

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

School of Business and Management

Department of _____

Multi-Year Plan of Assurance of Learning, 201_ - 201_

Purpose	➤ Department-led quality assurance is an annual monitoring exercise of the course delivery and a periodic review of the program to safeguard teaching and learning quality, promote teaching enhancement so as to ensure positive student learning experience.
Year Cycle	➤ 4 / 5/ 6 Years: 201_ - 201_
Annual Monitoring	➤ To establish a formalized process of reflection on the course delivery. Courses instructors and Department administrator(s) are to submit the followings to the Department UG Committee every term/ every year whenever appropriate: ✓ Course syllabus ✓ Samples of major assessment (at 25 percentile, 50 percentile and 75 percentile) ✓ Student Feedback Questionnaire (SFQ) ✓ Student Engagement and Satisfaction Questionnaire (SESQ) ✓ Students' qualitative comment on the program from the Staff and Student Liaison meeting(s) ➤ To submit an annual quality assurance report to the University via the School. This is a self evaluation report which is constructive and self critical. The report also summaries ✓ Students' performance ✓ Best practices and processes ✓ Student advising practices
Assessment	➤ To choose courses to assess the learning outcomes
Periodic Review	➤ By the end of the 4th/ 5th/6th year, there is a periodic review to address the quality of ✓ Students ✓ Curriculum ✓ Course delivery ✓ Assessment ✓ Best practices and processes ✓ Student advising system ➤ Program Review Committee will be formed for the review, membership includes: ✓ Chair of the Department UG Committee ✓ Faculty representative(s) ✓ An administrator ✓ Student representative(s) ➤ Guiding principles of the review: ✓ Are the program-learning outcomes appropriate/ realistic? ✓ Are the courses offered relevant to the program-learning

	outcomes? ✓ Are students' feedback taken into consideration? How? ✓ What are the findings in the past few years? ✓ Any proposed changes to the program?
--	--

5 April 2013