

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

22 October 2019

Agenda Item 9.2

ITEM REFERRED BY FACULTY OF LIFE & HEALTH SCIENCES

PROPOSAL FOR ACCREDITATION OF BSC HONS FOOD AND NUTRITION FT HKUSPACE BY THE HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC AND VOCATIONAL QUALIFICATIONS (HKCAAVQ)

COVER SHEET

Presenter: Professor A McKillop

Action is required of the Committee as indicated below.

To consider authorisation and institutional support for the HKU SPACE plan to seek accreditation from HKCAAVQ of the Ulster University validated BSc Hons Food and Nutrition FT HKU SPACE programme, in time for its launch in September 2020, and to include the additional PT mode of delivery in the accreditation.

UNIVERSITY OF ULSTER

ACADEMIC STANDARDS AND QUALITY ENHANCEMENT COMMITTEE

22 October 2019

HKCAAVQ Accreditation Proposal

Strategic Partner

1 Hong Kong University, School of Professional and Continuing Education (HKU SPACE) is a global strategic partner of Ulster University. Collaborative provision with HKU SPACE, particularly for validated courses, has seen significant growth in recent years not just associated with the Faculty of Life and Health Sciences but also with the Faculty of Computing, Engineering and The Built Environment and the Ulster University Business School.

2 Since 1996 and 2008 respectively, the Faculty of Life and Health Sciences at Ulster University has partnered with HKU SPACE in the validated operation of PgDip/MSc Human Nutrition PT, PgDip Dietetics FT and MSc Dietetics PT programmes, and a BSc Hons Food and Nutrition PT programme. As of 2018/19 there have been over 200 PgDip graduates and over 300 BSc Hons graduates from these programmes. In 2019/20, the PgDip Human Nutrition PT and BSc Hons Food and Nutrition PT programmes are anticipated to enrol 50 and 38 new students respectively.

3 In May 2019, the programmes referred to in point 2 above were successfully revalidated, and two new validated courses, BSc Hons Food and Nutrition FT and MSc Sport and Exercise Nutrition PT, were approved.

Background on the Course

4 Nutrition remains high on the public health agenda with the importance of optimal nutrition for health and well-being ensuring sustained demand for quality graduates in this area. This degree aims to provide a comprehensive education in food and nutrition, and fits the widening access, life long learning and internationalisation strategic objectives of Ulster University. This is an extension programme (part-time and full time) leading to the award of a BSc Hons Food and Nutrition, consisting of a bridging course (60 credits at level 5) and the final year (120 credit points at level 6) taught in Hong Kong (see Appendix 1). The course structure of this extension programme for delivery by HKU SPACE in PT and FT modes is shown in Appendix 2.

5 Entrants to this extension programme are primarily drawn from the growing number of Food and Nutrition sub degree graduates in Hong Kong, including graduates from HKU SPACE's successful Higher Diploma in Nutrition and Food Management. Such entrants based on evidence presented are awarded accreditation for prior learning of 120 credits at level 4 and 60 credits at level 5.

6 This extension programme is typically of two full calendar years (part-time) duration and 1.5 academic years (full-time) duration. Whilst a full-time student will study this programme within the Ulster University defined dates for semesters 1 and 2 in any academic year, a part-time student studies the programme within 3 teaching blocks, each of 60 credits' study load and 31 weeks' duration (24 weeks teaching, 4 weeks revision and exams and 3 weeks for BOE meeting).

Background on Accreditation

7 All our validated provision with HKU SPACE operates with exemption from registration on the Non-local Courses Registry of the Education Bureau, The Government of the Hong Kong Special Administrative Region (HKSAR). This has required submission by HKU SPACE of programme specific documentation, which has been authorised by the Vice Chancellor, to secure that exemption from the Non-local Courses Registry.

8 Registration / exemption from registration of courses of higher and professional education leading to the award of non-local qualifications conducted in Hong Kong is regulated under the Cap 493 Non-Local Higher and Professional (regulation) Ordinance. Registration / exemption is based on comparability of the standards of the non-local course with the standards of the home course under the home country education system.

9 Accreditation of non-local learning programmes (NLPs) is regulated under Cap 592 Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO). Accreditation benchmarks the learning programme against the Hong Kong education system including the Qualifications Framework (QF). Registration / exemption from registration is compulsory whereas accreditation of NLPs is voluntary. The accreditation of NLPs will not affect their registration / exemption status. HKU SPACE has successfully applied, with other international partners, for accreditation of NLPs.

10 The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) has statutory powers under the provisions of the AAVQO (Cap 592) to perform the roles of the Accreditation Authority and the Qualifications Register (QR) Authority. Qualifications of learning programmes that have been granted accreditation status by the Accreditation Authority may be entered into the QR for recognition under the QF in Hong Kong.

11 With reference to the Hong Kong Qualifications Framework (HKQF) introduced by the HKSAR Government, HKU SPACE has developed an Internal Qualifications Framework (QF) System which provides a policy for programme design and guidelines for the rationalisation of the qualification awards. The QF is referenced to in the cases of awards offered through HKU SPACE and of awards granted by partner institutions.

12 The definition of a qualification is made through stipulation of three critical factors: award title + exit level + number of credits. HKU SPACE adopts the HKQF Levels and the hierarchy of titles (See Appendix 3) which designates this BSc Hons programme as a QF level 5 award. Credit requirements under the HKQF are in line with the Qualification and Credit Framework England/Northern Ireland (QCF), where one QF credit point consists of 10 notional learning hours.

13 The Education Bureau (EDB) of the Government of the HKSAR and the European Qualifications Framework Advisory Group (EQF AG) conducted a comparability study (the Study) on the Hong Kong Qualifications Framework (HKQF) and the European Qualifications Framework for lifelong learning (EQF) which was 1st published in March 2016. Their joint technical group concluded there appears to be a good fit between:

- HKQF Level 4 and EQF Level 5 in the domains of knowledge and skills, albeit with some significant difference in the use of language. Nevertheless the concept of unpredictability in the context of management and supervision appears only in EQF at this level and may seem to be at a higher level than HKQF Level 4 Application, Autonomy and Accountability
- HKQF Level 5 and EQF Level 6 in the domains of knowledge and skills, albeit with some significant difference in the use of language. Nevertheless the level of responsibility in the context of management and supervision appears to be higher at EQF level 6 than at HKQF Level 5.

14 At the time of CA3 form approval to add a new Full-Time mode of delivery for the BSc Hons Food and Nutrition HKU SPACE programme for launch in September 2020, and its subsequent successful revalidation as part of the Food, Nutrition and Dietetics 3E Unit in May 2019, it was thought that this new FT BSc Hons programme would follow the example of the PT BSc Hons programme and operate as a course exempt from registration. This will subsequently require an authorisation profoma to be completed by HKU SPACE, for authorisation by the Vice Chancellor, to add the FT mode of delivery to the existing PT BSc Hons Food and Nutrition HKU SPACE exemption from registration.

15 Further discussion between the BSc Hons Food and Nutrition HKU SPACE programme team and the QA Department at HKU SPACE identified the benefits of seeking accreditation from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for this new FT BSc Hons programme. In addition, the benefit of also seeking accreditation from the HKCAAVQ for the existing BSc Hons Food and Nutrition PT programme was identified.

16 The BSc Hons Food and Nutrition HKU SPACE programme team and the QA Department at HKU SPACE now want Faculty and Institutional support from Ulster University to seek HKCAAVQ accreditation for the PT and new FT BSc Hons Food and Nutrition HKU SPACE programmes during 2019/20.

Benefits of Accreditation

17 Accreditation by the HKCAAVQ will significantly increase the number of students enrolling on the existing PT and new FT BSc Hons programmes. The financial model gives Ulster University 16% of the student fee when student numbers exceed 22, as opposed to 12.5% of the student fee for 22 or fewer students. This increase in student numbers will have a positive impact through the higher fee rate contribution to Ulster University.

18 Accreditation by the HKCAAVQ means that the FT students will be eligible to apply for financial support from the HK government such as the Government's Financial Assistance Scheme for Post-secondary Students (FASP) and the Non-means-tested Loan Scheme for Post-secondary Students (NLSPS). Without HKCAAVQ accreditation of the course, these FT students will not be eligible to apply for financial support from the HK government.

19 Accreditation by the HKCAAVQ means that PT students will be eligible to apply for the Continued Education Fund (CEF) from the HK government which they are currently not eligible to apply for.

20 Accreditation by the HKCAAVQ will improve the professional employment prospects of the graduates from the PT and new FT BSc Hons Food and Nutrition programmes in Hong Kong as they will have the same standing as other graduates from local Bachelor degree programmes in this discipline. This is especially important when they apply for government positions in Hong Kong.

Accreditation process

21 The accreditation comprises 2 stages. The first stage is an Initial Evaluation (IE) for collaborative provision to determine whether the collaborating operators (partnership) are able to achieve their objectives and to operate the learning programme that meets the claimed HKQF standards. The second stage is the Learning Programme Accreditation (LPA). The emphasis is on whether the learning programme seeking accreditation meet the HKQF standard (e.g. the intended learning outcomes of the programmes meet the standard at the relevant HKQF level). A glossary of terms is provided in Appendix 4.

22 For each stage, a detailed document supported with all relevant information has to be prepared. The documents will then be reviewed by a Panel appointed by HKCAAVQ. A meeting between senior management staff of Ulster University (e.g. DVC (Academic) or his designated representative and Faculty AD (Education)), HKU SPACE and the Panel for the IE stage will first take place and then a meeting between the programme team and Panel will follow for the LPA stage. The meetings will probably take 2-3 whole days.

23 It is important that partnerships provide evidence to demonstrate they have met the accreditation criteria and standards. Sources of evidence should also cover measures adopted by partnerships to assure the quality of the student learning experience. In presenting evidence, partnerships are required to provide only existing materials that reflect the partnerships' policies, processes and outcomes. Further clarification may be required if there are any significant gaps in the existing materials.

24 To prepare the IE Accreditation Document, partnerships are expected to conduct a self-evaluation making reference to the relevant accreditation criteria and standards, and the possible sources of evidence.

25 The IE Accreditation Document should be presented in 2 parts: a Main Submission and Supporting Materials. The IE Main Submission is preferably limited to 60 A-4 size pages; and presented in 5 sections, as suggested below:

- Section 1: Overview of Partnership
Sections 2 to 5: Self-evaluation against the Standard of Each Accreditation Criterion
- Organisational Management;
 - Financial and Physical Resources;
 - Staffing and Staff Development; and
 - Quality Assurance.

26 The IE Supporting Materials should include key institutional documents (e.g. Quality Assurance (QA) manual) and other supporting documents. These documents should be referred to in the Main Submission, with clear titles and labels for cross-referencing.

27 To prepare the LPA Accreditation Document partnerships should submit an Accreditation Document of a self-evaluative nature based on on-going internal review activities or where partnerships are undertaking their first LPA, a self-evaluation process.

28 The LPA Accreditation Document should be presented in 2 parts: a Main Submission and Supporting Materials. The LPA Main Submission is preferably limited to 60 A-4 size pages; and presented in 12 sections, as suggested below:

- Section 1: Overview of Partnership
Section 2: General Information about the Programme
Sections 3 to 12: Self-evaluation against the Standard of Each Accreditation Criterion
- Programme Objectives and Learning Outcomes
 - Programme Content and Structure
 - Admission Requirements and Student Selection
 - Teaching and Learning
 - Student Assessment
 - Staffing and Staff Development for Learning Programmes
 - Financial and Physical Resources for Learning Programmes
 - Quality Assurance (including Programme Development and Management)
 - Student Support Services
 - Student Records and Information Management

29 The LPA Supporting Materials should include key institutional documents (e.g. copy of the formal agreement between the local and non-local Operators for the Programme) and other supporting documents. These documents should be referred to in the Main Submission, with clear titles and labels for cross-referencing.

30 Templates covering the major items within the Accreditation Documents are provided within the IE and LPA Submissions Guides which partnerships are free to customise in presenting the required information. HKU SPACE will take the lead in writing both the IE and LPA Accreditation Documents.

Accreditation timeline

31 It normally takes about 20 weeks to complete an IE and LPA after the partnership has submitted the Accreditation Documents. An indicative timeline for the main steps in an accreditation exercise is shown in Appendix 5.

32 A tentative timeline proposed by HKU SPACE for the key events of the accreditation exercise are presented below.

<i>Date</i>	<i>Event</i>
November 2019	Submission of signed <u>Statement of Intent</u> by Ulster University and HKUSPACE to HKCAAVQ
November/December 2019	Signing of <u>Service Agreement</u> prepared by HKACAAVQ; <i>Payment for ~50% of the accreditation fee, forthwith on acceptance of the agreement</i>
March 2020 to April 2020	Submission of <u>IE and LPA Accreditation Documents</u> to HKCAAVQ for review by Panel; Provision of responses to the Panel's initial comments
<i>One month before the final confirmed visit date</i>	<i>Payment for the remaining portion of the accreditation fee</i>
Week beginning 18 May 2020 for 2-3 days	HKCAAVQ site visit at HKU SPACE (IE and LPA meetings)

33 A Statement of Intent provides outline HKU SPACE and Ulster University details, outline Learning Programme details and contact information for the Executive Head / Authorised Person of both Operators (Director and Vice Chancellor) and the Accreditation Contact of both Operators (Deputy Director: Academic Services and To be confirmed for Ulster University)

34 HKCAAVQ will issue a Service Agreement setting out the purpose, the time schedule and the fee for the accreditation exercise. After signing the Service Agreement and making payment of the initial / full accreditation fee, the partnership is required to submit the Accreditation Document (IE and LPA) on or before the date specified in the Service Agreement.

Business Case

35 The course costing (see Appendix 6), prepared on a Contribution Model basis, shows a cumulative surplus after 3 years of £32k. This positive surplus to the Faculty is to cover faculty management and administration costs or for reinvestment.

36 Tuition fee income has been calculated based on a contracted agreed price of 86,000 HK Dollars translated at a rate of 11HK Dollars to the £ for the first year per student enrolled and 45,000 HK Dollars for the second year per student. The exchange rate of 11HK Dollars to the £ is written into the Recognition Agreement between HKU SPACE and the Faculty (2019/20 to 2023/24). The students are enrolled on Banner at Nil fee and Ulster earns a % of the student

fee as validation. Over a period of 1.5 years, the full-time students complete a course which comprises 180 credit points (120 in the first year and 60 in the second). The first 22 students in each year will earn Ulster 12.5% of the fee and any above that will attract 16% of the fee (in this case 3 students at the higher rate)

37 The Faculty contribution to HKU SPACE for payment of the accreditation fees is 16% of the total. The Faculty will pay £7,485 towards the accreditation fees of which £5602 will be reimbursed after the successful completion of the accreditation exercise. 50% of the fee (£7485) will be paid to HKU SPACE in November/December 2019 and the other 50% in April 2020. Reimbursement of the £5602 would likely be in September/October 2020.

38 The Food, Nutrition and Dietetics 3E (HKU SPACE) unit revalidation, which includes BSc Hons Foods and Nutrition PT and FT HKU SPACE, lasts 5 years (2019/20 to 2023/24). The proposed HKCAAVQ accreditation for BSc Hons Foods and Nutrition PT and FT HKU SPACE would last 4 years (2020/21 to 2023/24). Therefore, the cost of revalidation and reaccreditation fall outside the business case timeframe.

39 There are payroll costs of £5,378 associated with the accreditation process based on 7 days of staff time spread across 3 staff members to support IE documentation preparation and the IE meeting with the HKCAAVQ appointed Panel, and 7 days of the Faculty's programme team member's (Peter Mitchell) time to support LPA documentation preparation and the LPA meeting with the HKCAAVQ appointed Panel.

40 The Faculty will pay for the travel and subsistence of 2 senior management staff (e.g. DVC (Academic) or his designated representative and Faculty AD (Education)) to participate in the IE meeting with the HKCAAVQ appointed Panel and 1 Faculty programme team member (Peter Mitchell) to participate in the LPA meeting with the HKCAAVQ appointed Panel. At £2.25K per senior management staff and £1K for the Faculty programme team member, the Faculty will pay £5.5k. The IE and LPA meetings are expected to be on the week beginning 18 May 2020 so this expenditure would be in April/May 2020.

41 This is a low risk contract with little cost to Ulster University. There is a low risk of the HKCAAVQ accreditation process resulting in failure to achieve accreditation of this BSc Hons Food and Nutrition HKU SPACE extension programme.

42 Ulster University is already responsible along with HKU SPACE for operation of courses in strict compliance with all relevant laws under the Cap 493 Non-Local Higher and Professional (regulation) Ordinance. HKCAAVQ accreditation also means that Ulster University is responsible along with HKU SPACE for strict compliance with all the relevant laws under Cap 592 Accreditation of Academic and Vocational Qualifications Ordinance.

Faculty Support for the Proposal

43 The Faculty fully supports the proposal to seek accreditation from HKCAAVQ of the Ulster University validated BSc Hons Food and Nutrition FT and PT HKU SPACE programme.

44 The Faculty agrees to pay to HKU SPACE £7,485 which will be Ulster University's 16% contribution to the total accreditation fees payable by HKU SPACE to HKCAAVQ.

45 The Faculty expects to be reimbursed £5602 of this accreditation fee by HKU SPACE after a successful accreditation process by the HKCAAVQ.

46 The Faculty agrees to send a Faculty senior management representative to participate in the IE meeting in Hong Kong and will pay the travel and subsistence costs for that representative.

47 The Faculty agrees to pay the travel and subsistence costs of a senior management representative of Ulster University Education to participate in the IE meeting in Hong Kong.

48 The Faculty agrees to send Peter Mitchell to participate in the LPA meeting in Hong Kong and will pay his travel and subsistence costs.

49 The School of Biomedical Sciences agrees to allocate Peter Mitchell to support HKU SPACE in the preparation of the LPA Accreditation Document and learning programme specific aspects of the IE Accreditation Document.

Requested Institutional Support for the Proposal

50 ASQEC approval is requested to allow the HKU SPACE proposal to seek accreditation from HKCAAVQ of the Ulster University validated BSc Hons Food and Nutrition FT and PT HKU SPACE programme to proceed.

51 ASQEC nomination is requested of the person who is authorised to be the Accreditation Contact for Ulster University in this proposed accreditation process.

52 Quality Enhancement agreement is requested to allocate staff resource for the provision of information and supporting documents, especially for the Initial Evaluation Accreditation Document.

53 DVC (Academic) nomination is requested of a senior management representative of Ulster University Education to participate in the IE meeting in Hong Kong.

References

HKCAAVQ (2017) Submission Guide for Initial Evaluation For Collaborative Provision of Non-local Learning Programmes (version 1.2). HKCAAVQ. p 1-8

HKCAAVQ (2017) Submission Guide for Learning Programme Accreditation For Collaborative Provision of Non-local Learning Programmes (version 1.2). HKCAAVQ. p 1-10

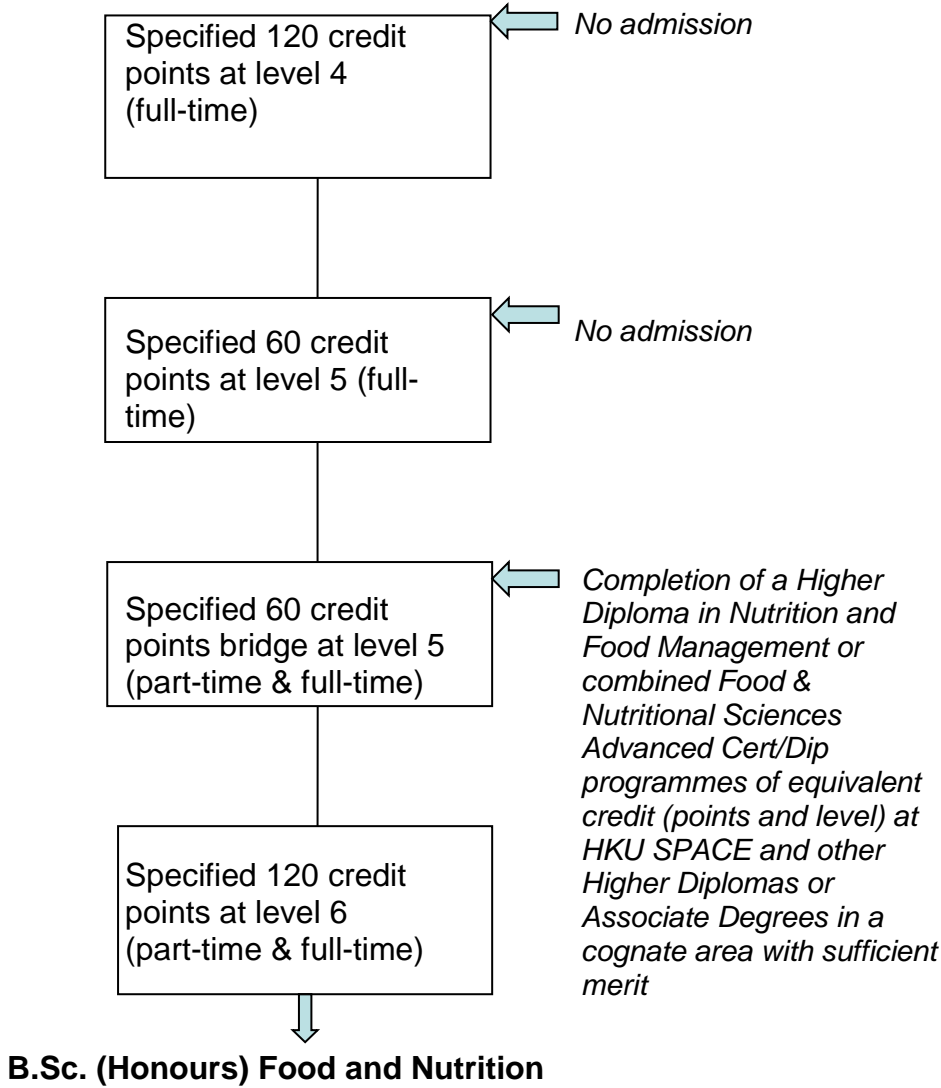
HKCAAVQ (2018) Guidance Notes on Accreditation of Non-local Learning Programmes. HKCAAVQ. p 4

HKCAAVQ (2019) Accreditation Fees. HKCAAVQ. P 2-3

HKU SPACE (2016) Quality Assurance Manual (Abridged version, 2nd edition) HKU SPACE. p 12-13.

Joint Technical Group of EDB and EQF AG (2016) Comparability Study of the Hong Kong Qualifications Framework (HKQF) and the European Qualifications Framework for Lifelong Learning (EQF). EDB. P 129-141

Appendix 1: BSc (Hons) Food and Nutrition extension programme



Appendix 2: Course Structure for FT and PT BSc Hons Food and Nutrition at HKU SPACE

BSc (Hons) Food and Nutrition (part-time)

Year	Semester	Level	Credit Value	Module Title	Code	Status Comulsory (C) / Optional (O)
1	2	5	10	Global Innovation-led Entrepreneurship	BIO385	C
1	2	5	20	Microbiology	BMS315	C
1	2	5	30	Transferable Skills: Biosciences	BIO300	C
2	1	6	20	Food Safety Management	BIO512	C
2	1	6	20	Health Promotion and Nutrition Education	NUT500	C
2	1	6	20	Nutrition Research Methodology	NUT506	C
2	2	6	20	Biochemistry and Molecular Nutrition	NUT502	C
2	2	6	20	Clinical Nutrition	NUT503	C
2	2	6	20	Food, Nutrition and Dietetics Research Project	NUT517	C

BSc (Hons) Food and Nutrition (full-time)

Year	Semester	Level	Credit Value	Module Title	Code	Status Comulsory (C) / Optional (O)
1	1	5	10	Global Innovation-led Entrepreneurship	BIO385	C
1	1	5	20	Microbiology	BMS315	C
1	1	5	30	Transferable Skills: Biosciences	BIO300	C
1	2	6	20	Food Safety Management	BIO512	C
1	2	6	20	Health Promotion and Nutrition Education	NUT500	C
1	2	6	20	Nutrition Research Methodology	NUT506	C
2	1	6	20	Biochemistry and Molecular Nutrition	NUT502	C
2	1	6	20	Clinical Nutrition	NUT503	C
2	1	6	20	Food, Nutrition and Dietetics Research Project	NUT517	C

The above programme structures only include level 5 and level 6 modules as students would have completed other specified level 4 and 5 modules before entry to the programme and have been awarded accreditation for prior learning on 120 credits at level 4 and 60 credits at level 5.

Appendix 3: HKQF Award Titles Scheme

HKQF Level	Choice of Award Titles for Different Levels under the HKQF Award Titles Scheme						
7	Doctor						
6	Master	Postgraduate Diploma / Postgraduate Certificate	Professional Diploma / Professional Certificate	↑ Advanced Diploma / Advanced Certificate	↑ Diploma	↑ Certificate	
5	Bachelor						
4	Associate	Higher Diploma / Higher Certificate					
3							
2							
1							

The hierarchy of award-bearing programmes in HKU SPACE ranges from doctoral degrees to foundation certificates with different categories of qualifications awarded according to different levels of academic achievement and intended learning outcomes.

Appendix 4: Glossary

Accreditation Document: Prepared by the partnership to substantiate its claim of meeting the required standards when undertaking any stage(s) of the accreditation.

Accreditation Panel: A Panel consisting of experts with the requisite profiles and expertise formed for the purpose of the Initial Evaluation of collaborative provision and/or Learning Programme Accreditation or Learning Programme Re-accreditation of the non-local learning programmes under the relevant collaborative provisions. A HKCAAVQ staff member will play the role of the Panel Secretary.

Collaborative Provision: It involves a Hong Kong Operator (local Operator) and a non-local Operator jointly operating a programme of learning in Hong Kong, which leads to a qualification awarded by a non-local Operator. The local Operator and the non-local Operator are regarded as acting jointly as the partnership of the learning programme to be accredited.

Criteria: The elements for consideration in an accreditation exercise, as specified in the relevant set of guidance notes on individual stages of the Four-stage Quality Assurance Process. Each stage in the process has a specific purpose and therefore requires relevant evidence corresponding to the respective accreditation criteria and standards.

Initial Evaluation (IE): It is an upfront quality test to determine whether the collaborative provision between a local Operator and a non-local Operator (the partnership) is able to achieve its objectives as claimed and to operate the learning programmes (under the collaborative partnership) that meet the claimed QF standards. It is separate from, and additional to, any Initial Evaluation / Institutional Review which the local Operator may have undergone in respect of its local learning programmes or in connection with another non-local partner in another partnership.

Learning Programme: A programme of studies or training defined by a curriculum (which may consist of one or more modules, units, subjects or courses or any combination of those elements) and includes, where the context permits, any proposed programme of such studies or training.

Learning Programme Accreditation (LPA)

It is an overall evaluation of the non-local learning programme to determine whether the learning programme meets the required standards to achieve its claimed objectives and deliver the intended learning outcomes commensurate with the competency standards prescribed in the Generic Level Descriptors (QF standards).

Learning Outcome

A student's attained knowledge, skills and application ability as a result of completing the learning programme.

Local Operator: An Operator whose base of operation is in Hong Kong (including the local office of a non-local educational institution).

Non-local Operator: A local Operator's partner whose base of operation is outside Hong Kong.

Operator: A person, school, institution, or organisation or other body, the whole or part of the business of which includes the operation of any learning programmes or any part of a learning programme.

Partnership: It refers to the collaborating Operators (local and non-local) responsible for the collaborative provision of a non-local learning programme of the non-local Operator.

QF Level: The level of the learning programme pitched against the Generic Level Descriptors (GLD) published by the Government at

https://www.hkqf.gov.hk/filemanager/en/content_13/HKQF_GLD_e.pdf.

QF Standards: In respect of a learning programme, the skills, knowledge or experience acquired on the completion of the learning programme that are commensurate with the requirements under the specified level of the QF.

Appendix 5: Accreditation timeline and process

1.1 This indicative timeline is derived on the assumption that all information required by HKCAAVQ for the accreditation exercise(s) is submitted in a timely manner by the partnerships. The schedule for an exercise will be agreed upon with the partnership and recorded in the Service Agreement. The Service Agreement is entered into by the parties at the outset of an accreditation exercise and sets out the Terms of Reference for a particular task.

1.2 The following table shows an indicative timeline for the main steps in an accreditation exercise.

Time	Main Steps
Preparation Stage	<p>Attendance at Operators' Workshop</p> <ul style="list-style-type: none"> New partnerships are strongly encouraged to attend an Operators' Workshop. Operators who have attended workshops previously are encouraged to attend if they have not attended one recently or if there have been new developments.
	<p>Submission of Statement of Intent</p> <ul style="list-style-type: none"> A partnership indicates its intention to seek accreditation by submitting a Statement of Intent and the required attachments to HKCAAVQ via the e-Portal indicating that it is ready to undergo the IE, LPA or re-LPA of their collaborative NLP(s). In the Statement of Intent, a person / representative shall be nominated jointly by the local and the non-local Operators as the authorised liaison point with HKCAAVQ on all matters related to the accreditation exercise.
	<p>Facilitation Phase</p> <ul style="list-style-type: none"> Please refer to the Annex for the details of the Preview Approach to the Facilitation Phase.
	<p>Differentiation Approach</p> <ul style="list-style-type: none"> Accredited partnerships will be notified by HKCAAVQ if the differentiation approach is applicable in the accreditation exercise(s) concerned.
	<p>Signing of Service Agreement</p> <ul style="list-style-type: none"> HKCAAVQ will issue a Service Agreement setting out the purpose, the time schedule and the fee for the exercise. HKCAAVQ will enter into a Service Agreement only with the partnership whose NLP(s) is / are permitted to operate legally in Hong Kong. This refers to non-local courses that have been registered / exempted from registration under Cap 493 with current valid registration / exemption status. After signing the Service Agreement and making payment of the initial / full accreditation fee, the partnership is required to submit the Accreditation Document on or before the date specified in the Service Agreement.
	<p>Preparation of Accreditation Document</p> <ul style="list-style-type: none"> To prepare the Accreditation Document, the partnership is advised to conduct a self-evaluation making reference to the respective accreditation criteria and standards, and the respective Submission Guides.
	<p>Formation of Panel</p> <ul style="list-style-type: none"> The Panel Members are nominated by HKCAAVQ and the appointment is confirmed after checking for conflict of interest with the partnership in writing. The Panel Secretary is also a member of the Accreditation Panel.
Weeks 1-4	<p>Submission and Initial Review of Accreditation Document</p> <ul style="list-style-type: none"> Partnerships are required to submit the Accreditation Document via the e- Portal. The Panel reviews the Accreditation Document.

Weeks 5-8	<p>Panel's initial comments and partnership's responses</p> <ul style="list-style-type: none"> • The Panel provides initial comments on the Accreditation Document and requests additional information as needed. • The partnership provides a response to the Panel's initial comments. • Further information / clarification from the partnership may be needed.
Weeks 9-10	<p>Site visit or meeting</p> <ul style="list-style-type: none"> • There will be a site visit conducted by the Panel or a meeting held at the HKCAAVQ office between the partnership and the Panel. • The Panel will typically meet management representatives, other key staff and students; and inspect facilities and examine records and other supporting documents. • There will be an exit meeting session with representatives of the partnership at the end of the site visit or meeting. The exit meeting will provide a general overview of the Panel's key observations. • There may be a post-visit or post-meeting follow-up, if applicable.
Weeks 11-19	<p>Reporting</p> <ul style="list-style-type: none"> • HKCAAVQ issues an interim report to inform the partnership of the Panel's recommended outcome of the exercise. • HKCAAVQ finalises the accreditation report with consideration of the Panel's recommendations. HKCAAVQ makes the final determination. • HKCAAVQ sends the accreditation report to the partnership to check for factual accuracy.
End of Week 20	<p>Notification of Outcome and Follow-up Actions</p> <ul style="list-style-type: none"> • HKCAAVQ issues the accreditation report.
Up to 3 months from the specified fulfilment dates	<p>Follow-up Actions</p> <ul style="list-style-type: none"> • If conditions (i.e. pre-conditions and/or requirements) and/or restrictions are stipulated in the accreditation report, the partnership must provide evidence of having fulfilled them by the specified deadlines. After considering the evidence HKCAAVQ may request further information or seek clarifications, if necessary. • If the partnership cannot fulfil / comply with the conditions and/or restrictions within the allowable time period, HKCAAVQ may deem that the partnership and/or programme is no longer competent to achieve its objectives and the accreditation report may be varied or withdrawn. • HKCAAVQ normally will issue a notification letter on the fulfilment of conditions within 3 months from the specified deadlines.

Appendix 6: COURSE COSTING: BSc Hons Food and Nutrition FT HKU SPACE
(Validation Fees)

DATE: 04 October 2019

FACULTY Life and Health Sciences

1. Summary

The course costing, prepared on a Contribution Model basis, shows a cumulative surplus after 3 years of £32k. This positive surplus to the Faculty is to cover faculty management and administration costs or for reinvestment.

Table 1: Financial Projection

	2018-19	2019-20	2020-21	2021-22	2022-23
	£'000	£'000	£'000	£'000	£'000
INCOME					
Reimbursed accreditation fees	0	0	5.5	0	0
Validation fees	0	0	25	38	38
Total Income	0	0	30.5	38	38
FACULTY EXPENDITURE					
Payroll	0	5.5	0	0	0
Accreditation fees	0	7.5	0	0	0
Accreditation Travel & Subsistence	0	5.5	0	0	0
Recurrent	0	0	0	0	0
Accommodation	0	0	3	4	4
Total Expenditure	0	18.5	3	4	4
CONTRIBUTION	0	(18.5)	27.5	34	34
Central Costs	0	0	11	17	17
SURPLUS/(DEFICIT)	0	(18.5)	16.5	17	17
CUMULATIVE SURPLUS/(DEFICIT)	0	(18.5)	(2)	15	32

2. Assumptions

i. Accreditation Fees

HKCAAVQ accreditation fees are currently HK\$83,200 for the IE, HK\$396,400 for the LPA and HK\$34,980 for the additional PT delivery mode. The Faculty contribution to the payment of the accreditation fees is 16%. HKU SPACE is eligible to apply for the "Accreditation Grant for Self-financing Programme" from the HKQF to reimburse part of the accreditation fees: 100% of the IE fees and 70% of the LPA fees are reimbursable after the successful completion of the accreditation exercises. At a rate of 11HK Dollars to the £, the Faculty will pay £7,485 (514,580x0.16/11) towards the accreditation fees of which £5602 [0.16/11(83,200 + 0.7x431,380)] will be reimbursed after the successful completion of the accreditation exercises. 50% of the fee (£7485) will be paid to HKU SPACE in November/December 2019 and the other 50% in May 2020. Reimbursement of the £5602 would likely be in September/October 2020. The costs of reaccreditation fall outside the business case timeframe.

ii. Accreditation Payroll

There are payroll costs of £5,378 associated with the accreditation process based on 7 days of staff time to support IE documentation preparation (QE 2 days at £606 and Faculty 1 day at £365) and the IE meeting (Faculty 4 days at £1,852) with the HKCAAVQ appointed Panel, and

7 days of the Faculty's programme team member's time (£2,555) to support LPA documentation preparation and the LPA meeting with the HKCAAVQ appointed Panel.

iii. Accreditation Travel & Subsistence

The Faculty will pay for the travel and subsistence of 2 senior management staff (e.g. DVC Education and ED Faculty) to participate in the IE meeting with the HKCAAVQ appointed Panel and 1 Faculty programme team member to participate in the LPA meeting with the HKCAAVQ appointed Panel. At £2.25K per senior management staff and £1K for the Faculty programme team member, the Faculty will pay £5.5k. The IE and LPA meetings are expected to be in June 2020 so this expenditure would be in May/June 2020.

iv. Tuition Fees

Tuition fee income has been calculated based on a contracted agreed price of 86,000 HK Dollars translated at a rate of 11HK Dollars to the £ for the first year per student enrolled and 45,000 HK Dollars for the second year per student. The exchange rate of 11HK Dollars to the £ is written into the Recognition Agreement between HKU SPACE and the Faculty (2019/20 to 2023/24). The students are enrolled on Banner at Nil fee and Ulster earns a % of the student fee as validation. Over a period of 1.5 years, the full-time students complete a course which comprises 180 credit points (120 in the first year and 60 in the second). The first 22 students in each year will earn Ulster 12.5% of the fee and any above that will attract 16% of the fee (in this case 3 students at the higher rate).

v. Student Numbers

The planned enrolment for the course is detailed in Table 2. The Faculty should ensure these numbers are included in their academic plan and monitor the actual recruitment against the plan on an ongoing basis.

Table 2 Planned Student Enrolment

	2018-19	2019-20	2020-21	2021-22	2022-23
Year 1	0	0	25	25	25
Year 2	0	0	0	25	25
Year 3	0	0	0	0	0
Actual Student Population/Student FTE	0	0	25	50	50

vi. Staff and Recurrent Costs

HKU Space will cover all additional legitimate business expenses including travel and expenses. Staff costs to monitor the programme need to be costed to 0.5% of salary, a minimal cost.

3. Risks

This is a low risk contract with little cost to Ulster.

The course costing has been prepared by Alison Linton based on information provided by the Faculty.