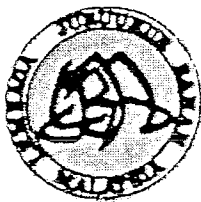


**GUIDELINES  
FOR ALTERNATIVE ROUTE  
FOR REGISTRATION WITH THE  
BOARD OF QUANTITY SURVEYORS MALAYSIA  
UNDER SECTION 10(2)(C) OF THE QS ACT BY  
QUANTITY SURVEYORS EMPLOYED  
IN PUBLIC INSTITUTIONS OF HIGHER LEARNING**



**Lembaga Juruukur Bahan Malaysia  
(The Board of Quantity Surveyors Malaysia)**

Prepared by Committee on Registration and Qualifications,  
Board of Quantity Surveyors Malaysia.

Approved by the Board of Quantity Surveyors Malaysia on 31 July 2004

## Requirements of Academic Experience in Public Institutions of Higher Learning

### 1. GENERAL REQUIREMENTS

1.1 A Candidate who is a lecturer in Quantity Surveying employed in a Public Institution of Higher Learning intending to be a registered Quantity Surveyor must acquire a minimum of two (2) years approved academic experience after registration as a graduate Quantity Surveyor with the Board of Quantity Surveyors Malaysia (BQSM). Acquisition of academic experience shall be under the supervision of a Registered Quantity Surveyor with Board of Quantity Surveyors Malaysia (BQSM) in specified areas to be recorded in a Work Diary and Log Book. Such records are to be summarized in a Report of Experience.

1.2 The candidates must fulfill the following conditions :-

- a) Must be a Malaysian citizen or a permanent resident of Malaysia.
- b) Must have registered as a Graduate Quantity Surveyor for a minimum period of two (2) years.
- c) Must possess at least a Masters degree in subjects related to quantity surveying or construction from a university or institution approved/recognised by the Government of Malaysia.
- d) Must be employed as a full time faculty member in a public institution of higher learning approved by the Board in which there is at least a Registered Quantity Surveyor employed as permanent faculty staff and the Quantity Surveying degree programme conducted by the institution must be accredited by the Board.
- e) Must have at least two (2) years experience in teaching after obtaining Masters degree. During such period, the lecturer must have taught at least two (2) core subjects of Quantity Surveying (see Appendix I) with a minimum period of two (2) semesters for each subject.
- f) Shall keep a weekly Work Diary for at least two (2) years with a minimum of 480 working days.

### 2. PROFESSIONAL ASSESSMENT EXAMINATION

2.1 Must have passed the Professional Assessment Examination conducted by the Board. The Professional Assessment shall consist of the following :-

- i) A certified report describing career path and teaching and other academic experience for a period of two (2) years at an approved public institution of higher learning which is conducted under the supervision of a faculty member who is a Registered Quantity Surveyor.
- ii) Submission of a refereed paper or refereed article which has been accepted for publication in professional journal or conference.
- iii) Must have passed Penilaian Tahap Kecekapan (PTK) Level 3 or higher or its equivalent.
- iv) Attendance at a professional interview.

- 2.2 All Candidates shall familiarize themselves with the required areas of approved academic training set out hereafter. They should consult the Head of Quantity Surveying Department, at their respective Institutions of Higher Learning, about training facilities, in order to ensure that they will acquire the necessary experience.
- 2.3 The Head of Quantity Surveying Department can assist by appointing a Supervisor for the Candidate. The onus is on the Candidate to ensure that he/she receives appropriate training and experience, and to develop an acceptable level of confidence and professional independence.

### 3. AREAS OF APPROVED ACADEMIC EXPERIENCE

- 3.1 All Candidates need to have a reasonably balanced academic experience in at least four (4) out of six (6) areas with the following areas with a minimum of 30% time spent in area one (1) and a minimum of 10% time spent in each of the other three (3) areas:-

- 3.1.1 Teaching, Studio, Tutorial, Site Visits, Setting and Marking Examinations
- 3.1.2 Supervision of Thesis, Dissertation and Industrial Training
- 3.1.3 Writing and Publications of Books, Working Papers, Articles & Translations
- 3.1.4 Research and Development
- 3.1.5 Consultancy
- 3.1.6 Academic Administration including Curriculum and Syllabus Development and Academic Sub-Committees

- 3.2 Candidates wishing to include any experience which does not fall within the areas specified above must seek the prior approval of the Board.

- 3.3 In assessing Candidates' training and experience, the Board will:-

- i) take into account the Institution in which the Candidates are employed and the nature of their employment within the Institution and
- ii) make due allowance for holidays, sickness and absence due to other causes.

### 4. WORK DIARY

- 4.1 All candidates will be required to keep weekly Work Diaries for at least two (2) years with a minimum of 480 working days.

- 4.1.1 Entries in the Work Diary should be clear and concise as all the Candidates will be required to analyse the work carried out during each month for summarizing in their Log Books and then into Report. Entries should state the time taken (in day/s or part of a day) for each area and the relevant code of the area.

- 4.1.2 The Work Diary must be signed by the Candidates weekly and certified by their Supervisors at the end of every month.

- 4.1.3 On completion of the required training period the Candidate must submit the Work Diary, the Log Book and Report for Assessment.

## 5. LOG BOOK

- 5.1 All Candidates will be required to keep a Log Book. The purpose of this Log Book is to enable all Candidates to present an analysis of their academic experience in chronological order based on entries in the Diary, which will enable the Assessors to determine if their academic experience is adequate and properly balanced. It will also provide an easy reference to any particular aspect of the experience set out in the Diary.
- 5.1.1 The Log Book should consist of Analysis of the Diary Sheets covering at least 2 years in terms of days spent by the Candidates on each area of approved academic experience.
- 5.1.2 The detailed required for the Analysis of the Diary Sheets should be drawn from the Diary at the end of each month. The experience acquired during that month must be analyzed and entered in days or part of days under the area and monthly heading of the analysis sheet. At the end of every four (4) months, it must be signed by Candidate and his Supervisor.
- 5.1.3 On completion of the 24<sup>th</sup> month or a minimum of 480 working days whichever is the latter, the Log Book must be completely filled and signed by his Supervisor.

## 6. REPORT ON EXPERIENCE

- 6.1 On completion of the 12<sup>th</sup> month, Candidates must submit to the Board an interim report (IN DUPLICATE OF NOT LESS THAN 500 WORDS).
- 6.2 On completion of the 24<sup>th</sup> month, Candidates must submit to the Board together with the Log Book and Work Diary, a printed Report on experience (IN DUPLICATE OF NOT LESS THAN 500 WORDS).
- 6.3 As a guideline, the content of the Report shall consists of the following:-

### 6.3.1 Teaching (including Studio, Tutorial and Site Visit)

The candidates are required to teach at least 2 core subjects as listed in Appendix I with a minimum period of 2 semesters for each subject. For each subject taught, the Candidates are required to submit the syllabus, lecture programmes, lecture contents, samples of tests, assignments and number of students involved.

### 6.3.2 Supervision of Academic Research (e.g Final Year Academic Project, Dissertation, Thesis.)

The Candidates shall submit details of academic research supervised which includes, students' names, title of research, research abstract, the year and the level of degree awarded.

### 6.3.3 Writing and Publications

The Candidates are required to provide complete information on all publications produced such as books, working papers, articles and translations as follows:

- (a) Book [title, publisher, year of publication, co-author (if any)]
- (b) Working paper (title, purpose of working paper, receiving organization, year of preparation)
- (c) Research report [title, abstract, sponsoring organization, year of publication, co-author (if any)].
- (d) Journal and Conference – articles for journals and conferences (title, abstract, name of journal/name of conference, year of publication)

#### 6.3.4 Research and Development

Details of all research conducted by the Candidates must be submitted which includes research title, abstracts, name of co-researcher (if any), sponsoring organization, amount of grant and the research contributions (e.g. new theory, product, prototype etc.)

#### 6.3.5 Consultancy

The Candidates are required to provide information on all consultancy works carried out. The details shall include name of project, name of client, amount of project, roles and responsibilities of the Candidates in the projects and area & type of consultancy works rendered.

#### 6.3.6 Other academic related experience

The Candidates could include in the report any other academic related experience and services that may not be included in the above categories.

- 6.4 This Report must be prepared by the Candidates themselves outlining the experience (based on records in the Log Book and Work Diary) that has been obtained during that period.
- 6.5 The Report must be certified by a Supervisor who is a Registered Quantity Surveyor of the respective Institutions of Higher Learning and should provide a clear indication of the Candidate's experience in the stated areas of academic experience. This report shall be treated as a written proof of the Candidate's experience and will be subjected to the satisfaction and approval of the Board.
- 6.6 Candidates whose Report on the experience is not approved by the Board are required to submit additional records of experience for the stipulated extended period.

### 7. MINIMUM PROFESSIONAL ACHIVEMENT

- 7.1 Candidates must sit and pass the technical competency examination conducted by the Government at a minimum of Penilaian Tahap Kecekapan (PTK) level 3 under the SSM scheme before he/she can be considered for registration as a Registered Quantity Surveyor with the Board of Quantity Surveyors Malaysia.

### 8. PROFESSIONAL INTERVIEW

- 8.1 After satisfactory acquisition of the academic experience and the passing of PTK3, the Candidates will be required to attend a Professional Interview conducted by at least two examiners appointed by the Board's Committee of Registration and Qualifications. One (1) of the examiner must be a representative from the Public Institution of Higher Learning.

### 9. ADDITIONAL REQUIREMENTS FOR PERMIT TO PRACTISE

- 9.1 Notwithstanding the above, Registered QS who have obtained their registration with the Board via this alternative route shall be required to fulfill the additional requirements by the Board with regards to their professional practical experience when they submit their application for permit to practise.

## Appendix I

List of core Quantity Surveying and construction related subjects :-

- i) Construction Measurement/Quantification
- ii) Construction Technology/Services
- iii) Building/Construction Economics
- iv) Cost Studies
- v) Construction Contract/Law
- vi) Professional Practice
- vii) Construction Management
- viii) Procurement Management
- ix) Construction IT
- x) Management Information System
- xi) Facilities Management
- xii) Project Management
- xiii) Arbitration/Alternative Dispute Resolution
- xiv) Project Evaluation and Development
- xv) Development Appraisal
- xvi) Other subjects approved by the Board.

EXAMPLE OF WEEKLY WORK DIARY

WEEK .....

Date	Nature of Professional work carried out	No. of days	Code of training area
2.2.2004 to 7.2.2004	Preparation of Lecture materials for DBQ 2324 Ukur Binaan 2. Lectures on DBQ 2324 Ukur Binaan 2. Studio/tutorial for DBQ 2324 Ukur Binaan 2.	4  1  1	3.1.1  3.1.1  3.1.2

.....  
(Candidate Signature)

.....  
(Supervisor's Signature)  
Name in block letters

