



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

SUMMARY ACCREDITATION REPORT

**HONG KONG NANG YAN COLLEGE
OF HIGHER EDUCATION**

**LEARNING PROGRAMME ACCREDITATION
BACHELOR OF BUSINESS ADMINISTRATION
(HONOURS) PROGRAMME**

SEPTEMBER 2015

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

1. Introduction

1.1 Hong Kong Nang Yan College of Higher Education (the College) was established in 2012 by the Hong Kong Buddhist Sangha Association. The College has been registered as a post secondary college since April 2014 and the accreditation status of its bachelor degree programmes is subject to the approval of the Chief Executive in Council. To date, the College has four bachelor degree programmes on offer, namely the Bachelor of Arts (Honours) in Chinese, Bachelor of Arts (Honours) in English for Professional and Intercultural Communication, Bachelor of Business Administration (Honours) in Accounting, and Bachelor of Business Administration (Honours) in Marketing.

1.2 HKCAAVQ was commissioned by the College to conduct a learning programme accreditation exercise with the following Terms of Reference:

- (a) To determine whether the Bachelor of Business Administration (Honours) Programme meets the stated objectives and Qualifications Framework (QF) standard, and can be offered as an accredited programme from the 2016/17 academic year; and
- (b) To issue to the College an accreditation report setting out HKCAAVQ's determination in relation to (a) above.

1.3 A site visit took place on 14 and 15 July 2015.

2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, HKCAAVQ makes the following accreditation determination:

2.1 Learning Programme Accreditation

Approval

Name of Operator	Hong Kong Nang Yan College of Higher Education 香港能仁專上學院
Name of Award Granting Body	Hong Kong Nang Yan College of Higher Education 香港能仁專上學院
Title of Learning Programme	Bachelor of Business Administration (Honours) Programme 工商管理（榮譽）學士學位課程
Title of Qualification (exit award)	Bachelor of Business Administration (Honours) 工商管理（榮譽）學士
Primary Area of Study / Training	Business & Management, General
Other Area of Study / Training	Not applicable
QF Level	Level 5
QF Credit	540
Mode of Delivery and Programme Length	Full-time, Year 1 Entry – maximum 6 years, minimum 4 years Year 3 Entry – maximum 4 years, minimum 2 years
Intermediate Exit Award	Not applicable
Start date of Validity Period	1 September 2016
End date of Validity Period	31 August 2021
Number of Enrolments	One enrolment per year
Maximum Number of New Students	Year 1 Entry – 60 per year Year 3 Entry – 20 per year
Specification of Competency Standards Based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address of Teaching Venues	1. 325-329 Lai Chi Kok Road, Shamshuipo, Kowloon 2. 176-178 Yee Kuk Street, Shamshuipo, Kowloon

2.1.1 Recommendations

- (a) The College should review the Programme Intended Learning Outcomes (PILO) mappings to ensure they correctly reflect the alignment between the PILOs and the course objectives and content.
- (b) The College should stipulate in writing the procedure for choosing majors, including the procedure for any subsequent changes, and make this information available to students.
- (c) The College should enhance the internal assessment moderation mechanism to ensure that assessment papers are duly reviewed before use.
- (d) The College should ensure teaching staff possess qualifications and/or experience in the related specialism for an effective delivery of the courses concerned.
- (e) The College should enhance its internship scheme by incorporating the internship provision into the Programme to facilitate students in applying their specialist knowledge.

3. Programme Details

The following programme information is provided by the operator.

3.1 Programme Objectives

- develop independent learning skills for life;
- think analytically, creatively and critically, solve problems and make ethical decisions;

- communicate effectively in English in international settings and in English and Chinese (exempting non-Chinese-speaking students) in bi-literate and trilingual settings;
- work independently and in a team employing effective social and interpersonal skills;
- become increasingly aware of local, national, global, social, economic, cultural and governmental issues;
- use information technology effectively for communication, learning and business-related purposes;
- understand and use quantitative methods for business-related purposes;
- develop a solid foundation of business knowledge and be able to put the knowledge into practice;
- acquire theoretical knowledge and expertise in Human Resources Management (HRM) / Banking and Financial Services (BFS); and
- meet the challenges and requirements of the business workplace at a professional level in the Hong Kong Special Administrative Region (HKSAR).

3.2 Programme Intended Learning Outcomes

- plan and conduct investigations into problems and issues, critically analysing and evaluating the relevant information found, and sharing or presenting the findings to an audience;
- show critical thinking and/or creativity in solving familiar and unfamiliar problems, formulating evidence-based responses and meeting any specified standard required;
- demonstrate the ability to read and listen to extended information, organise the information provided coherently, convey the ideas, which may be complex, in speaking and writing effectively;
- demonstrate the ability to discuss and work with others in a group, create opportunities for others to contribute, and accept responsibility and accountability for the outcomes of the group;

- demonstrate in discussion and in writing a good understanding of social, economic, cultural and governmental organisations and issues in local, national, international and global contexts;
- use information technology and applications effectively for learning, problem-solving and creative activity, and to support effective communication;
- apply quantitative methods in analysing business and economic data with advanced and specialised skills to support business decision making and convey quantitative ideas in a well-structured form;
- demonstrate in discussion and in writing a good understanding of legal and ethical principles that arise in the conduct of business;
- show possession of a solid theoretical foundation in HRM / BFS in discussion and in writing as a basis for the pursuit of lifelong learning; and
- demonstrate mastery of the technical competencies required at professional level to prepare for a career in the business sector.

3.3 Programme Structure

Component		Number of Credits				No. of Courses	Total Credits	
		Year 1	Year 2	Year 3	Year 4		No.	%
General Education (GE)	GE Core	18	18	--	--	12	36	30%
	GE Elective	--	--	6	6	6	12	10%
Specialist Study (SS)	Business Core	12	12	9	3	12	36	30%
	*HRM Major							
	Major Core	--	--	12	12	8	24	20%
	Business Elective	--	--	3	9	4	12	10%
	*BFS Major							
	Major Core	--	--	15	15	10	30	25%
	Business Elective	--	--	--	6	2	6	5%
Total		60 (50%)		60 (50%)		42	120 (100%)	

* Students will opt for either the HRM Major or the BFS Major.

3.4 Graduation Requirements

- To be eligible for the award of Bachelor of Business Administration (Honours) (BBA(Hons)), students are required to have completed and been assessed on at least 120 credits, passed at least 120 credits, and obtained an overall GPA of 2.0 or above across all courses in which they were assessed. The classifications within the award of the BBA(Hons) are as follows:

Minimum Overall GPA	Award Classification
3.40 and above	1st Class
3.00 – 3.39	2nd Class Division 1
2.50 – 2.99	2nd Class Division 2
2.20 – 2.49	3rd Class
2.00 – 2.19	Pass

3.5 Admission Requirements

Local Qualification	Non-local Qualification
<u>Year 1 Entry</u>	
<p>(a) HKDSE</p> <ul style="list-style-type: none"> ◆ Level 3 in English Language and Chinese Language; and ◆ Level 2 in Mathematics and Liberal Studies plus one elective/ Applied Learning subject at Level 2 <p>(b) HKALE</p> <ul style="list-style-type: none"> ◆ Grade E in AS Use of English and AS Chinese Language and Culture plus one AL subject/ two AS subjects in HKALE; and ◆ 5 passes in HKCEE including English Language and Chinese Language <p>(c) Associate Degree (AD) / Higher Diploma (HD) in a discipline not relevant to the programme</p> <ul style="list-style-type: none"> ◆ Completion at overall GPA 2.0; and ◆ Overall course grades in English and in Chinese of GPA 2.0 	<p>(a) Mainland (National Joint College Entrance Examination)</p> <ul style="list-style-type: none"> ◆ Meeting the 2nd cut-off line of respective province for admission to mainland key universities; and ◆ A score of 100 out of 150 in English Language <p>(b) Other non-local qualifications</p> <ul style="list-style-type: none"> ◆ Other equivalent qualifications that meets the admission requirements of a recognised degree programme approved by the ARC

Local Qualification	Non-local Qualification
(d) Pre-Associate or University Foundation Diploma or equivalent which is recognised at QF Level 3 ♦ Completion at overall GPA 2.7 (e) International Baccalaureate (IB) Diploma ♦ 28 points with Grade 4 in English at Standard Level or Higher Level in Syllabus (A1, A2 or B) (f) Completion of first year of AD/ HD ♦ Cumulative GPA of 2.5 (g) Mature applicants ♦ Aged 21 with relevant work experience and some academic background (h) Other equivalent qualifications approved by the Academic Regulations Committee (ARC)	
<u>Year 3 entry</u>	
Completion of AD/HD in the relevant discipline at overall GPA 2.5	Other equivalent qualifications approved by the ARC

3.6 Graduate Profile

- Please refer to Appendix.

4. Substantial Change

- 4.1 Maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval from HKCAAVQ.

5. Qualifications Register

- 5.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). The Operator should apply separately to have their quality-assured qualifications entered into the QR.

- 5.2 Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

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Graduate Profile of Bachelor of Business Administration (Honours)

Qualification Title	Bachelor of Business Administration (Honours) 工商管理(榮譽)學士
Qualification Type	Bachelor Degree
QF Level	5
Primary Area of Study / Training	Business & Management, General
Programme Objectives	<p>The Programme Objectives set out to enable students to:</p> <ol style="list-style-type: none"> 1. develop independent learning skills for life; 2. think analytically, creatively and critically, solve problems and make ethical decisions; 3. communicate effectively in English in international settings and in English and Chinese (exempting non-Chinese-speaking students) in bi-literate and trilingual settings; 4. work independently and in a team employing effective social and interpersonal skills; 5. become increasingly aware of local, national, global, social, economic, cultural and governmental issues; 6. use information technology effectively for communication, learning and business-related purposes; 7. understand and use quantitative methods for business-related purposes; 8. develop a solid foundation of business knowledge and be able to put the knowledge into practice; 9. acquire theoretical knowledge and expertise in Human Resources Management / Banking and Financial Services; and 10. meet the challenges and requirements of the business workplace at a professional level in the HKSAR.
Programme Intended Learning Outcomes	<p>Upon completion of the Programme, students should be able to:</p> <ol style="list-style-type: none"> 1. plan and conduct investigations into problems and issues, critically analysing and evaluating the relevant information found, and sharing or presenting the findings to an audience; 2. show critical thinking and/or creativity in solving familiar and unfamiliar problems, formulating evidence-based responses and meeting any specified standard required; 3. demonstrate the ability to read and listen to extended

	<p>information, organise the information provided coherently, convey the ideas, which may be complex, in speaking and writing effectively;</p> <ol style="list-style-type: none"> 4. demonstrate the ability to discuss and work with others in a group, create opportunities for others to contribute, and accept responsibility and accountability for the outcomes of the group; 5. demonstrate in discussion and in writing a good understanding of social, economic, cultural and governmental organisations and issues in local, national, international and global contexts; 6. use information technology and applications effectively for learning, problem-solving and creative activity, and to support effective communication; 7. apply quantitative methods in analysing business and economic data with advanced and specialised skills to support business decision making and convey quantitative ideas in a well-structured form; 8. demonstrate in discussion and in writing a good understanding of legal and ethical principles that arise in the conduct of business; 9. show possession of a solid theoretical foundation in Human Resources Management / Banking and Financial Services in discussion and in writing as a basis for the pursuit of lifelong learning; and 10. demonstrate mastery of the technical competencies required at professional level to prepare for a career in the business sector.
<p>Education Pathways</p>	<p>Graduates of the Programme will be prepared to undertake postgraduate study, for example, Master of Business Administration, Master of Science in Finance or Master in Human Resources Management.</p>
<p>Employment Pathways</p>	<p>Graduates of the Programme may obtain employment in the following posts:</p> <p><u>Area of Concentration – Human Resources Management</u></p> <ul style="list-style-type: none"> ➤ Human Resources Officer / Human Resources Executive / Human Resources Assistant / Training Officer / Training Executive / Training Assistant / Administrative Officer / Executive Officer / Administrative Assistant / Executive Assistant / Management Trainee / Labour Relations Officer / Labour Relations Assistant / Personnel Officer / Personnel Executive / Personnel Assistant

	<p>Area of Concentration – Banking and Financial Services</p> <p>➤ Financial Services Executive / Trader Trainee / Dealer Trainee / Marketing Executive / Teller / Branch Operation Officer / Settlement Officer / Operation Officer</p> <p>Remarks: Different companies may use different post titles and Officer / Executive / Assistant / Trainee all represent entry level positions in the respective professions</p>
<p>Minimum Admission Requirements</p>	<p><u>Year 1 Entry</u></p> <p>Local Qualifications</p> <p>(a) HKDSE</p> <ul style="list-style-type: none"> ◆ Level 3 in English Language and Chinese Language; and ◆ Level 2 in Mathematics and Liberal Studies plus one elective/ Applied Learning subject at Level 2 <p>(b) HKALE</p> <ul style="list-style-type: none"> ◆ Grade E in AS Use of English and AS Chinese Language and Culture plus one AL subject/ two AS subjects in HKALE; and ◆ 5 passes in HKCEE including English Language and Chinese Language <p>(c) Associate Degree/ Higher Diploma in a discipline not relevant to the programme</p> <ul style="list-style-type: none"> ◆ Completion at overall GPA 2.0; and ◆ Overall course grades in English and in Chinese of GPA 2.0 <p>(d) Pre-Associate or University Foundation Diploma or equivalent which is recognised at QF Level 3</p> <ul style="list-style-type: none"> ◆ Completion at overall GPA 2.7 <p>(e) International Baccalaureate (IB) Diploma</p> <ul style="list-style-type: none"> ◆ 28 points with Grade 4 in English at Standard Level or Higher Level in Syllabus (A1, A2 or B) <p>(f) Completion of first year of Associate Degree/ Higher Diploma</p> <ul style="list-style-type: none"> ◆ Cumulative GPA of 2.5 <p>(g) Mature applicants</p> <ul style="list-style-type: none"> ◆ Aged 21 with relevant work experience and some academic background <p>(h) Other equivalent qualifications approved by the Academic Regulations Committee</p>

	<p>Non-local Qualifications</p> <p>(a) Mainland (National Joint College Entrance Examination)</p> <ul style="list-style-type: none"> ◆ Meeting the 2nd cut-off line of respective province for admission to mainland key universities; and ◆ A score of 100 out of 150 in English Language <p>(b) Other non-local qualifications</p> <ul style="list-style-type: none"> ◆ Other equivalent qualifications that meets the admission requirements of a recognised degree programme approved by the Academic Regulations Committee
	<p><u>Year 3 Entry</u></p> <p>Local Qualifications</p> <p>(a) Completion of Associate Degree/ Higher Diploma in the relevant discipline with overall GPA at 2.5</p> <p>Non-local Qualifications</p> <p>(a) Other equivalent qualifications approved by the Academic Regulations Committee</p>
Operator	<p>Hong Kong Nang Yan College of Higher Education 香港能仁專上學院</p>