



**Accreditation Schedule for (Programme Title)
DD-DD Month, Year**

Day One: Date (Wednesday)

Session	Time	Venue	Event	Participants
1.1	9:15 – 9:45 (30 mins)	SWT 505	Panel meeting with VPTL and Dean ● Introduction ● Clarification of institutional issues	● Accreditation Panel ● VPTL ● Dean
1.2	9:45 – 11:00 (1 hr 15 mins)	SWT 505	Preliminary Private Meeting of Panel	● Accreditation Panel
1.3	11:00 – 11:15 (15 mins)	SWT 505	Tea/Coffee Break	● Accreditation Panel
1.4	11:15 – 12:45 (1 hr 30 mins)	SWT 505	Panel meeting with PPT ● Aims, objectives and learning outcomes ● Programme features ● Applicant pool ● Admission requirements ● Staffing and resources to support the Programme ● Curriculum design – Structure and Content ● Teaching/Learning strategies ● Assessment ● Staff research ● Links with professional organizations ● Communication between students and staff	● Accreditation Panel ● PPT
1.5	12:45 – 14:15 (1 hr 30 mins)	Renfrew Restaurant	Lunch hosted by the Dean	● Dean ● Accreditation Panel ● Head of Department ● PPT
1.6	14:15 – 15:00 (45 mins)	SWT 505	Panel Members' Private Meeting	● Accreditation Panel
1.7	15:00 – 16:00 (1 hr)	SWT 505	Panel meeting with Potential Students/ Graduating Students from related programmes	● Accreditation Panel ● Potential Students
1.8	16:00 – 16:15 (15 mins)	SWT 505	Tea/Coffee Break	● Accreditation Panel
1.9	16:15 – 17:15 (1 hr)	Main Library; other facilities	Tour of Facilities ● Main Library ● Other facilities available	● Accreditation Panel ● Representatives of PPT

**** End of Day 1****

Venues:

1. SWT 505 (Level 5, Shaw Tower, Shaw Campus)
2. Renfrew Restaurant (Shaw Campus)
3. Au Shu Hung Memorial Library (Main Library) (Shaw Campus)

**Accreditation Schedule for (Programme Title)
DD-DD Month, Year**

Day Two: Date (Thursday)

Session	Time	Venue	Event	Participants
2.1	9:15 – 10:30 (1 hr 15 mins)	SWT 505	Panel Members' Private Meeting ● To sum up the views ● To identify questions for follow up discussion with PPT, if any	● Accreditation Panel
2.2	10:30 – 11:15 (45 mins)	SWT 505	Viewing ● Staff Research and Publications ● Staff Scholarly Work	● Accreditation Panel ● Representatives of PPT
2.3	11:15 – 11:30 (15 mins)	SWT 505	Tea/Coffee Break	● Accreditation Panel
2.4	11:30 – 12:30 (1 hr)	SWT 505	Panel meeting with ● Advisory Committee ● Potential employers	● Accreditation Panel ● Advisory Committee ● Potential employers
2.5	12:30 – 14:00 (1 hr 30 mins)	Renfrew Restaurant	Lunch hosted by VPTL	● VPTL ● Accreditation Panel ● AR ● Head of Department ● Advisory Committee ● Potential employers ● PPT
2.6	14:00 – 15:00 (1 hr)	SWT 505	Panel meeting with PPT (Call-back Session)*	● Accreditation Panel ● PPT
2.7	15:00 – 16:30 (1 hr 30 mins)	SWT 505	Panel Members' Private Meeting	● Accreditation Panel
2.8	16:30 – 16:45 (15 mins)	SWT 505	Tea/Coffee Break	● Accreditation Panel
2.9	16:45 – 17:15 (30 mins)	SWT 505	Verbal Report from Panel to the Dean, Head of Department and PPT	● Accreditation Panel ● Dean ● Head of Department ● PPT

* Call-back session will be conducted *if necessary*. The list of participants for this session (if any) will be confirmed by the end of Day 1.

**** End of Day 2 and Accreditation ****

Venues:

1. SWT 505 (Level 5, Shaw Tower, Shaw Campus)
2. Renfrew Restaurant (Shaw Campus)

Abbreviations:

- AR: Academic Registrar
PPT: Programme Planning Team
VPTL: Vice-President (Teaching and Learning)