|  |  |
| --- | --- |
|  | **HONG KONG BAPTIST UNIVERSITY**  AF/CIE/SCE/SCM-DCPE \* *(\*delete as appropriate)* |

**QASC(QF L4)/22-23/MAY/C 2**

**ANNUAL REPORT**

**Reporting Period**

September 2022 – August 2023

**Executive Summary**

|  |
| --- |
| <Highlights of new developments of the unit>  <Be succinct, and of significance>  <No more than **ONE page**> |

**Section 1: Review of Academic Programmes**

* 1. ***A Full and Updated List of Programmes on Offer During the Year Under Review***

|  |  |  |
| --- | --- | --- |
|  | Name of Programme  <Provide data of individual Concentration Studies / Specializations, if applicable> | QF Level |
| *e.g.* | *Prog A Specialization 1* | *3* |
| *Prog A Specialization 2* |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

*<Please expand the table if necessary.>*

* 1. ***A Brief Report on SDPU Data (for the past three years)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SDPU Aggregates** | **AY2020/21**  (as of <DATE>) | | | **AY2021/22**  (as of <DATE>) | | | **AY2022/23**  (as of <DATE>) | | |
| **Enrolment Figures** | Total | *e.g. 200* | | Total |  | | Total |  | |
| Local NCS students | *12 (5%)* | | Local NCS students |  | | Local NCS students |  | |
| SEN | *8 (2%)* | | SEN |  | | SEN |  | |
| **Programme Admission Data**   * **Percentage of Achievement (Actual intake: Planned intake)** | Maximum | *130% (130:100)* | | Maximum |  | | Maximum |  | |
| Minimum | *80% (64:80)* | | Minimum |  | | Minimum |  | |
| Median | *110% (99:90)* | | Median |  | | Median |  | |
| Mean | *107%* | | Mean |  | | Mean |  | |
| **DSE Score (Best 5 including Chinese Language and English Language)\*** | Maximum | *18.9* | | Maximum |  | | Maximum |  | |
| Minimum | *12.5* | | Minimum |  | | Minimum |  | |
| Median | *15.7* | | Median |  | | Median |  | |
| Mean | *14.3* | | Mean |  | | Mean |  | |
| **No. of Special Admission (% of total intake) \*** | No. of mature students | | *1* | No. of mature students | |  | No. of mature students | |  |
| Students with special talents | | *0* | Students with special talents | |  | Students with special talents | |  |
| Others (please specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | *1* | Others (please specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Others (please specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| Total | | *2 (2%)* | Total | |  | Total | |  |
| **Programme Graduation Rate** | Maximum | *82.3%* | | Maximum |  | | Maximum |  | |
| Minimum | *70.2%* | | Minimum |  | | Minimum |  | |
| Median | *78.1%* | | Median |  | | Median |  | |
| Mean | *79.2%* | | Mean |  | | Mean |  | |
| **Programme Attrition Rate** | Maximum | *8.1%* | | Maximum |  | | Maximum |  | |
| Minimum | *3.0%* | | Minimum |  | | Minimum |  | |
| Median | *5.1%* | | Median |  | | Median |  | |
| Mean | *5.0%* | | Mean |  | | Mean |  | |

\**Only applicable to AD/HD.*

* 1. ***A Brief report on Academic Dishonesty and Appeal of Grades*** ***(for the past three years)***

|  |  |  |  |
| --- | --- | --- | --- |
| **SDPU Aggregates** | **AY2020/21**  (as of <DATE>) | **AY2021/22**  (as of <DATE>) | **AY2022/23**  (as of <DATE>) |
| **Number of**   * **Academic Dishonesty case(s)** |  |  |  |
| * **Student(s) involved** |  |  |  |
| **No. of Case(s) of Appeal of Grades** | Upgraded: | Upgraded: | Upgraded: |
| Downgraded: | Downgraded: | Downgraded: |
| Unchanged: | Unchanged: | Unchanged: |
| **Total:** | **Total:** | **Total:** |

* 1. ***Highlights of SDPU-wide Programme Developments during the Year of Review***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme Development** | **Name of Programme** | **Type of Programme**  *(e.g., HKBU Award / HKBU-SDPU Award / Non-local Collaborative Degree Programmes (with Collaborator) / Others)* | **QF Level** | **Mode (PT / FT)** | **Implementation Date, Validity Period and Programme Revision Details (wherever applicable)**  *(e.g., September 2011 for 3 years)* |
| 1. **New Programmes** | | | | | |
| *e.g. New Programme* | *e.g. Programme <A>* | *e.g. HKBU Award* |  |  |  |
| 1. **Major Changes to Existing Programmes** | | | | | |
|  |  |  |  |  |  |
| 1. **Programmes Discontinued or Suspended** | | | | | |
|  |  |  |  |  |  |
| 1. **Internal or external reviews/accreditation conducted** | | | | | |
|  |  |  |  |  |  |

*<Please expand the table if necessary.>*

***1.5 Key Observations for Section 1***

*For action item(s) to continue or start in the following year, also include them in Section 6: Plan for the coming AY with cross-reference remarks.*

|  |
| --- |
| <Key observations on the latest data as well as 3-year trend data, e.g., over-/under-admission, high attrition rate, or other significant correlation data observed across programmes>  <Issues identified and follow-up actions taken>  <No more than **ONE page**> |

**Section 2: Mechanisms for Evaluation of Teaching and Learning Effectiveness**

***2.1 Course Evaluation (CFQ/TE) (for the past three years)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SDPU Aggregates** | **AY2020/21**  (as of <DATE>) | | **AY2021/22**  (as of <DATE>) | | **AY2022/23**  (as of <DATE>) | |
| **Response Rate (course level)** | **CFQ/TE Score (course level)**  (out of XX) | **Response Rate (course level)** | **CFQ/TE Score (course level)**  (out of XX) | **Response Rate (course level)** | **CFQ/TE Score (course level)**  (out of XX) |
| **Maximum** |  |  |  |  |  |  |
| **Minimum** |  |  |  |  |  |  |
| **Median** |  |  |  |  |  |  |
| **Mean** |  |  |  |  |  |  |

***For CFQ/TE average scores lower than 3.5, please specify the follow-up actions taken/to be taken***

*For action item(s) to continue or start in the following year, also include them in Section 6: Plan for the coming AY with cross-reference remarks.*

|  |
| --- |
| <Follow-up actions taken and the resulting improvements evidenced (e.g., no. of class visit and staff consultation arranged in each year/for each intake) >  <No more than **half page**> |

**Section 3: Student Development and Achievement**

* 1. ***Student Development Activities***
* *Official KPIs with reference to the ISP 2018-2028:*
  + *KPI #1: The share of students who have cross-cultural experience to reach 10% by 2025.*
  + *KPI #2: Service/Experiential learning opportunities to be available by 2023 to 10% of students who wish to avail themselves of such opportunities.*
  + *KPI #3:* *Learning opportunities in innovation and entrepreneurship to be available by 2023 to every student who wishes to avail herself or himself of such opportunities.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SDPU Aggregates** | **AY2020/21**  (as of <DATE>) | | | **AY2021/22**  (as of <DATE>) | | | **AY2022/23**  (as of <DATE>) | | |
| No. of activities provided | No. of participants | Share of students  (%) | No. of activities provided | No. of participants | Share of students  (%) | No. of activities provided | No. of participants | Share of students  (%) |
| **\*Cross-cultural learning activities** |  |  |  |  |  |  |  |  |  |
| **\*Service / Experiential learning activities** |  |  |  |  |  |  |  |  |  |
| **\*Innovation / Entrepreneurship activities** |  |  |  |  |  |  |  |  |  |
| **#Other student development activities** |  |  |  |  |  |  |  |  |  |

\* *Applicable to all full-time programmes with duration of 2 years or more.*

**#** *Applicable to all programmes.*

* 1. ***Students’ Achievements (for the past three years)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Award** | **AY2020/21**  (as of <DATE>) | **AY2021/22**  (as of <DATE>) | **AY2022/23**  (as of <DATE>) |
| <Internal Award> (no. of awardee(s)) | *e.g. 1* |  |  |
| <External Award> (no. of awardee(s)) | *2* |  |  |
| <Overseas Award> (no. of awardees(s)) | *1* |  |  |
| **Total No. of Awardee(s)** | *4* |  |  |

*<Please expand the table if necessary.>*

***3.3 Key Observations for Section 3***

*For action item(s) to continue or start in the following year, also include them in Section 6: Plan for the coming AY with cross-reference remarks.*

|  |
| --- |
| <Issues identified and follow-up actions taken>  <No more than **half page**> |

**Section 4: Graduates’ Surveys (Graduate Exit Survey and Graduate Follow-up/Destination Survey)**

* 1. ***Graduates’ Tracking – Graduate Follow-up/Destination Survey (mainly for AD/HD and other full-time SD programmes)***

|  |  |  |  |
| --- | --- | --- | --- |
| **SDPU Aggregates** | **2020 Survey**  **No. of Graduates:**  *XX*  **Response Rate:**  *XX (XX%)*  (as of <DATE>) | **2021 Survey**  **No. of Graduates:**  *XX*  **Response Rate:**  *XX (XX%)*  (as of <DATE>) | **2022 Survey**  **No. of Graduates:**  *XX*  **Response Rate:**  *XX (XX%)*  (as of <DATE>) |
| **Further Study** | | | |
| 1. UGC-funded Degree   (Senior Place) | *e.g. 64 (17.3%)* |  |  |
| 1. UGC-funded Degree   (Non-senior Place) |  |  |  |
| 1. Self-funded Degree |  |  |  |
| 1. Non-local Degree Programmes |  |  |  |
| 1. Studying in overseas |  |  |  |
| 1. Full-time Study – Associate Degree |  |  |  |
| 1. Full-time Study – Higher Diploma |  |  |  |
| 1. Full-time Study – Others |  |  |  |
| 1. Part-time Study – Associate Degree |  |  |  |
| 1. Part-time Study – Higher Diploma |  |  |  |
| 1. Part-time Study – Others |  |  |  |
| **Employment** | | | |
| 1. Full-time Employment |  |  |  |
| 1. Part-time Employment |  |  |  |
| **Others** | | | |
| 1. Others |  |  |  |

* 1. ***Graduate Exit Survey (for all sub-degree programmes) (for the past three years)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SDPU Aggregates** | **AY2020/21**  (as of <DATE>) | | **AY2021/22**  (as of <DATE>) | | **AY2022/23**  (as of <DATE>) | |
| **Response Rate** | Maximum |  | Maximum |  | Maximum |  |
| Minimum |  | Minimum |  | Minimum |  |
| Median |  | Median |  | Median |  |
| Mean |  | Mean |  | Mean |  |
| **Satisfaction Score**  *(based on 5-point rating)* | Maximum |  | Maximum |  | Maximum |  |
| Minimum |  | Minimum |  | Minimum |  |
| Median |  | Median |  | Median |  |
| Mean |  | Mean |  | Mean |  |

***4.3 Key Observations for Section 4***

*For action item(s) to continue or start in the following year, also include them in Section 6: Plan for the coming AY with cross-reference remarks.*

|  |
| --- |
| <Issues identified on various aspects, e.g., student satisfaction, programme quality>  <Follow-up actions taken>  <No more than **half page**> |

**Section 5: Administrative Matters**

* 1. ***Full-time and Part-time Staff Strength and Staff Development Activities***

|  |  |  |  |
| --- | --- | --- | --- |
| **SDPU Aggregates** | **AY2020/21**  (as of <DATE>) | **AY2021/22**  (as of <DATE>) | **AY2022/23**  (as of <DATE>) |
| 1. **Total Academic Staff** **(Full-time)** | ***e.g. 100*** |  |  |
| PhD / Doctoral Degree | *40* |  |  |
| Master’s Degree | *30* |  |  |
| Bachelor’s Degree | *30* |  |  |
| 1. **Total Academic Staff** **(Part-time)** | ***60*** |  |  |
| PhD / Doctoral Degree | *30* |  |  |
| Master’s Degree | *20* |  |  |
| Bachelor’s Degree | *10* |  |  |
| 1. **Programme Administrative Staff (Full-time)** | ***10*** |  |  |
| Programme Administrative Staff (Full-time) | *10* |  |  |
| **Grand Total (A)+(B)+(C)** | ***170*** |  |  |
| 1. **Staff Development Activities** |  |  |  |
| No. of Activities | *3* |  |  |
| No of Participants involved | *120* |  |  |

* 1. ***Highlights of Budget Performance***

|  |  |  |  |
| --- | --- | --- | --- |
| **SDPU Aggregates** | **AY2020/21** | **AY2021/22** | **AY2022/23** |
| Total Income |  |  |  |
| Total Expenditure |  |  |  |
| Surplus/(Deficit) |  |  |  |

* 1. ***External Research Support and Scholarly and Creative Work/Outputs***
* *Research support and output related to KPIs adopted by SDPUs with reference to the ISP 2018-2028*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SDPU Aggregates** | | **AY2020/21** | **AY2021/22** | **AY2022/23** |
| External support/grant applications | No. of applications made |  |  |  |
| No. of successful applications |  |  |  |
| Success Rate (%) |  |  |  |
| No. of scholarly and creative work/outputs (with/without external support) | |  |  |  |

* 1. ***Others (e.g., conference presentation and other professional activities, etc.)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SDPU Aggregates** | | **AY2020/21** | **AY2021/22** | **AY2022/23** |
| Conference Presentation | No. of event(s) |  |  |  |
| No. of staff participated |  |  |  |
| Other Professional Activities | No. of event(s) |  |  |  |
| No. of staff participated |  |  |  |

* 1. ***Major Changes/Improvements made to Internal Structures/Approval Processes/QA Processes***

|  |
| --- |
| <No more than **half page**> |

***5.6 Changes to Major Campus Facilities (e.g., establishment of a new learning centre)***

|  |
| --- |
| <No more than **half page**> |

**Section 6: Review of Action Plans for the Previous Academic Year and Planning for the Coming Academic Year**

***6.1 Follow up on Plans for the Previous Academic Year and Key Issues Identified during the Year under Review***

|  |  |  |
| --- | --- | --- |
| **Action Items** | **Key Challenges** | **Progress and Results** |
| <critical evaluation>  <indicate if measurable targets were met>  <no more than **ONE page**> |  |  |

***6.2 Plans for the Coming Academic Year***

|  |  |  |  |
| --- | --- | --- | --- |
| **Issues Identified / External Review Recommendations** | **Concrete Action Items** | **Measurable Targets** | **Timeframe** |
| *<external review includes ACP Visits, DAA, Advisory Committee, External Consultant, etc.>* |  |  |  |
|  |  |  |  |

*<Please expand the table if necessary.>*

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Position: |  |
| SDPU: |  |
| Date: |  |

Quality Assurance Sub-committee on Sub-degree Programmes (QF Level 4)

Hong Kong Baptist University

May 2023