

APPENDIX 7 (b)

Typical timeline for Academic Consultation Panel (ACP) Visit

	Items	Suggested Dates
1.	Academic unit to confirm the dates of the ACP visit with AQSS	AQSS and Academic unit <i>(6 months before the exercise)</i>
2.	Academic unit to submit <u>nomination</u> of Panel members (prioritized) with CVs and contact information to AQSS for QAC Chair's approval. The list of nominees should be endorsed by the Dean/Director of AVA before submission to QAC Chair for approval. <ul style="list-style-type: none"> • The size of the Panel depends on the size of the academic unit/ complexity of the programme. • The Panel shall include local and non-local external 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 Documents of the Self-evaluation Document (SED). 	Academic unit <i>(4 months before the exercise)</i>
3.	QAC Chair to approve the Panel membership (upon endorsement of the Academic Registrar)	AQSS <i>(3-4 weeks after submission of nomination)</i>
4.	Academic unit to liaise with Panel members for their availability and confirm the finalised Panel membership with AQSS	Academic unit <i>(1 week after approval of QAC Chair)</i>
5.	AQSS to send formal invitation letters to Panel members	AQSS <i>(upon confirmation of the Panel membership and at least 2 weeks before dispatch of SED to Panel)</i>
6.	Academic unit to submit ($x+3$) copies (2-sided) of <u>SED</u> (including all related Programme Documents) to AQSS for dispatch to Panel members. The SED should be endorsed by the Faculty/School/AVA Board before submission to AQSS. <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 SED and softcopy for the appendices, if applicable) • Softcopy of the SED (including Programme Documents and syllabi in WORD format) is also required; One full set of hardcopy of the SED, including printout of all documents/appendices on the CD-ROM/in electronic format (if any), is required for on-site reference of Panel Secretary. 	Academic unit <i>(6-8 weeks before the exercise)</i>

	<ul style="list-style-type: none"> Guidelines on the preparation of the documentation can be found in the <i>Manual of Academic Policies, Regulations and Procedures</i> (Chapter 3 (par 3.1 (f)) and Appendix 7) [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/details/#acp (staff log-in is required)]. <p><i>^The Panel comprises Panel Chair, Panel members, Panel Secretary as well as the Director of CHTL as a co-opted member.</i></p>	
7.	AQSS to plan visit programme and submit it to academic unit for comments	AQSS (at least 1 month before the exercise)
8.	Academic unit to invite members of the Advisory Committee, potential employers, current students and graduates to the meeting and <u>submit the list of participants to AQSS.</u>	Academic unit (at least 2 weeks before the exercise)
9.	Academic unit to make logistic arrangements for the visit	Academic unit (at least 2 weeks before the exercise/ in the week of the exercise)
10.	Panel members to send initial comments to AQSS	AQSS (2 weeks before the exercise)
11.	Academic unit to provide response to the Panel's initial comments	Academic unit (once ready)
12.	<p>ACP Visit (3 days)</p> <p>[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).]</p>	AQSS; Academic unit
13.	AQSS to dispatch the draft ACP Report to Panel members for comments	Once ready
14.	Panel members would be given one week to comment on the draft ACP Report	
15.	<p><u>Confirmation of ACP Report</u></p> <ul style="list-style-type: none"> Panel Chair to endorse the ACP Report Endorsed ACP Report to be dispatched to the academic unit (via Dean's office) for preparation of written response 	Once ready
16.	Academic unit to submit a written response to the ACP Report to the Faculty/School/AVA Board for endorsement and recommendation to the QAC	(preferably by the last QAC meeting in the 1 st semester of the ensuing academic year)
17.	QAC to consider the responses of academic unit to the ACP Report and submit its recommendation to the Senate for consideration and final approval	(preferably by the 1 st Senate meeting in the 2 nd semester of the ensuing academic year)