

PART IV

ACCREDITATION PROCEDURE

8 THE ACCREDITATION PROCESS

8.1 Introduction

The accreditation process, whether for an initial accreditation or re-accreditation, involves a comprehensive assessment which comprises the following:

- (i) a review of information submitted by the educational institution;
- (ii) an on-site accreditation visit, if deemed necessary, by the Assessment Team appointed by Accreditation Panel;
- (iii) preparation and submission of the accreditation report based on review of the information submitted, and findings and recommendations by the Assessment Team to the Accreditation Panel; and
- (iv) decision on accreditation by the Accreditation Panel.

8.2 Application for Accreditation

Any educational institution desirous to seek accreditation of its course(s) or programme(s) by the Institute shall submit a completed application form (see Appendix 2 – Application Form for Programme Accreditation) accompanied with the supporting documentation and forwarded to:

The Chairman
Board of Examination
The Hong Kong Institute of Construction Managers
Rooms 801-2, On Lok Yuen Building
25 Des Voeux Road Central
Hong Kong

8.3 Submission of Documentation

- (i) Information required in support of a submission is necessarily extensive, but educational institutions are requested to make every effort to address the following requirements with completeness and clarity. The Accreditation Panel requires all submissions to cover the following details:

a) General information:

- name of the educational institution
- name and address of the educational Department (Division, School, College or Faculty as may be called differently) directly responsible for the programme
- name of the Head of Department
- name, title/position, telephone & fax numbers and e-mail address of contact person
- title and qualification level of the programme
- duration and mode of study
- the class of membership whose accreditation is sought

b) Programme design:

- aims, philosophy and rationale of the programme
- identification of specific challenges which the programme is designed to meet
- curriculum design, mandatory core subjects, optional electives, and progression pattern
- syllabuses, expected outcome, required reading, teaching, learning and assessment methods, and staffing of each subject
- lists of subjects and subject contents that match with the domains of HKICM Education Framework
- academic award arrangement

c) Internal and external validation:

- explicit statement of validation processes completed
- details of other approving or validating body, conditions or other qualifications to any approval given including relevant starting date and duration

d) Programme monitoring:

- management of the programme academically and administratively including monitoring of delivery, constitution of programme committees or boards
- monitoring and review methods
- appointment and role of external examiners
- external examiners' reports
- annual programme review reports and response

e) Students:

- entry requirements and target enrollments
- enrollment levels - number / quality / standard / popularity of student intake
- cohort progression and graduate output statistics
- student intermediate and terminal drop out percentages
- output quality and employment characteristics
- employer perceptions

f) Staffing:

- staffing for the programme: the range of expertise, qualification and experience of each member of staff
- number of professional construction practitioners within the staff and their discipline specializations
- current staff development policy and achievement, recent research, consultancy and other scholarly activity, etc.
- support resources, technical and administrative staff

g) Facilities:

- physical resources: facilities, major equipment, IT supports, library and other reference facilities
- financial provision for the programme and/or Department
- student amenities and support
- links with the industry and profession

h) In case of re-accreditation, a critical review of the existing programme will cover the following aspects:

- actual results as compared to those planned or expected in the approved proposal
- explanation for deviations from the planned or expected
- details of the changes implemented or proposed, a justification for those changes and the process leading to the decisions taken

(ii) Documentation submissions which do not satisfactorily address the above requirements will not be considered for accreditation.

8.4 Accreditation Visit

(i) Accreditation Panel will form an Assessment Team for each particular accreditation exercise. The Team will typically comprise two to three members with academic

and practitioner representatives as well as a secretary who will assist the Team in carrying out its work.

- (ii) If the information provided is sufficient, the Assessment Team Leader will request the Secretary of the Assessment Team to liaise with the educational institution to develop a schedule for an on-site visit (see Appendix 3 – Sample Accreditation Visit Schedule).
- (iii) The visit will comprise:
 - a) Interviews/meetings sessions with:
 - appropriate senior management staff, e.g. Dean of the Faculty, Head of the Department and other key staff;
 - programme leader and other academic staff; and
 - group meeting with students and support staff.
 - b) Documentation review sessions to review past examination papers and scripts, laboratory instructions, reports and design assignments, project reports and other materials demonstrating student performance.
 - c) Tour sessions to visit the departmental facilities, including lecture theatres, laboratories, library and computer facilities.
 - d) Private meeting sessions among the team members for completion of the Accreditation Criteria Checklist (see Appendix 4 – Accreditation Criteria Checklist).
 - e) An exit meeting with the Head of Department and senior staff of the educational institution to convey the Team’s initial findings and observations.
- (iv) An initial recommendation may be reported at the end of the visit. However, the Assessment Team shall prepare a formal report to the Accreditation Panel based on a consensus of opinions and the observations of the Team and assess whether the programme conforms to the HKICM accreditation criteria, with the final decision on accreditation being given by the BOE.

8.5 Accreditation Decisions

- (i) A decision will be made on the application by the Accreditation Panel within six months after the application is received.
- (ii) Decision on the application made by Accreditation Panel may fall into one of the following categories:
 - a) the programme be granted provisional accreditation with or without conditions; or

- b) the programme be granted accreditation for a term of up to five years with or without conditions; or
 - c) the programme not be granted accreditation; or
 - d) the accreditation of the programme be revoked.
- (iii) Accreditation Panel will submit the final accreditation report with its decision and recommendations to the BOE. Under normal circumstances, the decision of Accreditation Panel is considered as final.
- (iv) The BOE Chairman will write to inform the educational institution of the decision accordingly (see Appendix 5 – Sample Accreditation Letter).

8.6 Appeal and Dispute Resolution

- (i) An educational institution may appeal against refusal to accredit, or submit a complaint. An appeal may include a request for re-consideration or a revisit.
- (ii) An appeal involving requests for re-consideration or an immediate revisit must be made in writing to the Honorary Secretary of the General Council within 30 days after receiving notification of refusal to accredit. The appeal should be accompanied by a report to substantiate the request.
- (iii) The General Council will appoint an Appeal Committee comprising not less than 3 members who have had experience of accreditation. The Appeal Committee will request Accreditation Panel to consider the request based on the report submitted by the educational institution and respond with its recommendations within 21 days.
- (iv) The General Council will consider the findings of the Appeal Committee and arrive at a final decision within 60 days after receipt of the appeal. If the request is denied, the General Council will provide the educational institution with reasons for the decision.
- (v) If a revisit is necessary, the General Council, in consultation with Accreditation Panel, will appoint a Re-assessment Team to carry out the on-site visit.