

Hong Kong Baptist University
Quality Assurance (QA) Framework

Level	Roles and Responsibilities
University	<p><u>Senate</u> The Senate is the highest authority on all academic related matters of the University.</p> <p><u>Senate-Standing Committees</u> Formed under the Senate, the Academic Development Committee, Sub-degree Programmes Steering Committee, Quality Assurance Committee, Research Committee, Teaching and Learning Policy Committee and Student Affairs Committee are charged with different spectrum of responsibilities for quality assurance (QA):</p> <p><u>Academic Development Committee</u> Formulating academic policy and academic strategic and development plans, and examining planning proposals of new programmes.</p> <p><u>Sub-degree Programmes Steering Committee</u> Overseeing the planning, operations and long-term development of self-financed sub-degree (SD) programmes.</p> <p><u>Quality Assurance Committee</u> Formulating QA policies and procedures; monitoring and assuring the quality of all programmes including UGC-funded and self-financed programmes offered within and outside Hong Kong. The QAC's sub-committees, including Taught Postgraduate Studies Committee, two Quality Assurance Sub-committees on Sub-degree Programmes, General Education Committee, Undergraduate Admissions Committee, Undergraduate Regulations Committee, Language Education Board and Transdisciplinary Undergraduate Programme Board, are formed with respective roles and responsibilities.</p> <p><u>Research Committee</u> Developing strategies as well as formulating and reviewing policies relating to research postgraduate programmes.</p> <p><u>Teaching and Learning Policy Committee</u> Enhancing and maintaining general oversight of university-wide policies and procedures relating to teaching and learning such as the assessment policy.</p> <p><u>Student Affairs Committee</u> Formulating policies and regulations relating to student organisations, activities, discipline, amenities, services and hall life; steering co-curricular and other activities which create an environment conducive to the Whole Person Education philosophy of the University.</p>
Faculty/ School ^{Note 1}	<p>The Faculty is responsible for:</p> <ol style="list-style-type: none"> (1) Upholding and monitoring the quality of the academic programmes, academic activities and/or support services offered by its departments; (2) Providing guidance on and monitoring implementation of QA at the departmental level;

	<p>(3) Reviewing various annual reports (e.g., Annual Programme QA Reports) submitted by departments and programmes;</p> <p>(4) Following up on improvement plans, including recommendations made by the Academic Consultation Panel and Departmental Academic Advisor, in previous Reports;</p> <p>(5) Formulating improvement plans with measurable targets and concrete time frame for continuous enhancement.</p>
Department/ Academy	<p>The Department is responsible for:</p> <p>(1) Upholding the quality of the programmes, courses and other learning activities offered by the Department;</p> <p>(2) Providing guidance on and monitoring implementation of QA at programme and course levels;</p> <p>(3) Practising self-reflection and compiling various annual reports;</p> <p>(4) Collecting and reviewing students' and other stakeholders' comments (e.g., via Staff-Student Consultative Meetings, Advisory Committee) from time to time for continuous improvement;</p> <p>(5) Following up on improvement plans in previous Reports;</p> <p>(6) Following up on recommendations made by the Academic Consultation Panel and Departmental Academic Advisor;</p> <p>(7) Seeking views from Department Advisory Committee for continuous improvement;</p> <p>(8) Formulating improvement plans with measurable targets and concrete time frame for continuous enhancement.</p>
Programme Note 2	<p>Programme Planning Team and Programme Management Committee are involved in developing and overseeing programmes.</p> <p><u>Programme Planning Team</u> is responsible for:</p> <p>(1) Preparing planning proposals of programmes with reference to strategic positioning, curriculum and pedagogical design and assessment strategies of the programme.</p> <p><u>Programme Management Committee</u> is responsible for:</p> <p>(1) Monitoring teaching and learning activities of respective programmes;</p> <p>(2) Collecting and reviewing students' and other stakeholders' comments on the programme from time to time;</p> <p>(3) Formulating improvement plans with measurable targets and concrete time frame for continuous enhancement.</p>

Note 1 Faculty/School includes Beijing Normal—Hong Kong Baptist University (BNBU).

Note 2 For programmes jointly offered by multiple departments/academies, Programme Planning Teams and Programme Management Committees will consist of representatives from every department involved in the programmes.

24 April 2025