

**SUBMISSION FOR
ACCREDITATION OR REACCREDITATION OF
COMPUTER SCIENCE PROGRAMME(S)**

Submitted by

Name of University

Faculty:

Department(s):

Programmes(s):

Date of Visit:

Signed By:

Dean/Head of Department

Date _____

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GUIDANCE NOTES
FOR
COMPLETION OF THE QUESTIONNAIRE

This questionnaire is designed to assist academic departments in the preparation of their submission for accreditation exercise and the visiting teams in the assimilation of the information required.

The information requested is in line with the accreditation criteria for Computer Science Programmes. It is strongly recommended that this handbook is studied carefully before completion of the questionnaire.

Contents

The questionnaire is set out as follows:

Part 1: General information relative to the entire university

Part 2: General information relative to the faculty

Part 3: General information relative to the department

Part 4: Information relative to the Computer Science programme(s)

A separate Part 3 is required for each department and a separate Part 4 should be completed for each programme for which accreditation was requested.

To avoid duplication of information and effort, provide information only once and thereafter clearly state under which heading it is to be found.

Completion

The questionnaire is provided on disk (Word 7.0) and hard copy.

- a. If the disk is used, enter the response after the description of information required in each clause and complete the tables.
- b. If the disk is not used, the response must be typed in the same format as the questionnaire with the same headings, and numbering, in bold. Tables should be photocopied and completed.

Please do **not** change the wording, sequence or format of the sections, clauses, headings or tables.

Please do provide only the information requested.

Six copies of the submission should be sent to the HKIE in hard copy only, bound with the pages numbered consecutively, at **least six weeks before** the visit. Major attachments should be placed at the end of the appropriate section of the completed questionnaire.

Two copies of the latest edition of the calendar should also be included with the questionnaire.

SECTION 1

GENERAL INFORMATION

RELATIVE TO THE ENTIRE UNIVERSITY

1.1 Vice Chancellor, President or Director

Title:

Name:

1.2 Dean

Name:

Date of appointment:

1.3 Head of Department

Name:

Date of appointment:

1.4 Structure of the University

Give details, on a separate sheet, of the organizational structure of the university including its major academic and administrative components, an organizational chart may be attached if appropriate.

1.5 Self Validation Procedures

Give details, on a separate sheet, of the university's self validation procedures.

1.6 Quality Assurance System

What quality assurance system is used to maintain the academic standards of Computer Science programmes - the independent external examiner system or another equivalent?
Please provide details.

Give details of the policy and procedures used to evaluate the individual teaching performance and course content.

1.7 Academic and Fiscal Years

Start of academic year:

Duration of academic year:

Start of fiscal year:

1.8 Funding

Describe the funding arrangements for the university.

SECTION 2

GENERAL INFORMATION

RELATIVE TO THE FACULTY

2.1 **Structure of the Faculty**

Give details, on a separate sheet, of the organisational structure of the Faculty including its major academic administrative components, an organisational chart may be attached if appropriate.

2.2 **Administrative Responsibilities**

Describe the authority and role of the Dean, Heads of Department and others within the faculty.

2.3 **Other Faculties**

Give details of other faculties which provide courses for the computer science programme.

2.4 **Finance**

Give details of the financial arrangements including details of funding from university and other sources.

Who is responsible for the allocation of funds within the faculty. What arrangements exist with other faculties who provide courses.

2.5 **Staff Development**

Describe the faculty policy for ensuring the continued teaching competence and the professional development of the teaching staff.

In addition describe the faculty policy on:

Sabbatical Leave
Research and Development
Consultancy

2.6 **Admission Policies**

Describe the general criteria and procedures for admitting students to the undergraduate computer science programmes. If admission is other than by A levels, please give details.

2.7 **Library Facilities**

Provide information, total number of books, periodicals etc, on the library facilities and information services available to the computer science students and faculty.

Indicate the hours when these facilities are open to the computer science students and study space availability.

Give an indication of the funding allocated to computer science programme for library acquisitions in the past three years.

2.8 **Development**

Please give information on any proposed developments within the faculty.

SECTION 3

GENERAL INFORMATION

RELATIVE TO THE DEPARTMENT

Note: A copy of this section should be completed and submitted for each department involved in the accreditation exercise.

3.1 Structure of the Department

Give details, on a separate sheet, of the major organizational structure of the Department including its major academic administrative components, an organizational chart may be attached if appropriate.

3.2 Administrative Responsibilities

Describe the authority of the Head of Department and others within the Department indicating who holds the ultimate responsibility for the programme(s) to be accredited.

3.3 Other Departments

Give details and describe the relationship with other Departments which provide courses.

3.4 Development

Please give details of any proposed development, change in staff, new equipment, new facilities, etc, within the Department.

3.5 Finance

Describe the process for allocation of operating and capital funds within the Department.

3.6 Financial Resources

3.6.1 Committed to teaching and teaching support

Year				
Category				
Operating:				
Teaching				
Office supplies				
Other				
Maintenance				
Equipment (Specify)				
Maintenance				

Capital (Specify)				
Others / Acquisitions				
Total	HK\$			

3.6.2 Committed to research support

	Year			
Funding Source				
UGC (UPGC)				
Other research bodies				
Industry				
Other (Specify)				
Total	HK\$			

COMMENTS

3.7 Other Resources

3.7.1 Computer Facilities

Give details of the computer facilities available for the programmes:

3.7.2 Information Services

Give details of information services available to the Department over and above those described in Section 2.

3.7.3 Other Resources

3.7.4 **Some examples of resources recently acquired**

3.8 **Externally sponsored research and development/ consultancy**

Please give brief details of externally sponsored research and development and/or consultancy work undertaken by the Department during the last three years, additional pages may be added as necessary. As an alternative to completing this section copies of the departmental research report can be sent if available.

Title	Sponsoring Organization	Names of academic staff primary involved	Total value of contract and period of contract

3.9 **Staff**

Please supply information on the number of staff within the Department.

Academic Year			
Staff			
Full-time Academic			
Part-time Academic			
Full-time office/administration			
Part-time office/administration			
Full-time technical			
Part-time technical			
Teaching assistant (hours)			
Other support staff			
TOTAL			
Academic staff on sabbatical leave			
Total establishment academic staff			
Number of academic staff vacancies			

3.10 **Academic Staff**

Please ensure that each member of academic staff in the Department, and other supply Departments, complete a copy of the form below. A curriculum vitae may be submitted provided it supplies all the information requested on the form.

Please supply a summary sheet listing all the members of the academic staff and their positions.

Name:

Present Position:

Date: a) joining University:

b) present appointment

Academic Qualifications

Degree

University

Date

Member of the HKIE

Other Professional Qualifications

Sabbatical Leave

Year	Organization	Location
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Courses taught in the past three years

Undergraduate	Postgraduate
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Present teaching subjects and student contact hours per subject per year

Number of student theses supervised

	Undergraduate	Masters	PhD
Completed (last 3 years)			
Completed (lifetime)			
In progress			

Publications

	Refereed Journals	Refereed Conference	Other (identify)
Number (last five years)			
Number (lifetime)			

Consultancy

Current number	
Total (last five years)	

Funding

Research

Non research

Current
Total (last five years)

Professional/Scholarly Activity

Give a brief description of main areas of interest - technical and research interests, offices held in professional and technical organisations etc.

Industrial and related experience

Give a brief resume.

Signed: _____
Member of Staff

Date: _____

3.11 **Support Staff**

Departmental Technical/Academic Staff Ratio _____

Please list all technical, laboratory and other support staff giving their position, qualifications and brief details of their experience. Differentiate between permanent (P), part-time (PT) and short term research staff (R). An additional page may be used as required.

Name	Qualifications	Experience

3.12 **Publications**

Provide a collated list of refereed research publications over the past five years. Where multiple authors are involved indicate the principal author by underlining or by the use of bold type. Asterisk authors of joint publications who are not members of the departments concerned with the course. If available, the departmental research report may be sent as an alternative to completing this section.

3.13 **Postgraduate and other short courses**

Please give brief details of related courses offered by the department at post-graduate level.

Title	Duration/ No. of times offered	Full time / part time	Total number of students in the last three years

3.14 **Continuing Development of Staff**

Describe the Department's policy for the continuing development of staff if it varies from the faculty policy described in Section 2.5. Give brief details of how this policy has been implemented over the past three years.

3.15 **Part-time Staff**

Describe how the part-time staff are supervised and evaluated relative to: presentation of the required course content, competence in teaching and availability to students.

3.16 **Quality Assurance Procedures - Teaching**

Please give a brief statement on teaching quality assurance procedures as they apply to the Department.

3.17 **Quality Assurance Procedures - Student Assessment**

Please give details of the composition of the Board of Examiners.

3.18 **Quality Assurance Procedures - Independent**

Describe the Department's independent quality assurance system if it varies from the University's policy set out in Section 1.4.

Give details of the external examiners over the past three years, indicating how often they have visited the Department in that time.

If the external examiner system is not used give details of those involved in the independent quality assurance system and their participation in it over the past three years.

3.19 **Departmental Advisory Committee**

Describe the Department's advisory committee, or other similar body, if one exists.

Give details of the composition of the committee or other similar body.

Is there a representative of the HKIE on the committee?

3.20 **Other information**

Please provide other information, not asked for above, which is considered relevant to the accreditation exercise.

SECTION 4
INFORMATION RELATIVE TO THE
COMPUTER SCIENCE PROGRAMME

Note: A copy of this section should be completed and submitted for each programme being accredited.

4.1 Title of the programme

Please use the name as specified in the calendar.

4.2 Programme structure

Full time:

Part time:

Sandwich thick:

thin:

Other (please specify):

4.3 Programme duration

Weeks per annum (excluding examination and study time):

Number of years:

actual:

full time equivalent:

4.4 External examiner involved with the programme

Name:

Titles:

Period of appointment:

If a different independent quality assurance system is used, please give details of those involved with the programme.

Please attach copies of the external examiner's (or other) reports for the past three years.

4.5 Starting date and date of last major revision

Date of first intake of students:

Date of last major revision:

Date the HKIE notified of revision:

4.6 Previous accreditation/validation record

Date on which last professional accreditation exercise took place:

Authority which undertook the exercise:

Outcome of the exercise:

Please provide a copy of the report of the last accreditation exercise.

Date of the last self validation exercise:

4.7 Amendments to the programme

Please give details of any changes made to the programme since the last professional accreditation exercise.

4.8 Continuing development

Describe the process for ensuring the continuing development of the programme.

4.9 Future plans

Give details for the future plans, budget and intentions for the programme.

4.10 Programme philosophy

Please state briefly the aims, philosophy and origins of the programme.

4.11 Programme structure

Provide a block diagram for the programme structure clearly showing core and option course titles, and all possible routes through the total programme.

4.12 Curriculum

For each course within the programme please provide the following:

syllabus
statement of objectives

list of essential and reference text-books

4.13 Curriculum Details (i)

Year one

Course - (Indicate core subject and options)	Timetabled work in hours per week			No of teaching weeks	Total hours	Total credits	No of exam papers	Max marks available from:		Subject weighting for final assessment mark (FAM)	Lecturer
	Lect	Tut	Pract					Exams	Course		
TOTALS:											

Please indicate the percentage contribution of this year's assessment to the final degree assessment _____

Year two

Course (Indicate core subject and options)	Timetabled work in hours per week			No of teaching weeks	Total hours	Total credits	No of exam papers	Max marks available from:		Subject weighting for final assessment mark (FAM)	Lecturer
	Lect	Tut	Pract					Exams	Course		
TOTALS:											

Please indicate the percentage contribution of this year's assessment to the final degree _____

Year three

Course (Indicate core subject and options)	Timetabled work in hours per week			No of teaching weeks	Total hours	Total credits	No/ Duration of exam papers	Max marks available from:		Subject weighting for final assessment mark (FAM)	Lecturer
	Lect	Tut	Pract					Exams	Course		
TOTALS:											

Please indicate the percentage contribution of this year's assessment to the final degree _____

Curriculum Details (i)

Year four (if applicable)

Course (Indicate core subject and options)	Timetabled work in hours per week			No of teaching weeks	Total hours	Total credits	No/ Duration of exam papers	Max marks available from:		Subject weighting for final assessment mark (FAM)	Lecturer
	Lect	Tut	Pract					Exams	Course		
TOTALS:											

Please indicate the percentage contribution of this year's assessment to the final degree _____

Title	Supervisor	Student	Mark

Use continuation sheets as necessary

Marks: Mean _____ Standard deviation _____

4.16 **Practical Training**

Please describe provision made for the practical training of students.

For the last three graduating years please indicate the proportion of students who have:

Year of graduation			
Received practical training			
Did not receive practical training			

Give details of the nature of the training received.

4.17 **Communications**

Describe in details the measures taken to provide instruction in the art and practice of communications by the spoken and written word.

4.18 **The IT Professionals**

Describe how the programme ensures that students are made aware of the role of the IT professionals in society and the legal and ethical responsibilities of the IT professional.

4.19 **Admission Requirements**

Please specific the normal published entry qualifications required for the programme.

Specify minimum requirements on the basis of which admission has been made over the last five years. State which 'A' level subjects are a requirement.

Please give details of the standard required for direct entry into the second and third years of the course.

Please give details of any incidence of direct entry to the final year of the course.

If provision exists for entry other than by the standards indicated above, please detail the qualifications.

Please give details of any policy to permit students to transfer from one programme to another.

4.20 **Student Numbers**

Please give the total number of students in each year of the programme:

Year 1	Year 2	Year 3	Year 4	Total

4.21 **Student/Staff Ratio**

Please state the student/staff ratio _____

How is it determined?

4.22 **Selection Procedures**

Please give details of the selection criteria and procedures for the programme.

Please indicate, for each of the past four years:

Year				
Total number of applications				
Number of students interviewed				
Offers made				
Planned intake				
Actual intake				

4.23 **Analysis of Intake**

Year				
A Level Students				
Proportion who have taken three A Level subjects				
Proportion who have subjects at AS Level				
Average point score A/AS Level A Level: A=2,B=4,C=6,D=8,E=10 AS Level: A=1,B=2,C=3,D=4,E=5				

Entry qualifications other than A Levels (specify)	Average Mark / Year			

4.24 **Assessment procedures**

Give details of the programme assessment/examination procedures/systems.

Give details of the relative weighting for examinations, course work, projects, etc.

Describe the conditions which permit a student to advance from one stage to the next.

Give the basis on which students are permitted to repeat failed subjects and to carry exemptions in other passed subjects.

Give details of any appeal procedures.

4.25 **Award of the Degree**

Give details of the classification of degrees.

What are the conditions for the award of:

an honours degree

a pass degree

4.26 **Analysis of the Awards**

Please indicate, for each of the past five years, the number of degrees awarded in the categories indicated, and also the total number of students who were admitted to the corresponding first year of the course.

Year of Graduation						
Total number of students admitted to course in corresponding first year						
Total number of students admitted to course in corresponding second and subsequent years						
The number of these students graduating with honours degrees	1st					
	2/1					
	2/2					
	3rd					
The number of these students graduating with pass degrees						
The number of these students who failed to obtain their degree in the standard time but did so subsequently						
The number of these students leaving the programme due to examination failure						
The number of these students leaving the programme for reasons other than examination failure						
The number of these students who are still studying in the programme						

4.27 **Destination of the Graduates**

Please indicate, by percentage, the destinations of graduates if known.

Year					
IT Industry					
Government					
Non-profit Organization					
Further Study					
Non-Computer Science related					
Unknown					
Other - please specify					
Total					

4.28 **Facilities**

4.28.1 **Lecture**

List the number of lecture halls available, giving the seating capacity of each.

4.28.2 **Laboratories**

Give details of the laboratories and workshops available for the programme, listing the floor area, number of student places and equipment.

4.28.3 **Other Work Areas**

Give details of other work areas, including computer work stations and student study spaces, available for the programme giving the floor area, number of student places and equipment.

4.29 **Transcripts**

At the start of the visit the Visiting Team Chairman will ask for a selection of transcripts to be made available.

4.30 **Other Information**

Please give any other information which may assist the Visiting Team.