Hong Kong Baptist University
Quality Assurance (QA) Framework

Level	Roles and Responsibilities
University	**<u>Senate</u>** The Senate is the highest authority on all academic related matters of the University. **<u>Senate-Standing Committees</u>** Formed under the Senate, the Academic Development Committee, Sub-degree Programmes Steering Committee, Quality Assurance Committee, Research Committee, Teaching and Learning Policy Committee and Student Affairs Committee are charged with different spectrum of responsibilities for quality assurance (QA): Academic Development Committee Formulating academic policy and academic strategic and development plans, and examining planning proposals of new programmes. Sub-degree Programmes Steering Committee Overseeing the planning, operations and long-term development of self-financed sub-degree (SD) programmes. Quality Assurance Committee Formulating QA policies and procedures; monitoring and assuring the quality of all taught programmes at SD, undergraduate and taught postgraduate levels, including UGC-funded and self-financed programmes offered within and outside Hong Kong. The QAC's sub-committees, including Taught Postgraduate Regulations Committee, two Quality Assurance Sub-committees on Sub-degree Programmes, General Education Committee, Undergraduate Admissions Committee and Undergraduate Regulations Committee, are formed with respective roles and responsibilities. Research Committee Developing strategies as well as formulating and reviewing policies relating to research postgraduate programmes. Teaching and Learning Policy Committee Enhancing and maintaining general oversight of university-wide policies and procedures relating to teaching and learning such as the assessment policy. Student Affairs Committee Formulating policies and regulations relating to student organisations, activities, discipline, amenities, services and hall life; steering co-curricular and other activities which create an environment conducive to the Whole Person Education philosophy of the University.
Faculty [Notes 1&2]	The Faculty is responsible for: (1) Upholding and monitoring the quality of the academic programmes, academic activities and/or support services offered by its departments; (2) Providing guidance on and monitoring implementation of QA at the departmental level;

	(3) Reviewing various annual reports (e.g., [Annual Programme QA Reports](#)) submitted by departments and programmes;
	(4) Following up on improvement plans, including recommendations made by the Academic Consultation Panel and Departmental Academic Advisor, in previous Reports;
	(5) Formulating improvement plans with measurable targets and concrete time frame for continuous enhancement.
Department Note 2	The Department is responsible for: (1) Upholding the quality of the programmes, courses and other learning activities offered by the Department; (2) Providing guidance on and monitoring implementation of QA at programme and course levels; (3) Practising self-reflection and compiling various annual reports; (4) Collecting and reviewing students' and other stakeholders' comments (e.g., via Staff-Student Consultative Meetings, Advisory Committee) from time to time for continuous improvement; (5) Following up on improvement plans in previous Reports; (6) Following up on recommendations made by the Academic Consultation Panel and Departmental Academic Advisor; (7) Seeking views from Department Advisory Committee for continuous improvement; (8) Formulating improvement plans with measurable targets and concrete time frame for continuous enhancement.
Programme Note 3	Programme Planning Team and Programme Management Committee are involved in developing and overseeing programmes. Programme Planning Team is responsible for: (1) Preparing planning proposals of programmes with reference to strategic positioning, curriculum and pedagogical design and assessment strategies of the programme. Programme Management Committee is responsible for: (1) Monitoring teaching and learning activities of respective programmes; (2) Collecting and reviewing students' and other stakeholders' comments on the programme from time to time; (3) Formulating improvement plans with measurable targets and concrete time frame for continuous enhancement.

Note 1 "Faculty/Faculties" is a generic and collective term referring to Faculties and Schools of HKBU.

Note 2 Divisions of BNU-HKBU United International College are equivalent to Faculties; Programmes are equivalent to Departments in HKBU.

Note 3 For programmes jointly offered by multiple departments, Programme Planning Teams and Programme Management Committees will consist of representatives from every department involved in the programmes.