



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

**Day One: Date (Wednesday)**

Session	Time	Venue	Event	Participants
1	10:00 – 11:15 (1 hr 15 mins)	SWT 505	Preliminary Private Meeting of Panel	● Accreditation Panel
2	11:15 – 11:30 (15 mins)	SWT 505	Tea/Coffee Break	Accreditation Panel
3	11:30 – 12:00 (30 mins)	SWT 505	Panel meeting with Vice-President (Teaching and Learning) (VPIL) or his designate and Dean ● Introduction ● Clarification of institutional issues	● Accreditation Panel ● VPIL or his designate ● Dean
4	12:00 – 13:00 (1 hr)	SWT 505	Panel meeting with Programme Planning Team (PPT) ● Aims, objectives and learning outcomes ● Admission of students ● 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
5	13:00 – 14:30 (1 hr 30 mins)	Kowloon Tsai House Owners Association	Lunch with Dean	● Accreditation Panel ● Dean ● PPT
6	14:30 – 15:30 (1 hr)	SWT 505	Panel meeting with <i>Current/Potential Students</i> #	● Accreditation Panel ● <i>Current/potential students</i> #
7	15:30 – 15:45 (15 mins)	SWT 505	Tea/Coffee Break	Accreditation Panel
8	15:45 – 17:00 (1 hr 15 mins)	Main Library	Tour of the Main Library and other facilities (as appropriate)	● Accreditation Panel ● Representatives of PPT

#refer to current/graduating students from the following programmes being offered by Faculty/School/AVA/Departments:  
List of Programme Title(s)

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

**Day Two: Date (Thursday)**

<b>Session</b>	<b>Time</b>	<b>Venue</b>	<b>Event</b>	<b>Participants</b>
9	9:30 – 11:00 (1 hr 30 mins)	SWT 505	Panel Members' Private Meeting <ul style="list-style-type: none"> <li>● To sum up the views</li> <li>● To identify questions for follow up discussion with PPT</li> </ul>	Accreditation Panel
10	11:00 – 11:15 (15 mins)	SWT 505	Tea/Coffee Break	Accreditation Panel
11	11:15 – 12:30 (1 hr 15 mins)	SWT 505	Panel meeting with <ul style="list-style-type: none"> <li>● Advisory Committee</li> <li>● Potential employers</li> </ul>	<ul style="list-style-type: none"> <li>● Accreditation Panel</li> <li>● Advisory Committee</li> <li>● Potential employers</li> </ul>
12	12:30 – 14:00 (1 hr 30 mins)	Renfrew Restaurant	Lunch with VPTL or his designate, Advisory Committee and Potential employers	<ul style="list-style-type: none"> <li>● Accreditation Panel</li> <li>● VPTL or his designate</li> <li>● Advisory Committee</li> <li>● Potential employers</li> <li>● PPT</li> </ul>
13	14:00 – 15:00 (1 hr)	SWT 505	Panel meeting with PPT (Call-back Session)*	<ul style="list-style-type: none"> <li>● Accreditation Panel</li> <li>● PPT</li> </ul>
14	15:00 – 16:30 (1 hr 30 mins)	SWT 505	Panel Members' Private Meeting <ul style="list-style-type: none"> <li>● Summary of views on Programme for verbal &amp; written reports</li> </ul>	Accreditation Panel
15	16:30 – 16:45 (15 mins)	SWT 505	Tea/Coffee Break	Accreditation Panel
16	16:45 – 17:00 (15 mins)	SWT 505	Verbal Report from Panel to Dean and PPT	<ul style="list-style-type: none"> <li>● Accreditation Panel</li> <li>● Dean</li> <li>● PPT</li> </ul>

\* To be conducted if necessary.