

THE HONG KONG INSTITUTION OF ENGINEERS

Sample Accreditation Visit Schedule*

| Date/Time | Meeting Session | Remarks |
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| DAY 0 | | |
| 6:00 pm | Pre-visit Team Meeting | - attend by the HKIE Visiting Team Members and Assessor |
| DAY 1 | | |
| 8:30 – 9:30 am | Meeting with Dean, Head(s), Programme Director(s)/Leader(s) and key staff of Department(s) | |
| 9:30 am – 12:15 pm | Discussion with staff responsible for major elements of the programme Part I (9:30am - 11:30am) Meeting with most of teaching staff who involve in delivery of the programmes(s) Part II (11:30am – 12:15pm) Meeting with the teaching staff (exclusive of Faculty/Department/Programme management staff) | - expect to meet most of the teaching staff who involve in delivery of the programme(s) Part I (9:30am - 11:30am) The visiting team expects to meet most of the staff of the programmes, including Head, Associate Heads and Programme Director(s)/Leader(s) Part II (11:30am – 12:15pm) The Head(s), Associate Heads, Programme Director(s)/Leader(s), the teaching staff who are taking Deanship or Associate Deanship and Immediate Past Head and Programme Director(s)/Leader(s) should not be in attendance this 45-minute session. |
| 12:30 pm | Lunch | Lunch with Dean, Heads, staff and preferably with Advisory Board Members or employers of graduates |
| After lunch (at around 1:45 – 2:30 pm) | Informal reception with external stakeholders | - external stakeholders including representatives of Advisory Board Members and employers of graduates |
| 2:45 – 3:45 pm | Private team meeting | |

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| 3:45 – 4:15 pm | Meeting with President or Vice-President, Dean and Heads of Department and Programme Director(s)/Leader(s) | |
| 4:30 – 6:00 pm | Review of all outcome evidences, including but not limited to student work, e.g. assignments, projects, examination question papers, answer scripts, lab reports etc. | <p>Documentation review including:</p> <p>(a) assignments, projects, examination question papers, answer scripts, lab reports etc. of each course</p> <ul style="list-style-type: none"> - examination question papers and specimen for the last three exams, or since the course commenced, in each course - marked examination scripts in each course (please classify to 3 batches, i.e. Good, Average and Weak, according to the marks) (preferably with 5 samples of each batch) - assignments, projects, design projects, lab reports with the markings (please classify to 3 batches, i.e. Good, Average and Weak, according to the marks) (preferably with 5 samples of each batch) - course materials supplied to students, e.g. course outlines, tutorial sheets, laboratory experiment instruction sheets, prescribed texts, notes, etc. <p>(b) copies of the meeting minutes/records of the relevant Committees/Boards in the past three years, or since the programme commenced (for newly offered programme seeking provisional accreditation), concerning the quality assurance procedures of each programme</p> <p>(c) assessment details with results and evaluation for specific programme outcome measurement</p> <p>(The above information (b) and (c) will be made available online for the visiting team to access at a link provided by the HEI from two weeks before the on-site visit until the end of the visit.)</p> |
| 6:00 – 7:00 pm | Meeting with students and recent graduates of each programme concerned | <ul style="list-style-type: none"> - at least 3 students in each year (as well as 3 recent graduates)) (Statistics on academic performance (GPA achieved) of the students and recent graduates to be interviewed should be given) |

| DAY 2 | | |
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| 8:30 – 9:00 am | Private team meeting | |
| 9:00 – 10:30 am | Visit to Department facilities and other HEI facilities, e.g. library, language centre, etc | - preferably with students at the laboratories (The visiting team may send a representative to visit the facilities while other Team members continue the other accreditation activities, e.g. review of evidence of student outcomes, discussion with the staff responsible for the programme.) |
| 10:30 am – 12:30 pm | Private team meeting | |
| 12:30 – 1:00 pm | Final meeting with Dean, Head(s), Programme Director(s)/Leader(s) and key staff of Department(s) – Executive summary session | - in case further accreditation activities of visiting team need to be conducted after lunch, the Final meeting will be held after all accreditation activities of visiting team are completed. |
| 1:00 pm | Lunch | |
| 2:00 pm and onwards | <i>Reserved for further accreditation activities of visiting team</i> | |

* Visit schedule is subject to change if necessary