



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

**SUMMARY ACCREDITATION REPORT**

**CARITAS INSTITUTE OF HIGHER EDUCATION**

**PROGRAMME AREA ACCREDITATION**

**GENERAL BUSINESS ADMINISTRATION**

**SEPTEMBER 2019**

## **1. Introduction**

- 1.1 Caritas Institute of Higher Education (CIHE), formerly known as Caritas Francis Hsu College (CFHC), was established in 1985. CFHC was registered as a post-secondary college under the Post Secondary Colleges Ordinance (Cap. 320) in 2001 after a successful Institutional Review for the conferment of sub-degree programmes leading to sub-degree awards. The college underwent another Institutional Review conducted by HKCAAVQ in October 2010 and acquired the accreditation status for offering degree-level programmes. Renamed as CIHE from May 2011, the Institute obtained a government land grant and the new campus in Tseung Kwan O came into full operation in 2017/18.
- 1.2 CIHE commissioned HKCAAVQ to conduct a Programme Area Accreditation (PAA) for the proposed programme area of “General Business Administration” at QF Level 5 hosted by its Rita Tong Liu School of Business and Hospitality Management (BHM).
- 1.3 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. A site visit took place on 26 to 28 June 2019.

## **2. Terms of Reference**

- 2.1 Based on the Service Agreement (No.: AA532), the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), in the capacity of the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap. 592), was commissioned by Caritas Institute of Higher Education (the Operator) to conduct PAA with the following Terms of Reference:
  - (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Operator can be granted the PAA status for the programme area (as listed under the Specifications of the Programme Area undergoing PAA below) for a specified validity period; and
  - (b) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.

## 2.2 Specifications of the Programme Area undergoing PAA

Area of Study and Training	Programme Area	QF Level
Business and Management	General Business Administration	5

## 3. HKCAAVQ's Determination

- 3.1 HKCAAVQ has determined that CIHE can be granted the PAA status for the programme area of "General Business Administration" at QF Level 5 under the Area of Study and Training "Business and Management" with a validity period of five years.

The Operator granted the PAA status is considered as meeting the HKCAAVQ accreditation standards of Institutional Domain and Programme Area Domain of the PAA. The Operator has the institutional competencies to develop programmes meeting its strategic objectives. The Operator has robust and internal processes to ensure the development and operation of learning programmes under the approved programme areas are aligned and managed in accordance with its institutional development plan, and that its learning programmes meet the stated objectives and QF standards.

### 3.2 Validity Period

- 3.2.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

3.3 The determinations on the PAA status are specified as follows:

<b>Name of Operator</b>	Caritas Institute of Higher Education 明愛專上學院
<b>Address of Operator</b>	2 Chui Ling Lane, Tseung Kwan O, New Territories, Hong Kong
<b>Name of Award Granting Body</b>	Caritas Institute of Higher Education 明愛專上學院
<b>Area of Study and Training</b>	Business and Management
<b>Sub-area</b>	General Business Management
<b>Programme Area and Scope of Programme Area</b>	<u>General Business Administration</u> Study and training in the general administrative aspects of organisations, with concentrations in selected business areas
<b>QF Level</b>	Level 5
<b>Start Date of Validity Period</b>	1 July 2020
<b>End Date of Validity Period</b>	30 June 2025
<b>Address of Teaching / Training Venue(s)</b>	2 Chui Ling Lane, Tseung Kwan O, New Territories, Hong Kong

#### 3.4 Recommendations pertaining to Institutional Domains

HKCAAVQ also offers the following recommendations for continuous improvement of the Institute.

- 3.4.1 The Institute should review whether there is a sufficiently clear distinction in practice between the BoG and the Council to ensure that the BoG is an active, supreme policy-making body.
- 3.4.2 The Institute should specify a maximum term of office for the members of the BoG and the Council in order to ensure renewal and diversity of membership.

- 3.4.3 The governing body should institute a formal system for undertaking self-review and development on a regular basis with a view to reflecting on the quality of decisions made and enhancing governance effectiveness.
- 3.4.4 The Institute should continue to develop its risk management system, including a supportive culture to facilitate its effective implementation across the Institute.
- 3.4.5 The Institute should ensure that the allocation of institutional resources is in line with the stated objectives and supports their achievement across all programme areas.

### 3.5 **Recommendations pertaining to Programme Area Domains**

HKCAAVQ also offers the following recommendations for continuous improvement of the Programme Area.

- 3.5.1 The Institute should better articulate the strengths and weaknesses of the BBA Programme, as well as its competitive advantages, so as to map out more clearly how the Institute would make use of the PAA status of the programme area, when granted, in developing interdisciplinary programmes.
  - 3.5.2 The Institute should consider more thoroughly its strategy of offering programmes to working adults to ensure that the learning experiences provided are congruent with the learner characteristics.
- 3.6 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.

## **4. Important Information Regarding this Accreditation Report**

### **4.1 Variation and withdrawal of this Accreditation Report**

4.1.1 This Accreditation Report is issued pursuant to section 5 of the AAVQO, and contains HKCAAVQ's substantive determination regarding the accreditation, including the validity period as well as any conditions and restrictions subject to which the determination is to have effect.

4.1.2 HKCAAVQ may subsequently decide to vary or withdraw this Accreditation Report if it is satisfied that any of the grounds set out in section 5 (2) of the AAVQO apply. This includes where HKCAAVQ is satisfied that the Operator is no longer competent to achieve the relevant objectives and/or the Programme no longer meets the standard to achieve the relevant objectives as claimed by the Operator (whether by reference to the Operator's failure to fulfil any conditions and/or comply with any restrictions stipulated in this Accreditation Report or otherwise) or where at any time during the validity period there has/have been substantial change(s) introduced by the Operator after HKCAAVQ has issued the accreditation report(s) to the Operator and which has/have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. These Guidance Notes can be downloaded from the HKCAAVQ website.

4.1.3 If HKCAAVQ decides to vary or withdraw this Accreditation Report, it will give the Operator notice of such variation or withdrawal pursuant to section 5(4) of the AAVQO.

4.1.4 The accreditation status of the programme area will lapse immediately upon the expiry of the validity period or upon the issuance of a notice of withdrawal of this Accreditation Report.

### **4.2 Appeals**

4.2.1 If the Operator is aggrieved by the determination made in this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of this Accreditation Report.

- 4.2.2 If the Operator is aggrieved by a decision to vary or withdraw this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of the Notice of Withdrawal.
- 4.2.3 The Operator should be aware that a notice of variation or withdrawal of this Accreditation Report is not itself an accreditation report and the right to appeal against HKCAAVQ's substantive determination regarding accreditation arises only from this Accreditation Report.
- 4.2.4 Please refer to Cap. 592A (<http://www.legislation.gov.hk>) for the appeal rules. Details of the appeal procedure are contained in section 13 of the AAVQO and can be accessed from the QF website at <http://www.hkqf.gov.hk>.

### 4.3 **Qualifications Register**

- 4.3.1 The PAA status as defined by the approved programme area(s) will enable the Operator to offer programmes up to the QF level specified for the approved programme area(s) without prior learning programme accreditation. The programmes offered by the Operator up to the QF level specified for the approved programme area(s) are eligible for entry into the Qualifications Register (QR). All other programmes offered by the named Operator falling outside the approved programme area(s) and which have not obtained accreditation status will not be considered as accredited programmes.
- 4.3.2 Upon completion of relevant procedures by Operators as determined by the QR Authority, Operators may enter the qualifications covered within the scope of the PAA status into the QR at <http://www.hkqr.gov.hk> for recognition under the Hong Kong Qualifications Framework (QF).
- 4.3.3 Only learners who commence the study of a qualification covered within the scope of the PAA status during the validity period and who have graduated with the qualification listed in the QR will be considered to have acquired a qualification recognised under the QF.

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