

For Reference
QA Report Proforma for the Review Year 20xx-xx

Annual Programme Quality Assurance (QA) report
(For Research Postgraduate Programme)

Programme Name:

Section A: Follow-up to Report (Last Year)

Summary of improvement actions made in response to last year's report.

Please refer specifically to each item in last year's improvement plan, providing an assessment of the degree to which objectives were achieved, and responding to any comments or recommendations received on last year's report.

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Section B: Evaluation of KPIs

B1 Applications and Admissions

Overall KPIs		Three Years Ago 20xx-xx		Two years Ago 20xx-xx		One year Ago 20xx-xx		Review Year 20xx-xx	
		FT	PT	FT	PT	FT	PT	FT	PT
		Number of applications	MPhil						
	PhD								
	Total								
Number of offers	MPhil								
	PhD								
	Total								
Number of intake	MPhil								
	PhD								
	Total								
UG funding	MPhil								
	PhD								
	Total								
RG funding	MPhil								
	PhD								
	Total								
Other funding sources	MPhil								
	PhD								
	Total								
Ratio of offers/applications	MPhil								
	PhD								
	Total								
Ratio of intake/offers	MPhil								
	PhD								
	Total								

Ratio of intake/applications	MPhil								
	PhD								
	Total								
% local intake									
% non-local intake									
	Mainland								
	Non-mainland								
% local MPhil intake									
% non-local MPhil intake									
	Mainland								
	Non-mainland								
% local PhD intake									
% non-local PhD intake									
	Mainland								
	Non-mainland								
Number of students admitted requiring special justification	MPhil								
	PhD								
	Total								
Number of students transferred from MPhil to PhD									
Number of students transferred from PhD to MPhil									

HKPFS					
The following are the performance of HKPFS for specific application year.					
		Three Years ago 20xx-xx	Two years ago 20xx-xx	One year ago 20xx-xx	Review Year 20xx-xx
Number of applications					
Number of nominations					
Number of places awarded by UGC					
Number of HKPFS award recipient accept HKBU offer					
Ratio of number of HKPFS award recipient accept HKBU offer / applications					
% non-local intake	Mainland				
	Non-mainland				
Number of HKPFS applicants but admitted via regular route					

Evaluation

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B2 Student Performance

KPIs		Three Years Ago 20xx-xx		Two years Ago 20xx-xx		One year Ago 20xx-xx		Review Year 20xx-xx	
		FT	PT	FT	PT	FT	PT	FT	PT
		Number of graduates	MPhil						
PhD									
Total									
Completed within time	MPhil								
	PhD								
	Total								
Completed outside time	MPhil								
	PhD								
	Total								
Number (and percentage) of students dismissed / withdrew from the programme	MPhil								
	PhD								
	Total								
Mean GPA of graduates	MPhil								
	PhD								
	Total								
Number of research outputs produced during study Aggregate Total	As single author								
	As lead/first author								
	As co-author								
Weighted Total	As single author								
	As lead/first author								
	As co-author								
Number of graduates with first destination in either post-study research or tertiary institution teaching posts	MPhil								
	PhD								
	Total								
Research-related - Hong Kong	MPhil								
	PhD								
- Mainland	MPhil								
	PhD								
-Overseas	MPhil								
	PhD								
Non-research-related	MPhil								
	PhD								
Number of graduates with first destination in non-academic fields	MPhil								
	PhD								
	Total								
Research-related	MPhil								
	PhD								
Non-research-related	MPhil								
	PhD								
Number of graduates with first destination in further studies	MPhil								
	PhD								
	Total								

Number of graduates with first destination not belonging to the above categories	MPhil								
	PhD								
	Total								
Number of graduates with current employment in either post-study research or tertiary institution teaching posts	MPhil								
	PhD								
	Total								
Research-related - Hong Kong	MPhil								
	PhD								
- Mainland	MPhil								
	PhD								
-Overseas	MPhil								
	PhD								
Non-research-related	MPhil								
	PhD								
Number of graduates with current employment in non-academic fields	MPhil								
	PhD								
	Total								
Research-related	MPhil								
	PhD								
Non-research-related	MPhil								
	PhD								
Number of graduates currently engaged in further studies	MPhil								
	PhD								
	Total								
Number of graduates with current employment not belonging to the above categories	MPhil								
	PhD								
	Total								

Evaluation

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B3 No of Students in each Concentration

Concentration/specialism (if applicable)	Three Years Ago 20xx-xx	Two years Ago 20xx-xx	One year Ago 20xx-xx	Review Year 20xx-xx
1.				
2.				
3.				
<i>etc.</i>				

Evaluation

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B4 Other Indicators

Other KPIs	Three Years Ago 20xx-xx	Two years Ago 20xx-xx	One year Ago 20xx-xx	Review Year 20xx-xx
1.				
2.				
<i>etc.</i>				

Evaluation

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Section C: Report on PILOs

Report on the achievement of programme intended learning outcomes PILOs

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 external inputs in the evaluation of PILOs in this section and report the related improvement plans in Section D of the QA Report.

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Section D: Improvement Plan

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. In addition, this section should also include the progress of follow-up actions of individual programme in response to the recommendations received in the recent ACP visit and global engagement strategies for international benchmarking.

Overview

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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) or other relevant parties.

- ACP

Action

Recommendations	Improvement action and rationale	Objectives	Measurable targets	Time frame

- DAA

Action

Recommendations	Improvement action and rationale	Objectives	Measurable targets	Time frame

- Other external inputs

Action

Input from	Recommendations	Improvement action and rationale	Objectives	Measurable 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.

Action

Improvement action and rationale	Objectives	Measurable targets	Time frame

Other initiatives

Action

Improvement action and rationale	Objectives	Measurable targets	Time frame

Section E: Comments from the Faculty/School/AVA Board

Comments from the Faculty/School/AVA Board

Rating of each Section according to the QA Report Rubrics: (Template file can be found by clicking [HERE](#))

Any other comments/observations from the Board, or recommendations made to the Programme:

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Section F: Programme Response

Programme Responses to Comments from Faculty/School/AVA

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