

### Proposed Timeline for a Typical Accreditation Exercise

|    | Item   | Suggested Dates   |
|----|--|---|
| 1. | Faculties <sup>1</sup> are required to submit an annual programme development plan (with the planned number and list of new programmes to be launched in the ensuing academic year) for consideration and approval by ADC with effect from the AY2015/16 (for self-funded programmes only).  | 1 <sup>st</sup> ADC meeting of every AY   |
| 2. | Academic unit to:<br>a. submit individual planning proposal to the Faculty Board <sup>2</sup> for endorsement; and<br>b. prepare the budget and submit it to FO for approval (for self-funded programmes only)   | The planning for a new programme should start at least 9-12 months before its formal launching.   |
| 3. | Academic unit (via Faculty) to submit the planning proposal (template for <a href="#">Planning Approval</a> ) and the FO-approved budget to ADC for deliberation and approval  | If the programme is to be offered from the next academic year, ADC's approval should be sought as early as possible and no later than the end of December of the current academic year. |
| 4. | Academic unit to agree with AQSS for the dates of the accreditation exercise   | Once initial approval from ADC is sought and at least 4-6 months before the exercise  |
| 5. | Academic unit to propose the Panel membership and submit the list of <u>nominations</u> (prioritized) with CVs and contact information to AQSS for QAC Chair's approval <ul style="list-style-type: none"> <li>• The size of Panel depends on the complexity of the programme.</li> <li>• The Panel shall comprise both internal and external members, including local and non-local 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>• The list of nominees should be endorsed by the Dean before submission to QAC Chair for approval.</li> <li>• Information pertaining to the Panel Membership can be found at AR website (<a href="#">Programme Accreditation - Panel Membership for Accreditation</a>).</li> </ul> | At least 3-4 months before the exercise   |

<sup>1</sup> Faculties represent Faculties, Schools and Academy of Visual Arts.

<sup>2</sup> Mutual endorsement of the relevant Boards MUST be sought for collaborative programmes across Faculties.

|     |  |  |
|-----|--|--|
| 6.  | QAC Chair to approve the Panel membership (upon endorsement of the Academic Registrar)   | 3 weeks after submission of nominations                        |
| 7.  | Academic unit to liaise with Panel members for their availability and confirm the finalized Panel membership with AQSS   | Once the membership is approved by QAC Chair                   |
| 8.  | AQSS to send formal Invitation Letters to Panel members  | Once the membership is confirmed                               |
| 9.  | <p>Academic unit to submit the full Programme Proposal (with ADC's comments incorporated, <i>if any</i>) to AQSS for dispatch to Panel members around <u>four to six weeks</u> before the scheduled visit dates</p> <ul style="list-style-type: none"> <li>• The Programme Proposal should be endorsed by the Faculty Board before submission to AQSS.</li> <li>• X+2 copies (two-sided; copies for the Panel, 1 copy each for VPTL/his delegate and Library; hardcopy for the Programme Proposal and softcopy for the appendices, <i>if applicable</i>)</li> <li>• Softcopy of the Programme Proposal is also required; One full set of hardcopy of the Programme Proposal, including printout of all documents/appendices in electronic format (<i>if any</i>), is required for on-site reference of the Panel Secretariat.</li> <li>• Guidelines on the preparation of the Programme Proposal can be found at the AR website (<a href="#">Programme Accreditation - Accreditation Documentation</a>)</li> </ul> <p><i>The Panel comprises Panel Chair, Panel members and the Panel Secretariat.</i></p> | 4-6 weeks before the exercise                                  |
| 10. | AQSS to plan visit programme and submit it to the academic unit for comments   | 1 month before the exercise                                    |
| 11. | Academic unit to invite members of the Advisory Committee, potential employers/students to the meeting and <u>submit the list of participants to AQSS two weeks before the visit</u>   | At least 2 weeks before the exercise                           |
| 12. | <p>Academic unit to make logistic arrangements for the exercise:</p> <ul style="list-style-type: none"> <li>• pick up Panel members upon arrival at the airport, <i>if necessary</i>;</li> <li>• prepare name plates/tags (two-sided) for participants (except those for Panel members, which will be prepared by AQSS);</li> <li>• provide stationery to Panel members;</li> <li>• non-Panel seating arrangements in the conference room;</li> <li>• make staff research and scholarly work, etc. available;</li> <li>• reserve parking spaces for potential employers and members of the Advisory Committee, <i>if necessary</i>;</li> <li>• send documentation and visit programme to Dean, academic staff of the unit, members of the Advisory Committee,</li> </ul>   | At least 2 weeks before the exercise/ in the week of the visit |

|     |   |   |
|-----|---|---|
|     | <p>potential employers/students. Invite them to attend the meetings with the Panel according to the schedule;</p> <ul style="list-style-type: none"> <li>• arrange for tour of facilities;</li> <li>• prepare a reception table outside the conference room and arrange a staff member to man the reception;</li> <li>• arrange a staff member to take pictures for record (optional);</li> <li>• arrangements for lunch to be held during the exercise.</li> </ul> |   |
| 13. | Panel members to send initial comments to AQSS  | 2 weeks before the exercise                                 |
| 14. | Academic unit to provide response to the Panel's initial comments   | 1 week before the exercise                                  |
| 15. | <p><b>Accreditation Exercise (1.5 days to 2 days)</b><br/> <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>   | --  |
| 16. | AQSS to dispatch the <u>draft Accreditation Report</u> to Panel members for comments  | 3-4 weeks after the exercise                                |
| 17. | Panel members would be given one week to comment on the draft Accreditation Report.   | 1 week after the dispatch of the draft Accreditation Report |
| 18. | <p><b><u>Confirmation of Accreditation Report</u></b></p> <ul style="list-style-type: none"> <li>• Panel Chair to endorse the Accreditation Report</li> <li>• <u>Endorsed Accreditation Report</u> to be dispatched to the academic unit (via the Dean) for preparation of written response</li> </ul>  | Once ready  |
| 19. | Academic unit to submit a <u>written response</u> to the Accreditation Report and the <u>revised Programme Proposal</u> to the Faculty Board for endorsement and recommendation to QAC  | 2 weeks before the QAC meeting                              |
| 20. | QAC's endorsement   | QAC meeting   |
| 21. | Senate's approval   | Senate meeting  |