

### Typical timeline for the accreditation and approval of a new programme

|    | Item   | Action Party   |
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| 1. | Programme development plan <sup>1</sup> to be considered by ADC  | Faculty/School/AVA<br><i>(1<sup>st</sup> ADC meeting of academic year)</i>                           |
| 2. | Individual Planning Proposal <sup>2</sup> (with budget <sup>3</sup> ) to be considered by ADC  | Faculty/School/AVA<br><i>(2<sup>nd</sup> ADC meeting of academic year)</i>                           |
| 3. | Programme Planning Team (PPT) to agree with AQSS for the dates of the accreditation exercise   | PPT<br><i>(Once initial approval from ADC is sought and at least 4-6 months before the exercise)</i> |
| 4. | <p>PPT to submit <b>nomination</b> 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"> <li>• The size of Panel depends on the complexity of the programme.</li> <li>• 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>)].</li> <li>• Information pertaining to the Panel Membership can be found at Chapter 3 of the <i>Manual of Academic Policies, Regulations and Procedures</i>.</li> </ul> | PPT  |
| 5. | Membership of Panel to be approved by QAC Chair (upon endorsement of the AR)   | QAC Chair (via AQSS)<br><i>(3 weeks after submission of nomination)</i>                              |

<sup>1</sup> 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 1st ADC meeting with effect from the AY2015/16 (for self-funded programmes only).

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

<sup>3</sup> 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.

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| 6.  | Confirmation of Panel Membership   | PPT<br>(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<br>(Once the membership is confirmed)  |
| 8.  | <p>PPT to submit (x+2) copies (<b>2-sided</b>) 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"> <li>x+2 copies (copies for the Panel<sup>^</sup>, 1 copy each for VPTL/his delegate and Library; hardcopy for the Programme Proposal and softcopy for the appendices, <i>if applicable</i>)</li> <li>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 (<i>if any</i>), is required for on-site reference of the Panel Secretariat.</li> <li>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 (staff log-in is required)].</li> </ul> <p><sup>^</sup>The Panel comprises Panel Chair, Panel members and the Panel Secretariat.</p> | PPT<br>(4-6 weeks before the exercise)  |
| 9.  | AQSS to send Documentation Letters and Programme Proposal to Panel members (with copies to VPTL/his delegate and Library)  | AQSS<br>(4-6 weeks before the exercise)   |
| 10. | AQSS to plan visit programme and submit it to the PPT for comments   | AQSS<br>(1 month before the exercise)   |
| 11. | Panel members (via AQSS) to send initial comments to PPT   | AQSS<br>(at least 2 weeks before the exercise)  |
| 12. | PPT to invite Advisory Committee members, potential employers/ students to accreditation meeting sessions and submit the list of participants to AQSS  | PPT<br>(at least 2 weeks before the exercise)   |
| 13. | PPT to make logistic arrangements for the exercise   | PPT<br>(at least 2 weeks before the exercise/ in the week of the visit)                                 |

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| 14. | PPT to provide Panel (via AQSS) with response to initial comments of Panel  | PPT<br><i>(1 week before the exercise/once ready)</i>   |
| 15. | <b>2-Day Visit by Accreditation Panel</b><br>[ <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<br><i>(4 weeks after the exercise)</i>             |
| 17. | Panel members would be given one week to comment on the draft Accreditation Report.   | Accreditation Panel                                     |
| 18. | <b><u>Confirmation of Accreditation Report</u></b> <ul style="list-style-type: none"> <li>• Panel Chair to endorse the Accreditation Report</li> <li>• Endorsed Accreditation Report to be dispatched to PPT via Dean/Director of AVA</li> </ul>  | AQSS<br><i>(once ready)</i>                             |
| 19. | PPT (via Faculty/School/AVA Board) to submit a <b>written response</b> to the Accreditation Report, the revised Programme Proposal ( <i>endorsed by Faculty/School/AVA Board</i> ) and the Board's recommendations to QAC   | PPT<br><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, <i>as appropriate</i>   | QAC   |
| 21. | Senate to consider recommendation of QAC and grant approval to introduce the programme in the ensuing academic year, as appropriate   | Senate  |