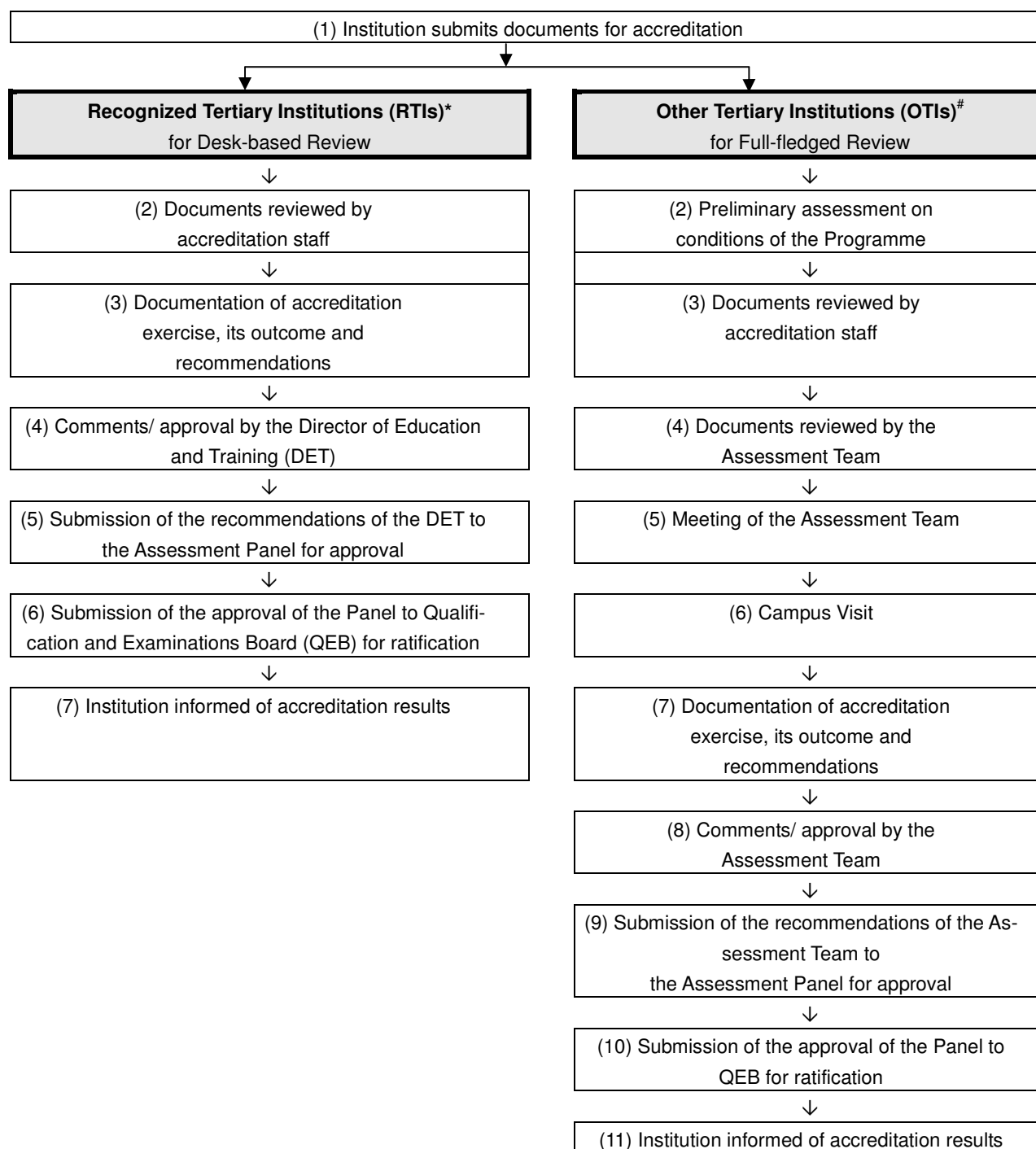


## Flowchart for conducting Accreditation Exercise



### \* RTIs:

(HK): UGC-funded universities, the Open University of Hong Kong (OUHK), Hong Kong Shue Yan University (HKSJU) and Hang Seng University of Hong Kong (HSUHK) excluding their continuing education units and community colleges.

(Non-HK): Institutions in China on the "Double First Class University Plan", CICPA accredited institutions and BNU-HKBU United International College (UIC).

### # OTIs:

(HK): Recognized self-funded and public institutions (other than UGC-funded institutions, OUHK, HKSJU and HSUHK), overseas universities running degree programmes in collaboration with local programme providers, non-tertiary institutions offering conversion programmes and institutions offering sub-degree programmes .

(Non-HK): Institutions recognized by the PRC Ministry of Education (MoE) other than those listed under RTIs and tertiary institutions recognized by the Higher Education Bureau of the Macau SAR Government.

## **Explanatory Notes – Recognized Tertiary Institutions for Desk-based Review**

(1) Institution submits documents

An institution seeking accreditation of its programme will need to provide detailed information for review by the Institute.

(2) Documents reviewed by accreditation staff

Accreditation staff will check and verify the programme coverage, and identify issues for discussion or clarification, if any, from the institution concerned.

(3) Documentation of accreditation exercise and its outcome and recommendations

Detailed documentation of the accreditation exercise, which includes the vetting of the coverage of the programme, will be documented by the accreditation staff. The assessment results will also be detailed in the Accreditation Assessment Report.

(4) Comments/ approval by the Director of Education and Training (DET)

Subject to the adequate provision of information and answers to queries by the institution concerned, the DET will form a view as to whether the programme has met the competency requirements of the Institute, or that there are conditions that are required to be met by the institution before the programme would be accredited.

(5) Submission of the recommendations of the DET to the Panel for comments/ approval

The recommendation of the DET will be submitted to the Assessment Panel for consideration and approval.

(6) Submission of the approval of the Panel to QEB for ratification

The approval of the Assessment Panel will be submitted to the QEB for ratification.

(7) Institution informed of the accreditation results

Subsequent to this approval process the institution concerned will be informed in writing of the outcome of the accreditation.

## **Explanatory Notes – Other Tertiary Institutions for Full-fledged Review**

(1) Institution submits documents

An institution seeking accreditation of its programme will need to provide detailed information for review by the Assessment Team.

(2) Preliminary assessment on conditions of the Programme

Accreditation staff will perform a preliminary assessment on the general conditions of the programme

(3) Documents reviewed by accreditation staff

Accreditation staff will check and verify the programme coverage, and identify issues for discussion or clarification, if any, from the institution concerned.

(4) Documents reviewed by an Assessment Team

Accreditation staff will forward the submitted documents to the Assessment Team for their review.

(5) Meeting of the Assessment Team

The Assessment Team will then meet to discuss the information provided and to identify issues for discussion or clarification. In the course of the discussion, a list of questions seeking further information or clarification from the institution concerned will be collated by the accreditation staff.

(6) Campus Visit

A campus visit to the institution will then be arranged. The additional information required and the clarification to be sought will be relayed to the institution concerned prior to this campus visit for discussion at the visit.

(7) Documentation of accreditation exercise and its outcome and recommendations

Detailed documentation of the accreditation exercise, which includes notes of all the meetings of the Assessment Team and the campus visit will be documented by the accreditation staff. The assessment results will also be detailed in the Accreditation Assessment Report.

(8) Comments/ approval by the Assessment Team

Subject to the adequate provision of information and answers to queries by the institution concerned, the Assessment Team will form a view at the end of the campus visit as to whether the programme has met the competency requirements of the Institute, or that there are conditions that are required to be met by the institution before the programme would be accredited. The outcome of the exercise is generally communicated to the institution informally at the end of the campus visit.

(9) Submission of the recommendations of the Assessment Team to the Panel for approval

The recommendation of the Assessment Team will be submitted to the Assessment Panel for consideration and approval.

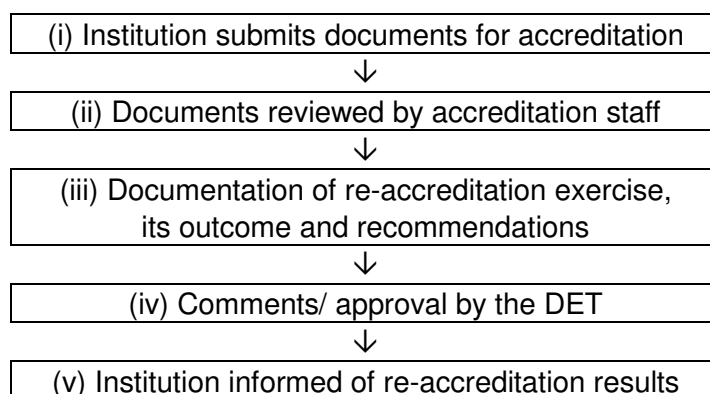
(10) Submission of the approval of the Panel to QEB for ratification

The approval of the Assessment Panel will be submitted to the QEB for ratification.

(11) Institution informed of the accreditation results

Subsequent to this approval process the institution concerned will be informed in writing of the outcome of the accreditation.

## Flowchart for conducting Re-accreditation Exercise



### **Explanatory Notes – Re-accreditation Exercise for Desk-based Review**

(i) Institution submits documents

An institution seeking accreditation of its programme will need to provide detailed information for review by the Institute.

(ii) Documents reviewed by accreditation staff

The accreditation staff will check and verify the programme coverage, and identify issues for discussion or clarification, if any, from the institution concerned.

(iii) Documentation of re-accreditation exercise and its outcome and recommendations

Detailed documentation of the re-accreditation exercise, which includes the vetting of the coverage of the programme, will be documented by the accreditation staff. The assessment results will also be detailed in the Accreditation Assessment Report.

(iv) Comments/ approval by the Director of Education and Training (DET)

Subject to the adequate provision of information and answers to queries by the institution concerned, the DET will form a view as to whether the programme has met the competency requirements of the Institute, or that there are conditions that are required to be met by the institution before the programme would be re-accredited.

(v) Institution informed of the re-accreditation results

Subsequent to this approval process the institution concerned will be informed in writing of the outcome of the accreditation.