**HKICPA Qualification Programme (QP) Accreditation**

**Programme Assessment and Module Exemption Application Form**

**(for assessment of Degree and Conversion Programmes)**

*This form is intended for programme providers who would like to submit their study programmes for QP accreditation. Please include the completed form in your submission (three sets of hardcopy, and softcopy) which should cover all the required information about the program. Please submit one form for each programme.*

**Notes:**

1. **Purpose**
2. To assess the programme's fulfillment of the criteria and requirements for approval of programme accreditation status under the QP ;
3. To assess the programme's curriculum/ syllabus vis-à-vis the learning outcomes of the relevant Associate Level Modules of the QP so as to determine the module exemptions offered to graduates of the programme.
4. **Eligibility to submit for accreditation/ re-accreditation**
5. The programme provider is a tertiary institution (or its extension arm) recognized by the government in the respective jurisdictions; OR
6. The programme has been validated by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications ("HKCAAVQ") with Hong Kong Qualifications Framework ("HKQF") **Level 5** or above (or equivalent).
7. **Time-frame for conducting accreditation exercise**

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| **Timeline** | **Activities** |
| Week 1 | Programme provider submits the draft accreditation document for HKICPA's preliminary assessment. |
| Week 2 - 3 | HKICPA gives feedback to programme provider about the submission. |
| Week 4 - 5 | Programme provider submits to HKICPA the finalized accreditation documents and the accreditation fee (if applicable). |
| Week 6 - 7 | Perusal of accreditation submission by HKICPA's staff members handling programme accreditation and the Assessment Team (if applicable). |
| Week 8 - 10 | Accreditation visit (if applicable). |
| Week 10 – 12 | Meeting of the Assessment Panel for Accreditation to consider/approve the accreditation of the programme. |
| Week 13 - 14 | Meeting of the Qualification & Examinations Board to ratify the accreditation of the programme. |
| Week 15 - 16 | Notification of the outcome of the accreditation exercise sent to programme provider |

Programme Information

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| **Basic information** |
| Name of Institution:  |
| Name of Local Collaborative Partner (if applicable):  |
| Name of Programme:  |
| Award Title (if different from programme name):  |
| Mode of Study:  | Study Duration:  |
| Programme Type: Click here to select | Name of programme leader: |
| Total number of credits:  | Total number of contact hours (For conversion programme, please specify the hours of core subjects and pre-entry subjects):  |

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| **Programme Validation by HKCAAVQ (if applicable)** |
| Qualification Framework (QF) Level: Click here to select |
| QR Registration No.: | Registration Validity Period:  |

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| **Application for Module Exemption** |
| Please indicate which QP Modules you would like to receive exemption for the programme, and provide details of the corresponding subjects of your programme in Form 3A (Competence Requirements Questionnaire). |
| **QP Modules** | **Corresponding subject(s) in the programme** | **Exemption intended****(✓)** |
| Subject code | Subject title |
| Module 1 Accounting |  |  |  |
| Module 2 Management Accounting |  |  |  |
| Module 3 Business Economics |  |  |  |
| Module 4 Business Management |  |  |  |
| Module 5 Information Management |  |  |  |
| Module 6 Financial Accounting |  |  |  |
| Module 7 Financial Management |  |  |  |
| Module 8 Principles of Auditing |  |  |  |
| Module 9 Principles of Taxation |  |  |  |
| Module 10 Business and Company Law |  |  |  |

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| Name of Programme-in-charge/ Head of Department |  | Position: |  |
| Email: |  | Contact no.: |  |
| Signature: |  | Date: |  |

**Main Assessment Areas for Programme Accreditation**

The accreditation exercise will assess the extent of fulfillment of the following areas/aspects by the programme provider/ programme. Please include in your submission information and/or materials that pertain to these areas.

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| 1. **Teaching Staff / Management Team and Resources**
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| The effectiveness of teaching largely counts on the qualifications and experience of academic staff. It can be demonstrated by, inter alia, their research and subject strengths, articles, referred papers, consultancy and other contributions to their profession. Policies of staff training and development, professional activities of staff, the potential for future development and training and quality of programme leadership and management also have a bearing on the programme's teaching effectiveness. Aspects of consideration may include but not limited to the following: |  |
| * Number of teaching staff and their academic and professional qualifications.
* Adequacy and relevancy of tertiary teaching experience.
* Turnover rate of teachers of the Programme.
* Proportion of senior to junior rank; full-time to part-time teachers.
* Maximum class size for lectures and tutorials.
* Teaching load and other work load.
* Staff training and development policy.
* Policy of performance appraisal for teaching staff.
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| 1. **Admission Standard and Exemption/ Advanced Standing Policy**
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| The standard for entry to the programme should as a minimum be at a level which supports a reasonable expectation that the student has the intellectual capacity and pre-entry educational attainment to complete the programme successfully. Policies and guidelines adopted for determining the number of exemptions granted to eligible candidates are also considered. Aspects of consideration may include but not limited to the following:  |  |
| * Admission standards and entry requirements.
* Exemption, advanced standing and credit transfer policy.
* Records of the entrants' qualifications and exemptions granted.
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| 1. **Programme Structure and Curriculum**
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| The structure and curriculum of the programme should be able to provide a total education experience which can be demonstrated by its coherence and progression, the level of the intellectual challenges to students, the recency of its curriculum, its relevance to good professional practice, and coverage of the required competency areas. Essentially, apart from technical accounting subjects, the curriculum should also have subjects on broad based foundation of general education, business and economic environment, intrapersonal and interpersonal qualities. Aspects of consideration may include but not limited to the following: |  |
| * Curriculum and syllabus coverage vis-à-vis the fundamental business knowledge areas and accounting sub-disciplines embraced in the Associate Level Modules of the new QP.
* Learning activities employed to develop the generic skills and enabling competences required of a QP graduate.
* Class hours prescribed for different subjects of the Programme and the proportion allocated for the various learning activities (e.g. lecture class, seminars and tutorials).
* Coverage of the syllabuses and learning outcomes of QP's Associate Modules by the formal assessment (examination and coursework) of the Programme.
* Recency and relevancy of study materials (incl. textbooks, other reference materials and online learning resources).
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| 1. **Learning, Teaching Approaches and Assessment**
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| The effectiveness of the learning process, the quality of teaching and the performance of students would be considered. Emphases are placed on the development of critical thinking, analytical reasoning, problem-solving skills, creativity and research techniques which support the ability for lifetime self-learning. Interpersonal skills, leadership, ethical values, ability of working effectively in groups and both oral and written communication skills are also regarded as essential features. Appropriate assessment methods are of importance to the assessment of different outcomes of the educational process. Aspects of consideration may include but not limited to the following: |  |
| * Adequacy and suitability of learning support and facilities (e.g. library collection, internet and computer access, online learning portals, and academic advice and counseling).
* Validity of assessment results of students on reflecting their performance in the subjects.
* Effectiveness of teaching methodology adopted on enhancing active interaction between teachers and students.
* Balance between continuous assessment (coursework) and examination.
* Forms and weightings of assessment methods.
* Impact of students' evaluation of teaching on improvement of programme delivery.
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| 1. **Quality assurance mechanism and process**
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| Well established and documented quality assurance policies and procedures are crucial to the monitoring, critical evaluation and maintenance of the standard of the programme, which include but not limited to the following: |  |
| * QA mechanism (internal and external; institutional-wide and programme-specific) of the Programme.
* Operating and review mechanism/ process for examination setting, marking and moderation.
* Documentation of the delivery, monitoring and evaluation of the Programme.
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| 1. **Other Assessment Areas (applicable to re-accreditation exercise only)**
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| * Fulfillment of conditions and ongoing requirements imposed in the previous accreditation exercise.
* Measures taken in response to the recommendations given in the previous accreditation exercise.
* Other areas (e.g. graduates' performance in the QP).
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**Checklist of the required information to be submitted (both hardcopy and softcopy)**

Please submit three sets of bound hardcopy and the softcopy of the following documents except for items marked with #, which should be submitted separately and grouped by subjects. No binding should be made for the # items and only one copy of each # item is needed. Please use the templates provided by the HKICPA for items marked with \*.

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| 1. **Teaching Staff / Management Team and Resources**
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| [ ]  [ ]  | \*\* | (1A)Summary profile of teaching staff involved in the programme(1B) Summary statistics of academic and professional qualification of teaching staff involved in the programme |
| 1. **Admission Standard & Exemption / Advanced Standing Policy**
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| [ ] [ ]  |  | Admission requirementsExemption/ advanced standing policy |
| 1. **Programme Structure and Curriculum**
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| [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | \*\* | Programme Aims and ObjectivesHistory of the programme and offering faculty/ institutionProgramme structureDelivery mode, programme duration and contact hoursCourse outlines and syllabuses (for subjects required for obtaining exemption of the QP Associate Level Modules)(3A) Competence Requirements Questionnaire (applicable to exemptible modules only)(3B) Course grid |
| 1. **Learning, Teaching Approaches and Assessment**
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| [ ] [ ] [ ]  | \*# | (4A) Assessment methods and weightingsExamination papers, marking schemes and samples of answer scripts (of exemptible modules) for the past two years. (5 scripts each for the high, medium and low score bands for each of the relevant subjects)Examination results, grade distribution and analysis (of exemptible modules) |
| 1. **Quality Assurance Mechanism and Process**
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| [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |  | Detailed QA policies and proceduresQuality audit report and programme review reportAccreditation report(s) accorded by professional bodiesTeaching evaluation and review reportsClass observation reportsDetails of review mechanism for exam papers setting and markingExternal/ Internal examiner's / moderator's reports |
| 1. **Others**
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| [ ]  | \* | (6A) Enrollment and graduate statistics |

Hong Kong Institute of CPAs

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