

APPENDIX 4 (b)

Typical timeline for the accreditation and approval of a new programme

	Items	Suggested Dates
1.	Programme development plan ¹ to be considered by ADC	Faculty/School/AVA <i>(1st ADC meeting of academic year)</i>
2.	Individual Planning Proposal ² (with budget ³) to be considered by ADC	Faculty/School/AVA <i>(2nd ADC meeting of academic year)</i>
3.	Programme Planning Team (PPT) to agree with AQSS for the dates of the accreditation exercise.	PPT <i>(Once initial approval from ADC is sought and at least 4-6 months before the exercise)</i>
4.	<p>PPT to submit nomination of Panel members (endorsed by Dean/Director of AVA and in the order of priority) with CVs and contact information to AQSS for QAC Chair's approval</p> <ul style="list-style-type: none"> • The size of Panel depends on the complexity of the programme. • The Panel shall comprise both internal and external members, including local and non-local academics <i>(at the rank of Associate Professor or above)</i> [and professionals <i>(at a senior level with substantial relevant scholarly background or experience)</i>]. • Information pertaining to the Panel Membership can be found at Chapter 3 of the <i>Manual of Academic Policies, Regulations and Procedures</i>. • The Director of the Centre for Holistic Teaching and Learning (CHTL) will be co-opted on the Panel to provide written input to the OBTL-related elements in the Programme Proposal. 	PPT
5.	Membership of Panel to be approved by QAC Chair (upon endorsement of the AR)	AQSS <i>(3 weeks after submission of nomination)</i>

¹ Faculties/Schools/AVA are required to submit an annual programme development plan (with the planned number and list of new programmes to be launched in the ensuing academic year) for consideration and approval at the first ADC meeting with effect from the 2015/16 academic year (for self-funded programmes only).

² Mutual endorsement of the relevant Faculty/School/AVA Boards MUST be sought for collaborative programmes across Faculty/School/AVA.

³ PPT is required to prepare budget and submit it to FO for approval (for self-funded programmes only) before submission of Proposal to ADC for approval.

6.	Confirmation of Panel Membership	PPT (after approval of QAC Chair and at least 1 week before dispatch of Programme Proposal to Panel)
7.	AQSS to send formal invitation letters to Panel members	AQSS (Once the membership is confirmed)
8.	<p>PPT to submit ($x+3$) copies (2-sided) of full Programme Proposal (with ADC's comments incorporated, if any, and endorsed by the Faculty/School/AVA Board) to AQSS</p> <ul style="list-style-type: none"> $x+3$ copies (copies for the Panel[^], 1 copy each for AQSS, QAC Chair and Library; hardcopy for the Programme Proposal and softcopy for the appendices, if applicable) Softcopy of the Programme Proposal is also required; One full set of hardcopy of the Programme Proposal, including printout of all documents/appendices on the CD-ROM/in electronic format (if any), is required for on-site reference of Panel secretary. Guidelines on the preparation of the Programme Proposal can be found in the <i>Manual of Academic Policies, Regulations and Procedures</i> (Chapter 3 (par 2.1 (c)) and Full Programme Proposal) [please refer to the AR website for more details: http://ar.hkbu.edu.hk/staff/qa/manual_acad_policies_reg_procedures/quality_ass_acad_prog/ (staff log-in is required)]. <p>[^]The Panel comprises Panel Chair, Panel members, Panel Secretary as well as the Director of CHTL as a co-opted member.</p>	PPT (4-6 weeks before the exercise)
9.	AQSS to send Documentation Letters and Programme Proposal to Panel members (with copies to QAC Chair and Library)	AQSS (4-6 weeks before the exercise)
10.	AQSS to plan visit programme and submit it to the PPT for comments.	AQSS (1 month before the exercise)
11.	Panel members to send initial comments to PPT via AQSS	AQSS (at least 2 weeks before the exercise)
12.	PPT to invite Advisory Committee members, potential employers/ students to accreditation meetings and submit the list of participants to AQSS	AQSS (at least 2 weeks before the exercise)
13.	PPT to make logistic arrangements for the exercise	PPT (at least 2 weeks before the exercise/ in the week of the visit)

14.	PPT to provide response to initial comments of Panel to Panel (via AQSS)	PPT <i>(1 week before the exercise/once ready)</i>
15.	2-Day Visit by Accreditation Panel [<i>The exercise should be held on weekdays (the day before the exercise should not be a public holiday as preparation would be difficult); and it would be preferable for the exercise to start on a Wednesday (so as to avoid the SECO meeting or the Deans' Briefing).</i>]	AQSS; PPT
16.	AQSS to dispatch the draft Accreditation Report to Panel members for comments.	AQSS <i>(4 weeks after the exercise)</i>
17.	Panel members would be given one week to comment on the draft Accreditation Report.	
18.	<u>Confirmation of Accreditation Report</u> <ul style="list-style-type: none"> • Panel Chair to endorse the Accreditation Report • Endorsed Accreditation Report to be dispatched to PPT via Dean/Director of AVA 	AQSS <i>(once ready)</i>
19.	PPT (via Faculty/School/AVA Board) to submit a <u>written response</u> to the Accreditation Report, the revised Programme Proposal (<i>endorsed by Faculty/School/AVA Board</i>) and the Board's recommendations to QAC	PPT <i>(at least 2 weeks before the QAC meeting)</i>
20.	QAC to consider the accreditation documentation, and make recommendations to Senate for approval to introduce the programme in the ensuing academic year, as appropriate	QAC
21.	Senate to consider recommendation of QAC and grant approval to introduce the programme in the ensuing academic year, as appropriate	Senate <i>(by the April meeting of academic year)</i>