

## HONG KONG BAPTIST UNIVERSITY

## SENATE

**Operational guidelines on management of offshore programmes on the Mainland  
to be implemented with immediate effect****Background**

1. The Senate, at its 6<sup>th</sup> meeting (2012/13) and 2<sup>nd</sup> meeting (2013/14), approved respectively (1) the policy for the introduction of offshore HKBU programmes adopting the same curriculum of the existing programmes being offered on the HKBU campuses and (2) the Quality Assurance (QA) checklist which aimed to facilitate the vetting of the programme revisions to the proposed offshore programmes by the Quality Assurance Committee (QAC). The QAC will then determine the appropriate approval procedures for the proposed revisions.
2. In view of the growing trend of the introduction of offshore programmes, the Graduate School had devised a set of operational guidelines for management of offshore programmes offered on the Mainland, which aimed to serve the purposes of advising programmes on the quality assurance mechanism at HKBU, the procedures for initiating an offshore programme and finding a partner institution, the quality assurance of offshore programmes and the points to note on programme management.
3. The Taught Postgraduate Regulations Committee (TPRC) endorsed, at its 3<sup>rd</sup> meeting (2013/14) held on 22 January 2014 and 12 February 2014, the proposed set of operational guidelines on management of offshore programmes on the Mainland (the “Guidelines”) to be implemented with immediate effect for consideration and approval of the QAC.

**Recommendation of the Quality Assurance Committee**

4. The Quality Assurance Committee, at its 4<sup>th</sup> meeting (2013/14) held on 4 March 2014, considered the proposed set of Guidelines. The comments and key observations of the QAC are summarized as follows:

**(1) Approval process**

It was noted that the following approval procedures would be adopted for initiation of offshore programmes adopting the same curriculum of the existing programmes being offered on the HKBU campuses:

*The planning proposal, together with the draft agreement with the partner institution(s) and budget clearance with Finance Office, must be submitted to the Academic Development Committee (ADC) for consideration and approval prior to submission of the completed QA checklist and relevant supporting documents for introduction of offshore HKBU programmes adopting the same curriculum of the existing programmes being offered on the HKBU campuses, for consideration of the QAC. The QA checklist aims to facilitate QAC's vetting of the proposed revisions to the offshore programmes for determination of the appropriate approval procedures.*

**(2) Programme Management**

It was noticed that the offshore programme would be monitored and managed by the same Programme Management Committee (PMC) as the local programme in order to maintain the standard of the programme offered at various locations. Nevertheless, a special task force accountable to the PMC may be set up to handle matters of the offshore programme where necessary. Queries were raised with regard to the duration and function of the special task force. It was recommended that, as the rationale of the special task force should be temporary, its establishment should be on a short-term basis.

5. After deliberation, the QAC resolved to approve in principle, the set of Guidelines with refinement of the flowchart of the Guidelines as follows:

**Addition of an extended dialogue box**

*An extended dialogue box should be inserted in the “Programme Evaluation” column to provide an elaboration of the procedures for the follow-up work to be conducted by the programme upon receiving feedback from the Teaching Evaluation.*

6. The revised set of Guidelines is provided in the **Appendix**.

**Action Invited**

7. The Senate is invited to take note of the set of operational guidelines on management of offshore programmes on the Mainland to be implemented with immediate effect as detailed in the **Appendix**.

## **Operational Guidelines on Management of Offshore TPg Programmes in the Mainland**

### **I. Objectives**

To ensure the quality of the programmes offered offshore, these guidelines serve the purposes of advising programmes on the procedures of initiating an offshore programme, finding a partner institution, and points to note on programme management.

### **II. Procedures emphasizing Quality Assurance**

As with programmes offered in Hong Kong, quality assurance is an important aspect of offshore programmes. Quality assurance is a collective and continuous process through which the University ensures that the education it provides is of good quality and high standards. With rigorous monitoring, review and enhancement processes, the comprehensive quality assurance framework of the University ensures that stakeholders such as the faculty, students, employers and society can be assured that:

- a. the programmes meet the appropriate academic and professional standards;
- b. the objectives and intended learning outcomes (ILOs) of the programmes are appropriate;
- c. the means chosen and the resources available for achieving those objectives and ILOs are adequate and effective; and
- d. the overall educational experience of the students are regularly reviewed for continuous enhancement.

### **III. Initiating an Offshore Programme**

#### **1. Approval Process**

- 1.1 All programmes, be they local or offshore, have to follow the regular initial programme approval process, including the budget review by the FO and approval from the Academic Development Committee. For new programmes, the Programme Approval process including the timeline is detailed at [http://buar2.hkbu.edu.hk/staff/ga/prog\\_accreditation/new\\_prog/](http://buar2.hkbu.edu.hk/staff/ga/prog_accreditation/new_prog/). For offshore programmes adopting the same curriculum as existing programmes, ADC's approval is also necessary. The proposal to ADC shall include the draft agreement with the partner institution and the budget already cleared by the FO.
- 1.2 Mainland programmes could be one of the following:
  - a. A new programme
  - b. One that adopts the curriculum of an existing programme offered in Hong Kong with changes in certain aspects such as MOI or ILOs.
- 1.3 For new programmes, the programme planning team should follow the current University protocol of getting accreditation (Ref: same as 1.1)
- 1.4 For programmes adopting the existing curriculum, after going through the approval process stated in 1.1, please complete the QA Checklist for the Introduction of HKBU Offshore programmes Adopting the Same Curriculum of Existing Local TPg Programmes ([http://gs.hkbu.edu.hk/en/staff/staff\\_guidelines/](http://gs.hkbu.edu.hk/en/staff/staff_guidelines/)) for the QAC's consideration. The checklist aims to provide a quick glance of the intended changes of the programmes and prepare

programme directors to answer any queries that would be raised by the QAC. It also facilitates the QAC's determination of the further approval procedures, if necessary.

## **2. Partner Institution and Agreement**

- 2.1 Faculties/Schools/AVA are at their liberty to seek partner institutions, which shall be recognized tertiary institutions;
- 2.2 IRACE has already partnered with the Shenzhen University in TPg programme collaboration, programmes could approach the GS for information if they would like to partner with the Shenzhen University;
- 2.3 When signing the agreement with a partner institution, Faculties/Schools/AVA are advised to observe the University's various regulations and procedures. If in doubt, they shall approach the AQSS for related quality assurance issues or the GS for partnership and programme management matters.

## **IV. Programme Management**

1. Programme management shall follow the regulations and procedures for programmes offered in Hong Kong. For programmes that adopt the same curriculum, it is advisable that the programme concerned is managed and monitored by the same Programme Management Committee (PMC) in order to maintain the same standard for the same programmes offered at various locations.
2. Where necessary, the PMC may set up a special task force to handle the offshore programme matters. The special task force shall also be accountable to same PMC.
3. All other measures that apply to a Hong Kong programme shall be applied to the offshore programmes, including but not limited to:
  - a. programme revision
  - b. feedback on courses, e.g. Teaching Evaluation
  - c. submission of Annual Programme Quality Assurance (QA) Report
4. In view that a partner institution is involved and students take courses offshore, programmes are also advised to:
  - a. review the collaboration with the partner institution from time to time
  - b. evaluate if students are provided with adequate support such as library facilities (in particular access to the electronic teaching materials), laboratory equipment and facilities where relevant, academic advisement off-class, etc.

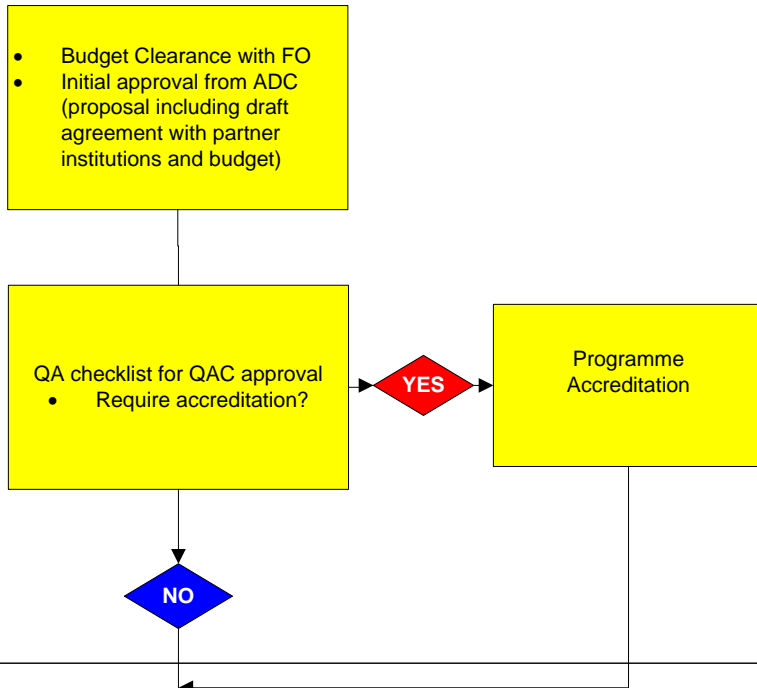
The flowchart in the Appendix depicts the procedures for offering offshore programmes in the Mainland.

## **V. Implementation**

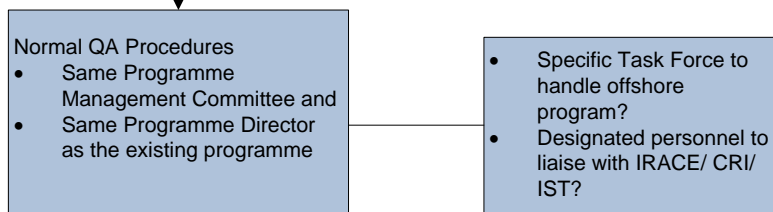
This set of operational guidelines, after QAC endorsement, shall take immediate effect.

# QA Procedures for the Introduction of Offshore Programmes adopting the same curriculum as existing programmes

## Programme Initiation



## Programme Management



## Programme Evaluation

