Panel shall be appointed by the General Council. Members shall be appointed for a period of two years. The Disciplinary Panel shall consist of a maximum of twenty Members.

The Disciplinary Board shall be selected by the President and shall consist of not less than three nor more than five members of the Disciplinary Panel, as the President may decide. A Member appointed on to the Committee of Investigation shall not be appointed on to the Disciplinary Board. The President shall appoint one of the members of the Board to be its chairman. The chairman of the Board shall appoint a Member of the Institute to be the secretary. The President shall also advise two other members of the Disciplinary Panel to hold themselves in readiness to replace any of those selected who may in the event be unable to attend the hearing. The Board shall sit with an assessor being a solicitor or barrister of not less than ten years standing and who shall be appointed by the President.

Disciplinary Procedure

The Committee of Investigation

When a complaint or allegation is made against a Member the President shall appoint a Committee of Investigation and the Honorary Secretary shall transmit to the Committee details of the complaint or allegation, together with any documentary evidence in support thereof.

The Honorary Secretary shall inform the Member of the complaint or allegation made against him and shall also inform him that a Committee of Investigation has been appointed.

The Committee shall consider the documents and may either reach a conclusion thereon or call for further information or evidence from the complainant or from any other person.

The Committee shall keep minutes of its investigations and decisions but the circulation of those minutes shall be confined to members of the Committee during the period of investigation after which they shall be made available to the Office Bearers of the General Council.

If the Committee recommends that the subject matter of the complaint or allegation should not become a formal charge it shall so inform the Office Bearers of the General Council. The Office Bearers after due consideration of the Committee's recommendation shall inform the Member of their decision in writing.

If the Committee recommends that the subject matter of the complaint or allegation should become a formal charge it shall so inform the Office Bearers of the General Council. The Office Bearers after due consideration of the Committee's recommendation shall inform the Member of their decision in writing. In the event of the Office Bearers accepting the Committee's recommendation the President shall appoint a Disciplinary Board and the Honorary Secretary shall be given such assistance as he may need for the purpose of instructing the Institute's solicitors and (if they so advise) counsel to draw up the charge and generally prepare the case for presentation to the Disciplinary Board.

The Disciplinary Board

When the charge has been drawn up the Honorary Secretary shall after consultation with the Chairman of the Board fix a date, time and place for the hearing (sufficiently far ahead for the Member to be given not less than 28 days' notice thereof) and shall:

- I. by recorded delivery post addressed to the Member's last known address:
 - i. send him a copy of the charge;
 - ii. invite him (if he so wishes) to submit a written answer by way of defense to the charge;
 - iii. inform him of the date, time and place of the hearing and of his rights under the provisions of Professional Conduct as aforesaid;
 - iv. call upon him to state within the next 14 days whether he intends to appear at the hearing and if so whether only in person or by solicitor and/ or counsel;
 - v. warn him that if he does not elect to appear at the hearing the Board may proceed in his absence;
 - vi. require him to serve on the Honorary Secretary not less than 14 days before the date of the hearing a list of such documents if any upon which he intends to rely at the hearing;
 - vii. inform him that the Institute is also required to serve upon the Member not less than 14 days before the hearing a list of the documents to which the Institute intends to refer;
 - viii. inform him that either he or the Institute (as the case may be) may require copies of any documents included in a list served by either of them upon payment of any proper charge therefor; and
 - ix. send him a copy of the procedure note for the conduct of the hearing approved by the General Council;
- II. send to the Institute's solicitor a copy of the letter and accompanying documentation sent in pursuance of the foregoing requirements; and
- III. make arrangements for the hearing by the Board.

If the Member charged fails to attend either in person or by solicitor or counsel before a Board either at an original hearing or at any adjourned hearing or otherwise avail himself of his rights the

Board shall satisfy itself that he was duly given notice thereof and has not shown good cause for his failure to attend and if so satisfied may proceed in his absence and without further reference to him.

A Board may at its discretion adjourn a hearing from time to time.

The Board shall:

- i. conduct the hearing in a judicial manner in accordance with the procedure approved by the General Council; and
- ii. if its finding is that the charge is proved, receive evidence of the Member's record and hear any statement or speech in mitigation by the Member or on his behalf.

SECTION 7 RECOGNIZED EDUCATION PROGRAMS

You should have attained appropriate qualifications as described below.

For Corporate Members (MHKICM/FHKICM), a degree in civil/structural engineering, building studies, building and quantity surveying or architectural studies conferred by a recognized local university, or degrees in subjects aforesaid conferred by overseas universities as assessed by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications as being of equal status.

For Associates (AHKICM), a higher diploma or higher certificate in civil/structural engineering, building studies, building surveying or architectural studies conferred by a recognized university or education institution.

For Construction Supervisor membership, you should have a recognized diploma or certificate qualifications.

Please refer to official HKICM website for details on accredited programs [Recognized Education Programmes \(hkicm.org.hk\)](http://hkicm.org.hk).

SECTION 8 APPLICATION AND SUBSCRIPTION FEES

You are required to pay an application fee, an entrance fee (for Member Class of Membership application only) and a subscription fee at the time of making an application, whether for the election to new membership or for the upgrade of membership class. The entrance fee and subscription fee will ONLY be charged upon successful election or transfer (upgrade) of membership. The application fee, however, is non-refundable.

You should submit separate cheques, one for the application fee, one for the entrance fee (if any) and one for the applicable amount of subscription fee, together with the completed application form.

For information on current fees and subscriptions please refer to the official website of HKICM [Membership Fees and Subscriptions \(hkicm.org.hk\)](http://hkicm.org.hk) or your local Secretariat office.

You are required to pay the following Fees and Subscriptions as appropriate:

- a. Election of membership
- b. Annual membership renewal subscriptions
- c. Transfer (upgrade) of membership
- d. Re-instatement of membership

Election of Membership

When you are applying for election of membership you are required to pay the following at the time of submitting your application.

- i. application fee
- ii. entrance fee (for Member Class of Membership application only)
- iii. subscription fee

Please submit separate cheques for application fee, entrance fee and subscription fee respectively together with the application form.

Notes:

- i. Membership year runs annually from 1st April of current year to 31st March of the following year.
- ii. The process of admission takes 3 to 6 months (from the date of receipt of full application including all necessary documents and payments) to complete.

Annual Renewal of Membership

You have to pay an annual renewal subscription fee at the beginning of the membership year of the Institute, i.e. 1 April yearly, to retain your professional membership.

Transfer of Membership

Should you seek to upgrade to a higher grade of member class, you must pay:

- i. Transfer application fee; and
- ii. The balance of subscription fee between the present grade of membership and the desired grade of election.

Please submit separate cheques for transfer application fee, balance of subscription fee respectively together with the application form.

Reinstatement of Membership

Should you been lapsed through non-payment of dues and are now seeking to re-instate your previous class of membership, you must pay a reinstatement fee (non-refundable) which incorporates the following:

- i. the current "Application Fee", plus
- ii. an overdue amount (equivalent to the current "Annual Subscription") for the reinstated class of membership;

and

the current “Annual Subscription” applicable to the class of membership to be re-instate (to be charged upon successful re-instatement).

Please issue two cheques, which shall be made payable to Hong Kong Institute of Construction Managers, to cover “reinstatement fee” and “annual subscription” separately.

Exemptions

- i. Honorary Fellows shall pay no application fee or annual subscriptions.
- ii. Any Member having been a Corporate Member of the Institute for at least five years who has reached the age of 65 years shall be exempted from the payment of further annual subscriptions on application to the General Council.
- iii. The General Council may exempt a Member, from year to year, from the payment of the annual subscription, who from ill health or other sufficient causes is unable to carry on full-time professional practice. This also includes the membership dues in arrears.
- iv. The General Council may exempt the estate of any deceased member from the payment of arrears of membership dues.

Arrears

A member, who is in arrears with the membership dues for more than six months after the due date, shall not be entitled to any of the membership rights, unless exemption from the payment of the dues has been granted by the General Council.

A member, who is in arrears with the membership dues for more than six months after the due date, shall be notified by the Honorary Secretary in writing. If the member, after three months from the notification, failed neither to settle the membership dues nor to provide satisfactory written explanation, a final 14 days’ notice for the compliance of payment shall be served. The General Council shall expunge the member from the Register upon further failure of the member to settle the membership dues.

Appeal Fee

An appeal fee must accompany the application or written notice for appeal against the result of the Professional Assessment.