



ACCREDITATION POLICY AND PROCEDURE MANUAL

BOARD OF EXAMINATION
June 2020

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PART I INTRODUCTION

1.0 INTRODUCTION

- 1.1 The Hong Kong Institute of Construction Managers (“Institute” or “HKICM”) supports educational bodies running construction related programmes or courses for the training of professional construction practitioners by accrediting their programmes.
- 1.2 The Institute recognizes academic and vocational qualifications which satisfy either fully or partially, its academic requirements for membership admission. The HKICM’s Education Framework (see Appendix 1 – HKICM Education Framework), which is based on the definition of Construction Management, provides the domains against which qualification recognition is measured. This sets and maintains the standards for entry to HKICM membership and is subject to continual review and assessment.
- 1.3 These accredited programmes are fully supported by the Institute and HKICM Student membership is free to programme students for the duration of their study. Successful students can up-grade to Graduate membership and once they have obtained the necessary professional experience, they can progress to full membership.
- 1.4 The accreditation procedures involve a thorough assessment of the programme contents, its assessment procedures, its teaching staff and facilities by a panel of experienced Accreditation Assessors.
- 1.5 Accreditation is part of a process to ensure that the quality of construction related programmes is high and meets the needs of professional construction practitioners, their employers and Hong Kong society in general.

2.0 PURPOSE OF THE MANUAL

- 2.1 The purpose of this document is to articulate HKICM policy requirements and processes, procedures and criteria for accrediting whether a programme leading to an academic award (i.e. degree or diploma) meets the pre-entry academic requirements of the Institute.
- 2.2 The policies and procedures herein described are intended as a procedural aid only and may be subject to periodic review. Each programme applying for accreditation or re-accreditation is considered on its own merits.

PART II

ACCREDITATION PANEL

3.0 ESTABLISHMENT OF ACCREDITATION PANEL

- 3.1 The responsibility for implementing the Institute’s policies for programme accreditation lies with the Board of Examination (BOE) under the Institute. In turn, BOE will set up an Accreditation Panel to deal with all matters relating to the accreditation of construction related programmes.
- 3.2 The Accreditation Panel will work closely with educational institutions to ensure that the programmes serve to equip graduates with a sound knowledge of fundamentals of the discipline, and to develop in them an acceptable level of professional competence such as would meet the needs of the profession locally and be adequate for the responsible fulfilment of construction assignments globally.

4.0 COMPOSITION OF ACCREDITATION PANEL

- 4.1 The Accreditation Panel will include mainly HKICM members who are veteran practicing construction practitioners and when necessary, external members from academic institutions will also be appointed by the BOE Chairman. In the appointment of members, BOE Chairman shall take into account a balance between disciplines, academic and practicing construction practitioners and expertise in accreditation.
- 4.2 The terms of reference of Accreditation Panel are:
- (i) to implement the accreditation policy of the Institute;
 - (ii) to formulate guidelines, procedures, documentation and fees payable for accreditation;
 - (iii) to appoint an Assessment Team to accredit each construction related programme;
 - (iv) to receive and review assessment reports prepared by the Assessment Teams, and decide on whether accreditation should be granted, as well as the conditions to be imposed if there is such a need;
 - (v) to respond to the General Council of the Institute on complaints and appeals regarding the accreditation process and decision; and
 - (vi) to report periodically to the General Council of the Institute on its work.

PART III

ACCREDITATION POLICY

5.0 OBJECTIVES OF ACCREDITATION

The objectives of accreditation by the Institute are:

- (i) to ensure that accredited programmes satisfy the admission requirements for respective class of membership of the Institute in the area of academic qualifications;
- (ii) to assist educational institutions as well as potential students and their parents, professional organizations and potential employers, in identifying specific construction related programmes that meet the minimum criteria for accreditation; and
- (iii) to provide feedback to the educational institutions for the improvement and development of educational programmes in construction that can better meet the needs of the industry.

6.0 ACCREDITATION POLICY

The following general policies will be the guiding principles for the accreditation of construction related programmes:

- (i) **Scope**
 - a) Programmes or courses, instead of educational institutions, are accredited.
 - b) Only programmes leading to a postgraduate/undergraduate degree, diploma or certificate in construction related discipline would be accredited. The programme may be offered full-time, part-time or evening, open learning or by distance learning provided it covers the core skills and competencies required to sufficient depth and breadth.
 - c) Programmes to be accredited should be offered by an educational institution in Hong Kong either, funded by the University Grants Committee (UGC) or designated by the General Council as being of equal status, or accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).
 - d) Programmes are considered for accreditation and review either at the written request of the educational institution or by special invitation of the Institute.

(ii) Programme Durations

- a) The minimum durations of full time programmes should be as follows:
- Sub-degree or diploma/certificate programmes - 2 years where the primary and secondary school education is for 12 years or more;
 - Undergraduate programmes - 3 years where the primary and secondary school education is for 13 years, or 4 years where the primary and secondary school education is for 12 years;
 - Postgraduate programmes – master degree normally for 1 year on thesis or applied/project based pursued after an undergraduate degree while minimum 9 months for postgraduate diploma/certificate; and
- b) The minimum duration of part-time programmes should be twice those of the full time programmes.

(iii) Duration of Accreditation

Accreditation of a programme will normally be granted for a specific term of up to a maximum of five years. However, shorter periods of two or three years may be appropriate where further development or other changes in the programme or institutions are expected, or where the nature of the programme renders this inappropriate, or where an earlier review is considered desirable.

(iv) Accreditation Visit

In case of a new programme and subject to satisfactory proposals and documentation, the Accreditation Panel will authorized the Assessment Team to conduct an on-site visit to the educational institution, which will form part of the process leading to an accreditation decision.

(v) Accreditation Decision

The final decision made by the Accreditation Panel will be communicated to the educational institution together with feedback and comments. In the event that a programme is not accredited, reasons for the decision will be given.

(vi) Appeal Procedures

In the event of a decision by the Accreditation Panel to refuse or terminate the accreditation of a programme, the educational institution concerned has the right to appeal to the President of the Institute to review the decision.

(vii) Publication

A full list of the accredited programmes or courses and their period of accreditation is published on the HKICM website.

(viii) Fees and Costs

The educational institution is expected to bear the costs of accreditation which will include: (i) an initial application fee; (ii) a visiting fee; and (iii) an administration fee for annual monitoring and review. However, the Institute shall have the discretion to waive the fees based on the merits of each individual case.

(ix) Confidentiality of Information

All documents and other information obtained by the Accreditation Panel during the course of an accreditation exercise are kept confidential and may not be released to any unauthorized persons except with written permission from the educational institution.

7.0 ACCREDITATION CRITERIA

7.1 General Information

- (i) The assessment process is based on the accreditation criteria drawn up with references to the standards set by a number of well-established local construction related professional institutes and against which standard and quality of the programmes and their providers will be assessed. All accreditation criteria will be reviewed on a periodic basis to ensure that they are relevant and representative of an appropriately high standard.
- (ii) Accreditation of a programme signifies that the programme has been assessed as meeting the standards and that the programme provides the graduates with the knowledge, skills and attributes required to practice the construction management profession in Hong Kong.
- (iii) Educational institutions seeking accreditation of their programmes must demonstrate that they satisfy, or are capable of satisfying, all of the accreditation criteria.

7.2 Accreditation Criteria

In evaluating the standard and quality of the programmes, the Institute takes into account a number of factors about the programmes and the educational institution which offer them as follow:

- suitability of the aims and objectives of the programme;
- programme philosophy, rationale and development process;
- relevance of the curriculum and syllabus to the requirements of the discipline whose accreditation is sought;
- programme structure, teaching process and duration;
- contents of the programme in relation to its objectives and employer requirements;
- level of knowledge taught and the depth of understanding expected;
- programme documentation;
- admission and assessment procedures;
- quality of students intake, output and employability;
- nature and composition of the programme planning and management team;
- quality, strength and relevance of staffing with the appropriate background and experience;
- resources allocated;
- adequacy of physical and financial resource provisions, student facilities, amenities and support, and links with the industry and profession;
- links with the industry and profession;
- employer's opinions;
- External Examiner Reports and the response of the institution/department to issues raised therein;
- degree of achievement of the planned or expected;
- institutional monitoring and validation process.

PART IV

ACCREDITATION PROCEDURE

8.0 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, 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 programme(s) or course(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
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 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 & Re- Accreditation Letters).

8.6 Appeal and Dispute Resolution

- (i) An educational institution may appeal against refusal to accredit/re-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.

HKICM EDUCATION FRAMEWORK

(A) DOMAINS OF EDUCATION FRAMEWORK

(I) Management

- Project Scheduling and Control
- Site Layout Planning
- Building Planning and Control
- Health and Safety
- Quality Management
- Risk Management
- Environmental Management
- Value Engineering
- Facilities Management
- Organization Structure and Manpower Planning
- Principles of Management
- Professional Ethics

(II) Construction Technology

- Construction Techniques
- Sustainable Construction and Development
- Constructability
- Temporary Structures
- Construction Materials
- Construction Plants and Machineries
- Site Surveying
- Maintenance and Repairs

(III) Contractual and Legal Principles

- Procurement Systems
- Contractual Arrangements
- Relational Contracting Approaches
- Legal Systems
- Contractual Obligations
- Construction Claims
- Alternative Dispute Resolution Approaches
- Contract Administration

(IV) Cost and Finance

- Measurement
- Investment Appraisal
- Sources of Finance
- Cost Estimation
- Bidding Strategy
- Cash Flow Forecasting

(V) Engineering Theories and Principles

- Engineering Mathematics
- Structural Mechanics
- Fluid Mechanics
- Structural Design
- Soil and Rock Mechanics
- Foundation Engineering
- Engineering Surveying
- Hydraulics and Hydrology
- Building Services Systems
- Mechanical Engineering Concepts

(VI) Architectural Concepts

- Urban Planning and Development
- Sustainable Design and Development
- Statutory Requirements
- Design Economics
- Architectural Theory and Design
- Drawing and Computer-aided Design

(VII) Others

- Computer Programming and Software Application
- Communication and Interpersonal Skills
- Technical Writing Skills
- Industrial Training

(B) RECOMMENDED MINIMUM PROPORTION OF CURRICULUM CONTENTS

Category of Topics	Type of Programme			
	Building	Surveying	Civil & Structural	Architectural
I. Management	20 ~ 40%	10 ~ 20%	5 ~ 20%	5 ~ 10%
II. Construction Technology	20 ~ 40%	10 ~ 20%	10 ~ 20%	5 ~ 20%
III. Contractual and Legal Principles	5 ~ 20%	20 ~ 40%	5 ~ 10%	5 ~ 20%
IV. Cost and Finance	10 ~ 20%	20 ~ 40%	5 ~ 10%	0 ~ 5%
V. Engineering Theories and Principles	5 ~ 20%	0 ~ 5%	50 ~ 70%	0 ~ 5%
VI. Architectural Concepts	0 ~ 5%	0 ~ 5%	0 ~ 5%	50 ~ 70%
VII. Others	5 ~ 10%	5 ~ 10%	5 ~ 20%	5 ~ 20%

Notes:

1. Educational institutions applying for academic accreditation will have to demonstrate that the curricula of their programmes have covered majority of the above topics at the appropriate levels.
2. Only programmes with adequate coverage and proportion of the subjects relevant to construction technology (minimum 30% covering building technology and design, structure, temporary works, building and land surveying, building materials, maintenance technology, building services and construction management) and construction industry practice (minimum 20% covering construction laws, contract management, quantity surveying, construction economics and building development) will be considered.
3. Exemptions will only be granted to the written examination of the relevant class of membership. Students who have graduated from any accredited programme will have to sit for and pass the Professional Interview (oral examination), and fulfill the requirements on the practical experience and the number of hours of CPD activities before the relevant class of membership is granted.
4. HKICM reserves the right not to accredit any curriculum, and the decision in granting any exemption to the written examination rests with the Board of Examination under the Institute. Applicants may, however, appeal to the President of HKICM if they do not satisfy with the decision.

APPLICATION FORM FOR PROGRAMME ACCREDITATION

PART I: Institution & Department Information

Name of Institution	:	
Name of Department	:	
Address	:	
Name of Contact	:	
Title/Position	:	
Telephone No.	:	Fax No. :
E-mail	:	

PART II: Programme Information

Programme/Award Title	:	
Qualification Level	:	
Nature of Programme	:	<input type="checkbox"/> New Programme <input type="checkbox"/> Previously Accredited Programme
Target Class of Membership applied for	:	<input type="checkbox"/> Member Class* <input type="checkbox"/> Associate Class <input type="checkbox"/> Construction Supervisor Class

** Please put a "✓" into the appropriate and refer to the Annex I for details of the academic requirements of respective class of HKICM membership.*

PART III: Supporting Documents

Please tick the appropriate boxes of the documents that will attach with the application form.

Type of Documents
<input type="checkbox"/> Programme Structure
<input type="checkbox"/> Subject Syllabuses
<input type="checkbox"/> Course Descriptive Contents (courses, duration, contact hours, etc.)
<input type="checkbox"/> Reading Lists
<input type="checkbox"/> Entry requirements
<input type="checkbox"/> Assessments Methods / Requirements
<input type="checkbox"/> External Examiner's Reports / Internal Quality Assurance Procedure of the Programme

Type of Documents
Teaching Staff (involved in the programme):
<input type="checkbox"/> a) Lecturers' Information
<input type="checkbox"/> b) Tutors' Information
<input type="checkbox"/> c) External Examiners' Information
Facilities:
<input type="checkbox"/> d) Lecture Rooms, Seminar Rooms, Workshops
<input type="checkbox"/> e) Library / Resource Centre
<input type="checkbox"/> f) Computer Facilities
<input type="checkbox"/> g) Laboratories / Equipment
Statistics on:
<input type="checkbox"/> h) Student Admission Qualification
<input type="checkbox"/> i) Course Enrolment
<input type="checkbox"/> j) Student Performance
<input type="checkbox"/> k) Graduate Employment

Notes:

- Please ensure that all information is accurate and if there is insufficient space, please give details on a separate sheet and attach it to this application.
- The application may not be further processed if sufficient supporting documents is not provided or the application form is not properly completed.
- The completed application form, together with required information, should be returned to the HKICM Office:

Board of Examination
Hong Kong Institute of Construction Managers
Rooms 801-2, On Lok Yuen Building
25 Des Voeux Road Central
Hong Kong
- Applications will be held in strict confidence and the information provided will be used for accreditation application purpose only in the Institute.
- For any enquiries on application or correction of submitted materials, please contact the Secretariat Office at Tel: (852) 2523 2081, Fax: (852) 2845 4749 or e-mail: info@hkicm.org.hk.

Submitted by:

Name : _____ Title / Position : _____

Signature : _____ Date : _____

ANNEX I - ADMISSION REQUIREMENTS OF HKICM MEMBERSHIPS

Member (MHKICM)

- i) be at least of 25 years of age;
- ii) have obtained a cognate Hons degree or diploma in Construction or related disciplines as assessed by the HKCAAVQ being of equal status; or the recognized programmes in Section 6 of Membership Handbook, or other acceptable qualifications, such as full membership of an approved professional body, as the General Council may designate as being of equal status;
- iii) have had post qualification professional experience of a minimum of four years of an approved nature in the HKSAR or mainly in the HKSAR;
- iv) pass the Professional Assessment, if so requested at the discretion of the General Council;
- v) pass the Professional Interview, if the Candidate is exempted from the whole or part of the Professional Assessment due to the exemption allowed under the recognized qualification of Corporate Membership of other recognized professional bodies.

Associate Member (AHKICM)

- i) be at least of 23 years of age;
- ii) have obtained an accredited Higher Diploma or Higher Certificate or an acceptable equivalent as assessed by the HKCAAVQ, or other qualifications as detailed in Section 6 of Membership Handbook, in a construction related discipline;
- iii) have received a minimum of five years of training and/or working experience in the construction field in the HKSAR, or mainly in the HKSAR. Pre-qualification experience is acceptable but such acceptable experience is calculated as half of the number of the actual years of pre-qualification experience. The total number of years of acceptable prequalification experience should not be more than two and a half years counted towards the five years of minimum required working experience.

Construction Supervisor Member

- i) be at least of 18 years of age; and
- ii) be a Certificate or Diploma holder of a recognized examining body (e.g. CITA, IVE, or equivalent) in a recognized subject; and
- iii)
 - a) have at least one year of recognized working experience in the HKSAR; or
 - b)
 - 1. be a Student Member of the Institute for at least one year; and
 - 2. has completed CPD training for not less than 10 CPD hours (either organized or accredited by the Institute) during the year; and
 - 3. engaged with a construction company on confirmed status; and
- iv) have adequate skills in safety supervision, workmanship and quality control in the relevant subject areas as recognized by HKICM.

SAMPLE ACCREDITATION VISIT SCHEDULE

Name of Institution : _____
 Title of Programme : _____
 Date of Visit : _____
 Visiting Team Members : (1) _____ (2) _____
 (3) _____ (4) _____

Time	Activities	Objectives / Topics of Discussion
9:30 ~ 10:30	Meet with Dean, Head and key departmental staff	<ul style="list-style-type: none"> - Introductions - Overview presentation by Dean/Head - Key issues identified from document review - Programme objectives and structure - institutional strategy, governance and support
10:30 ~ 12:00	Meet with relevant programme leaders, academic and technical staff	<ul style="list-style-type: none"> - Discussion with programme leader on curriculum development within individual programme, graduate profile within curriculum, staffing, departmental research activity, academic quality systems - Discussion with academic staff relating to teaching and learning approaches, assessment, programme objectives, graduate profile, workloads, resourcing, technical support, research - Discussion with technical staff on levels of administrative and technical support and associated systems
12:00 ~ 12:30	Private team meeting	Consolidate initial findings
12:30 ~ 14:00	Lunch with Head and key staff	Review level of engagement with industry and level of stakeholder support
14:00 ~ 15:30	Meet with students and recent graduates	Review learning outcomes against programme description, graduate profile and samples of student work/examinations/projects
15:30 ~ 16:30	Tour of Department facilities	e.g. Laboratories, computer facilities and other independent study facilities
16:30 ~ 17:30	Tour of University facilities	e.g. Library and language centre
17:30 ~ 19:00	Dinner	Assessment Team private dinner
19:00 ~ 21:00	Private team meeting (off-campus)	Exit meeting of Assessment Team for consolidation of all findings and preparation of the Assessment Report

ACCREDITATION CRITERIA CHECKLIST

A GENERAL INFORMATION		
Name of Institution	:	
Title of Programme	:	
Discipline being Assessed	:	
Head of Department	:	
Contact Person		
Date of Visit	:	Time :
HKICM Visit Team	:	(1) (2)
		(3) (4)
B ASSESSMENT CRITERIA		
<u>CRITERIA</u>	<u>GRADE</u>	<u>EXPLANATION</u>
a) Aims and Objectives of the Programme		
Aims	<input type="checkbox"/>	
Objectives	<input type="checkbox"/>	
b) Programme Structure and Duration		
Classroom	<input type="checkbox"/>	
Laboratory	<input type="checkbox"/>	
Workshop	<input type="checkbox"/>	
Assessment	<input type="checkbox"/>	
Field work	<input type="checkbox"/>	
Practical Training	<input type="checkbox"/>	
c) Curriculum of the Programme		
Core Subjects	<input type="checkbox"/>	
Supplementary Subjects	<input type="checkbox"/>	
Laboratory Works	<input type="checkbox"/>	
Field Work	<input type="checkbox"/>	
Computing and IT	<input type="checkbox"/>	
Project Work	<input type="checkbox"/>	
Group/Team Problem Solving	<input type="checkbox"/>	
Practical Training	<input type="checkbox"/>	
Communication & Presentation Skill	<input type="checkbox"/>	

d) Staff	
Academic Staff (Student/Staff Ratio)	<input type="checkbox"/>
Academic Attainment & Achievement in Construction Practice	<input type="checkbox"/>
Full-time Academic Staff	<input type="checkbox"/>
Practicing Construction Practitioners as Part-time Teaching Staff or Tutors	<input type="checkbox"/>
e) Other Resources	
Technical & Workshop Staff	<input type="checkbox"/>
Administrative & Secretariat Staff	<input type="checkbox"/>
Lecture Rooms	<input type="checkbox"/>
Laboratories	<input type="checkbox"/>
Workshop	<input type="checkbox"/>
Drawing Offices	<input type="checkbox"/>
Private Study Area	<input type="checkbox"/>
Access to Facilities	<input type="checkbox"/>
Informative Services	<input type="checkbox"/>
Library Facilities	<input type="checkbox"/>
Financial Resources	<input type="checkbox"/>
f) Quality of Assessment	
Programme Work	<input type="checkbox"/>
Laboratory Works	<input type="checkbox"/>
Design Studies	<input type="checkbox"/>
Projects	<input type="checkbox"/>
Formal Examination	<input type="checkbox"/>
Other Forms of Assessment	<input type="checkbox"/>
g) Quality Assurance	
Internal Quality Assurance System	<input type="checkbox"/>
Independent Quality Assurance Scheme (External Examiner System)	<input type="checkbox"/>
Remarks: Put a "✓" or a grade: "G" = Good ; "A" = Acceptable ; "O" = Other in the appropriate box and provide a brief explanation if necessary)	

Prepared by : _____ Title / Position : _____

Signature : _____ Date : _____

SAMPLE ACCREDITATION LETTER



香港營造師學會
HONG KONG INSTITUTE OF CONSTRUCTION MANAGERS

Date: 25 April 2016

(By E-mail & By Post)

University College of Estate Management
Unit 2, 16/F., Tower II, Admiralty Centre
18 Harcourt Road
Admiralty, Hong Kong

Attn: Mr. Ashley Wheaton (UCEM Principal)

Dear Mr. Wheaton,

Accreditation of UCEM Programmes by HKICM
BSc Construction Management, BSc Building Surveying, BSc Quantity Surveying
MSc Building Surveying and MSc Quantity Surveying

I am pleased to advise that the Board of Examination of Hong Kong Institute of Construction Managers has approved the accreditation of the captioned programmes for a period of 5 years from 25 April 2016, after due consideration of the contents of the programmes structure, course materials and teaching objectives of the above programmes.

Graduates who have enrolled in the captioned programmes between academic years of 2016 to 2021 are academically acceptable for Member class of membership of our Institute. Please note that the accreditation will be subject to review in 5 years and you have to update us with any changes of the programmes during the accreditation period as such changes may subject to further assessment for duly accreditation.

In addition to the academic qualifications, an applicant for the Member class must have reached the age of 25 and have had 4 years of working experience in the construction field gained within the HKSAR.

Yours sincerely,



Cr Paul K. M. Chung
Chairman, Board of Examination

Hong Kong Institute of Construction Managers, Limited
Rooms 801-2, On Lok Yuen Building, 25 Des Voeux Road Central, Hong Kong
Tel: (852) 2523 2081 Fax: (852) 2845 4749 E-mail: info@hkicm.org.hk

SAMPLE RE-ACCREDITATION LETTER



香港營造師學會
HONG KONG INSTITUTE OF CONSTRUCTION MANAGERS

Date: 31 March 2016

(By E-mail & By Post)

School of Professional and Continuing Education
The University of Hong Kong
Room 1008, Fortress Tower
250 King's Road
North Point, Hong Kong

Attn: Dr. Franky W. H. Wong (Course Director)

Dear Dr. Wong,

Re-accreditation of HKU SPACE Programme by HKICM
BSc (Hons) Work Based Learning Studies (Construction Project Management)

We are pleased to advise that the Board of Examination of Hong Kong Institute of Construction Managers has approved the re-accreditation of the captioned programme for a further period of 5 years effective from 7 May 2016 in view of the programmes structure and teaching quality of the above programme has not been changed since the last re-accreditation in 2011.

Graduates of the captioned programmes are academically acceptable for Member class of membership of our Institute. Please note that the accreditation will be subject to review in 5 years and you have to update us with any changes of the programmes during the accreditation period as such changes may subject to further assessment for duly accreditation.

In addition to the academic qualifications, an applicant for the Member class must have reached the age of 25 and have had 4 years of working experience in the construction field gained within the HKSAR.

Yours sincerely,



Cr Paul K. M. Chung
Chairman, Board of Examination

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