

<p>FOR REFERENCE</p> <p>QA Report Proforma for the review year 2017/18</p>
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**ANNUAL PROGRAMME QUALITY ASSURANCE (QA) REPORT FOR
UGC-FUNDED UNDERGRADUATE PROGRAMME**

Programme Name :

QA Report Rubrics would be made available to facilitate the Programme Directors' compilation of QA Reports.

Section a)

Please refer to each of the specific items listed in last year's improvement plan and evaluate the programme's achievement of the individual intended outcomes. The comments / recommendations of the Faculty Board, if any, should be responded accordingly.

(Maximum one page)

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Progress of follow-up to CFQ results

Please provide the progress update/report on the actions taken in response to the issues identified.

Issues identified	Action items (as captured from the previous report)	Progress update / Achievement attained	Evidence

Progress of follow-up to External Inputs

Please provide the progress update / report on the actions taken in response to the recommendations received.

ACP

Recommendations	Action items (as captured from the previous report)	Progress update / Achievement	Evidence

		attained	

DAA

Recommendations	Action items (as captured from the previous report)	Progress update / Achievement attained	Evidence

Programme Advisory Committee

Recommendations	Action items (as captured from the previous report)	Progress update / Achievement attained	Evidence

Other External Inputs

Recommendations	Action items (as captured from the previous report)	Progress update / Achievement attained	Evidence

Internationalization initiatives

Please provide the progress update/report on the internationalization initiatives attempted.

Initiatives (as captured from the previous report)	Progress update/Achievement attained	Evidence

Other initiatives

Initiatives (as captured from the previous report)	Progress update/Achievement attained	Evidence

Section b)**Evaluation of key performance indicators (KPIs)****(i) Applications and admissions**

KPIs	Two Years Ago 2015-2016	One Year Ago 2016-17	Review Year 2017-18	Reference Only 2018-19
JUPAS score in HKALE/HKDSE subjects				
Mean admission score				
First year intake				
Senate quota				
Actual intake				
% of JUPAS and non-JUPAS				
JUPAS				
non-JUPAS				
No. of JUPAS intake (Band A)				
% of JUPAS intake (Band A)				
Senior year intake				
Senate quota				
Actual intake				
Senior year intake as % of total intake				
Other indicators (Programme may add):				

Evaluation:**(ii) Medium of instruction****Major courses (For 4-year curriculum)**

	Two Years Ago 2015-2016	One Year Ago 2016-2017	Review Year 2017-2018	Reference Only 2018-2019
	No. of courses (%)	No. of courses (%)	No. of courses (%)	No. of courses (%)

Major courses (Major Required and Elective)				
Cantonese				
English				
Putonghua				
Others*				
Total				

GE courses

	Two Years Ago	One Year Ago	Review Year	Reference Only
	2015-2016	2016-2017	2017-2018	2018-2019
	No. of courses (%)	No. of courses (%)	No. of courses (%)	No. of courses (%)
All GE courses Show Details				
Cantonese				
English				
Putonghua				
Others*				
Total				
<i>For Old GE Curriculum (38 units)</i>				
GE Core				
Cantonese				
English				
Putonghua				
Others*				
Total				
<i>University English</i>				
English				
Total				
<i>University Chinese</i>				
Cantonese				
Putonghua				
Total				
GE Distributions Show Details				
Cantonese				
English				
Putonghua				
Others*				

Total				
For New GE Curriculum (31 units) (effective from 2018/19 intake)				
University Core Show Details				
Cantonese				
English				
Putonghua				
Others*				
Total				
University English				
English				
Total				
University Chinese				
Cantonese				
Putonghua				
Total				
GE Programme (Levels 1-3) Show Details				
Cantonese				
English				
Putonghua				
Others*				
Total				

Evaluation:

*Others include French, German, Japanese, Spanish and Italian.

[Show Details](#) - The detailed MOI statistics for GE Core/ University Core and GE Distribution/ GE Programme (Levels 1-3) courses will display after clicking the button.

(iii) Student performance

KPIs	Two Years Ago 2015-2016	One Year Ago 2016-2017	Review Year 2017-2018
Number of graduates			
Distribution of academic awards conferred			
First Class Honours			
Second Class (Division I) Honours			

Second Class (Division II) Honours			
Third Class Honours			
Pass			
Mean GPA of graduates			
Performance in Honours Project			
Other indicators (Programme may add):			

Evaluation:

(iv) Number of students in each concentration within the programme (if applicable)

Concentration (To be provided by the Department/Faculty/School)	Two Years Ago 2015-2016	One Year Ago 2016-2017	Review Year 2017-2018
1.			
2.			
3.			
etc.			

Evaluation (if applicable):

(v) Course Feedback Questionnaire

Part I: Quality of Teaching

Aggregated data for

Q.11- I would rate the overall teaching effectiveness of the lecturer as:

Scale: 5: Very good 4: Good 3: Satisfactory 2: Acceptable 1: Poor

Major courses (For 4-year curriculum)

	Three Years Ago 2014-2015			Two Years Ago 2015-2016			One Year Ago 2016-2017			Review Year 2017-2018		
	Mean		Standard Deviation	Mean		Standard Deviation	Mean		Standard Deviation	Mean		Standard Deviation
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
Class attendance (%)*												
Major courses (Major Required and Elective)												
Semester 1												
Semester 2												
Semester 3												

GE courses

	Three Years Ago 2014-2015						Two Years Ago 2015-2016						One Year Ago 2016-2017						Review Year 2017-2018					
	Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation	
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
All GE courses:																								
Semester 1																								
Semester 2																								
Semester 3																								
GE Core Show Details																								
Semester 1																								
Semester 2																								
Semester 3																								
University English																								
Semester 1																								
Semester 2																								
Semester 3																								
University Chinese																								
Semester 1																								
Semester 2																								
Semester 3																								
GE Distributions Show Details																								
Semester 1																								
Semester 2																								
Semester 3																								

Part II: Reflection on learning

Theme 1: Intended Learning Outcome

Aggregated data for

Q.12 - I had a clear idea of what I was to learn.

Q.13 - I found that what I learnt was what I had expected of this course.

Q.18 - I was given a clear idea of what I had to be able to do with the topics learnt.

Q.19 - Topics covered in the course addressed what I understood the course was meant

to be.

Scale: 5: Strongly agree 4: Agree 3: Neutral 2: Disagree 1: Strongly disagree

Major courses (For 4-year curriculum)

	Three Years Ago 2014-2015						Two Years Ago 2015-2016						One Year Ago 2016-2017						Review Year 2017-2018					
	Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation	
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
	Class attendance (%)*																							
Major courses (Major Required and Elective)																								
Semester 1																								
Semester 2																								
Semester 3																								

GE courses

	Three Years Ago 2014-2015						Two Years Ago 2015-2016						One Year Ago 2016-2017						Review Year 2017-2018					
	Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation	
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
	Class attendance (%)*																							
All GE courses:																								
Semester 1																								
Semester 2																								
Semester 3																								
GE Core Show Details																								
Semester 1																								
Semester 2																								
Semester 3																								
University English																								
Semester 1																								
Semester 2																								
Semester 3																								
University Chinese																								

	Three Years Ago 2014-2015						Two Years Ago 2015-2016						One Year Ago 2016-2017						Review Year 2017-2018					
	Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation		Mean		Median		Standard Deviation	
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
	Class attendance (%)*																							
All GE courses:																								
Semester 1																								
Semester 2																								
Semester 3																								
GE Core Show Details																								
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<i>University English</i>																								
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<i>University Chinese</i>																								
Semester 1																								
Semester 2																								
Semester 3																								
GE Distributions Show Details																								
Semester 1																								
Semester 2																								
Semester 3																								

Major courses (For 4-year curriculum)

Theme 3: Assessment Method

Aggregated data for

Q.17 - The assessment standards were clear enough to help me self-assess the quality of my work.

Q.20 - I have achieved what I was supposed to learn in this course.

Q.21 - I received useful information or feedback on how well I was doing in this course.

Q.23 - The assessment methods addressed what I was supposed to learn.

Scale: 5: Strongly agree 4: Agree 3: Neutral 2: Disagree 1: Strongly disagree

Major courses (For 4-year curriculum)

	Three Years Ago 2014-2015			Two Years Ago 2015-2016			One Year Ago 2016-2017			Review Year 2017-2018		
	Mean	Median	Standard	Mean	Median	Standard	Mean	Median	Standard	Mean	Median	Standard
			Deviation			Deviation			Deviation			Deviation
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
Class attendance (%)*												
Major courses (Major Required and Elective)												
Semester 1												
Semester 2												
Semester 3												

GE courses

	Three Years Ago 2014-2015			Two Years Ago 2015-2016			One Year Ago 2016-2017			Review Year 2017-2018		
	Mean	Median	Standard	Mean	Median	Standard	Mean	Median	Standard	Mean	Median	Standard
			Deviation			Deviation			Deviation			Deviation
	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25	>=0	>25
Class attendance (%)*												
All GE courses:												
Semester 1												
Semester 2												
Semester 3												
GE Core Show Details												
Semester 1												
Semester 2												
Semester 3												
University English												
Semester 1												
Semester 2												
Semester 3												

<i>University Chinese</i>																			
Semester 1																			
Semester 2																			
Semester 3																			
GE Distributions Show Details																			
Semester 1																			
Semester 2																			
Semester 3																			

* >=0: Class attendance 0-100%; >25: Class attendance 26-100%

[Show Details](#) - The detailed CFQ data for GE Core and GE Distribution courses will display after clicking the button.

Evaluation:

This section should include a report on the major issues identified from the student feedback, the corresponding improvement/actions taken within the reporting period and the follow-up mechanism adopted by the Instructor(s)/Programme to inform students of the improvement/actions taken to close the feedback loop within the reporting period.

For long-term actions, please also report in Section (d).

Major issues identified	Improvement/actions taken within the reporting period	Mechanism adopted to inform students of the improvements/actions taken to close the feedback loop

(vi) Outcomes

KPIs	Two Year Ago 2015-2016	One Year Ago 2016-2017	Review Year 2017-2018
Graduate employment rate (full-time and self-employed)			
Percentage of graduates entering full-time further education for			
Sub-degree / Degree			
Taught postgraduate			

Research degree			
Other qualification			
Gross average starting salary			
Other indicators (Programme may add):			

Evaluation:

Section c)

This section should include a summary of evidence collected on the achievement of PILOs, including an assessment of strengths and weaknesses revealed by this analysis. This section should also include a discussion of the follow up on any unresolved programme-related issues from the ACP report. It would be beneficial to include comments/recommendations of Departmental Academic Advisors (DAAs) and Programme Advisory Committee in the evaluation of PILOs in this section and report the related improvement plans in Section (d) of the QA Report.

(Maximum three pages)

Section d)

Plan for improvement

This section should include an itemized list of proposed improvement actions, with measurable objectives/targets and timelines for each action. These should address the weaknesses and opportunities identified in the earlier sections.

(Maximum one page)

Overview:

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Follow-up to CFQ results

This section should include a detailed action plan in follow-up to the student feedback collected via the CFQ exercise of which the improvement progress would require a longer term of monitoring.

Issues identified	Improvement action and rationale	Measurable objectives / targets	Time Frame

Follow-up to External Inputs

This section should include a detailed action plan to follow up on the external inputs collected from the recent ACP visit, the Departmental Academic Advisor (DAA) and the Programme Advisory Committee.

ACP

Recommendations	Improvement action and rationale	Measurable objectives / targets	Time Frame

DAA

Recommendations	Improvement action and rationale	Measurable objectives / targets	Time Frame

Programme Advisory Committee

Recommendations	Improvement action and rationale	Measurable objectives / targets	Time Frame

Other external inputs

Recommendations	Improvement action and rationale	Measurable objectives / targets	Time Frame

Internationalization initiatives

This section should include the internationalization initiatives in the following areas: (1) strategies; (2) international benchmarking; (3) curriculum development; (4) learning opportunities; (5) student recruitment and integration; and (6) staffing arrangements.

Initiatives and rationale	Measurable objectives / targets	Time Frame

Other initiatives

Initiatives and rationale	Measurable objectives / targets	Time Frame

Section e)

Comments from the Faculty/School/AVA Board

This section should summarise the main comments/observations of the Board, based on their discussion of the Report. This should include any recommendations made to the Programme.

(Maximum one page)

Section f)

Programme Responses to Faculty/School/AVA Comments

This section should include programme responses to the comments/recommendations made by respective Dean/Director of AVA.

(Maximum one page)