

The Hong Kong Institute of Urban Design

Accreditation Guidelines

GUIDELINES FOR ACCREDITATION SUBMISSION

1. Introduction

The guidelines are set for the education institutions which aim at seeking validation by The Hong Kong Institute of Urban Design (HKIUD) based on the HKIUD's Professional Qualification ("PQ"). The comprehensive document will provide guidance to course/programme leaders of the education institutions on what the validation process aims to achieve and how it will be implemented.

Basically the validation process will consider:

- How the education institution designs courses/programmes to meet the learning outcomes specified in the HKIUD's PQ;
- Are there sufficient manpower and physical resources in the education institution for supporting the validated course(s)/programme(s);
- What will be the ultimate academic qualification achieved;
- How the education institution can demonstrate the learning outcomes have been successfully delivered in the course/programme; and
- The focus on expected learning inputs and the systems for measuring outputs.

2. Targets of Validation

Validated course(s)/programmes(s) should achieve the following aims:

- To ensure that the teaching content, delivery and assessment meet local recognised standards;
- To ensure that the learning programmes are relevant to local policies and practices;
- To ensure that students achieve the knowledge, skills and standards of professional ethic which meet the learning outcomes of the HKIUD's PQ' and
- To ensure the graduates are benefited with academic and professional practices in the pursuit of excellence in urban design.

3. The HKIUD Regulations for the PQ

The HKIUD General Council has approved the following regulations which apply to the delivery of the PQ:

- The PQ will be approved only at education institutions which can demonstrate the quality demanded from a recognised degree awarding institution or an institution has been approved by the University to deliver undergraduate/post-graduate programmes.
- Students must achieve all the relevant learning outcomes specified by HKIUD.
- Individual students may achieve the learning outcomes in a shorter period of time than the accredited course through accreditation of previous experience and/or qualifications but this will not exceed 50% of the whole programme.
- HKIUD recognises bachelor (honest) degree and master's degree programme if they meet the HKIUD accreditation requirement.
- The approved education institution must appoint an external examiner who is a Member of HKIUD and a Urban Design Practitioner nominated by HKIUD.

4. Recognition of Qualifications

Each validation is valid for a period of 5 years with an interim mid term review if requested by HKIUD.

5. Validation of Education Institutions and Courses

HKIUD will be approving courses in the context of the support services and quality assurance procedures provided by the education institution delivering the courses. Validation will be carried out by a panel appointed by HKIUD.

6. The Validation Process

The arrangements for validation will be negotiated with the education institution on an individual basis however it is expected that the event will take place over a minimum of one day with the relevant documentation provided at least six weeks prior to the validation visit.

7. Course Documentation

Using the learning outcomes specified by HKIUD and In accordance with the HKIUD regulations, institutions are free to design courses in a way which they consider to be appropriate to meet their customers' needs. Course leaders are strongly advised to consult with the HKIUD Membership and Education Committee Chairman in the planning of their courses before the course document is written or major design changes are introduced.

The course document should contain the following information:

7.01 Title of the course(s). HKIUD will formally record the title of the qualification. This title will activate membership and will therefore need to be clearly identified with HKIUD approval. Where education institutions develop non-HKIUD Urban Design course, the title of these courses should be distinct and not confused with the approved course.

7.02 Aims and Objectives of the course(s). The education institution should set out the principal aims and objectives of the course(s). These will be used throughout the validation as a central reference point for the panel. This establishes the broad context of the submission and enables the panel to take an overview of the course and what it is trying to achieve.

7.03 Course Context. This will explain the faculty or school structure and the range of courses offered by the education institution. It should be explained how the housing course(s) has evolved since the last validation and what has been done to develop the course(s) in the light of changes in practice, the conditions/recommendations of the previous validation report and ongoing course evaluation.

7.04 Course Management. The submission document should set out how the course is managed; this includes the names of the course leaders and people with special responsibility for resources and curriculum leadership. Most education institutions will have a committee structure with representation from students, staff, senior managers, librarian and employers. It is expected to see how students and employers contribute to the course together with the responsibilities of staff for responding to their demands.

7.05 Course Structure. It is normal for the document to include a diagram setting out the units/modules to be covered in each year of the course including the unit titles and the GPA points (where relevant). Information on the relationship between units, progression and the identification of core and option units should be clearly set out. Course units should be specified in the individual 'house' styles of the institutions and include syllabus, level, assessment method and key texts. The validation panel will be concentrating on the total course content and

whether the proposed structures meet the HKIUD learning outcomes in terms of coherence and progression.

7.06 Course Content. The HKIUD PQ has been written in the form of learning outcomes.

7.07 Staff CVs/Research profiles. The staffing for the course(s) will be drawn from a wide range of different backgrounds and this will support the nature of the courses as a cross curriculum discipline. However there is need to ensure that there are staff who have had experience in urban design practice. This/These person(s) will normally be the course leader and will have either a research record in urban design and/or extensive contacts in practice. In addition, HKIUD will need to be assured that the education institution has sufficient staff with appropriate expertise to deliver all the learning outcomes.

7.08 Employer Liaison. All education institutions should have employer liaison meetings and/or regular contact with local employers. Many education institutions do experience difficulties attracting employer representatives to attend meetings and often have to design special events/seminars. Evidence of close employer liaison is important to ensure that the education institution is providing a course which meets not only the HKIUD specification but meets the more specialised needs of local urban design practitioners.

7.09 Quality Assurance. The education institutions will have in place quality assurance procedures and systems. These will include the use of questionnaires to students, course committee meetings, and external examiner reports. Institutions should include copies of external examiner reports and any additional information relating to the quality maintenance of the course(s).

7.10 HKIUD Membership. All students on an approved course are entitled to Student Membership of HKIUD. The Panel will be looking to see that the education institution encourages students to join HKIUD. The final aim of any validated course should be attainment of Full Membership of HKIUD. The Panel will wish to examine the ways in which the education institution informs students about HKIUD and promotes registration for HKIUD membership.

7.11 Annual Review.

This annual review should include the following aspects:

- Enrolment data; numbers, gender, geographic source, previous qualifications.
- Any curriculum changes to be highlighted.
- Information collected from internal quality assurance systems including external examiner report.

8. Panel Visit

The Panel Visit will focus on collecting comments from a number of groups. These will be current students, ex-students and employers representatives. HKIUD is aware that there are difficulties in bringing people together to attend events such as these especially where students are drawn from long distances. However the benefits to the validation process are considerable and we will require the education institution to arrange for current students, not usually first-years, and former students who have completed in the last two years, to attend the meeting. Employers who have sponsored students for at least one year on the relevant course(s) may also be invited if requested by HKIUD. It is important that at least 45 minutes is allocated for each meeting and there is sufficient time between meetings, i.e. 15 minutes.

9. Validation Outcomes

The decision of the validation panel will be to:

- Confirm the validation decision.
- Address any conditions and recommendations.
- Agree an action plan with the education institution for the future development of the course(s).

This action plan will form the basis for future validation visits to the centre. The action plan will be sent to the education institution within two weeks of the visit. This will be followed by a full report of the visit within two calendar months.

HKIUD Contacts

For general guidance on the validation procedures and advice on course structures/content/regulations please contact The Chairman of the Membership and Education Committee via the HKIUD Secretariat.

Appendix 1 - Validation Visits

- Private meeting of the panel
- Meeting with the University senior management
- Meeting with the programme director and programme team
- Tour of resources.
- Meeting with students and review record of student works
- Meeting with ex-students
- Meeting with employers(to be arranged if requested by HKIUD)
- Private meeting of panel
- Meeting with management's representatives and the programme team

This above is for guidance purposes only and can be adjusted to meet local conditions and arrangements.