

Guidelines

“Junior Architect (AiP)”

“Junior Urban Planner (SiP)”

Architekt/in im Praktikum, AiP)

(Stadtplaner/in im Praktikum, SiP)

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Advice and Tips

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1. Legal Principles of Junior Architects (AiP)/Junior Urban Planners (SiP)

According to the Architects' Act (ArchG –German Law) in Baden-Württemberg and in other German Federal States a graduate of the disciplines architecture, interior design, landscape architecture and urban planning shall apply the skills of the corresponding discipline under the supervision of an architect after successfully completing studies of an accredited university programme with a minimum total study period of four years.

The stipulated duration of this activity is two years in Baden-Württemberg - in the course of which at least 40 hours have to be invested in further education (for details refer to point 3). Thereof up to six months may be served under the supervision of an engineer who is registered in the list of draftsmen of the Chamber of Engineers (Article 43 Section 3 No. 3 LBO BW (Building Code Baden-Württemberg)). Only then may the professional title Architect, Interior Designer, Landscape Architect or Urban Planner be used – after the formal acceptance and registration in the List of Architects.

At the beginning of this practical period the registration as “Junior Architect” (AiP) of the respective discipline or “Junior Urban Planner” (SiP) with the Chamber of Architects Baden-Württemberg is a prerequisite for the later registration in the List of Architects. Practical periods served in Baden-Württemberg without prior registration as “Junior Architect (AiP)/Junior Urban Planner (SiP)” **cannot(!) be recognised** pursuant to the statutory regulation.

If the practical period is completely or largely served in another Federal State or abroad, the applicant may choose whether he/she would like to be treated as an “Junior Architect (AiP)/Junior Urban Planner (SiP)” or not (compare Article 4 Section 3 Architect's Act BW).

The prerequisites and essential contents of the practical period are anchored in the Architects' Act and in the statutes of the Chamber of Architects Baden-Württemberg; furthermore, the occupational regulations the Chamber of Architects shall be observed.

Junior Architect (AiP)/Junior Urban Planners (SiP) shall particularly observe Article 3 of the statutes:

Article 3 Section 4:

The occupational regulations of the Chamber of Architects (Article 17 Architects' Act) apply to persons who serve a two-year practical activity according to Article 4 Section 2, Clause 1 No. 2 Architects' Act after graduation and are registered with the professional designation corresponding to the discipline with the addition “im Praktikum” (Junior). They have an active and passive right to vote, they are participants in the pension scheme, and they can participate in competitions which are advertised for graduates and in the further and advanced training events of the Chamber. They are sent the newsletter of the Chamber of Architects' Baden-Württemberg.

As previously, the practical period may also be served in the scope of a building traineeship which is concluded with the second German State Examination for higher construction civil service. However, it is important that the registration as Junior Architect (AiP)/Junior Urban Planner (SiP) is submitted **prior to beginning the traineeship (!)** as the compulsory legal regulation of Article 4 Section 3 Architects' Act BW applies. In this case no evidence of further education programmes has to be provided.

Graduates of a three-year Bachelor's programme cannot register directly with the Chamber as Junior Architects (AiP)/Junior Urban Planners (SiP). This is only possible after an additional Master's programme in the same discipline. Practical activities of up to a maximum of one year after completion of the Bachelor's programme as first professional qualification and prior to the beginning of a Master's programme or in the course thereof are acknowledged retroactively. This practical activity is equal to an activity after completion of the four-year study term.

Note: This internship can only be acknowledged retroactively after the successful completion of the Masters' programme in the same discipline as the Bachelor degree and if registration as Junior Architect (AiP)/Junior Urban Planner (SiP) was carried out.



Attention should particularly be paid to the fact that a regular registration upon completing converse study programmes (e.g. Bachelor in interior design and Master's in architecture with the objective of a registration in the discipline architecture) is not possible, but is subject to a review on a case-by-case basis.

2. Professional and Social Skills as Objectives of the Practical Period

The two-year term as Junior Architect (AiP)/Junior Urban Planner (SiP) is not intended to improve the studies of architecture or urban planning, respectively, but to apply the knowledge gained in professional practice and to intensify it. The qualification to work gained with the studies changes to job proficiency.

The prospective architects, interior designers, landscape architects and urban planners carry out the concrete work of architects, or urban planners respectively, under supervision and collect general work experience in offices and on the building site. Upon completion of the practical period they should be able to exercise their profession autonomously and to have the required know-how in public planning and building regulations.

The Junior Architect (AiP) /Junior Urban Planner (SiP) prepares himself/herself to accept his/her tasks as holder of the right to draft plans and as qualified architect, as qualified urban planner resp. in the terms of Article 1 Architect's Act.



3. Rights and Obligations of Junior Architects (AiP)/Junior Urban Planners (SiP)

The membership as Junior Architect (AiP)/Junior Urban Planner (SiP) shall be applied for via form at the Chamber of Architects Baden-Württemberg (AKBW). The registration fee is currently € 45.00. The Junior Architect (AiP)/Junior Urban Planner (SiP) will be registered as compulsory member in the List of Architects with the respective professional designation – “Junior Architect (AiP)”, “Junior Interior Designer”, Junior Landscape Architect” or “Junior Urban Planner (SiP)” and which may only be used in this form. The Junior Architect (AiP)/Junior Urban Planner (SiP) is, pursuant to the building code, only a restricted holder of the right to draft plans. As member of the Chamber he/she shall abide by the occupational regulations (see Information Sheet No. 33 Occupational Regulations).

The Junior Architect (AiP)/Junior Urban Planner (SiP) may only be exempted from his/her compulsory membership in the pension scheme if he/she pays contributions to the statutory pension scheme. It is up to the Junior Architect (AiP)/Junior Urban Planner (SiP) to decide which pension scheme he/she prefers – further information regarding the pension insurance scheme of the Chamber of Architects Baden-Württemberg is found under: Versorgungswerk der Architekten, Danneckerstraße 52, 70182 Stuttgart, Tel. 0711/23874-0, Fax 0711/23874-30 www.vwda.de

All the offers of the AKBW, such as for example, further education facilities, information services and advisory services are at the disposal of the Junior Architect (AiP)/Junior Urban Planner (SiP).

The Junior Architect (AiP)/Junior Urban Planner (SiP) is as a rule employed. The requirement of practical experience likewise applies to graduates of an accredited study programme at German and foreign universities who would like to be registered in Baden-Württemberg as architect or urban planner.

The duration of the practical period is 2 years. The membership is terminated if the Junior Architect (AiP)/Junior Urban Planner (SiP) has not applied for registration within three months after expiry of the two-year practical activity despite the Chamber having requested him/her to do so in writing.

Of the two-year practical period 3 months each have to be served in 4 defined disciplines, a total of 24 months practical period shall be evidenced. This period can be extended by parental leave (i.e. in

the scope of an existing employment contract) and in the case of part-time employment and temporary illness. In such cases the Chamber of Architects shall be informed accordingly in writing.

The regulations are very broadly defined to ensure that supplementary periods of professional activities can be served. Despite formal abundance unbalanced education may be experienced which is contrary to a registration in the List of Architects. The Junior Architect (AiP)/Junior Urban Planner (SiP) registration therefore does not already mean that the later registration as architect or urban planner will ensue automatically. The final decision as to whether the practical period is sufficient for the registration in the List of Architects is made by the Registration Committee.

The Junior Architect (AiP)/Junior Urban Planner (SiP) should therefore exploit the practical period and the further education possibilities to a maximum and ensure that a distinctive unbalance does not occur.

The Junior Architect (AiP)/Junior Urban Planner (SiP) shall document the internship periods on the printed form "Tätigkeitsbescheinigung zum Nachweis der Praxiszeiten" (= "Certificate of practical work experience") and have it confirmed by the instructing architect/urban planner.



The Junior Architect (AiP)/Junior Urban Planner (SiP) has completed his/her university programme and begins with the procedure of life-long further training. As all members of the Chamber, he/she is committed to attend further training events alongside the professional activities. The duration of the training amounts to at least 20 hours p.a., i.e. in two years of practical period at least 40 hours. Provided this period is extended beyond the two years, the further training hours to be evidenced increase proportionally to the time frame. The Junior Architect (AiP)/Junior Urban Planner (SiP) shall choose related events to consolidate and/or supplement his/her practical period, e.g. from the discipline of public construction law. The compliance with the further training obligations shall be evidenced by participation documents.

The Institut Fortbildung Bau der Architektenkammer Baden-Württemberg (IFBau) offers the Junior Architect (AiP)/Junior Urban Planner (SiP) an extensive seminar programme. IFBau offers the Junior Architect (AiP)/Junior Urban Planner (SiP) the opportunity to book and attend an unlimited number of events with the Junior Architect (AiP)/Junior Urban Planner (SiP) discount as long as they are Junior Architect (AiP)s/Junior Urban Planner (SiP)s.

Recommended events which are particularly suited as to content and mode of topic communication for the needs of young professionals and which are based on underlying issues:

- Public planning and building regulations
- Barrier-free construction
- Energy efficiency
- Building supervision
- Introduction to cost planning
- Tenders and awards
- Building supervision planning
- Economic viability and administration costs

All the events acknowledged by the AKBW – both of the IFBau and of external providers of education- are published on the Internet on the website of the AKBW under the heading www.akbw.de/fortbildung under „Alle anerkannten Fortbildungsangebote“ (= "All acknowledged further training offers"). Here the Junior Architects (AiP)/Junior Urban Planners (SiP) can conduct selective research into the selection of suitable "Anerkannten Stunden ..." (= "Acknowledged hours..."). Educational institutions and organizers have to apply for the acknowledgement of the further training event **in advance**. Subsequent acknowledgments are out of the question. If the Junior Architect (AiP)/Junior Urban Planner (SiP) wants to attend a further training event which has not been acknowledged by the AKBW as such, he/she shall contact the educational institution/organizer in time or the AKBW.

Events which have **not** been acknowledged **in advance** by the AKBW for Junior Architect (AiP)s/Junior Urban Planners (SiP), may, in well-founded individual cases, be acknowledged by the Registration Committee.

The following events are **not** credited to further training hours to be evidenced (if these events are **not** issued to be of evidenced "specialist nature" and participation is confirmed that they are of specialist nature and acknowledgement is possible). They serve the Junior Architect (AiP)/Junior Urban Planner (SiP) as the exchange of experience with architects and urban planners:

- Chamber group events
- Workshops
- Discussion events
- Project reports
- Excursions

Whether and to which extent events are credited to the Junior Architect's (AiP)/Junior Urban Planner's (SiP) minimum training requirements is decided on a case-by-case basis by the Registration Committee. Care shall be taken that the contents of the further training events truly refer to the respective discipline in which the Junior Architect (AiP)/Junior Urban Planner (SiP) is serving the practical period according to Article 1 Architect's Act BW (Architecture, interior design, landscape architecture, urban planning).



Further training exceeding 16 hours (for example a 3-day CAD course) may be recognised at most for the entire two-year period as Junior Architect (AiP)/Junior Urban Planner (SiP) at a rate of 16 hours. Exceptions may be training sessions for which more hours may be acknowledged.

Acknowledged excursions (i.e. of professional lecture character) may, to a limited extent be acknowledged (max. 4 hours during the two-year period as Junior Architect (AiP)/Junior Urban Planner (SiP) – also proportionally in the case of an extended period as a Junior Architect (AiP)/Junior Urban Planner (SiP)), if they are presided over by a registered architect of the respective discipline or by a urban planner, are of structured, evidenced content pursuant to the further education regulations and the participation in the excursions is evidenced by a confirmation of participation.

4. Rights and Obligations of the Instructing Architects/Urban Planners

On principle the salary is freely negotiable and upon employment by an independent architect/urban planner is not subject to any collective agreement. It corresponds at least to the salary of a university graduate without to slight professional experience. The issue of "fictitious self-employment" is pointed out (contractual freelance employment, actual employment relationship).

In the ideal case the Junior Architect (AiP)/Junior Urban Planner (SiP) should, if possible, remain with one employer for the entire period to thus get to know all the operational processes. As the Junior Architect (AiP)/Junior Urban Planner (SiP) as a rule is familiarized with the processes in administration after approx. four to five months, he/she can only assume little responsibility earlier. The employment period of less than three months in an office does not seem to make sense. However, it is recommended that the Junior Architect (AiP)/Junior Urban Planner should change employer if the latter cannot ensure comprehensive practical experience in all disciplines.

An essential aim of the practical period is for the Junior Architect (AiP)/Junior Urban Planner (SiP) to get to know fields of activity which can only be experienced in practice, such as e.g. visiting building sites or participating in talks with builders, craftsmen and professional planners. This will exceed the scope of the activities of a "normal" young professional and possibly claim working time which the Junior Architect (AiP)/urban planner has to be granted. The aim is to familiarize the Junior Architect (AiP)/Junior Urban Planner (SiP) with, if possible, the entire range of activities of an architectural office.

The Junior Architect (AiP)/Junior Urban Planner should be granted time off for events such as, e.g. fair visits or competitive tenders. However, it may be reasonably expected that the Junior Architect (AiP)/Junior Urban Planner (SiP) spends an equal share of his/her free time on similar education activities. Furthermore, on principle 20 working hours p.a. shall be granted for professional training. The times in which the Junior Architect (AiP)/Junior Urban Planner (SiP) is exempted from work for further training or other educational activities should be co-ordinated by mutual agreement between the Junior Architect (AiP)/Junior Urban Planner (SiP), office owner and instructing architect/urban planner.

The supervising architect/urban planner shall confirm the practical performances of the Junior Architect (AiP)/Junior Urban Planner (SiP) as being correct on the form sheet provided by the Chamber of Architects by affixing his/her signature.

In principle, only a member of the Chamber of Architects doing practical work in the corresponding discipline may be the supervisor of a Junior Architect (AiP)/Junior Urban Planner (SiP). He/she may be the owner of the office, but also an employee. Note: The office owner may not be managed by his employee.



The instructing architect/urban planner

- instructs the Junior Architect (AiP)/Junior Urban Planner (SiP) and offers him/her sufficient opportunities to acquire a wide and in-depth wealth of experience
- informs the Junior Architect (AiP)/Junior Urban Planner about possibilities to collect practical professional experiences in other sectors, such as e.g. by participating him/her in planning meetings or by accompanying the architect in charge in a final acceptance
- enables the Junior Architect (AiP)/Junior Urban Planner (SiP) to collect work samples and to document his/her activities; he/she issues a „Tätigkeitsbescheinigung zum Nachweis der Praxiszeiten“ (= “Certificate of practical work experience”) as well as a job reference.

A one-sided training of the Junior Architect (AiP)/Junior Urban Planner (SiP) shall be avoided. It would necessitate him/her changing office, and indeed at a point in time in which he/she would have just collected sufficient experience to assume responsibility – an unfavourable situation both for the Junior Architect (AiP)/Junior Urban Planner (SiP) and for office.

5. Chamber of Architects Baden-Württemberg

The regional office of the Chamber of Architects is both at disposal of the instructing architect/urban planner and the Junior Architect (AiP)/Junior Urban Planner (SiP) as contact in matters of the professional activities:

Architektenkammer Baden-Württemberg
Danneckerstraße 54, 70182 Stuttgart
Tel.: 0711/21 96-0, Fax: 0711/2196-103
www.akbw.de

Please **address questions regarding registration** to the business sector “Law and Competition”.

Simone Simon (Chamber's district Freiburg and Junior Landscape Architect (AiP)s)
Tel: 0711 / 2196-115, Fax: 0711 / 2196-121
simone.simon@akbw.de

Heike Fronk (Chamber's district Stuttgart and Junior Urban Planner (SiP)s)
Tel: 0711 / 2196-135, Fax: 0711 / 2196-121
heike.fronk@akbw.de

Bettina Zeiher (Chamber's districts Karlsruhe & Tübingen and Junior Interior Designers)
Tel: 0711 / 2196-137, Fax: 0711 / 2196-121
bettina.zeiher@akbw.de

The regional office has set up a job portal free of charge on the Internet as service for university graduates and Junior Architects (AiP)/Junior Urban Planners (SiP) as well as for the instructing architects / urban planners in the respective discipline

www.akbw.de under the heading **Service**

Database „Kleinanzeigen / Stellenmarkt“ (= “Classified ads / job market”)

[Http://www.akbw.de/kleinanzeigen.htm](http://www.akbw.de/kleinanzeigen.htm)

university graduates and Junior Architects (AiP)/Junior Urban Planners (SiP) can submit job applications or retrieve job offers.

www.akbw.de under the heading “**Mitgliedschaft**” (= **Membership**) on the Website Junior Architects (AiP)/Junior Urban Planners (SiP)

<http://www.aip-sip.de>

further information, application forms, forms for activity documentation as evidence of practical periods, the guideline for Junior Architects (AiP)/Junior Urban Planners (SiP) and the contribution and schedule of fees can be retrieved or visualised.

Information on the pension scheme is provided by the legally independent pension scheme:

Versorgungswerk der Architekten

Danneckerstr. 52, 70182 Stuttgart

Tel. 0711/2 38 745-0, Fax 0711/2 38 74-30

info@vwda.de

www.vwda.de



6. Contents of the Practical Period

During the practical period Junior Architects (AiP)/Junior Urban Planners (SiP) are to be offered as many opportunities as possible to learn the correct procedures and to collect and widen experiences gained in the following sectors:

- Consolidation and practical application of the decisive legal provisions in planning and execution
- Collaboration with other parties involved in the project
Participation in in-office work meetings, e.g. on execution planning, award preparation, object monitoring, keeping records;
Participation in work meetings between architect planning and specialist planning etc.;;
Drawing up minutes, mailing lists, controlling enforcement;
Checking specialist planning
- Collaboration with clients
Participation in builder meetings (personal builders, bodies, representatives) on basic evaluation, on the ascertainment of a spatial programme, on questions of the provision of funds (financing), on the preparation of an architectural contract
- Collaboration with authorities in the planning and building phase
Autonomous negotiation with an authority, e.g. discussion of a building request with the officer in charge, drawing up minutes, recording changes in approval plans, participation in official building acceptance procedures, scoping agreements
- Handling figures, to be precise performances, required by the client
 - measurement of an architectural building and draft thereof
 - quantitative appraisal of a competition or spatial programme
 - drawing up area and space calculations
 - collaboration in drawing up a budgetary building framework
 - drawing up cost calculations according to DIN 276
 - quantity determination for tender negotiations
 - checking, correcting, discounting, authorizing payment of trade invoices etc.
 - checking statistics

- Office organisation, IT and file structures, record keeping, monitoring expenses
Without being equivalent to HOAI (German Fee Regulations for Object Planners and Engineers) but essential to create a smooth office operation: creating project files, organising brochure and sample collections and of a library; drawing up building schedules and involvement in checking work input in the office; sharpening awareness for the cost-benefit ratio in office work
- Building site experience, dunning process, auditing
Here the emphasis lies less on learning a complete building process, but rather on the experience in the field of typical "points of friction" between architect building management and the executers:
 - Misunderstandings in plan interpretations (plan layout, measurements, lacking plan documents)
 - "Loop holes" in performance descriptions and planning specifications (standards)
 - Difficulties in time sequence of building performances (enforcement of schedule)
 - Acceptance of performance and measurement, handling VOB (German Standard Building Contract Terms)
 - Site journal
 - Establishing deficiencies, notices of deficiencies, elimination of deficiencies, notices of default



6.1 Contents of Activities for the individual Disciplines

In the course of the practical period as many aspects as possible of the outline of the profession should be learnt, particularly such as described in the four disciplines of Article 1 Architects' Act.

6.1.1 Architecture (building construction)

The scope of activities for the Junior Architects (AiP)/Junior Urban Planners (SiP) is spread from object planning of buildings and spatial extensions, their maintenance and repair, to urban development performances, project monitoring services, surveys, valuations, planning and design of engineering buildings and products, traffic-reduced zones, city planning, optimization of energy efficiency all the way to building surveys.

For each of the four following disciplines principally one involvement of at least three months shall be evidenced:

- formative planning of buildings (preliminary draft, draft)
- technical planning of buildings (work planning, execution planning)
- economic planning of buildings (description of specifications, collecting offers, participation in awarding the contract, invoicing)
- co-ordinated control and monitoring planning and execution of building work (building monitoring, scheduling, implementation)

6.1.2 Interior Design

For Junior Interior Designers, the activities include the integration of various technologies in interior design and structurally-oriented design.

For each of the four following disciplines principally one involvement of at least three months shall be evidenced:

- formative planning of interior spaces (preliminary draft, draft)
- technical planning of interior spaces (work planning, execution planning)
- Economic planning of buildings (description of specifications, collecting offers, participation in awarding the contract, invoicing)
- co-ordinated control and monitoring planning and execution of interior spaces (building monitoring, scheduling, implementation)

6.1.3 Landscape Architecture

The focus of activities of landscape architecture is found in the planning of open-air facilities and in services of landscape planning. Apart from these fields of activity – provided relevant for landscape planning – urban development, urban development services, project monitoring services, surveys, valuations, providing advice on design of engineering buildings and traffic-reduced zones and the documentation of buildings should be included.

For each of the four following disciplines in the field of outdoor and open-air facilities and the services of landscape planning principally one involvement of at least three months shall be evidenced:

- formative technical and ecological planning of outdoor and open-air facilities (e.g. preliminary draft, draft, work plan, execution plan)
- economic planning and co-ordinated control and monitoring of open-air facilities (e.g. description of specifications, collecting offers, involvement in awarding contracts, invoicing)
- formative and ecological planning at the level of urban land-use planning and of landscape framework plans (e.g. landscape plans, green space plans, impact regulations and compensation planning)
- formative and ecological planning at the level of spatial planning and plan approval (e.g. environmental impact studies, accompanying landscape conservation plans, maintenance and development plans as well as other landscape planning services)



6.1.4 Urban Planning

For the Junior Urban Planner (SiP) urban development services and relevant urban development services for civil engineering structures and traffic facilities shall be included in the activities.

For each of the four following disciplines of urban planning, technical, economic, ecological, social and co-ordinating urban development fundamentally an objective and methodical in-depth activity of at least three months shall be evidenced:

- Urban development (e.g. analysis of urban development data / site examinations / methodology of development planning / development and evaluation of various solutions by comparison)
- Urban planning (e.g. informal planning, urban building framework plan, urban building draft / development and evaluation of various solutions by comparison)
- Urban land-use planning (e.g. hierarchy of planning instruments, preparatory and binding urban land-use planning, binding land-use planning and legal instrument / urban planning contract / statutes)
- Planning sector management (e.g. presentation of planning processes / project development and control / PR work including presentation in the form of decision specifications / preparation of competitions / involvement of participating institutions and specialist planners)

7. Recommendations and Advice for the Junior Architects (AiP)/ Junior Urban Planners (SiP)

Upon termination of an employment contract or when changing the employer or the superior, care shall be taken that the instructing architect/urban planner issues a certification on the form "Certificate of practical work experience" in which the duration of the activity and the performances and disciplines are precisely described.

Under all circumstances work shall be carried out under the supervision of an architect of the respective discipline or of an urban planner. This shall particularly be observed if the practical period is not carried out in architect's offices but with an authority or an executing company. An architect or urban planner is only such a person as is registered in the List of Architects. The regional office of the Chamber of Architects Baden-Württemberg may, in case of doubt, provide information.

It shall be clarified **prior** to beginning a practical period abroad whether the latter is acknowledged in Baden-Württemberg. For the activity abroad, a performance certificate should be provided as evidence of the practical periods completed.

According to the European Architects' Directive the acknowledgement of professional activities in countries of the European Community are ensured.

8. Registration as Architect or Urban Planner

After completing a practical period of at least two years as Junior Architect (AiP)/Junior Urban Planner (SiP), the registration as architect, as urban planner respectively, in the List of Architects may be applied for. Application forms are available at the regional office of the Chamber of Architects Baden-Württemberg and are also available as download on the homepage of the Chamber of Architects under www.akbw.de (under: Mitgliedschaft / AiP und SiP - ArchitektInnen und StadtplanerInnen im Praktikum (= Membership / Junior Architect (AiP) and Junior Urban Planner (SiP))). The complete and certified university graduation document and graduation report as well as a certificate of good conduct and a confirmation of registration shall be appended (**both documents as originals; in this case the date of issue applies! This means that the confirmation of registration and the certificate of good conduct may not date back more than three months**) and the „Tätigkeitsbescheinigung zum Nachweis der Praxiszeiten“ (= “Certificate of practical work experience”) as original copy. If the corresponding form sheet could not be used for a practical period abroad, the Junior Architect (AiP)/Junior Urban Planner (SiP) shall submit reports which document the contents of the activities within the practical period and the experiences gained with a confirmation of the instructing architect. The registration confirmation does not apply for residents outside Baden-Württemberg, here merely a confirmation of the employer certifying the activity in his/her office in Baden-Württemberg suffices.



The Registration Committee of the Chamber of Architects Baden-Württemberg is responsible for the registration of the Junior Architect (AiP)/Junior Urban Planner (SiP) in the List of Architects as full member of the Chamber; it takes the decision on the application based on the documents submitted.

The evidence of the practical term ensues based on the form sheet provided by the Chamber of Architects „Tätigkeitsbescheinigung zum Nachweis der Praxiszeiten“ (= “Certificate of practical work experience”) from which the contents of the work can be seen, and which shall bear the signature of the instructing architect.

9. Junior Architect (AiP)/Junior Urban Planner (SiP) project group and the active work of the Chamber

The Chamber of Architects Baden-Württemberg represents the interests and needs of all Junior Architects (AiP)/Junior Urban Planners (SiP) who are represented by independent Junior Architect (AiP)/Junior Urban Planner representatives (hereafter: Junior Architects (AiP)/r Junior Urban Planners (SiP) Project Group).

The Junior Architect (AiP)/Junior Urban Planners (SiP) project group meets once a month on Fridays at 18:30 in the Haus der Architekten in Stuttgart. Each Junior Architect (AiP)/Junior Urban Planner (SiP) is given the opportunity to collaborate actively in this project group. The dates of the meetings can be obtained from Ms Klabunde Chamber of Architects (Tel.: 0711-2196-127; email: marion.klabunde@akbw.de).

Questions and suggestions can be sent to the project group any time using the email address aip_sip@akbw.de.

The chamber of Architects Baden-Württemberg is subdivided into the chamber districts Freiburg, Karlsruhe, Stuttgart and Tübingen, which for their part are classified in Chamber groups. Depending on place of registration each Junior Architect (AiP)/Junior Urban Planner (SiP) is assigned to a Chamber group which represents the professional needs of its assigned members and also serves as a local contact. However, the Junior Architect (AiP)/Junior Urban Planner (SiP) is free to choose which Chamber group he/she would like to belong to.

Every Junior Architect (AiP)/Junior Urban Planner has an active and passive voting right in Chamber elections and may also register as country representative candidate for the Junior Architects (AiP)/Junior Urban Planners (SiP) and, thanks to the project group work and as country representative, has the opportunity to actively codetermine the Chamber to the last resort.