



HONG KONG BAPTIST UNIVERSITY

AF/CIE/SCE/SCM-DCPE *

*(*delete as appropriate)*

ANNUAL REPORT

Reporting Period

September 20xx – August 20xx

Executive Summary

Section 1: Review of action plans for the previous academic year

1.1 Follow up on plans for the previous academic year and key issues identified during the year under review

A critical evaluation of the key challenges encountered during the reporting period should be made with reference to the action plans set out in the previous year’s report. Details should be presented according to the action items stated for the previous academic year, and report the progress and results systematically by including whether the measurable targets were met in the previous academic year.

Action Items	Key Challenge	Progress and Result

1.2 Highlights of budget performance

	AY20xx/xx	AY20xx/xx	AY20xx/xx
Total income			
Total expenditure			
Surplus/(Deficit)			
Highlight of budget performance			

Section 2: Review of Academic Programmes

2.1 A Full and Updated List of Programmes on Offer During the Year Under Review

Please expand the table if necessary.

	Name of Programme	Type of Programme (e.g., HKBU Award / HKBU Sub-degree Providing Unit (SDPU) Award / Non-local Collaborative Degree Programmes / Others)	QF Level	Mode (PT / FT)	Student enrolment (by study year)	Admission data	Graduation rate	Student Attrition rates (by study year)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

2.1.1 A Brief Report on Enrolment Data

Please include a 3-year trend data with an overall analysis report, issues identified and follow-up actions. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.

Programme	Enrolment Figures		
	AY20xx/xx (as of DD MMM YYYY)	AY20xx/xx (as of DD MMM YYYY)	AY20xx/xx (as of DD MMM YYYY)

Key observations based on the latest enrolment data for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

2.1.2 A Brief Report on Admission Data

- ♦ As a discretionary KPI approved by the Sub-Degree Programmes Steering Committee (SDPSC), please provide the ratio of actual intake number to planned intake number and the percentage of achievement for each programme.
- ♦ For full-time AD/HD programmes, there should be a 3-year trend data with an overall analysis report on the admission scores and follow-up tracking on student performance and progress. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.
- ♦ Please include a report of students admitted under special admissions scheme, e.g., number of mature students or students with special skills admitted.

Programme (for all programmes)	Admission Data (Including ratio of actual intake no. to planned intake no. and percentage of achievement)					
	3 rd latest intake (as of DD MMM YYYY)		2 nd latest intake (as of DD MMM YYYY)		Latest intake (as of DD MMM YYYY)	
	Ratio	Percentage(%)	Ratio	Percentage(%)	Ratio	Percentage(%)

Programme (for AD/HD programme only)	Average Total DSE Score		
	3 rd latest intake (as of DD MMM YYYY)	2 nd latest intake (as of DD MMM YYYY)	Latest intake (as of DD MMM YYYY)

Programme (for all programmes)	No. of Special Admission (% of total intake)		
	3 rd latest intake (as of DD MMM YYYY)	2 nd latest intake (as of DD MMM YYYY)	Latest intake (as of DD MMM YYYY)

Key observations based on the latest admission data for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

2.1.3 A Brief report on graduation rate (with attrition rate)

Please include a 3-year trend data with an overall analysis report, issues identified and follow-up actions. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.

Programme	Graduation Rate		
	<3 rd latest intake> (as of DD MMM YYYY)	<2 nd latest intake> (as of DD MMM YYYY)	<Latest intake> (as of DD MMM YYYY)

Programme	Attrition Rate		
	AY20xx/xx (as of DD MMM YYYY)	AY20xx/xx (as of DD MMM YYYY)	AY20xx/xx (as of DD MMM YYYY)

Key observations based on the latest graduation rate and attrition rate for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

2.1.4 A Brief report on academic dishonesty

Please include a 3-year trend data with an overall analysis report, issues identified and follow-up actions. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.

	Programme	No. of Case(s)	No. of Student(s) Involved
AY20xx/xx (as of DD MMM YYYY)			
AY20xx/xx (as of DD MMM YYYY)			
AY20xx/xx (as of DD MMM YYYY)			

Key observations based on the latest academic dishonesty cases for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

2.1.5 A Brief report on appeal of grades

Please include a 3-year trend data with an overall analysis report, issues identified and follow-up actions. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.

	Programme	No. of Case(s)	No. of Case(s) Upgraded / Downgraded
AY20xx/xx (as of DD MMM YYYY)			Upgraded:
			Downgraded:
			Upgraded: Downgraded:
AY20xx/xx (as of DD MMM YYYY)			Upgraded:
			Downgraded:
			Upgraded: Downgraded:
AY20xx/xx (as of DD MMM YYYY)			Upgraded:
			Downgraded:
			Upgraded: Downgraded:
Key observations based on the latest appeal of grades cases for the reporting period, if any		Follow-up actions taken / to be taken	
1.		1.	
2.		2.	
Key observations based on the 3-year trend data, if any		Follow-up actions taken / to be taken	
1.		1.	
2.		2.	

2.2 New Programmes Approved During the Year Under Review

Please expand the table if necessary.

	Name of Programme	Type of Programme (e.g., HKBU Award / HKBU-SDPU Award / Non-local Collaborative Degree Programmes / Others)	QF Level	Mode (PT / FT)	QA processes involved (please append accreditation reports / approval records such as School Board minutes and supporting papers as an appendix)	Commencement Period
1						
2						
3						
4						

2.3 Major Changes to Existing Programmes Approved During the Year Under Review

(Major changes are those requiring the approval of the University Senate for HKBU Awards or the SDPU Board for SDPU Awards.)

Please expand the table if necessary.

	Name of Programme	Type of Programme (e.g., HKBU Award / HKBU-SDPU Award / Non-local Collaborative Degree Programmes / Others)	QF Level	Mode (PT / FT)	<i>(These columns and appendices are NOT required for HKBU awards)</i>			Implementation date and validity period (e.g., September 2011 for 3 years)
					Major Changes	Reasons for changes	QA processes involved (please append accreditation/approval reports as an appendix)	
1								
2								
3								
4								
5								

2.4 Programmes to be Discontinued or Suspended

Please expand the table if necessary.

	Name of Programme	Type of Programme (e.g., HKBU Award / HKBU-SDPU Award / Non-local Collaborative Degree Programmes / Others)	QF Level	Mode (PT / FT)	Reasons for no longer offering the programme	Future plans to re-launch or replace the programme (if any)
1						
2						
3						
4						
5						

2.5 Other internal or external reviews/accreditation conducted in the reporting period

Please describe the nature, number and major outcomes of the reported activities. Also report on the key comments/recommendations of the External Academic Advisor/Academic Consultation Panel (ACP) Visit/Advisory Committee (AC), along with the Units' response and follow-up action plans. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.

Programme	Nature of Review / Accreditation	Key Comments / Recommendations	Units' Response and Follow-up Actions

Section 3: Mechanisms for Evaluation of Teaching and Learning Effectiveness

3.1 Course Evaluation

- Please summarise the details and results of the course evaluation exercises (e.g., Course Feedback Questionnaire (CFQ), class/peer visits, etc.) conducted in the reporting period and identify areas for follow-up actions. Include tables as appendices for elaboration, as necessary.
- Please include CFQ/TE aggregate scores by programme with a 3-year trend data, an overall analysis report, issues identified and follow-up actions. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-references remarks.

Course Evaluation Exercises

Programme	AY20xx/xx (as of DD MMM YYYY)		AY20xx/xx (as of DD MMM YYYY)		AY20xx/xx (as of DD MMM YYYY)	
	Response Rate	Average CFQ/TE Scores (out of XX)	Response Rate	Average CFQ/TE Scores (out of XX)	Response Rate	Average CFQ/TE Scores (out of XX)

Key observations based on the latest CFQ/TE score data for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Class Visit

	Programme	No. of Class Visit
AY20xx/xx		
AY20xx/xx		
AY20xx/xx		

Peer Visit

	Programme	No. of Peer Visit
AY20xx/xx		
AY20xx/xx		
AY20xx/xx		

Key observations based on the latest class / peer visit data for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

3.2 Staff and Student Consultation Activities

Student Consultation Activities				
<i>Please expand the table if necessary.</i>				
Date and time	No. of participants	Background (e.g., programme/ full-time or part-time, study year etc.)	Issues identified	Follow-up actions#

Staff Consultation Activities				
<i>Please expand the table if necessary.</i>				
Date and time	No. of participants	Background (e.g., programme/ full-time or part-time, study year etc.)	Issues identified	Follow-up actions#

For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.

Section 4: Student Development Activities, Collaborative Programmes, Students' Achievement and Communities Services

4.1 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.
- ♦ Please spell out the provision for co-curricular activities, experiential learning and internship, etc. Information should be presented by programme, e.g., AD/HD vs. non-AD/HD programmes.

Student Development Activities related to KPIs adopted by SDPUs with reference to the ISP 2018-2028:

Cross-cultural learning activities					
<ul style="list-style-type: none"> ♦ Applicable to all full-time programmes with duration of 2 years or more. ♦ The nature of the opportunity(ies) to be determined by the individual SDPU, making reference to that of the HKBU. 					
Academic Year	No. of activities provided for each programme	Duration of activities	No. of participants	Share of students (%)	Other details or special requirements (e.g., study year, pre-requisite, full-time or part-time, etc.)
AY20xx/xx (as of DD MMM YYYY)					
AY20xx/xx (as of DD MMM YYYY)					
AY20xx/xx (as of DD MMM YYYY)					

Service / Experiential learning activities					
<ul style="list-style-type: none"> ♦ Applicable to all full-time programmes with duration of 2 years or more. ♦ The nature of the opportunity(ies) to be determined by the individual SDPU, making reference to that of the HKBU. 					
Academic Year	No. of activities provided for each programme	Duration of activities	No. of participants	% of students who wish to avail themselves of such opportunities	Other details or special requirements (e.g., study year, pre-requisite, full-time or part-time, etc.)
AY20xx/xx (as of DD MMM YYYY)					
AY20xx/xx (as of DD MMM YYYY)					
AY20xx/xx (as of DD MMM YYYY)					

Innovation / Entrepreneurship activities				
<ul style="list-style-type: none"> ♦ <i>Applicable to all full-time programmes with duration of 2 years or more.</i> ♦ <i>The nature of the opportunity(ies) to be determined by the individual SDPU, making reference to that of the HKBU.</i> 				
Academic Year	No. of activities provided for each programme	Duration of activities	No. of participants	Other details or special requirements (e.g., study year, pre-requisite, full-time or part-time, etc.)
AY20xx/xx (as of DD MMM YYYY)				
AY20xx/xx (as of DD MMM YYYY)				
AY20xx/xx (as of DD MMM YYYY)				

Other student development activities (Please specify the type of activities, e.g. field visit)				
<ul style="list-style-type: none"> ♦ <i>Applicable to all programmes.</i> ♦ <i>Please expand the table if necessary.</i> 				
Academic Year	No. of activities provided for each programme	Duration of activities	No. of participants	Other details or special requirements (e.g., study year, pre-requisite, full-time or part-time, etc.)
AY20xx/xx (as of DD MMM YYYY)				
AY20xx/xx (as of DD MMM YYYY)				
AY20xx/xx (as of DD MMM YYYY)				

Key observations based on the latest student development activities data for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

4.2 Collaborative Programmes

(Collaborative Programmes are those involving collaboration with an external institution outside HKBU.)

Programme	Collaborator

4.3 Students' Achievements

Date	Award Title and Awarded by	Programmes/ Concentration Studies/Specializations	No. of Awardee

4.4 Other Community Services/Activities

Date/Period	Nature of Services / Activities	Brief Summary
		•

Section 5: Graduates' Surveys (Graduate Exit Survey and Graduate Follow-up/Destination Survey)

5.1 Graduate Exit Survey (for all sub-degree programmes)

Please include a 3-year trend data of graduate exit survey, with an overall analysis report and evaluation, especially on programme satisfaction/aspects related to programme quality and follow-up actions. For action item(s) to continue or start in the following year, also include them in Section 7: Plan for the coming AY, with cross-reference remarks.

Questionnaire Response Rate and Average Score			
	<3 rd latest intake> (as of DD MMM YYYY)	<2 nd latest intake> (as of DD MMM YYYY)	<Latest intake> (as of DD MMM YYYY)
Response Rate			
Average Score (based on 5-point rating)			

Key observations based on the latest graduate exit survey exercise for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

5.2 Graduates' Tracking – Graduate Follow-up/Destination Survey (mainly for AD/HD and other full-time SD programmes)

Please include a 3-year trend data of graduate follow-up/destination survey with an overall analysis report, issues identified and follow-up actions. For action item(s) to continue or start in the following year, also include them in Section 7: Plans for the coming AY, with cross-reference remarks.

	<u>20xx Survey</u> No. of Graduates: <i>actual number (with %)</i> Response Rate: <i>actual number (with %)</i> (as of DD MMM YYYY)	<u>20xx Survey</u> No. of Graduates: <i>actual number (with %)</i> Response Rate: <i>actual number (with %)</i> (as of DD MMM YYYY)	<u>20xx Survey</u> No. of Graduates: <i>actual number (with %)</i> Response Rate: <i>actual number (with %)</i> (as of DD MMM YYYY)
Further Study			
(a) UGC-funded Degree (Senior Place)			
(b) UGC-funded Degree (Non-senior Place)			
(c) Self-funded Degree			
(d) Non-local Degree Programmes			
(e) Studying in overseas			
(f) Full-time Study – Associate Degree			
(g) Full-time Study – Higher Diploma			
(h) Full-time Study – Others			
(i) Part-time Study – Associate Degree			
(j) Part-time Study – Higher Diploma			
(k) Part-time Study – Others			
Employment			
(l) Full-time Employment			
(m) Part-time Employment			
Others			
(n) Others			

Key observations based on the latest graduate follow-up/destination survey exercise for the reporting period, if any	Follow-up actions taken / to be taken						
1.	1.						
2.	2.						
<table border="1"> <thead> <tr> <th data-bbox="165 465 812 551">Key observations based on the 3-year trend data, if any</th> <th data-bbox="813 465 1458 551">Follow-up actions taken / to be taken</th> </tr> </thead> <tbody> <tr> <td data-bbox="165 553 812 600">1.</td> <td data-bbox="813 553 1458 600">1.</td> </tr> <tr> <td data-bbox="165 602 812 649">2.</td> <td data-bbox="813 602 1458 649">2.</td> </tr> </tbody> </table>		Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken	1.	1.	2.	2.
Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken						
1.	1.						
2.	2.						
1.	1.						
2.	2.						

Section 6: Administrative Matters

6.1 Full-time and Part-time Staff Strength

	AY20xx/xx (as of 30 Jun 20xx)
Academic Staff (Full-time)	
PhD / Doctoral Degree	
Master's Degree	
Bachelor Degree	
Total Academic Staff (Full-time)	
Academic Staff (Part-time)	
PhD / Doctoral Degree	
Master's Degree	
Bachelor Degree	
Total Academic Staff (Part-time)	
Programme Administrative Staff (Full-time)	
Programme Administrative Staff (Full-time)	
Grand Total	

Key observations based on the latest full-time and part-time staff strength for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

6.2 Staff Development Activities

Please expand the table if necessary.

Date/Period	Name/Nature of the Activities	Objectives	No. of Participants	Background of participants (e.g., full-time/part-time; programmes, etc.)

6.3 Major changes/improvements made to internal structures/approval processes/QA processes

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6.4 Changes to major campus facilities (e.g., establishment of a new learning centre)

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6.5 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
- SDPUs could provide the details of the projects (e.g., Nature of support, teaching development, impact projects and work/outputs generated by the projects) in the form of an attachment if deemed appropriate

		AY20xx/xx	AY20xx/xx	AY20xx/xx
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)				

Key observations based on the latest research support and scholarly and creative work/outputs data for the reporting period, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

Key observations based on the 3-year trend data, if any	Follow-up actions taken / to be taken
1.	1.
2.	2.

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

Please include (if any):

1. Conference Presentation
2. Other Professional Activities

Section 7: Plan for the Coming Academic Year

Please provide follow-up plans/improvement plans in response to issues identified in the previous academic years and/or external review (e.g., Academic Consultation Panel Visit, Departmental Academic Advisor, Advisory Committee, External Consultant, etc.) with measurable targets and implementation timeframe.

Please expand the table if necessary.

Issues Identified	Concrete Action Items	Measurable Targets	Timeframe

Signature: _____

Name: _____

Position: _____

SDPU: _____

Date: _____