SAMPLE

香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY

Accreditation Schedule *for* (Programme Title)

Day One

Session	Duration	Event
1.1	30 minutes	Panel meeting with Vice-President (Teaching and Learning) (VPTL) and Dean ● Introduction ● Clarification of institutional issues
1.2	1 hour 15 minutes	Preliminary Private Meeting of Panel
1.3	15 minutes	Tea/Coffee Break
1.4	1 hour 30 minutes	Panel meeting with Programme Planning Team (PPT) ● Aims, objectives and learning outcomes ● Programme features ● Applicant pool ● Admission requirements ● Staffing and resources to support the Programme ● Curriculum design – Structure and Content ● Teaching/Learning strategies ● Assessment ● Staff research ● Links with professional organizations ● Communication between students and staff
1.5	1 hour 30 minutes	Lunch hosted by the Dean
1.6	45 minutes	Private Meeting of Panel
1.7	1 hour	Panel meeting with Potential Students/ Graduating Students from related programmes
1.8	15 minutes	Tea/Coffee Break
1.9	1 hour	Tour of Facilities ● Main Library ● Other facilities available

*** End of Day 1***

Accreditation Schedule *for* (Programme Title)

Day Two

Session	Duration	Event
2.1	1 hour 15 minutes	Private Meeting of Panel • To sum up the views of Day 1 • To identify questions for follow-up discussion with PPT, if any
2.2	45 minutes	Viewing • Staff Research and Publications • Staff Scholarly Work
2.3	15 minutes	Tea/Coffee Break
2.4	1 hour	Panel meeting with • Advisory Committee • Potential employers
2.5	1 hour 30 minutes	Lunch hosted by VPTL
2.6	1 hour	Panel meeting with PPT (Call-back Session)*
2.7	1 hour 30 minutes	Private Meeting of Panel
2.8	15 minutes	Tea/Coffee Break
2.9	30 minutes	Verbal Report from Panel Chair to the Dean, Head of Department and PPT

* Call-back session will be conducted <u>if necessary</u>.   The list of participants for this session (if any) will be confirmed by the end of Day 1.

** End of Day 2 and Accreditation**