

**Typical timeline for Academic Consultation Panel (ACP) visit**

	<b>Item</b>	<b>Action Party</b>
1.	Academic unit to confirm the visit dates of the ACP with AQSS	Academic unit <i>(6 months before the exercise)</i>
2.	Academic unit to submit nomination 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"> <li>• The size of the Panel depends on the size of the academic unit/ complexity of the programme.</li> <li>• 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>)].</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>	Academic unit <i>(4 months before the exercise)</i>
3.	QAC Chair to approve the Panel membership (upon endorsement of the Academic Registrar)	QAC Chair <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>(once membership is confirmed)</i>
6.	Academic unit to submit ( $x+2$ ) copies ( <b>2-sided</b> ) of SED (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"> <li>• <math>x+2</math> copies (copies for the Panel<sup>^</sup>, 1 copy each for VPTL/his delegate and Library; hardcopy for the SED and softcopy for the appendices, <i>if applicable</i>)</li> <li>• 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 (<i>if any</i>), is required for on-site reference of the Panel Secretariat.</li> </ul>	Academic unit <i>(6-8 weeks before the exercise)</i>

	<ul style="list-style-type: none"> <li>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:  <a href="http://ar.hkbu.edu.hk/staff/qa/manual_acad_policies_reg_procedures/quality_ass_acad_prog/details/#acp">http://ar.hkbu.edu.hk/staff/qa/manual_acad_policies_reg_procedures/quality_ass_acad_prog/details/#acp</a> (staff log-in is required)].</li> </ul> <p><i>^The Panel comprises Panel Chair, Panel members and the Panel Secretariat.</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 meetings with the Panel and submit the list of participants to AQSS	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	ACP (2 weeks before the exercise)
11.	Academic unit to provide response to initial comments of Panel	Academic unit (1 week before the ex.)
12.	<p><b>ACP visit (3 days)</b></p> <p><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></p>	AQSS; Academic unit
13.	AQSS to dispatch the draft ACP Report to Panel members for comments	AQSS (once ready)
14.	Panel members would be given one week to comment on the draft ACP Report.	ACP
15.	<p><b><u>Confirmation of ACP Report</u></b></p> <ul style="list-style-type: none"> <li>Panel Chair to endorse the ACP Report</li> <li>Endorsed ACP Report to be dispatched to the academic unit (via Dean's office)</li> </ul>	AQSS (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	Academic Unit (by the last QAC meeting in the 1 <sup>st</sup> semester of the ensuing AY)
17.	QAC to consider the responses of the academic unit to the ACP Report and submit its recommendation to the Senate for consideration and final approval	QAC (by the 1 <sup>st</sup> Senate meeting in the 2 <sup>nd</sup> semester of the ensuing AY)