BOARD OF ENGINEERS MALAYSIA

GUIDELINES TO SIT FOR
PROFESSIONAL ASSESSMENT EXAMINATION (PAE)

A. REQUIREMENTS & PROCEDURE

1. A registered Graduate Engineer is only eligible to sit for PAE after he has fulfilled the requirements of Regulation 22 of the Registration of Engineers Regulations 1990 (Amendment 2015) on practical experience.

2. The application to sit for PAE may be submitted at any time to MyBEM via *www.engineer.org.my*.

3. Online application is to be submitted together with a prescribed fee of RM500.00 (examination fee) and RM100.00 (processing fee) and reports endorsed by an active Professional Engineer in the same discipline.

4. If the application is rejected, the candidate will be informed immediately and the examination fee will be refunded.

5. Where a candidate fails to re-submit complete documentation to sit for the PAE within two (2) months from the date of notification by BEM, the processing fee of RM100.00 will be forfeited, while the examination fee will be refunded to the candidate. The candidate may then submit a fresh application at any time to sit for the PAE in accordance with these guidelines.

6. For candidates with complete application, BEM shall appoint a Service Supplier (IEM, MySET or ACEM) to appoint a Principal Examiner and arrange for the PAE. The Principal Examiner shall appoint a Second Examiner. The Examiners shall be either of the same branch or approved allied branch as that of the candidate.

7. The Principal Examiner shall write to the candidate advising the date, place and time of the PAE.

8. Upon interview, unsuccessful result will be reviewed by a reviewer appointed by the Service Supplier.

9. The unsuccessful candidate may within 21 days of being informed of the result, request BEM for a review of his result via MyBEM. Every request for review shall be accompanied by a payment of RM150.00 which shall be refunded in the event that the review is successful.

10. Upon receipt of such request, BEM shall cause a review. The decision of BEM on the review shall be final.

11. If a candidate passes Part 1: Interview, but fails Part 2: Code of Conduct Essay, he will be given one more attempt to re-sit Part 2: Code of Conduct Essay by applying to BEM with a prescribed fee of RM300.00 (examination fee) and RM100.00 (processing fee). If he fails Part 2: Code of Conduct Essay for second time, he has to apply and submit a new application with the prescribed fee of RM600.00 and he has to re-sit all parts of PAE.

12. If a candidate fails Part 1: Interview, but passes Part 2: Code of Conduct Essay, he will be required to submit a new application with a prescribed fee of RM300.00 (examination fee) and RM100.00 (processing fee) and re-sit only Part 1: Interview. If he fails Part 1: Interview for second time, he has to apply and submit a new application with the prescribed fee of RM600.00 and re-sit all parts of PAE.

13. A candidate who has failed in the PAE shall not be examined by the same Examiners at any subsequent PAE.

14. Where a candidate fails to re-submit complete documentation to sit for the PAE within a period of one year from the date of notification by the Service Supplier or Principal Examiner, the prescribed fee paid will be forfeited, and the candidate will be informed accordingly. The candidate may then submit a fresh application at any time to sit for the PAE in accordance with these guidelines.

12. Details of preparation of documents and examination can be obtained in the **EXPLANATORY NOTES TO PAE CANDIDATES *(BEM/RD/PAE/05)*.**

B. PRACTICAL TRAINING, SUPERVISION AND CERTIFICATION OF EXPERIENCE

I. Practical/Industrial Training for Academic Staff/Staff at research institutions

1. Regulation 22 of the Registration of Engineers Regulations 1990 states that a Graduate Engineer (GE) must undergo at least three years of practical experience where at least **one year of the training** must be obtained in Malaysia under the supervision of a Professional Engineer (PE) in the same branch of engineering as that practiced by the GE. However, if the GE does not have the opportunity to be supervised by a PE, the GE must obtain a certification from any PE outside of his or her organisation.

2. For academic staff/staff at research institutions, the industrial training requirements is specified as follows:

    i. Practical training in industry / consulting firm (organisation) under the supervision of a PE/PEPC.

    ii. Training should be for a period of one year (either continuous or in periods adding up to one year). If carried out in periods, training need not be in the same organisation.

    iii. Research carried out in collaboration with industry to address problems occurring in industry can be accepted provided industry issues a letter specifying details of the projects(s) and involvement of the staff. The staff should spend considerable time on site at the industry. Time should be recorded in a log sheet format.

    iv. Supervising PE/PEPC should not be a staff of the same as the staff undergoing the practical training.

    v. The supervising PE/PEPC or the PEPC who has adequate knowledge of the candidate's training should certify that the candidate has carried out the training with details of the period the candidate has spent on the training and the works carried out on the company letterhead (refer to SAMPLE 1(i)).

    vi. If there is no PE/PEPC at the organisation where the training was carried out the certification letter must be signed by a senior officer of the organisation using company letterhead (refer to SAMPLE 1(ii)) and another letter of support signed

by a PE/PEPC certifying the training carried out must be submitted (refer to SAMPLE 2).

vii. GE also may apply to participate in the Mentor Programme of the Institution of Engineers of Malaysia (IEM) to undergo training under supervision of PE/PEPC.

II. Requirement of PE/PEPC to Supervise GE

1. Any PE/PEPC may supervise a GE regardless of the number of years registered with BEM. A PE/PEPC may certify a GE's experience, though during the training period the PE has yet to obtain his/her PE.

2. The PE/PEPC must be from same branch (discipline) as the GE.

3. If the PE/PEPC is from a minor branch or non-related branch, the GE needs to obtain approval from the Board.

4. The PE/PEPC must have a valid registration with the BEM at the time he/she certifying the GE experience.

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