



Non-local Programme Accreditation

Accounting and Finance

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9 September 2011



Agenda

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|--------|---|
| 2:30pm | Overview of NLP accreditation in Accounting and Finance |
| 2:45pm | Common pitfalls in the preparation of accreditation documents |
| 3:30pm | Break |
| 3:45pm | Pre-condition, requirement and recommendations: some examples |
| 4:15pm | Gearing up for the on-site visit |
| 4:45pm | Q & A |



Accounting and Finance

- Economics, Accountancy, Finance and Investment
 - Economics
 - Accounting
 - Taxation
 - Banking
 - Finance
 - Investment
 - Insurance
 - Securities
 - Fund and asset management
 - etc

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Accounting and Finance

| Key action | Key date |
|---|--|
| Deadline for submission of Statement of Intent (Sol) <ul style="list-style-type: none">•be consistent with information from NCR website•Be specific about the modes of study, duration, major/concentration etc | 31 December 2011 |
| Training Workshop - depends on the demand | To be determined |
| Signing of service agreement <ul style="list-style-type: none">•to be signed by the executive head of the local and non-local operators | At least 4 months before the on-site visit |
| Submission of accreditation document <ul style="list-style-type: none">•Initial Evaluation + Programme Validation (multiple programmes)•Financial information - separated•Number of copies = n+3 where n=size of panel•One electronic copy | At least 3 months before the on-site visit |
| On-site visit <ul style="list-style-type: none">•Initial Evaluation + Programme validation•Scheduled according to the order of receipt of Sol, subject to necessary clarification.•Duration - 2 days (1-2 programmes) or 3 days (3-4 programmes) | May - August 2012 |

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Common Pitfalls

• Initial Evaluation

- Insufficient coverage in the collaboration agreement
 - In breadth
 - Are all the elements of the policy frameworks included.
 - E.g. Termination arrangement, assessment arrangement
 - In substance
 - E.g. The University shall endeavor to provide opportunities for enrolled students to complete their studies.
- Insufficient control of the academic standard of the locally delivered programme(s)
 - How is academic standard defined?
 - What are the control points of academic standard?
 - How is the academic standard in HK monitored?

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Common Pitfalls

• Initial Evaluation

- Bottleneck in communication between partners
 - E.g. a single point of contact from both sides
- Insufficient consideration of the HKQF requirements at a system level
 - the operator of the learning programme is competent to operate learning programmes that meet QF standards
- Insufficient evidence of using feedback for evaluation and enhancement at collaboration level
 - Who is accountable?

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Common Pitfalls

- Initial Evaluation

- Providing wrong financial information
 - We normally require
 - Income and Expenditures (I&E) from the last three years
 - Projected I&E for the next three years
 - Audited/approved financial statements - for the collaboration

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Common Pitfalls

- Programme Validation

- A [PV template](#) for reference (not a pitfall!)
- Repeating what is already in the IE document
- Provide a course document or definitive document as the PV document
 - A course document or definitive document is only part of the evidence
 - PV will be triangulated with IE
 - Actual happenings in the monitoring of programme operation.
 - Actual attainment of learning outcomes - key evidence is from assessments

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Common Pitfalls

• Programme Validation

- Underclaiming the dependency of Programme Intended Learning Outcomes (PILOs) on Course Intended Learning Outcomes (CILOs)
- Overclaiming the contributions of a particular CILO to PILOs.
- Insufficient manifestation of the HKQF requirements in the actual programme delivery
- Admission profile missing
- Staffing profile missing
- Insufficient awareness and attention of the needs of local staff
 - Training and development (induction of local staff to university ethos and programme)
 - Communication with home staff
- Insufficient awareness and attention of the needs of local students

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Break

Resume in 15 minutes

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Examples of Pre-condition

- The Operator is to provide to the HKCAAVQ a copy of the renewed MoC under which at least one complete cohort of each of the n programmes will be delivered. The renewed MoC should include enhancement on the existing foundation of the collaboration by ensuring that students enrolled in a programme will be given the opportunity to complete their studies in the case of programme termination.
- ABC is to define XYZ's authority in designing, updating and maintaining the programme specifications under the approved collaborative framework
- The Operator is to provide specific **plans** for teaching, learning and staffing resources to substantiate that there are adequate provisions made to support the implementation of the programme beyond XXXXX.



Examples of Requirement

- XYZ is to submit a report to the HKCAAVQ by **31 December 20XX** to demonstrate the effectiveness of the new QA framework introduced in regard to strengthening the quality measures in the collaboration with ABC.
- The Operator is required to strengthen the research skills of students. To this end, a research coordinator is to be appointed by **31 December 20XX** to oversee the supervision of student research projects. The coordinator should hold at least a relevant master degree and substantial experience in teaching art and design research methodology and coordination of student research projects.
- The Operator is to provide an analysis of additional staffing and teaching and learning resources **made available** to substantiate that there are adequate provisions for the implementation of the programme beyond 20XX.



Examples of Recommendation

- The Operator is to evaluate the effectiveness of the activities in integrating the non-local staff into the local context in the future quality assurance activities.
- The Operator is to adopt an automated solution to eliminate the need for transfer of sensitive student data by electronic mail over the Internet.
- The Operator is to revisit and revise the unit titles to better reflect the unit contents, and the unit aims.



Gearing up for the on-site visit

- Communication with the HKCAAVQ
- Communication with the non-local operator
 - Accreditation framework and practices can be very different in different context
 - Avoid surprises between the non-local operator, local operator, and the HKCAAVQ
- Confirming the participant list and provide brief background information about the participants, especially the external ones.
- A proper meeting venue - location, acoustics and size etc



Disclaimer

The onus of providing sufficient and appropriate documentary evidence in the accreditation process to enable the HKCAAVQ to make an accreditation decision lies with the partnership.



Thank You

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