

COURSE ACCREDITATION MANUAL 2012

THE HONG KONG INSTITUTE OF SURVEYORS

BOARD OF EDUCATION

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1. DEFINITIONS AND ABBREVIATIONS

- 1.1 "HKIS" means The Hong Kong Institute of Surveyors.
- 1.2 "BOE" means the Board of Education under HKIS, with the objectives to scrutinize, validate and keep under review academic qualifications for admission to the Training Grade (i.e. Probationers and Students) of HKIS, and to develop, implement and control the qualifying mechanism to corporate membership (i.e. Member) and technical membership (i.e. Associate Member) of HKIS.
- 1.3 "Divisions" means the General Practice Division, Quantity Surveying Division, Building Surveying Division, Land Surveying Division, Planning and Development Division, and Property and Facility Management Division, being groups under which members of HKIS are to be registered according to their professional specialisations.
- 1.4 "APC" means Assessment of Professional Competence.
- 1.5 "the Academic Institution" means the academic institution offering tertiary education and applying for accreditation or offering accredited courses.
- 1.6 "accreditation" means the accreditation of a new course or re-accreditation of a currently accredited course, and would include initial approval and subsequent monitoring and review.

2. INTRODUCTION

- 2.1 In order to become an Associate Member (AMHKIS) or a Member (MHKIS) of HKIS through training and assessment (i.e. not by reciprocal recognition), a person must have the required educational attainments, then become a Probationer of HKIS, undertake technical and professional training and undergo APC.
- 2.2 HKIS opens up co-existing pathways for different levels of educational attainments, but requires different periods of professional training to make up the differences.
- 2.3 A sub-degree or diploma or equivalent must be cognate to surveying for the holder to become a Probationer. "Diploma" means higher diploma in Hong Kong's context.
- 2.4 Holders of a cognate graduate degree or equivalent are eligible to undertake the shortest training period. "Graduate degree" includes undergraduate degrees and postgraduate degrees.
- 2.5 Therefore, there is a distinct advantage if an academic award is accredited as cognate.
- 2.6 This document details HKIS's policies and procedures for accrediting whether a course (or programme) leading to an academic award is cognate.
- 2.7 The policies herein described may be subject to periodic review and Academic Institutions and other interested organisations will be notified accordingly.
- 2.8 Responsibility for implementing HKIS's policies for course accreditation lies with BOE.

- 2.9 All Divisions maintain their Rules and Guide to Assessment of Professional Competence which describe the competencies expected of qualified surveyors at the entry level. The curriculum design of academic courses should connect to these competencies, but should also provide a wider and more advanced perspective to pave the way for further learning beyond the entry level. Academic Institutions are requested to view these Rules and Guide which are available at HKIS's website.
- 2.10 All Divisions also maintain a list of subjects and subject contents to be included in a course. Academic Institutions are requested to view the lists which are available on request.

3. GENERAL POLICY

Scope

- 3.1 HKIS will only consider an application for accrediting a course offered at tertiary level as cognate to surveying. The course may be offered full-time or part-time or by distance learning, so long as the course covers the core skills and competencies required to sufficient depth and breadth.
- 3.2 Holders of academic qualifications conferred outside Hong Kong can apply for HKIS's Probationer membership if the qualifications are acceptable for admission to the corresponding probationer membership of HKIS recognized national professional surveying bodies of the respective countries in which the qualifications are conferred. The list of such surveying bodies is available at HKIS's website. Application to HKIS for accreditation from academic institutions outside Hong Kong in countries where there are HKIS recognized national professional surveying bodies will therefore normally not be considered, especially when they have already made similar applications to their national professional surveying bodies. A course offered in Hong Kong with the academic award conferred by an academic institution outside Hong Kong will fall into this category if the same course is open to students in the home country and abroad and the academic award does not make distinction as to the mode and location of course delivery.
- 3.3 HKIS will not consider for approval bridging or similar course arrangements which provide access to the final year of an otherwise accredited course. For approval, any bridging or advanced standing arrangement must require the student to study a minimum of the last 50% of the total degree curriculum content (worthing at least 50% of the required credits).

Course durations

- 3.4 The minimum durations of full time courses should be as follows:
- (a) Sub-degree or diploma courses - **2 years** where the primary and secondary school education is for **12 years** or more;
 - (b) Undergraduate courses - **3 years** where the primary and secondary school education is for **13 years**, or **4 years** where the primary and secondary school education is for **12 years**; and
 - (c) Postgraduate courses - **1 year**.
- 3.5 The minimum durations of part-time courses should be twice those of the full time courses.

4. THE APPROVAL PROCESS

Processing time

- 4.1 The process for accreditation approval may take up to six months after receipt of application with full documentation until announcement of results. Application must therefore be submitted in good time to obtain the results before the commencement of a new course or before the current accreditation lapses or before such earlier date required for publicity for promotional purposes.
- 4.2 BOE will not start the accreditation process to consider course proposals until they have been approved by all appropriate authorities within their own Academic Institutions, however, such approvals should afford room for adjustments to accommodate any suggestions made by BOE as conditions to accreditation. To avoid major changes after internal approvals, BOE welcomes dialogues with the Academic Institutions during the design and development of the course proposals.

Formation of a Working Group

- 4.3 BOE normally appoints a small Working Group to consider each application. The Working Group will typically include a Surveyor from each of the Division whose accreditation is being sought (subject to a minimum of two and comprising academic and practitioner representatives), a local external practitioner (if overseas), and a member of the Secretariat of the Institute.

Approval visit

- 4.4 Subject to satisfactory proposals and documentation, the Working Group will visit the Academic Institution. An initial recommendation may be reported at the end of the visit, but the Working Group is required to report back to BOE, with the final decision on accreditation being given by BOE.

Period of accreditation

- 4.5 HKIS may grant approval to a course for up to **five years**, but shorter periods may be appropriate where further development or other changes in the course or Academic Institution are expected, or where the nature of the course renders this inappropriate, or where an earlier review is considered desirable.

Conditions of approval

- 4.6 Courses are normally granted approval subject to conditions that can be both precedent and subsequent to approval. In order to maintain the validity of an approval, the Academic Institution must comply with conditions within a specified time limit. HKIS will withdraw approval where conditions are not fulfilled. The timing of such a withdrawal will relate to whether the condition was precedent or subsequent to approval.
- 4.7 The terms of approval may also include a number of recommendations on which Academic Institutions are invited to take action. Recommendations do not require mandatory action, but will be a point of focus when courses are considered for re-accreditation in the future.
- 4.8 Accreditation will apply to an award, in a named mode of study, validated, supported and controlled by and designated to an academic Department (or Division, School, College or Faculty as may be called differently) within the Academic Institution, which shall be a separately identifiable unit with direct academic and financial responsibility for the surveying courses it delivers.
- 4.9 Accreditation is not divisible or transferable to other organisational units or locations either within the Academic Institution or organisations affiliated to it. HKIS will require to be informed, in advance, concerning any changes of title, location or organisational structure involving an accredited course and approval must be sought prior to the implementation of any proposed changes. Depending on the nature of such changes HKIS may require a re-application for formal accreditation.
- 4.10 An accredited course subsequently offered in an alternative mode of study or a new named pathway route will be deemed to be a new course requiring re-application for formal accreditation.
- 4.11 Franchising of accredited courses will need separate approval.

External examiners

- 4.12 The appointment and function of external examiners on approved courses are seen as one of the most effective means of maintaining standards during the period of accreditation. Acceptance of the Regulations on the Appointment of External Examiners (**Appendix 3** hereto) is a condition precedent to approval.

Retrospective approval

- 4.13 Retrospective approvals will not normally be contemplated by HKIS, but special circumstances can render a retrospective approval of one intake permissible. Retrospective approvals exceeding one intake will not be considered. Academic Institutions should recognise this when advertising and developing courses.

Publication of Visit Reports

- 4.14 A Visit Report will be prepared by the Working Group. In agreeing to a Visit, the Academic Institution must confirm its acceptance of the policy and procedures on the status and availability of Visit Reports as below:
- (a) The confirmed Approval Visit Report, endorsed by BOE, will be placed on public deposit and made available for public inspection.
 - (b) The Academic Institution will be given the opportunity to comment on the factual accuracy of an Approval Visit Report before it is placed on public deposit or circulated to external organisations.
 - (c) The Academic Institution accepts that no legal liability may be attached to HKIS or its members in respect of the contents of an Approval Visit Report.
 - (d) Details contained within a Visit Report, which the Academic Institution regards as confidential and not for publication, may on request, be considered by BOE for incorporation into a “Confidential Annex” to be held by HKIS and the Academic Institution concerned.

Unsuccessful applications for accreditation

- 4.15 Re-applications for accreditation will not be considered for approval until a further twelve months have elapsed.

Re-accreditation and extension

- 4.16 As the period of accreditation may be up to **5 years**, it would be unlikely that the previously accredited course proposal should remain the same for the next **5 years**, therefore, a full scale re-accreditation of the course would be expected before the expiry of the current accreditation.
- 4.17 Application for extension of the period of accreditation may be considered in cases where the period of accreditation has been shorter than **5 years** as an interim measure pending observation and improvement or where the existing course currently has no significant changes to the approved proposal but is due to cease or change within the next couple of years, then extension of the period of accreditation of the existing course may be granted without conducting a full scale re-accreditation process. The application for extension should be submitted in good time to obtain the results before its current accreditation lapses with contingency allowance for the need of a full scale re-accreditation.

5. TYPES OF COURSES

Undergraduate, sub-degree or diploma courses

- 5.1 BOE welcomes application from courses specifically designed to meet the requirements of its individual Division to its fullest extent.
- 5.2 However, where a course is designed to cover a broader base surveying education suitable for more than one Division, the Academic Institution should ensure that the minimum requirements of each Division are covered within the limited time available. In these cases, BOE would like to see the common broad base is thick enough.
- 5.3 BOE recognizes that sub-degree or diploma courses provide academic outcomes at different and lower levels to undergraduate courses, and will take this into consideration when accrediting a course.

Postgraduate courses

- 5.4 Postgraduate courses seeking accreditation would typically be those for converting non-cognate but relevant degree holders or other degree holders having an aspiration to become a professional surveyor. It is expected that the entry requirements for other degree holders would require them to have been engaged in surveying practices. If these other degree holders do not have prior or, in the case of part-time courses, concurrent engagement in surveying practices, the Divisions may prescribe a longer APC training period for these people.
- 5.5 BOE will normally only consider applications of this nature from established Academic Institutions where development can be based on substantial undergraduate teaching experience in surveying, high quality teaching staff, a good research and development record and proven adequacy of resources.
- 5.6 BOE will apply the same general criteria for approval of postgraduate courses as those applied to undergraduate courses. The objectives of these postgraduate courses should be to maximize the intellectual potential of the entrant, whilst establishing the necessary competencies to equip students with the prerequisite knowledge for employment in a professional surveying environment. To achieve this end, it is recognised that postgraduate conversion courses will need to include significant amounts of study materials which will start at the principles level, but which will move rapidly up to higher levels of study at a different pace to that adopted for undergraduate courses. Postgraduate courses which involve conjoint teaching with units of study from undergraduate courses would only be considered acceptable in exceptional and special circumstances. Teaching and learning strategies should be based on a range of methodologies with an emphasis on student centred techniques. Academic Institutions should pay particular attention to articulating a satisfactory course philosophy and providing evidence of proven demand.

Franchised courses

- 5.7 HKIS recognises that the franchising of courses may produce beneficial gains in terms of widening access to higher education or facilitating regional delivery of courses.
- 5.8 However Academic Institutions must comply with the following policy requirements:
- (a) an Academic Institution operating an accredited course may not pass that recognition to another Academic Institution under franchise or other means without HKIS undertaking separate accreditation involving both Academic Institutions; and
 - (b) proposals to franchise a course, in whole or part, must be declared by Academic Institutions (franchisor and franchisee) when seeking accreditation of a course.
- 5.9 Academic Institutions proposing to franchise their course elsewhere should recognise that such a franchise can only be regarded as an extension of the course programme for which they already have responsibility and exemption, and that accreditation cannot be regarded as divisible. It therefore follows that, should a review visit to any of those Academic Institutions involved in the operation of a franchise arrangement result in a recommendation for complete or partial withdrawal of accreditation, then HKIS may withdraw accreditation from all courses in the programme including those of the franchisor.
- 5.10 It is anticipated that proposals for the accreditation of a franchised programme will normally involve two Academic Institutions with an established record in the provision of surveying courses.

Open learning and distance learning courses

- 5.11 HKIS will consider applications for accreditation of courses delivered in full or partly in open learning and distance learning modes and recognises that courses in these modes can make an important contribution to the internationalisation of the profession.
- 5.12 It is normally expected that such courses will only be offered by Academic Institutions already offering accredited courses in conventional modes of delivery.
- 5.13 Such courses should cover a practice which principle is readily applicable to Hong Kong and should preferably include some elements on Hong Kong practice.
- 5.14 Franchised courses in distance learning mode will not be considered for approval.

6. SUBMISSION DOCUMENTATION

Basic submission

- 6.1 A full submission is required for every application for accreditation except for extension of the period of accreditation. Information required in support of a submission is necessarily extensive, but Academic Institutions are nevertheless requested to make every effort to address the following requirements with the minimum documentation possible consistent with completeness and clarity:
- (a) General information:
 - name, address and telephone number of the Academic Institution
 - name of the academic Department (or Division, School, College or Faculty as may be called differently) directly responsible for the course
 - name of the Head of Department
 - title of the course and proposed starting date
 - duration and mode of study
 - the Divisions whose accreditation is sought
 - organization structure above the Department and its influence on the course
 - (b) Course design:
 - aims, philosophy and rationale of the course
 - identification of specific challenges which the course is designed to meet
 - curriculum design, mandatory core subjects, optional electives, and progression pattern
 - syllabuses, expected outcome, required reading, teaching, learning and assessment methods, and staffing of each subject
 - matrix showing matches between subjects with competencies described in Divisional Rules and Guide to APC or lists of subjects and subject contents
 - academic award arrangement
 - (c) Internal and external validation:
 - explicit statement of validation processes completed
 - details of other approving or validating body, conditions or other qualifications to any approval given including relevant starting date and duration
 - (d) Course monitoring:
 - management of the course academically and administratively including monitoring of delivery, constitution of course committees or boards
 - monitoring and review methods
 - appointment and role of external examiners
 - external examiners' reports
 - annual course review reports and response

- (e) Students:
 - entry requirements and target enrollments
 - enrollment levels - number (of base entries / advanced standing) / quality / standard / popularity of student intake
 - cohort progression and graduate output statistics
 - student intermediate and terminal drop out percentages
 - output quality and employment characteristics
 - employer perceptions

- (f) Staffing:
 - staffing for the course: the range of expertise, qualification and experience of each member of staff
 - number of professional surveyors within the staff and their Divisional specializations
 - current staff development policy and achievement, recent research, consultancy and other scholarly activity, etc.
 - support resources, technical and administrative staff

- (g) Facilities:
 - physical resources: facilities, accommodation, major equipment, IT supports, library and other reference facilities
 - financial provision for the course and/or Department
 - student amenities and support
 - links with the industry and profession

- (h) In case of re-accreditation, a Critical Review of the Existing Course - covering the following aspects:
 - actual results as compared to those planned or expected in the approved proposal
 - explanation for deviations from the planned or expected
 - details of the changes implemented or proposed, a justification for those changes and the process leading to the decisions taken

6.2 Course submissions which do not satisfactorily address the above requirements will not be considered for accreditation.

Franchised courses

6.3 Academic Institutions proposing to offer accredited courses under franchise must submit documentation to address the requirements mentioned in paragraph 6.1, and additionally details of:

- (a) franchise agreements;
- (b) resources provided by the franchisor and the franchisee respectively; and
- (c) the franchisor's course management and quality control procedures.

Opening learning and distance learning courses

- 6.4 Academic Institutions applying for accreditation of courses delivered in open learning and distance learning modes must submit documentation to address the requirements mentioned in paragraph 6.1, and additionally the following (in recognition of the special expertise and resources necessary to support a distance learning course):
- (a) General information:
 - copies of any agreements where a course is offered in partnership with another Academic Institution or local agent
 - (b) Course design:
 - copies, where applicable, of the Academic Institution's aims, objectives and policy on the delivery of distance learning courses outside the country of origin
 - details of the Hong Kong practice covered by the course
 - (c) Internal and external validation:
 - evidence, where appropriate, of consultation with professional bodies and/or employers in the regional setting where the course will be delivered
 - (d) Course monitoring:
 - details of quality audit systems in place, and copies of the Academic Institution's quality assurance policy documentation
 - details of the involvement of external examiners in the scrutiny and assessment of student work
 - (e) Staffing
 - details of the provision of local tutor support
 - curriculum vitae of all local tutors
 - details of staff development relevant to a distance learning course
 - (f) Facilities
 - details of all learning packages, study guides and student handbooks to support the delivery of the course
 - details of the provision of student support and guidance through other mechanisms such as E-mail and the Internet
 - systems for providing students with feedback on all assessed work
 - security arrangements relating to assessed work particularly where examinations are offered in different time zones

Extension of period of accreditation

- 6.5 For extension of the period of accreditation, the Academic Institution should submit documentation to address the requirements mentioned in paragraphs 6.1(d) and (h).

7. CRITERIA OF APPROVAL

Criteria

7.1 Each application will be judged on its own merits.

7.2 The main criteria on which courses are assessed include:

- (a) Course design:
 - suitability of the aims, philosophy and rationale of the course
 - relevance of the curriculum and syllabuses to the requirements of the Divisions whose accreditation is sought
 - appropriateness of the expected outcome, required reading, teaching, learning and assessment methods, and staffing of each subject
 - appropriateness of the academic award arrangement
- (b) Internal and external validation:
 - support shown by validation
- (c) Course monitoring:
 - acceptability shown by monitoring and review results
- (d) Students:
 - quality of intake
 - quality of output and employability
- (e) Staffing:
 - strength and relevance of staffing
- (f) Facilities:
 - adequacy of physical and financial resource provisions
 - adequacy of student facilities, amenities and support
 - links with the industry and profession
- (h) Achievement:
 - degree of achievement of the planned or expected

Course assessment and academic award

7.3 HKIS will take account of the following general principles when reviewing subject assessment and academic award regulations:

- (a) the academic awards should provide for a minimum aggregated pass mark of 40% or equivalent assessment criteria within any subject;

- (b) examination covers a wide range of assessment including formal closed written papers, open book examinations, multiple choice, phase tests, computer based exercises, vivas and other forms provided the individual student is assessed at the time or point of assessment without recourse to another person, or resources other than permitted materials and completed within a specified period of time during which the student is under invigilation or supervision;
- (c) at the final year or where results contribute to the award classification, the contribution of a group mark towards an unit or a subject should not be greater than 25% of the individual's mark for that unit or subject;
- (d) compensation and condonement at the final year should not apply to defined core units or subjects;
- (e) compensation and condonement should not normally apply to more than two units, modules or subjects per year or stage;
- (f) compensation and condonement should only apply where a candidate shows strength in other subjects i.e. achieving marks/grades well above pass level in other subjects;
- (g) external examiners should be consulted and be asked to approve in principle all forms of assessment of an award (see **Appendix 3** - Regulations on the Appointment of External Examiners, Section 2);
- (h) external examiners should approve any change to the strategy and method of assessment;
- (i) award regulations should define plagiarism, collusion and other forms of cheating (There is grey area between student naivety and blatant cheating. HKIS would not expect students found proven of intentional cheating to proceed); and
- (j) in accrediting a course, HKIS is approving both the course and all regulations applying to it at the time of accreditation. All Academic Institutions are required to inform HKIS and the external examiners of any institutional change to subject assessment and academic award regulations applying to an accredited course. HKIS reserves the right to review course accreditation in the light of such changes to regulations.

7.4 These principles are not prescriptive on Academic Institutions in terms of their awarding powers but are indicative of the level of award and standard of achievement considered necessary for that award to be accepted for HKIS accreditation purposes. However, any significant departure from these guidelines should be supported by an appropriate rationale.

8. COURSE REVIEW

Quality control

- 8.1 Members of the profession are concerned by claims that some graduates from accredited courses do not have the qualities or skills required to enter the profession. Therefore, HKIS must undertake to rigorously maintain, and where appropriate enhance, its quality control mechanisms. HKIS accreditation is a strong marketing advantage for courses. HKIS cannot allow standards to fall through entry, course quality or output standards, any of which could lead to a devaluation of accreditation status. It is therefore a policy to annually monitor courses, approve the appointment of external examiners in all cases and rigorously inspect all Academic Institutions of accredited courses on a cyclical basis with additional visits when concerns justify such.
- 8.2 Where entry qualifications are at a minimum threshold level, it will be necessary for Academic Institutions to demonstrate that added value is provided within the course for which accreditation is sought. The presence of generally low entry standards may be a factor which could initiate a special review and the reconsideration of the course's accredited status.

Annual course monitoring reports

- 8.3 In order to maintain the accredited courses in continuous approval, all Academic Institutions offering accredited courses will be required to submit the following details before 31 December, or such other date as agreed each year:
- (a) annual Course Review Reports including, where appropriate, the Academic Institution's response to these;
 - (b) number of students entering such accredited courses including direct entrants, entry profile details, cohort progression and graduate output statistics;
 - (c) external examiners' reports;
 - (d) details of any staff and resource changes in the last twelve months, to be provided on the pro-forma in **Appendix 1 - Annual Monitoring Information**; and
 - (e) revised course documentation and re-validation reports, where applicable.
- 8.4 In respect of paragraph 8.3(e), all Academic Institutions must submit revised internally re-validated documentation (3 copies) for all existing accredited courses, together with a summary sheet (see pro-forma in **Appendix 2 - Summary of Changes to Existing Courses following Accreditation**) identifying substantive changes to course philosophy, course contents, admission requirements, assessment weighting, and award regulations.

- 8.5 HKIS recognises that course teams normally have internal discretion to modify courses without internal re-validation. Whilst HKIS recognises the need for Academic Institutions to make such changes, these are required to be reported in annual course monitoring reports. HKIS will then decide on the nature of any approval mechanism.
- 8.6 Academic Institutions are responsible for ensuring that annual course monitoring reports are received by HKIS before 31 December, or such other agreed date each year. Failure to submit the required information may result in the withdrawal of accreditation from a course. Information provided as part of the annual monitoring requirement will be assessed, and may precipitate an earlier re-accreditation or a request for additional details. As part of its quality audit system, HKIS will also make use of published material from, for example, a quality assurance agency or any other relevant bodies involved in assessing standards of provision within the Higher Education sector.

Review visits

- 8.7 Normally one Review Visit will take place in any period of accreditation to review an existing accredited course.
- 8.8 HKIS will identify those accredited courses for which a review visit will be conducted in the course of each academic year. Normally a minimum of two months prior notice will be provided before a review visit.
- 8.9 The documentation required to be submitted during these two months shall be all the latest updates to the Submission Documentation mentioned in Section 6 and the annual course monitoring reports mentioned in paragraph 8.3, highlighting the changes.
- 8.10 The purpose of a review visit will be to assess the custodianship of surveying education by the Academic Institution. The visit will focus on issues mentioned in paragraphs 6.1(d) and (h) and issues arising from the process of annual monitoring.
- 8.11 The composition of the Visiting Panels may be multi-disciplinary reflecting the broad scope and purpose of a visit. The participation of external examiners, employers and former graduates will be encouraged.
- 8.12 In recognition of the differences in the size and complexity of Academic Institutions, it is not intended to adopt prescriptive procedures for the arrangements and duration of visits.

Professional links

- 8.13 HKIS wishes to foster active liaison between Academic Institutions and members of the profession. Members may well be able to provide a service by way of special lectures, seminars, case study material and general information on shifts in the pattern or direction of professional practice. Academic Institutions are encouraged to support student participation in professional activities and promote student membership of HKIS.

Sanctions

8.14 Where, as a result of the annual process of monitoring or review visit, a perceived shortfall in quality of course provision is identified, HKIS may:

- (a) invoke an immediate re-accreditation; and/or
- (b) withdraw accreditation from a course/courses.

9. FEES AND COSTS

9.1 The following administration fees will apply:

- (a) an application fee related to the costs associated with processing the application submission;
- (b) a visit fee related to the costs associated with an approval visit or review visit; and
- (c) an administration fee related to the costs associated with the annual monitoring and review.

9.2 The amounts of fees will vary depending on the number of Divisions involved. The scale of fees will be reviewed annually. Fees may be waived at the discretion of HKIS in the case of courses where there is a perceived under provision or likely to be a limited demand. It is expected that this will only arise in exceptional circumstances.

10. CONTACT ADDRESS

Enquiries should be made to:

The Hong Kong Institute of Surveyors
Room 1205, 12/F, Wing On Centre,
111 Connaught Road Central,
Sheung Wan, Hong Kong

Telephone Number : 2526 3679
Fax Number : 2868 4612
Email : edudept@hkis.org.hk

APPENDIX 1
ANNUAL MONITORING INFORMATION
(Note: This is a pro-forma which can be re-typed for submission)

Name of Academic Institution:

STAFF CHANGES

DETAILS OF STAFF MEMBERS LEFT OR RETIRED

Name	Position	Subject Area or Support Role

DETAILS OF NEW STAFF MEMBERS (CVs to be attached)

Name	Qualifications	Position	Details of Experience

FACILITIES CHANGES

Physical resource changes:

Financial provision changes:

Student amenities and support changes:

APPENDIX 2
SUMMARY OF CHANGES TO EXISTING COURSES
FOLLOWING ACCREDITATION

(Note: This is a pro-forma which can be re-typed for submission)

Name of Academic Institution:
Course Title:
Date for Proposed Change:
Effective for Existing Students: YES / NO If YES, Specify Entry Years:

COURSE DESIGN CHANGES

Course Philosophy:
Course Contents:
Admission Requirements:
Assessment Weighting (Coursework/examinations):
Award Regulations:

APPENDIX 3

REGULATIONS ON THE APPOINTMENT OF EXTERNAL EXAMINERS

1. THE APPOINTMENT OF EXTERNAL EXAMINERS

- 1.1 This **Appendix 3** sets out the requirements relating to the appointment and function of external examiners on HKIS accredited courses providing admission to HKIS's APC. This shall be read in conjunction with the forgoing sections of this Manual.
- 1.2 The appointment of external examiners is subject to the approval of BOE. The pro-forma form for the approval of external examiners' appointments is given at the end of this Appendix.
- 1.3 For each accredited course and in respect of each Division giving accreditation, there should be two approved examiners (one academic and one practitioner) who normally should be professional surveyors with the appropriate experience in the Divisional specialization. For a course accredited by more than one Division, BOE will consider appropriate arrangements to accept persons with cross-divisional experience to serve more than one Division so as to economise the total number of external examiners.
- 1.4 In approving appointments, BOE will have regard to the combined experience of co-examiners, one of whom should be experienced as an external examiner.
- 1.5 Co-terminus appointments should be avoided. The tenure of appointments should be staggered to provide an experience overlap.
- 1.6 Concurrent with the approval of an appointment of an individual as external examiner, HKIS will send separate confirmation to the appointee with a copy of these details of regulations covering the role and responsibilities of external examiners.

2. RIGHTS AND RESPONSIBILITIES OF EXTERNAL EXAMINERS

- 2.1 The role of the external examiner(s) approved by BOE is seen as one of the most effective means of monitoring standards and maintaining the professional relevance of courses satisfying HKIS academic requirements for professional qualification and admission to HKIS's APC.
- 2.2 In order to carry out these responsibilities, the external examiner must normally:
 - (a) be involved in all levels of assessment in order to exercise his/her role effectively in the classification of final awards;
 - (b) attend meetings of the Academic Institution's Board of Examiners and have access to all assessed work. It is expected that the Board of Examiners, with final authority for an award, will normally accept the decision of the external examiner on the results of a particular candidate or candidates should there be any difference of opinion amongst members of the Board of Examiners;

APPENDIX 3

REGULATIONS ON THE APPOINTMENT OF EXTERNAL EXAMINERS (Cont'd)

- (c) be given the opportunity to comment on the management, development and resourcing of the course; and
- (d) make annual written reports to the Academic Institution concerned after each assessment on its conduct and effectiveness (see External Examiners Report, section 5 below and The Place of External Examiners in Validation and Review, section 6 below).

3. REGULATIONS OF APPOINTMENT

3.1 The following conditions shall apply:

- (a) all external examiner appointments must be approved by BOE;
- (b) appointments should be for fixed terms, normally one year longer than the cycle of the course or, where mixed mode, the period of office should relate to the length of the mode of attendance followed by the majority of students;
- (c) normally external examiners should not hold more than two external examiner appointments at the same time;
- (d) the Academic Institution must submit external examiner nominations for approval by BOE before the date of the first assessments with which the proposed external examiner is to be associated;
- (e) new external examiners should take up their appointments on or before the retirement of their predecessors. External examiners should remain available after the last assessments with which they are to be associated in order to deal with any subsequent reviews of decisions;
- (f) in order to protect their independence, external examiners should not act concurrently as consultants to a course team for course design, nor be members of an internal panel established to review the course they examine;
- (g) new external examiners must be briefed on their task as soon as possible after appointment, preferably by visiting the Academic Institution to meet staff and students. The briefing will cover inter alia: the dates of examiners' meetings; the objectives of the course, its syllabuses and teaching methods; the methods of assessment and marking scheme; recent external examiner reports; the regulations for the course including those concerned with compensation for failure and opportunities for re-assessment; HKIS Approval Reports and conditions of accreditation;

APPENDIX 3

REGULATIONS ON THE APPOINTMENT OF EXTERNAL EXAMINERS (Cont'd)

- (h) fees are a matter solely between the external examiners and the Academic Institutions; and
- (i) if an Academic Institution terminates the appointment of an external examiner, BOE must be informed of the grounds for termination.

4. CRITERIA FOR APPOINTMENT

4.1 The following criteria are considered by BOE when approving external examiner appointments:

- (a) an external examiner should have appropriate standing, expertise and experience indicated by:
 - present post and place of work;
 - range and scope of experience in higher education and/or professional practice;
 - current and active involvement in academic activities, research and/or professional practice related to the field of study;
- (b) normally an academic external examiner should have recent external examining or comparable related experience in assessing students. A proposed examiner who has no previous external examiner experience at the appropriate level, should be supported by a co-examiner with substantial experience and have either:
 - other external examining experience;
 - extensive internal examining experience;
 - other relevant and recent experience likely to support the external examiner role;

appointments should be complementary in terms of experience and expertise;

- (c) external examiners should be impartial in judgment, and should not have previous close involvement with the Academic Institution concerned which might compromise objectivity. If a proposal resulted in external examinerships which are reciprocal between departments or Academic Institutions, i.e. are either concurrent or consecutive, then this must be clearly declared on the proposal form and a case to justify the practice articulated;

over the five years prior to the date of the application, the proposed external examiner should not have been:

- a member of staff, a governor, a student, or a near relative of a member of staff in relation to the course;
- an examiner on a cognate course in the Academic Institution;
- involved as external examiner for the course when it was approved by another validating body;

APPENDIX 3

REGULATIONS ON THE APPOINTMENT OF EXTERNAL EXAMINERS (Cont'd)

the proposed external examiner should not normally be and must always declare if he or she is:

- personally associated with the sponsorship of students on the course;
- required to assess colleagues who are recruited as students to the course;
- corporately or personally responsible for students regarding bursaries or other emoluments to students on the course being examined.

5. EXTERNAL EXAMINER'S REPORTS

- 5.1 External examiners are required to report annually to the Academic Institution on the conduct of the assessments just concluded and on the issues related to assessment, including:
- (a) the overall performance of the students in relation to their peers on comparable courses;
 - (b) the strengths and weaknesses of students;
 - (c) the quality of knowledge and skills (both general and subject specific) demonstrated by the students;
 - (d) the professional relevance, the structure, organisation, design and marking of all assessments;
 - (e) the quality of teaching as indicated by student performance;
 - (f) the lessons of the assessments for the curriculum, syllabus, teaching methods, resources and management and review of the course; and
 - (g) any other recommendations arising from the assessments.
- 5.2 The purpose of the report is to enable the Academic Institution to judge whether the course is meeting its stated objectives and to make any necessary improvements, either immediately or by the next review as appropriate.
- 5.3 The external examiner(s) may require the Academic Institution to refer a report to BOE if there is concern about the standards of assessment and performance, or if the external examiner(s) believes that the assessments are being conducted in such a way which compromises the fair treatment of individual students or the standards expected by HKIS.
- 5.4 If an external examiner has matters of particular concern which, when raised with the Head of Department of the Academic Institution, are not properly taken account of, then such issues may be reported directly to BOE. BOE reserves, at any time, the right to call for external examiner reports from the Academic Institution or from the external examiner.

APPENDIX 3
REGULATIONS ON THE APPOINTMENT OF EXTERNAL EXAMINERS (Cont'd)

6. THE PLACE OF EXTERNAL EXAMINERS IN VALIDATION AND REVIEW

- 6.1 External examining is a vital means of maintaining standards and providing information on outcomes for use in course review; it is, however, a separate process from internal review and it is important that there should be no confusion or role conflict between the two.
- 6.2 The external examiner's reports may have implications for the way in which the course is designed and delivered, but it is for the Academic Institution rather than the external examiner to consider what changes should be made as a result.
- 6.3 External examiner's annual reports must always form part of the documentation used in course review, and BOE will scrutinise both the reports and the records of the course team's responses.

7. STATUS OF THE REGULATIONS

- 7.1 HKIS reserves the right to vary any or all of these regulations. Normally the regulations will be reviewed annually, and BOE will notify Academic Institutions accordingly in order that any changes may be complied with in the following session. Compliance with these regulations will be a condition precedent to any approval of accreditation of a course by HKIS.

* * * *

THE HONG KONG INSTITUTE OF SURVEYORS

APPLICATION FOR APPROVAL OF APPOINTMENT OF EXTERNAL EXAMINER

**NAME OF ACADEMIC
INSTITUTION**

Details of Course:

Course Title / Final Award

Mode of Study Duration.....

**NOMINATED EXTERNAL
EXAMINER** Name

Title :

Qualifications :

Occupation :

Postal Address :

.....

**PERIOD OF *APPOINTMENT
/ *REAPPOINTMENT**

From:
(mth)..... (yr)

To:
(mth)..... (yr)

*Delete if not applicable.

**Concurrently Serving
External Examiner** Name

Title :

Qualifications :

Occupation :

Postal Address :

.....

APPLICATION to be completed by the responsible Department of the Academic Institution

Date : **Signature :**

Name : **Position :**

Re-typing of this Form is permitted.

The completed form should be returned to the Hong Kong Institute of Surveyors
Room 1205, 12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, HK

THE HONG KONG INSTITUTE OF SURVEYORS

APPLICATION FOR APPROVAL OF APPOINTMENT OF EXTERNAL EXAMINER (Cont'd)

NOMINATED EXTERNAL EXAMINER

PREVIOUS EXPERIENCE

as internal and / or
external examiner and / or
relevant previous experience

CURRENT EXPERIENCE

other external examiner
commitments with periods
of appointment

ANY OTHER EXPERIENCE

in academic / industrial or
professional roles

RATIONALE FOR VARIANCE FROM GUIDELINES

or where extension of
approval
is sought

To be signed by the proposed External Examiner:

I confirm that I have not been associated with this Academic Institution or course in any of the unacceptable activities listed in HKIS Course Accreditation Manual 2012 (Renamed and Amended on 9 July 2012).

Date: **Signature:**