



# HKIQEP Accreditation Scheme Information for Programmes - Undergraduate Level

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# 1. Glossary (1)

## Accreditation Scheme

- The HKIQEP scheme under which environmental programmes of academic institutions may submit application towards

## Accreditation Visit

- Onsite review of relevant documentation and records, and conduct interviews with relevant personnel of the Programme

## Contact Person

- The main contact from the Programme who handles all communication matters with the Panel

## HKIQEP

- Hong Kong Institute of Qualified Environmental Professionals Limited

# 1. Glossary (2)

## Institution

- The academic institution applying for HKIQEP Accreditation

## Panel

- HKIQEP Accreditation Panel

## Programme

- The academic programme applying for HKIQEP Accreditation

## Secretariat

- HKIQEP Secretariat staff responsible for the operation of the Accreditation Scheme

# 1. Glossary (3)

## Submission

- The packet of documents submitted by the Programme in response to the submission instructions, forms, and templates provided by the Panel

## Visiting Team

- The team appointed by the Panel to carry out the Accreditation Visit

## 2. Overview

- HKIQEP was established in 2015 to develop and raise the standards of environmental professionals with a view to promoting Hong Kong as the Centre of Excellence in environmental services
- To encourage institutions to provide environmental degree programmes with appropriate breadth in fundamental environmental principles and depth in specific areas, and to forge more collaboration between academic and practicing environmental professionals, an Accreditation Scheme for undergraduate environmental programmes in Hong Kong was developed

# 3. Accreditation Scheme Information

## Eligibility

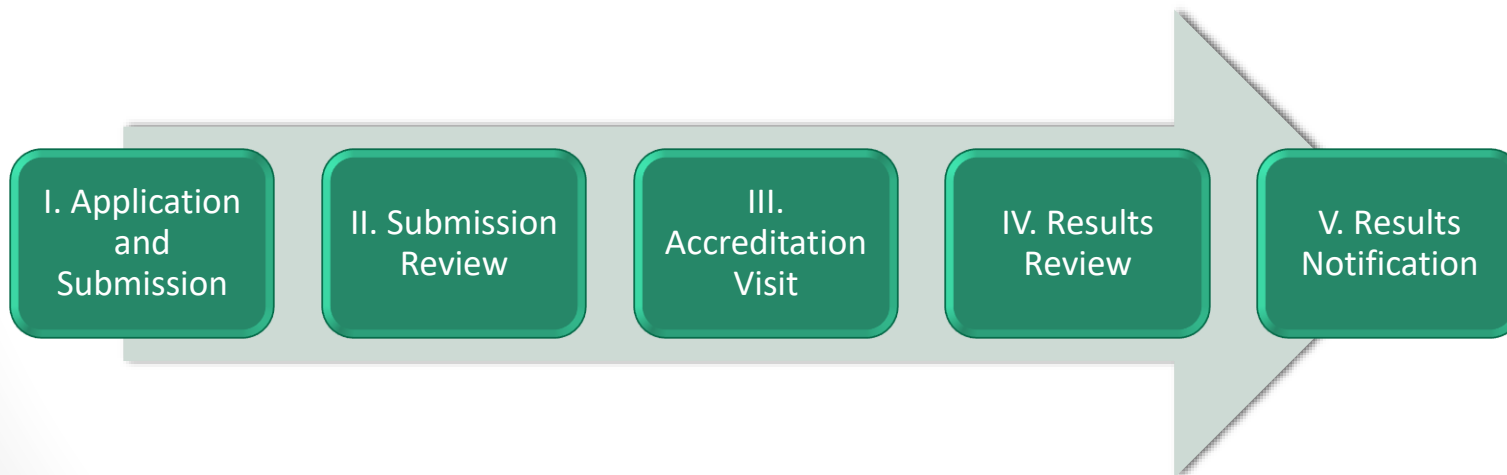
- All environmental degree programmes at the undergraduate level may apply for accreditation under this scheme

## Categories of accreditation

- 2 categories of accreditation are available: (1)Provisional and (2)Full
  - 1) Provisional Accreditation
    - For Programmes which are under development and have not yet had the first cohort of graduates
  - 2) Full Accreditation
    - For existing or new Programmes with at least a first cohort of graduates
- All Programmes granted Provisional Accreditation must transit to Full Accreditation at the next accreditation cycle.

# 4. Accreditation Process

- The accreditation process consists of five stages:
  - I. Application and submission
  - II. Submission review
  - III. Accreditation visit
  - IV. Results review
  - V. Results notification





# 4a) Stage 1 – Application and Submission (1)

## Application

- Download the application form from the HKIQEP website
- Submit the completed form with required information to the HKIQEP Accreditation Panel at [accreditation@hkiqep.org](mailto:accreditation@hkiqep.org)
- Upon receipt of the application, HKIQEP will issue an invoice to the Programme for payment
- The Accreditation Process is officially commenced once payment is received

# 4a) Stage 1 – Application and Submission (2)

## Timing

### 1) Provisional Accreditation

- Application process must commence at least SIX months before the first cohort of graduates complete half of the Programme

### 2) Full Accreditation

- Application process should commence at least SIX months before the expected Accreditation Visit date to allow adequate time for the Programme to prepare the Submission

## 4a) Stage 1 – Application and Submission (3)

### Costs

- The accreditation fee includes all costs for application processing, submission review, accreditation visit, and general administrative tasks
- Extra fees may incur if
  - the specialization of the Programme where one or more overseas practicing environmental professionals are required to participate on the Visiting Team to conduct the Accreditation Visit , or
  - the Institution is outside Hong Kong where the Visiting Team must travel to conduct the Accreditation Visit
- All extra fees if incurred (such as transportation, accommodation, etc.) will be invoiced at cost to the Programme concerned

## 4a) Stage 1 – Application and Submission (4)

### Documents Submission

- Once payment is settled, the forms and templates, as well as the relevant instructions for their completion, will be sent to the Contact Person via email
- All required information must be submitted at least TEN weeks before the expected date of the Accreditation Visit
- A briefing meeting with the HKIQEP Secretariat may be requested by the Contact Person to clarify any issues after receipt of the forms and templates

## 4b) Stage II – Submission Review

- The Visiting Team reviews the Submission to check and verify the coverage and compliance of the Programme against the Accreditation Scheme requirements
- If required, issues will be identified and clarification will be sought from the Contact Person before the Accreditation Visit
- The Contact Person will be informed at least TWO weeks prior to the Accreditation Visit if any additional information or documentation should be prepared for review during visit

## 4c) Stage III – Accreditation Visit (1)

- The purpose of the Accreditation Visit is to assess whether the Programme meets HKIQEP accreditation requirements and to verify the information in the Submission
  - Required for both Provision and Full Accreditation
- The duration of the visit depends on the complexity of the Programme, but normally requires at least one and a half days

## 4c) Stage III – Accreditation Visit (2)

### Visit schedule

- The visit schedule will be communicated with the Contact Person at least SIX weeks prior to the scheduled Accreditation Visit date
- The Contact Person should
  - Prepare for the Accreditation Visit by notifying all relevant personnel in the Programme the date and time their presence is required
  - Identify any potential conflict of interest with any members of the Visiting Team and notify the Secretariat immediately

## 4c) Stage III – Accreditation Visit (3)

A typical visit includes, but is not limited to, the following activities

- Brief presentation by the Programme
- Meetings with programme leadership and academic staff including department head, programme leader(s)/director(s), academic staff, and support and office/administration staff
- Meetings with students and graduates
- Visit to the programme facilities such as lecture theatres, laboratories, and study areas



## 4c) Stage III – Accreditation Visit (4)

A typical visit includes, but is not limited to, the following activities (cont'd)

- Review of student materials demonstrating student performance such as
  - examination questions and sample answers from two academic years of each course
  - marked examination scripts for the most recent examination of each course
  - examples of laboratory and project reports with the score
- Review of teaching materials demonstrating how the courses match with the curriculum, e.g. laboratory experiment instruction sheets, tutorials, prescribed tests and notes
- Exit meeting with senior staff to convey the Visiting Team's initial observations

## 4d) Stage IV – Results Review (1)

- An Accreditation Report will be prepared after the Accreditation Visit
- If the Visiting Team determines that there is a significant issue which the Programme may need to provide a response to, the Report will be sent to the Contact Person with the response request
- The Report (with the Programme's response as required) is reviewed by the Accreditation Panel and the result of the Accreditation will be determined

## 4d) Stage IV – Results Review (2)

### FOUR possible accreditation decisions

1. Provisional Accreditation for a period of up to THREE years
  - Granted to Programmes under development which meet the Accreditation Scheme requirements
  - Conditions may apply
2. Full Accreditation for a period of up to FIVE years
  - Granted to ongoing Programmes which meet the Accreditation Scheme requirements
  - Conditions may apply
3. Accreditation rejected
  - If the Programme does not meet the Accreditation Scheme requirements
4. Accreditation revocation
  - If the Programme failed to meet the conditions stated in the accreditation report issued during a previous accreditation cycle, or
  - If there are programme amendments that seriously deviate from the Accreditation Scheme requirements

## 4e) Results Notification

- A copy of final Accreditation Report will be sent to the Programme for record within THREE months after the Accreditation Visit
- HKIQEP will maintain all information received from the Programme for the accreditation process in strict confidence
- Upon receipt of the results, the Programme may
  - Decide how information related to the accreditation is released, and must inform HKIQEP accordingly
  - Contact HKIQEP regarding the process to file an appeal to review the accreditation decision if they are not satisfied with the results

## 5. Commonly Asked Questions (1)

1. Who is the appropriate personnel to be Contact Person?
  - To facilitate efficient accreditation submission, the Contact Person should be at programme leadership level and has a good understanding of the programme curriculum and syllabus.
2. Can we change our Contact Person during the accreditation period?
  - Yes. The Contact Person may be changed anytime by notifying HKIQEP.

## 5. Commonly Asked Questions (2)

3. Can our post-graduate degree programme apply for HKIQEP accreditation?
  - No. The HKIQEP Accreditation Scheme is currently open all environmental degree programmes at the undergraduate level. Scheme details for post-graduate degree programmes will be available in due.
  
4. Where can I find the fees schedule?
  - Interested programmes may contact HKIQEP for details regarding accreditation fees.

## 5. Commonly Asked Questions (3)

5. Do we have to submit the entire Submission package at once?
  - Yes. It is preferred that the entire Submission package is received and reviewed at the same time. If there are missing information in the initial Submission package, the Programme will be contacted to provide the additional information.
  
6. What are the typical records required in the Submission package?
  - Records to be submitted typical include graduate employment statistics, employer perception, internal and external quality assurance system assessment, actions taken, and their results.

## 5. Commonly Asked Questions (4)

7. When should we submit the application package in order to have the Accreditation Visit on our target/scheduled date?
  - A minimum of TEN weeks is required between receiving the submission package and the Accreditation Visit. More time is required if more than two specific areas are considered for the programme.
  
8. What happens if our submission is not ready by the expected submission date?
  - The Programme may apply to HKIQEP for an extension in writing at least two weeks before the expected submission date. In the application, the Programme must provide the reasons for requesting the extension and the new target submission date. The Programme should note that extension may cause a postponement of the accreditation visit date.



## 5. Commonly Asked Questions (5)

9. What can we do if we have any questions on the accreditation report and the results?
  - The Programme has TWO weeks from the date of receiving the notification letter to review the report and the results.
  
10. What is the renewal process?
  - The Programme must apply to HKIQEP for re-accreditation at least SIX months before the expiry of the current provisional or full accreditation. The application form will be made available for download on the HKIQEP website.

## 5. Commonly Asked Questions (6)

11. What happens if we make changes to our Programme after Accreditation is achieved?
  - It is expected there will be changes to a programme within its accreditation period. The Programme must inform HKIQEP of the changes as soon as practicable. Subsequent follow-up action such as requirement for written reports and/or initiation of a visit may be required.

## 6. Contacts and Resources

Useful links:

HKIQEP website: <http://www.hkiqep.org>

Documents mentioned in this presentation:  
<http://hkiqep.org/materials-and-links>

HKIQEP contacts:

Email: [accreditation@hkiqep.org](mailto:accreditation@hkiqep.org)

Address: GPO Box 12309, Central, Hong Kong