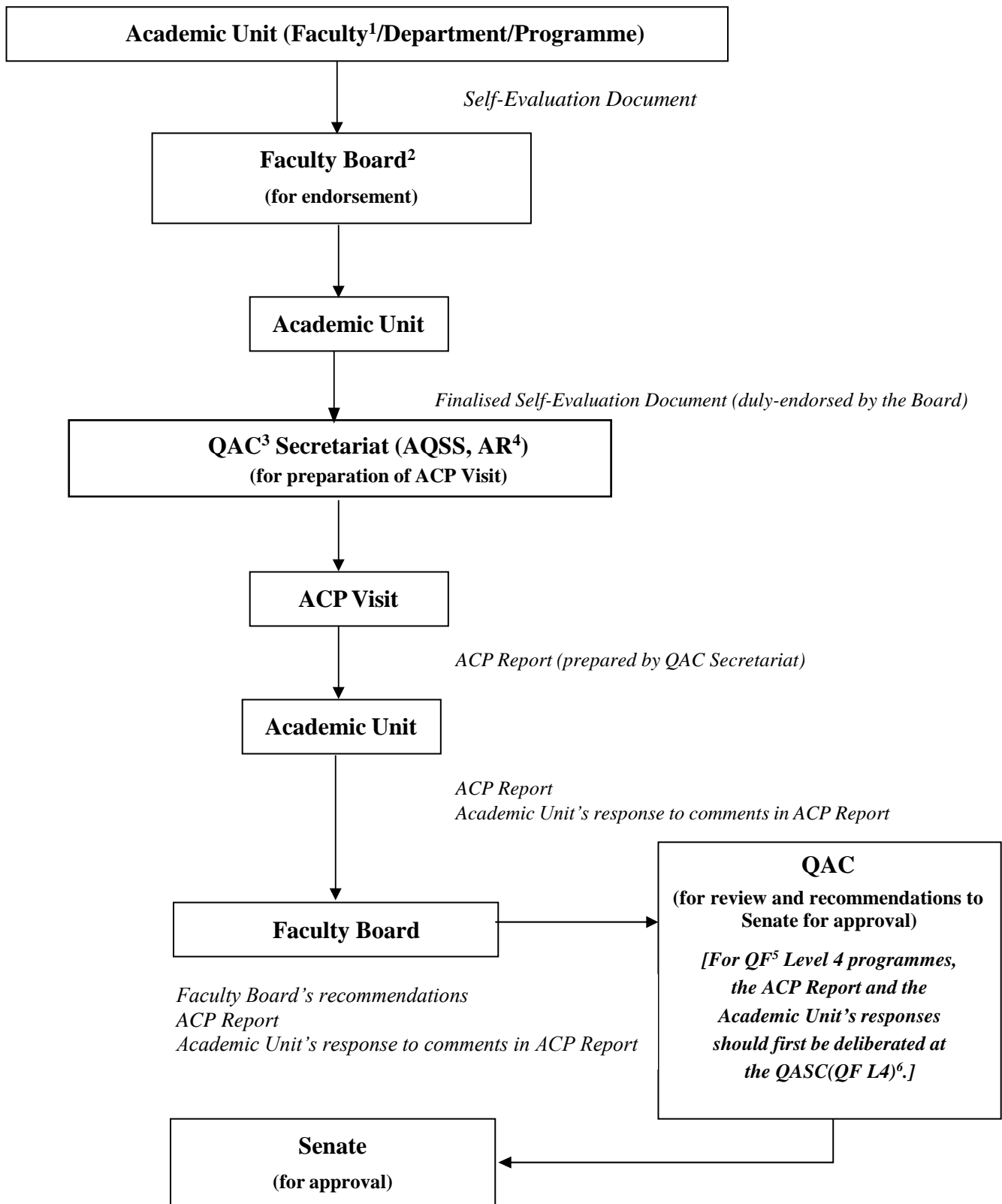


Process of Academic Consultation Panel (ACP) Visit



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

² “Faculty Board” refers to School/Faculty Board and Transdisciplinary Undergraduate Programme Board.

³ Quality Assurance Committee (QAC)

⁴ Academic Quality Support Section (AQSS), Academic Registry (AR)

⁵ Qualifications Framework (QF)

⁶ Quality Assurance Sub-committee on Sub-degree Programmes (QF Level 4) (QASC(QF L4))

Proposed Timeline for a Typical Academic Consultation Panel (ACP) Visit

	Event	Suggested Dates
1.	Academic unit to agree with the QAC Secretariat on the dates of the ACP visit	At least 6 months before the exercise
2.	Academic unit to propose the Panel membership and submit the list of <u>nominations</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 the Panel depends on the size of the academic unit/ complexity of the programme. • The Panel shall include local and non-local external 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 the AR website (Panel Membership). 	At least 4 months before the exercise
3.	QAC Chairman to approve the Panel membership (on recommendation of the Academic Registrar)	3 weeks after submission of nominations
4.	Academic unit to submit <u>SED</u> (including all related Programme Documents) to the QAC Secretariat for dispatch to Panel members around <u>six to eight weeks</u> before the scheduled visit dates <ul style="list-style-type: none"> • The SED should be endorsed by the Faculty Board before submission to the QAC Secretariat. • Guidelines on the preparation of the documentation can be found in the Self-evaluation Document (SED) of the AR website. 	6 to 8 weeks before the exercise
5.	Panel members to send initial comments to the QAC Secretariat	2 weeks before the visit
6.	Academic unit to provide response to the initial comments of Panel	1 week before the visit
7.	ACP Visit (3 days)	--
8.	The QAC Secretariat to dispatch the <u>draft ACP Report</u> to the Panel for comments	Approximately within one month of the exercise
9.	Confirmation of ACP Report <ul style="list-style-type: none"> • Panel Chair to endorse the ACP Report • <u>Endorsed ACP Report</u> to be dispatched to the academic unit (via the Dean) for preparation of written response 	Once ready
10.	Academic unit to submit a <u>written response</u> to the ACP Report to the Faculty Board for endorsement and recommendation to QAC	By the last QAC meeting in the 1 st semester of the ensuing AY
11.	QAC to consider the academic unit's responses to the ACP Report and submit its recommendation to the Senate for consideration and final approval	By the 1 st Senate meeting in the 2 nd semester of the ensuing AY