



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Accreditation of Non-local Learning Programmes (NLP)

Business Management (General)
2:00 - 5:00PM



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Agenda

- a. Updates on policy arrangements - latest developments
- b. Treatment of evidence required in the Accreditation Document for Initial Evaluation of Collaborative Provision



Latest Developments

- **Service agreement**

- To be issued by Mid-June 2011
- Provided that
 - the necessary information (registration status, mode of study etc) is available and verified
 - the details (visit date, scope of exercise etc) have been agreed



Latest Developments

- **Accreditation fee**

- Accreditation fee is calculated on a cost recovery basis
- Any discount is calculated on a per collaboration basis by taking into consideration:
 - Panel formation requirements
 - Number of programmes in the collaboration
 - Nature of programmes
 - etc
- Payment in two parts
 - 100% of the IE accreditation fee and 30% of the PV accreditation fee to be paid upon signing the Service Agreement
 - The remaining to be paid one month before the visit date



Latest Developments

- Release of accreditation outcome
 - NLP accreditation is now a mainstream service
 - Adopting the standard practice, the outcome will be available in the form of an Interim Report within five working days after the on-site visit
 - Final report will be issued normally within 14 weeks after the on-site visit
 - Accreditation outcome is contingent on successful registration (or exempted from registration) under Cap. 493, if such information is not available in the Sol



Latest Developments

- The current NLP accreditation framework is designed to handle NLP which are required to be regulated under Cap. 493
- Purely distance learning programmes are therefore not covered by the current NLP accreditation framework
- A pilot exercise targeting purely distance learning programme will be developed in the near future



Latest Developments

- Formation of the dedicated NLP Team under the Division of Academic Accreditation
- Team Head
 - Dr. Alan Wu
 - 3658 0145
 - alanwu@hkcaavq.edu.hk
- Sol and Enquiry
 - Mr. Billy To
 - 3658 0187
 - billyto@hkcaavq.edu.hk
- Events (seminar and workshop etc)
 - Ms. Sandy Tam
 - 3658 0156
 - sandytam@hkcaavq.edu.hk



Questions?

Part b

Treatment of evidence required for IE

Onus of proof lies with the operators



Two Key Questions under NLP

- Initial Evaluation
 - Is the awarding body ultimately responsible for the academic standard of the programmes?
- Programme Validation
 - Can the academic standard of the programmes be pitched at the claimed QF level?
 - To be dealt with in workshop scheduled on 24 June 2011 (Friday)



Initial Evaluation

- Is the awarding body ultimately responsible for the academic standard of the programmes?
 - What are the key control points? **For example:**
 - Programme structure and content
 - Staffing
 - Assessments
 - etc
 - What are the corresponding policies and procedures for the control points? (**A degree of control**) **For example:**
 - Periodic review to approve programme structure and content
 - Local teaching staff must be appointed by the awarding body
 - The same external examiners must be appointed by the awarding body



Initial Evaluation

- Is the awarding body ultimately responsible for the academic standard of the programmes?
 - Evidence that the policies and procedures have been or will be followed in actual implementation. **For example:**
 - The collaborative agreement
 - Approval record, programme definitive document
 - Periodic review report or external examiner's report
 - Evidence that the awarding body is monitoring and responding to quality issues. **For example:**
 - Is the collaboration working effectively? - How do you know?
 - Mechanisms to detect quality issues - what are they?
 - Preventive and remedial actions - examples? Effectiveness?



The key questions should be addressed
under the criteria



1. Organisation Management

- Institutional strategy and authority to establish the collaboration
 - Mission statements
 - Extract from strategic plan (strategic plan can be appendix)
 - Who authorised the formation of the collaboration?
 - Governance structure
 - Policy and procedure for approving collaboration
 - Who signed the collaborative agreement? (evidence - the agreement)
 - Evidence of delegation if the signatories are not the executive head of the institutions (e.g. Vice-Chancellor, Provost etc)
 - Is the authorisation subject to any restriction?



1. Organisation Management

- Accreditation status of the non-local operator
 - Self-accrediting power or accreditation status
 - by statute - quotation from the relevant legislation (e.g. Further and Higher Education Act 1992)
 - statement of accreditation - as appendix
 - Accreditation report - as appendix
 - Scope of accreditation status
 - Whether the self-accrediting power or accreditation status can cover the operation in Hong Kong?
 - Approval letter from the accreditation agency - as appendix
 - Quotation from the relevant legislation



1. Organisation Management

- **Contractual Considerations**
 - Is there a valid agreement? When the agreement will expire?
 - Programmes/modules and student numbers agreed under the collaboration
 - What are covered in the agreement?
 - Are all the control points covered by the agreement? E.g. The assessment of students shall be conducted according to XYZ University's regulation and XYZ will appoint the External Examiners for the programmes (Clause 3.2)
 - E.g. Academic Authority - The Academic Board of XYZ University will retain the ultimate responsibilities for the academic standard of the programmes (Clause 4.3)
 - Division of Labours
 - E.g. HK College (i.e. partner of XYZ) will be responsible for the provisions of appropriate teaching and learning facilities for the delivery of the programmes (Clause 4.6)



1. Organisation Management

- **Policy and Operational Framework**
 - The policy and operational framework should reflect the content of the agreement in real terms
 - Policy making hierarchy
 - Management structure, committee structure
 - E.g. The International Programme Director of XYZ is responsible for reviewing the Annual Programme Monitoring report and reporting to AB
 - Evidence of activities, minutes of meetings (as appendix)
 - E.g. The programme committee will meet at least three times a year
 - Evidence of activities, minutes of meetings (as appendix)
 - E.g. the Curriculum Council has the final authority to approve the programme structure and content
 - Approval document, programme definitive document (as appendix)



1. Organisation Management

- **Assessment and Management of Risk**
 - Identified risks associated with the collaboration
 - Risk register
 - Risk level
 - Risk mitigation measures
 - Contingency measures
 - Student protection (evidence - agreement, policy)
 - Communication with students (evidence - student handbook, student website)
 - Termination clause
 - Teaching out arrangement

17



2. FINANCIAL AND PHYSICAL RESOURCES

- **Financial health (evidence to be provided separated from the main document)**
 - Latest audited account or financial statement
 - Profit and Loss for the past three years
 - Projected profit and loss for the coming three years
 - What are the working assumptions? E.g. projected student numbers
 - Finance support agreement, if applicable
- **Facilities and equipment**
 - Teaching facilities (evidence - e.g. rental agreement, approved premises by NCR?)
 - Library facilities, web-based resources
 - Learning management system, course management system

18



3. STAFFING AND STAFF DEVELOPMENT

• Staffing

– Staffing policy

- Staff-student ratio (SSR) for different activities
- Staff appointment policy, criteria and procedure (evidence - staff handbook, approval record)
- Staff appraisal policy and procedure
- Staff establishment (including non-teaching) for the collaboration
- Sharing of teaching duties between local and non-local partners (evidence - collaborative agreement)
- Summary of staff profile (evidence - CVs, names can be removed)

19



3. STAFFING AND STAFF DEVELOPMENT

• Staff Development

- Staff development policy (evidence - staff handbook)
 - Budget
 - Requirements (e.g. induction)
 - Incentives
 - Staff exchange between local and non-local operators
 - Engagement in professional or scholarly activities
- Identifying development needs. For example
 - Appraisal
 - Student feedback
- Summary of staff development activities

20



4. Quality Assurance

- QA at collaboration level
 - QA policies and procedures
 - Control points
 - Programme development and management
 - Is the collaboration working effectively?
 - Performance indicators at collaboration level?
 - Mechanisms to detect quality problems?
 - Preventive and remedial actions - examples?
 - How to ensure that that academic standard of the programmes meet the local requirements?

21



Useful Information

- IE main document - 50 pages
- Financial information provided separately
- Evidence - appendices
- Double sided
- Use comb binder
- Electronic version with hyperlinks to the evidence
- Avoid, as far as possible, links to external sites

22



Thank You

Address: 10/F & 23/F Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay,
Hong Kong
Tel: 3658 0000
Fax: 2869 4828
Email: info@hkcaavq.edu.hk
Website: www.hkcaavq.edu.hk

- Copyright 2011 © HKCAAVQ.
All Rights Reserved.
- The copyright of this presentation (printed and electronic) belongs to the HKCAAVQ and that any use of the printed materials in full or in part must be under prior written consent by the HKCAAVQ and with clear reference made to the HKCAAVQ as the material source.