



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

ACCREDITATION REPORT

CARITAS INSTITUTE OF HIGHER EDUCATION

**INITIAL EVALUATION AND
LEARNING PROGRAMME ACCREDITATION**

MASTER OF CORPORATE GOVERNANCE

MARCH 2021

Table of Contents

	<u>Page</u>
1. TERMS OF REFERENCE.....	1
2. HKCAAVQ'S DETERMINATION.....	1
3. INTRODUCTION.....	4
4. PANEL'S DELIBERATIONS	5
4.1 Organisational Governance and Management	5
4.2 Financial Viability and Resources Management	7
4.3 Organisational Staffing.....	8
4.4 Organisational Quality Assurance.....	9
4.5 Programme Objectives and Learning Outcomes	10
4.6 Learner Admission and Selection	12
4.7 Programme Structure and Content	13
4.8 Learning, Teaching and Assessment.....	14
4.9 Programme Leadership and Staffing	15
4.10 Learning, Teaching and Enabling Resources/Services	16
4.11 Programme Approval, Review and Quality Assurance.....	17
5. IMPORTANT INFORMATION REGARDING THIS ACCREDITATION REPORT	18

Appendix 1 HKCAAVQ Panel Membership

Appendix 2 Graduate Profile

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: AA690), the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), in the capacity of the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap. 592), was commissioned by Caritas Institute of Higher Education (the Operator) to conduct a combined exercise of Initial Evaluation and Learning Programme Accreditation with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Operator meets the stated objectives and is competent to operate learning programmes that meet the QF Level 6 standard, and can be granted Initial Evaluation Status at QF Level 6;
- (b) To conduct an accreditation test as provided for in the AAVQO to determine whether the Master of Corporate Governance programme of the Operator meets the stated objectives and QF standard and can be offered as an accredited programme; and
- (c) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

2. HKCAAVQ'S DETERMINATION

Initial Evaluation (IE)

2.1 HKCAAVQ has determined that the Operator meets the stated objectives and is competent to operate learning programmes that meet the QF Level 6 standard, and can be granted an IE status at QF Level 6.

2.2 Validity Period

2.2.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

2.3 The determinations of the IE status are specified as follows:

Name of Operator	Caritas Institute of Higher Education 明愛專上學院
Address of Operator	2 Chui Ling Lane, Tseung Kwan O, New Territories
Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation	Level 6
Start date of 2-year validity period of IE accreditation status	1 January 2022
Scope of IE Accreditation Status	For local programmes operating in Hong Kong

Learning Programme Accreditation (LPA)

2.4 HKCAAVQ has determined that the Master of Corporate Governance programme (the Programme) meets the stated objectives and QF standard at Level 6. Subject to the approval by the Chief Executive in Council, the Programme can be offered as an accredited programme with a validity period of three years.

2.5 Validity Period

2.5.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

2.6 The determinations on the Programme are specified as follows:

Name of Operator	Caritas Institute of Higher Education 明愛專上學院
Name of Award Granting Body	Caritas Institute of Higher Education 明愛專上學院
Title of Learning Programme	Master of Corporate Governance 企業管治碩士
Title of Qualification (Exit Award)	Master of Corporate Governance 企業管治碩士
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	General Business Management
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
QF Level	Level 6
QF Credits	108
Mode of Delivery and Programme Length	Part-time, 1.5 years
Start Date of Validity Period	1 January 2022
End Date of Validity Period	31 December 2024
Number of Enrolment	Two enrolments per year
Maximum Number of New Students	20 new students in 2022 20 new students in 2023 30 new students in 2024
Address of Teaching / Training Venue	2 Chui Ling Lane, Tseung Kwan O, New Territories

- 2.7 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the Programme continues to meet the standard to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.

3. INTRODUCTION

- 3.1 Caritas Institute of Higher Education (CIHE), formerly known as Caritas Francis Hsu College (CFHC), was established in 1985. CFHC was registered as a post-secondary college under the Post Secondary Colleges Ordinance (Cap. 320) in 2001 after an Institutional Review conducted by HKCAAVQ for offering sub-degree programmes. CFHC underwent another Institutional Review by HKCAAVQ in October 2010 for offering bachelor's degree programmes. The Chief Executive in Council granted approval for CFHC to change its name to CIHE with effect from May 2011. As of January 2021, CIHE has 12 bachelor's degree programmes and three higher diploma programmes on the Qualifications Register.
- 3.2 The Operator commissioned HKCAAVQ to conduct a combined exercise of IE and LPA for its Master of Corporate Governance programme, and HKCAAVQ formed an expert Panel (the Panel) for this exercise (Panel Membership in **Appendix 1**). In view of the outbreak of the Coronavirus Disease 2019 (COVID-19), the site visit was conducted via video conference on 26-27 January 2021 to reduce social contact. HKCAAVQ's *Manual for the Four-stage Quality Assurance Process under the Hong Kong Qualifications Framework* was the guiding document for the Operator and the Panel in conducting this exercise.

4. PANEL'S DELIBERATIONS

The following presents the Panel's deliberations on a range of issues pertinent to its major findings. For aspects of the accreditation standards where no observations are made they are considered to be appropriately addressed by the Operator.

Initial Evaluation

4.1 Organisational Governance and Management

The governing body of the Operator has clearly defined and appropriate educational/training objectives, and has implemented a management structure to realise those objectives, for the delivery of learning programme(s) that fall within the scope of the QF level(s) sought.

4.1.1 The Board of Governors (BoG) is the supreme governing body of the Operator overseeing the overall direction as well as funding and management effectiveness of the Operator through setting out its vision and mission, approving its budget and appointing the President. The Council is the executive body of the BoG and is supported by four standing committees covering finance, staffing, institutional development and fund-raising. The terms of reference, composition and sample meeting minutes of the BoG, Council and standing committees under the Council were provided to the Panel for review.

4.1.2 The Operator has a Senior Management Group (SMG), which comprises the President, Provost and Vice-Presidents, to provide management direction for the whole institute. The SMG holds meetings with the heads of academic, administrative and learning support units in the form of Management Team (MT) as the need arises to discuss proposals and respond to issues. The SMG is supported by five standing committees, namely the Budget and Resources Committee, Promotion and Public Affairs Committee, President's Advisory Committee on Establishment, Quality Assurance Committee (Administration), and Student Recruitment Committee. The terms of reference, composition, risk management framework, sample of risk registers and sample meeting minutes of the SMG, MT and standing committees under the SMG were provided to the Panel for review. In response to the Panel's comments, the Operator shared with the Panel how the operational risk under COVID-19 is managed under its governance and management framework.

- 4.1.3 The Academic Board (AB), chaired by the President, is responsible for all academic matters of the Operator. Apart from the School Boards headed by the School Deans, the AB is served by six standing committees, namely the Academic Regulations Committee, Advanced and Professional Studies Committee, Quality Assurance Committee (Academic), Research and Ethics Committee, Student Development Committee, and Staff Development Committee. The terms of reference, composition and sample meeting minutes of the AB, School Board and standing committees under the AB were provided to the Panel for review.
- 4.1.4 Regarding staff and student representation, the Panel noted that there are both staff and student representatives on the Council and the AB. In addition, student representatives are members of the Student Development Committee and the Student Discipline Committee at institutional level, and Programme Committees at school level. External stakeholders are engaged through the appointment of the members of Advisory Committee at school level and external examiners at programme level.
- 4.1.5 The Operator formed a Work Group to review its capacity for operating learning programmes at QF Level 6 and to coordinate the preparation work of this accreditation exercise. From the discussion with the senior management representatives of the Operator, the Panel noted that the Operator will change the Work Group to a standing committee to better monitor and review the offering of learning programmes at QF Level 6. The Operator informed the Panel that the Learning and Teaching Work Group will be changed to a standing committee under the AB, namely the Learning and Teaching Committee, to formalise regular discussions of learning and teaching issues. The Operator also informed the Panel that the work on developing Graduate Attributes of the institute is on-going.
- 4.1.6 Overall, the Panel formed the view that the Operator has a management structure to realise its educational objectives for the delivery of learning programmes at QF Level 6. In the discussion with various representatives of the Operator, the Panel noted that there is inter-disciplinary collaboration among schools and departments.

4.2 Financial Viability and Resources Management

The Operator must have adequate financial and physical resources to achieve its educational/training objectives, with well-defined systems and processes to manage its finances to support the quality and effectiveness of its operation.

4.2.1 The Panel noted the financial and resources management framework of the Operator as follows:

- (a) The BoG and the Council, supported by the Finance Committee, oversee the soundness and effectiveness of financial management of the Operator.
- (b) The SMG directs the implementation of financial planning and annual budgeting process.
- (c) The Budget and Resources Committee, in consultation with the schools and departments, assesses and provides recommendations on resource allocation, space utilisation and facilities provision.
- (d) The Finance and Estates Offices, in consultation with schools and departments, prepares financial plan and annual budget.

4.2.2 For this accreditation exercise, HKCAAVQ engaged a Financial Expert to review information in relation to the financial viability of the Operator. Upon review of the documents provided by the Operator, which include (a) the five-year financial plan from 2019-20 to 2023-24 based on three scenarios of student number projections as a sensitivity analysis of the financial risks, (b) the audited financial statements for the year ended 31 March 2019, (c) the management account for the year ended 31 March 2020, (d) the audited balance sheet of its mother organisation (i.e. Caritas – Hong Kong), (e) the income and expenditure of the proposed Programme, and (f) the Operator's responses to the comments raised by the Panel, the Financial Expert advised that the Operator have adequate financial resources to achieve its educational objectives.

4.2.3 The Operator provided information about its physical resources in supporting its educational objectives. During the site visit meetings, the Operator provided the Panel with a virtual tour of its facilities to demonstrate that it has adequate physical resources to support its provision of learning programmes at QF Level 6.

- 4.2.4 In consideration of the above information, the Panel considered that the Operator has adequate financial and physical resources to achieve its educational objectives with well-defined systems and processes to manage its finances to support the quality of its operation.

4.3 Organisational Staffing

The Operator must be able to engage staff who are competent to manage its operations, to lead programme planning and development, and to support the delivery of learning programme(s) up to the claimed QF level(s).

- 4.3.1 The Operator provided the following information expounding its institutional staffing and staff development to support the delivery of learning programmes at QF Level 6:

- (a) profiles of management and teaching staff showing their academic and professional qualifications, postgraduate teaching experience, professional experience, research outputs and scholarly activities;
- (b) policy for recruitment and appointment of staff;
- (c) appointment criteria and general duties of academic staff covering Dean of Schools, Head of Departments and Programme Leaders;
- (d) staff appraisal system;
- (e) staff development activities;
- (f) scholarly activity scheme;
- (g) internal and external research grants; and
- (h) staff publications.

- 4.3.2 The Panel asked about the Operator's plans on increasing the current percentage of academic staff with doctoral degree so as to align with the offering of learning programmes at QF Level 6. The Operator advised that it provides financial sponsorship under its staff development scheme to support academic staff to pursue doctoral degree while working at the institute. The Panel was informed that seven academic staff members have completed their doctoral study under the financial sponsorship while nine academic staff members are in various stages of their doctoral study being supported by the same sponsorship. The Panel was given to understand that the Operator will recruit academic staff with doctoral degrees, research capability and relevant teaching experience to support its offering of learning programmes at QF

Level 6. In response to the Panel's comments, the Operator advised that there is no sharing of academic staff with its sister institute (Caritas Bianchi College of Careers) on offering learning programmes at QF Level 6.

- 4.3.3 In summary, the Panel was of the view that the Operator is able to engage staff who are competent to manage its operations, to lead programme planning and development, and to support the delivery of learning programmes at QF Level 6.

4.4 **Organisational Quality Assurance**

The Operator must have an internal quality assurance system that can support effective management and monitoring of the quality of its learning programme(s) in delivering learning outcomes that align with the GLDs of the QF, to meet its educational/training objectives.

- 4.4.1 The Operator provided the following information to demonstrate its institutional quality assurance system to support effective management and monitoring of the quality of learning programmes at QF Level 6:

- (a) *Handbook of Academic Policies, Regulations, Guidelines and Procedures* stipulating quality assurance and enhancement principles and processes;
- (b) *Assessment and Feedback Policy*;
- (c) *Learning and Teaching Policy*;
- (d) *e-Learning Policy*;
- (e) *Emergency Response and Business Continuity Management Policy*;
- (f) committee system for quality assurance and enhancement;
- (g) programme development and management framework;
- (h) mechanism on collection and follow-up of stakeholders' feedback including students, graduates, external advisors and external examiners;
- (i) Sample of *Course and Teaching Evaluation Questionnaire*;
- (j) Sample of *Programme Evaluation Questionnaire*;
- (k) Sample of *Graduate Destination Survey*; and
- (l) Sample of *User Survey* of the library.

- 4.4.2 In consideration of the above information, the Panel considered that the Operator has an internal quality assurance system that can support effective management, delivery and monitoring of learning programmes at QF Level 6.

Learning Programme Accreditation

4.5 Programme Objectives and Learning Outcomes

The learning programme must have objectives that address community, education and/or industry needs, with learning outcomes that meet the relevant QF standards, for all exit qualifications from the programme.

- 4.5.1 The proposed Programme is hosted by the Rita Tong Liu School of Business and Hospitality Management (the School) of the Operator. The Objectives and Intended Learning Outcomes of the Programme are as follows:

Programme Objectives (PO)

PO 1	To educate and train students in the corporate secretaryship and governance disciplines in both academic and professional terms in order to enhance their career development as Company Secretaries or Corporate Governance Professionals
PO 2	To provide students with up-to-date legal and compliance aspects in discharging the duties in corporate secretarial and governance practices
PO 3	To cultivate in students the professional skills for integrating, analysing and applying knowledge in accounting, finance, taxation, and risk management in making decisions, solving problems and providing advice to achieve effective corporate management and governance
PO 4	To develop students' skills in strategic management from a global perspective, with sound ethical judgement and knowledge of the digital application to corporate governance
PO 5	To enhance students' effective communication and interaction skills with internal and external stakeholders of an organisation

Programme Intended Learning Outcomes (PILOs)

Upon completion of the Programme, students are expected to be able to:

PILO a	To analyse the legal and compliance aspects involved in company matters and demonstrate comprehensive and up-to-date knowledge relating to company secretarial practices and good corporate governance in an organisation
PILO b	To apply concepts and professional knowledge in accounting, finance, taxation, and risk management in solving complex problems and providing advice that are required for effective corporate management
PILO c	To synthesise the knowledge and skills in planning, implementing and monitoring business strategies in achieving organisational goals with sound ethical judgement and relevant digital applications in a global context
PILO d	To demonstrate effective communication and interaction skills with internal and external stakeholders including directors, managers, shareholders of the organisation and various government and regulatory bodies

- 4.5.2 To demonstrate the alignment of learning outcomes that meet the relevant QF standard at Level 6, the Panel was provided with (a) mapping of the POs and the PILOs, (b) mapping of the PILOs and the courses, and (c) mapping of the courses and the Generic Level Descriptors (GLDs) at QF Level 6. Samples of teaching and learning materials and assessments were provided to the Panel for review.
- 4.5.3 To demonstrate the potential demand for the Programme, the Operator shared with the Panel its analyses on (a) the employment demand for company secretaries and corporate governance professionals, (b) the potential student demand for the Programme, and (c) the strengths and weaknesses of the Institute as compared with its competitors.
- 4.5.4 In consideration of the above information and the discussion with various stakeholders of the Programme, the Panel formed the view that the objectives and intended learning outcomes of the Programme meet the claimed QF standard and have been developed to address the education needs of relevant industry.

4.6 Learner Admission and Selection

The minimum admission requirements of the learning programme must be clearly outlined for staff and prospective learners. These requirements and the learner selection processes must be effective for recruitment of learners with the necessary skills and knowledge to undertake the programme.

4.6.1 As understood from the accreditation documents and the clarification as provided by the Operator, the Panel noted the minimum admission requirements of the Programme as follows:

- Having a recognised degree in business-related or legal discipline (or its equivalent); or
- Having a recognised degree in a non-business-related discipline (or its equivalent) with at least three years of supervisory/managerial experience; or
- Having a recognised degree in a non-business-related discipline and having passed the Business Foundation Programme of the Operator; or
- Other equivalent qualifications.

Remark: Applicants must meet the following English language proficiency requirements if their bachelor's degrees or equivalent qualifications did not adopt English as the medium of instruction:

- English Language Subject of the Hong Kong Diploma of Secondary Education Examination (HKDSE) - Level 3; or
- English Language Subject of National College Entrance Examinations (NCEE) - score 100; or
- TOEFL - score 525 (paper-based) or 196 (computer-based) or 70 (internet-based); or
- IELTS (academic) - overall band score of 6; or
- College English Test (CET6) of Mainland China - score 430

4.6.2 The Operator informed the Panel that apart from the minimum admission requirements, the selection of students for the Programme is based on applicants' performance in the admission interview with specific criteria such as personal manner, verbal expression, reasoning ability, maturity, motivation, previous achievement, generic knowledge and critical thinking.

4.6.3 In line with the HKCAAVQ's policy on the yearly quota of non-standard admission for its accredited programmes, the maximum number of non-standard admission (i.e. admitting

applicants not meeting the minimum admission requirements) should be capped, on a programme basis, at a maximum of 5% of the actual number of new students of the year.

4.6.4 The Operator confirmed that credit transfer is restricted to one course, namely “Interpreting Financial and Accounting Information”. The criteria for granting credit transfer include: (a) matching of course content/study hours between the prior course and the course offered under this Programme at or above 70%; (b) a compatible course completed less than six years ago in a master’s level programme (QF Level 6) at a recognised institute with Grade C or above; and (c) medium of instruction of the prior course being English.

4.6.5 The Panel noted the maximum number of new students per year for the Programme as follows:

Number of Enrolment per year	Two enrolments per year
Maximum Number of New Students per year	20 new students in 2022 20 new students in 2023 30 new students in 2024

4.6.6 In consideration of the above information, the Panel considered that the minimum admission requirements, the student selection process and the proposed maximum number of new students per year are appropriate. These requirements would enable recruitment of students with the necessary skills and knowledge to undertake the Programme.

4.7 **Programme Structure and Content**

The structure and content of the learning programme must be up-to-date, coherent, balanced and integrated to facilitate progression in order to enable learners to achieve the stated learning outcomes and to meet the programme objectives.

4.7.1 The curriculum of the Programme comprises seven core courses (three credits each) and one elective course (three credits) making up a total of 24 credits. To be eligible for the award of the Programme, students are required to obtain the required 24 credits with an aggregate Grade Point Average (GPA) of at least 2.0.

Courses	Core/ Elective	Institute Credits	QF Credits
Corporate Governance	Core	3	13.5
Corporate Law	Core	3	13.5
Corporate Secretaryship and Compliance	Core	3	13.5
Interpreting Financial and Accounting Information	Core	3	13.5
Risk Management	Core	3	13.5
Strategic Management	Core	3	13.5
Taxation – Principles and Practice	Core	3	13.5
Research Project in Corporate Governance	Elective	3	13.5
Corporate Governance in Mainland China			13.5
Total	-	24	108

4.7.2 The Operator provided the Panel with a timetable of each semester showing the sequence of the courses offered in the Programme, reflecting that some courses may require prior knowledge of concepts (e.g. understanding of concepts from the courses “Corporate Law” and “Strategic Management” for the course “Risk Management”). The Operator also provided examples for the Information and Communication Technology (ICT) elements that are incorporated into the Programme.

4.7.3 In consideration of the above information and the discussion with various stakeholders, the Panel considered that the structure and content of the Programme is appropriate and would enable students to achieve the stated learning outcomes and to meet the programme objectives.

4.8 Learning, Teaching and Assessment

The learning, teaching and assessment activities designed for the learning programme must be effective in delivering the programme content and assessing the attainment of the intended learning outcomes.

4.8.1 The medium of instruction of the Programme is English, with teaching methods including lecturing, tutoring, group discussion, case study, project, presentation, guest lectures, e-learning and online discussion forum. The *Course Syllabi* provide summary information of each course such as course aims, course intended

learning outcomes, contact hours per week, self-study hours, course content, teaching and learning activities, assessment tasks and reading list. The Operator provided the Panel with samples of teaching and learning materials and shared the mechanism in place to ascertain the achievement of intended learning outcomes and programme objectives.

- 4.8.2 The assessment of the Programme is a mixture of continuous assessments and examinations. The ratio of continuous assessment to examination for all core courses is 1:1. During the discussion with the Operator, the Panel suggested that it would be better to lower the percentage for examination, considering the Programme being a master's level programme which requires more analytic work and application skills. The Operator confirmed that it will consider the suggestion and will review the arrangement.
- 4.8.3 The Panel reviewed samples of assessments of the Programme and considered that they demonstrated academic standard at QF Level 6. The Operator informed the Panel that assessment tasks will be moderated by its internal moderators to ensure that they are at appropriate levels of difficulty and coverage before they are sent for external moderation. The Panel noted that at least one external examiner will be appointed for the Programme. The Panel also noted that *Turnitin* will be used to detect plagiarism.
- 4.8.4 In consideration of the above information and the discussion with various stakeholders, the Panel formed the view that the learning, teaching and assessment activities designed for the Programme are appropriate in delivering the programme content and assessing students' attainment of the intended learning outcomes.

4.9 **Programme Leadership and Staffing**

The Operator must have adequate programme leader(s), teaching/training and support staff with the qualities, competence, qualifications and experience necessary for effective programme management, i.e. planning, development, delivery and monitoring of the programme. There must be an adequate staff development scheme and activities to ensure that staff are kept updated for the quality delivery of the programme.

- 4.9.1 The Operator provided the following information to demonstrate the leadership and staffing for the Programme:

- (a) staff establishment of the School hosting the Programme;
- (b) leadership in programme management which includes the Dean of School who will also act as the Programme Leader based on her professional experience to have served as chairperson or member of various committees/workgroups of the Hong Kong Institute of Chartered Secretaries (HKICS), and her academic leadership and programme development;
- (c) minimum appointment criteria for teaching the Programme;
- (d) profiles of ten potential teaching staff, consisting of six full-time staff and four part-time/adjunct/honorary staff with relevant professional qualifications and industry experience;
- (e) mapping of courses against the expertise of potential teaching staff;
- (f) projected staff requirement based on a staff-student ratio at 1:20; and
- (g) staff development activities provided at institutional level and at school level.

4.9.2 During the discussion with the Operator, the Panel noted that the Operator will continue to provide staff development seminars in relation to outcome-based teaching and learning and the use of assessment rubrics. In terms of teaching hours, the Panel noted that in general, staff at professor grade will teach not more than six hours per week, staff at associate professor grade will teach not more than nine hours per week, staff at assistant professor grade will teach not more than 12 hours per week, and staff at lecturer and senior lecturer grades will teach not more than 15 hours per week.

4.9.3 In consideration of the above information and the discussion with relevant stakeholders, the Panel formed the view that the staffing of the Programme is adequate and appropriate in terms of the qualities, competence, qualifications and experience necessary for programme management and delivery. The staff development activities for teaching staff of the Programme can ensure that they are kept updated to ensure the quality of delivery of the Programme.

4.10 **Learning, Teaching and Enabling Resources/Services**

The Operator must be able to provide learning, teaching and enabling resources/services that are appropriate and sufficient for the learning, teaching and assessment activities of the learning programme, regardless of location and mode of delivery.

4.10.1 The Operator provided information about the teaching and learning resources relevant to the delivery of the Programme such as the facilities in the campus, library holdings and e-resources, language centre and information technology services centre. The Operator also provided the Panel with a virtual tour of its facilities during the site visit meeting.

4.10.2 In consideration of the above information and the discussion with relevant stakeholders, the Panel considered that the learning and teaching resources are appropriate and sufficient for the delivery of the Programme.

4.11 **Programme Approval, Review and Quality Assurance**

The Operator must monitor and review the development and performance of the learning programme on an on-going basis to ensure that the programme remains current and valid and that the learning outcomes, learning and teaching activities and learner assessments are effective to meet the programme objectives.

4.11.1 The Operator provided to the Panel the following information to demonstrate that it has in place a system to monitor and review the development and performance of the Programme on an on-going basis:

- (a) quality assurance mechanism in programme development, management and review;
- (b) mechanism on collection and follow-up of stakeholders' feedback including students, graduates, external advisors and external examiners;
- (c) sample of *Internal Moderation Form* for assessment;
- (d) sample of *External Examiner Report Form*;
- (e) sample of *Course and Teaching Evaluation Questionnaire*;
- (f) sample of *Programme Evaluation Questionnaire*;
- (g) sample of *Graduate Destination Survey*;
- (h) sample of *User Survey* of the library; and
- (i) sample of *Annual Programme Report Form*.

4.11.2 The Panel noted that a Programme Planning Committee was formed to design and develop the proposal for the Programme, and the Programme was endorsed by the Quality Assurance Committee (Academic) and approved by the Academic Board of the Operator.

- 4.11.3 In consideration of the above information and the discussion with relevant stakeholders, the Panel formed the view that the Operator has in place mechanisms to monitor and review the development and performance of the Programme on an on-going basis.

5. IMPORTANT INFORMATION REGARDING THIS ACCREDITATION REPORT

5.1 Variation and withdrawal of this Accreditation Report

- 5.1.1 This Accreditation Report is issued pursuant to section 5 of the AAVQO, and contains HKCAAVQ's substantive determination regarding the accreditation, including the validity period as well as any conditions and restrictions subject to which the determination is to have effect.
- 5.1.2 HKCAAVQ may subsequently decide to vary or withdraw this Accreditation Report if it is satisfied that any of the grounds set out in section 5 (2) of the AAVQO apply. This includes where HKCAAVQ is satisfied that the Operator is no longer competent to achieve the relevant objectives and/or the Programme no longer meets the standard to achieve the relevant objectives as claimed by the Operator (whether by reference to the Operator's failure to fulfil any conditions and/or comply with any restrictions stipulated in this Accreditation Report or otherwise) or where at any time during the validity period there has/have been substantial change(s) introduced by the Operator after HKCAAVQ has issued the accreditation report(s) to the Operator and which has/have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. These Guidance Notes can be downloaded from the HKCAAVQ website.
- 5.1.3 If HKCAAVQ decides to vary or withdraw this Accreditation Report, it will give the Operator notice of such variation or withdrawal pursuant to section 5(4) of the AAVQO.
- 5.1.4 The accreditation status of Operator and/or Programme will lapse immediately upon the expiry of the validity period or upon the issuance of a notice of withdrawal of this Accreditation Report.

5.2 Appeals

- 5.2.1 If the Operator is aggrieved by the determination made in this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of this Accreditation Report.
- 5.2.2 If the Operator is aggrieved by a decision to vary or withdraw this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of the Notice of Withdrawal.
- 5.2.3 The Operator should be aware that a notice of variation or withdrawal of this Accreditation Report is not itself an accreditation report and the right to appeal against HKCAAVQ's substantive determination regarding accreditation arises only from this Accreditation Report.
- 5.2.4 Please refer to Cap. 592A (<http://www.legislation.gov.hk>) for the appeal rules. Details of the appeal procedure are contained in section 13 of the AAVQO and can be accessed from the QF website at <https://www.hkqf.gov.hk>.

5.3 Qualifications Register

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <https://www.hkqr.gov.hk> for recognition under the QF. The Operator should apply separately to have their quality-assured qualifications entered into the QR.
- 5.3.2 Only learners who commence the study of the named accredited learning programme during the validity period and who have graduated with the named qualification listed in the QR will be considered to have acquired a qualification recognised under the QF.

Ref: 49/31/01

15 March 2021

JoH/SF/CCh/cch/asc

HKCAAVQ Panel Membership

Panel Chair

Professor Colleen LISTON

Quality Assurance and Accreditation
Consultant
AUSTRALIA

Panel Secretary

Mr Calvin CHAN

Registrar
Academic Accreditation and Assessment
Hong Kong Council for Accreditation of
Academic and Vocational Qualifications
HONG KONG

Panel Members

Professor Alfred WONG Shiu Ho

Head and Associate Professor
Department of Management
Lingnan University
HONG KONG

Mr Horace WONG Ho Ming

Director
Consort Management Consultants Ltd
HONG KONG

Financial Expert

Ms Vickie FAN Ping Wai

Managing Partner
Fan, Chan & Co. Limited
HONG KONG

Appendix 2

Graduate Profile of the Master of Corporate Governance programme

Qualification Title	Master of Corporate Governance 企業管治碩士
Qualification Type	Master's Degree
QF Level	Level 6
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	General Business Management
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Programme Objectives	<ol style="list-style-type: none">1. To educate and train students in the corporate secretaryship and governance disciplines in both academic and professional terms in order to enhance their career development as Company Secretaries or Corporate Governance Professionals2. To provide students with up-to-date legal and compliance aspects in discharging the duties in corporate secretarial and governance practices3. To cultivate in students the professional skills for integrating, analysing and applying knowledge in accounting, finance, taxation, and risk management in making decisions, solving problems and providing advice to achieve effective corporate management and governance4. To develop students' skills in strategic management from a global perspective, with sound ethical judgement and knowledge of the digital application to corporate

	<p>governance</p> <p>5. To enhance students' effective communication and interaction skills with internal and external stakeholders of an organisation</p>
Programme Intended Learning Outcomes	<p>a) To analyse the legal and compliance aspects involved in company matters and demonstrate comprehensive and up-to-date knowledge relating to company secretarial practices and good corporate governance in an organisation</p> <p>b) To apply concepts and professional knowledge in accounting, finance, taxation, and risk management in solving complex problems and providing advice that are required for effective corporate management</p> <p>c) To synthesise the knowledge and skills in planning, implementing and monitoring business strategies in achieving organisational goals with sound ethical judgement and relevant digital applications in a global context</p> <p>d) To demonstrate effective communication and interaction skills with internal and external stakeholders including directors, managers, shareholders of the organisation and various government and regulatory bodies</p>
Education Pathways	<p>Graduates of the Programme are expected to be eligible for pursuing:</p> <ul style="list-style-type: none"> ▪ DBA ▪ PhD
Employment Pathways	<p>Graduates of the Programme are expected to be able to work as:</p> <ul style="list-style-type: none"> ▪ Mid or senior level positions of Company Secretaries and Corporate Governance Professionals
Minimum Admission Requirements	<p>The minimum admission requirements of the Programme are as follows:</p> <ul style="list-style-type: none"> ▪ Having a recognised degree in business-related or legal discipline (or its equivalent); or ▪ Having a recognised degree in a non-business-related discipline (or its equivalent) with at least three years of supervisory/managerial experience; or ▪ Having a recognised degree in a non-business-related discipline and having passed the Business Foundation Programme of the Operator; or ▪ Other equivalent qualifications. <p>Remark: Applicants must meet the following English</p>

	<p>language proficiency requirements if their bachelor's degrees or equivalent qualifications did not adopt English as the medium of instruction:</p> <ul style="list-style-type: none"> ▪ English Language Subject of the Hong Kong Diploma of Secondary Education Examination (HKDSE) - Level 3; or ▪ English Language Subject of National College Entrance Examinations (NCEE) - score 100; or ▪ TOEFL - score 525 (paper-based) or 196 (computer-based) or 70 (internet-based); or ▪ IELTS (academic) - overall band score of 6; or ▪ College English Test (CET6) of Mainland China - score 430
Operator	<p>Caritas Institute of Higher Education 明愛專上學院</p>

