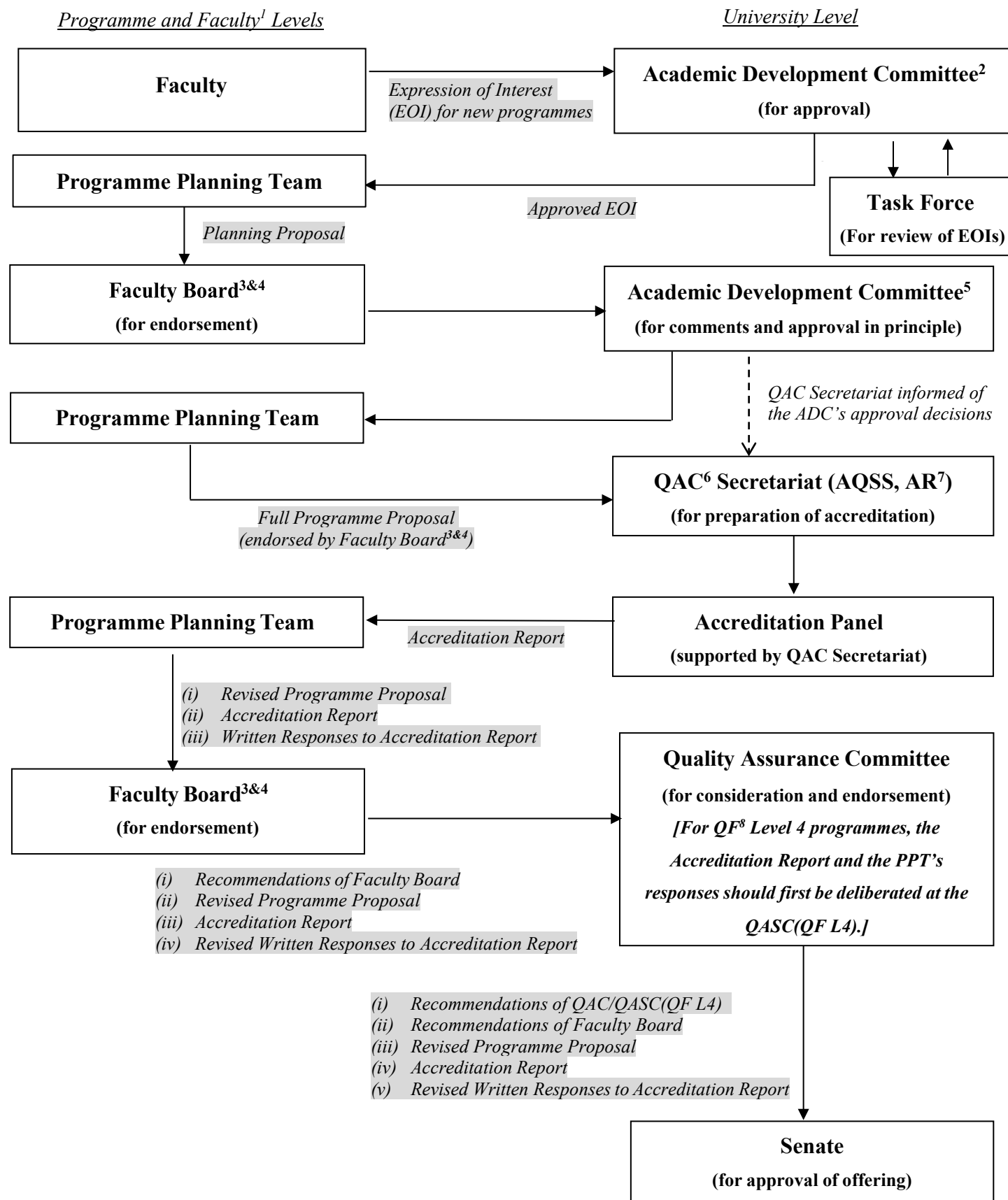


NEW PROGRAMME DEVELOPMENT PROCESS



¹ "Faculty/Faculties" is a generic and collective term referring to Faculties and Schools of HKBU.

² Faculties should submit EOIs for new programmes to the Academic Development Committee (ADC) for approval in the first semester of the academic year.

³ "Faculty Board" refers to School/Faculty Board and Transdisciplinary Undergraduate Programme Board.

⁴ Mutual endorsement of the relevant Boards MUST be sought for collaborative programmes across Faculties prior to submission.

⁵ For new academic programmes to be launched in a designated academic year, the required planning approval should be sought from the ADC about 18 months before the formal launch to safeguard the due completion of programme accreditation and other required approval procedures.

⁶ Quality Assurance Committee (QAC)

⁷ Academic Quality Support Section (AQSS), Academic Registry (AR)

⁸ Qualifications Framework (QF)

Proposed Timeline for a Typical Accreditation Exercise

	Item	Suggested Dates
1.	Faculties ¹ are required to submit an EOI for a new programme to to the ADC for approval. The Task Force established by ADC is responsible for initial review and prioritisation.	1 st semester of the AY
2.	Programme Planning Team to: a. submit individual planning proposal to the Faculty Board ² for endorsement; and b. prepare the budget and submit it to FO for approval (for self-funded programmes only)	The planning for a new programme should start as early as possible after approval to the EOI
3.	Programme Planning Team (via Faculty) to submit the planning proposal (template for Planning Proposal) and the FO-approved budget to ADC for deliberation and approval, subsequent to the approval to the EOI	For programmes to be offered in a particular academic year, ADC's approval should be sought about 18 months before its formal launch
4.	Programme Planning Team to liaise with the QAC Secretariat (i.e., AQSS, AR) for the dates of the accreditation visit	Once initial approval from ADC is sought and at least 4-6 months before the visit
5.	Programme Planning Team to propose the Panel membership and submit the list of <u>nominees</u> (prioritized) with CVs and contact information to the QAC Secretariat for QAC Chairman's approval <ul style="list-style-type: none"> The size of Panel depends on the complexity of the programme. 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>)]. The list of nominees should be endorsed by the Dean before submission to QAC Chairman for approval. Information pertaining to the Panel Membership can be found at AR website (Programme Accreditation - Panel Membership for Accreditation). 	At least 3-4 months before the visit
6.	QAC Chairman to approve the Panel membership (on recommendation of the Academic Registrar)	3 weeks after submission of nominations

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

7.	<p>Programme Planning Team to submit the full Programme Proposal (with ADC's comments incorporated, <i>if any</i>) to the QAC Secretariat for dispatch to Panel members around <u>six to eight weeks</u> before the scheduled visit dates</p> <ul style="list-style-type: none"> • The Programme Proposal should be endorsed by the Faculty Board before submission to the QAC Secretariat. • Guidelines on the preparation of the Programme Proposal can be found at the AR website (Programme Accreditation - Accreditation Documentation) 	6-8 weeks before the visit
8.	Panel members to send initial comments to the QAC Secretariat	2 weeks before the visit
9.	Programme Planning Team to provide response to the Panel's initial comments	1 week before the visit
10.	Accreditation Visit (normally 1.5 days to 2 days)	--
11.	The QAC Secretariat to dispatch the <u>draft Accreditation Report</u> to the Panel for comments	Normally one month after the visit
12.	<p><u>Confirmation of Accreditation Report</u></p> <ul style="list-style-type: none"> • Panel Chair to endorse the Accreditation Report • <u>Endorsed Accreditation Report</u> to be dispatched to the Programme Planning Team (via the Dean) for preparation of written responses 	Once ready
13.	Programme Planning Team to submit <u>written responses</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
14.	QAC's endorsement	QAC meeting
15.	Senate's approval	Senate meeting