

Faculty of Arts

ANNUAL REPORT OF SELF-FUNDED PROGRAMME FOR ACADEMIC YEAR (-)

Department/Programme:		
Head of Department/Programme or Course Director:		
Self-funded Programme Offered	Study Mode & Duration	Medium of Instruction

Contributing Departments (if applicable):

Credits Required for Graduation:

Student Statistics: (Please refer to the explanatory notes)

Study Year	No. of Student	Attrition			No. of Students Returned from Suspension	Progression to Next Year
		a. Dismissal	b. Withdrawal	c. Suspension		
Year 1						
Year 2						N/A

Final Qualifications Rewarded:

- a) *Master of Arts* – Total no. of students: _____
 b) *Postgraduate Diploma* – Total no. of students: _____

Passed with Distinction *	Passed with Merit**	Passed	Extension	Repeat	Fail

* For some taught postgraduate courses, the distinction may be awarded to a student who has attained an overall cumGPA of 3.7 or above, with no subject grade below B- and no repeated subjects.

** Merit may be awarded to a student who has attained a cumulative GPA of 3.4 – 3.69

Staffing:

Staff	No. of Staff	Remarks
UGC-funded teaching staff		
Non-UGC funded teaching staff		
Non-UGC funded support staff		
Non-UGC funded teaching support staff e.g. Teaching Assistants		

Financial Report:

Please attach a financial report which includes the income and expenses of the self-funded programme.

Student Statistics - Explanatory Notes

1. *Student No.*
 - the number of students enrolled on the course as at 1 September of the academic year
 2. *Attrition (within the academic year under review) ***
 - a) *Dismissal*
 - the number of students required to terminate his/her studies at the University because of unsatisfactory academic performance or disciplinary problems
 - b) *Withdrawal*
 - the number of students who have officially or unofficially withdrawn from the University
 - c) *Suspension*
 - the number of students permitted to suspend his/her studies at the University
 3. *No. of Students Returned from Suspension*
 - the number of students who have resumed his/her studies after the end of the suspension period
 4. *Progression to Next Year*
 - the number of students successfully progressed to the next year of study (including those who have passed supplementary examination, summer study or re-submission of coursework)
 - i.e. $\text{Progression to Next Year} = \text{Student No.} - \text{Attrition (Withdrawal, Dismissal and Suspension)} + \text{No of Students Returned from Suspension}$
- ** Any change in the students' status during the year would not be reflected if it is consequently replaced by another status e.g. a student who has suspended in his/her studies for the year but subsequently decides to withdraw from the course would be treated as a withdrawal case.

1. Name of the self-funded programme

2. Missions, objectives and long term goals of the self-funded programme (Please indicate if changes have been made since the last accreditation exercise)

3. Information on academic management of the self-funded programme (Please indicate if changes have been made since the last accreditation exercise)

4. Quality assurance and improvement

a) Is there any quality assurance or quality improvement mechanism established for the self-funded programme?

Yes. Please provide details:

No. Given that quality assurance is not static, how would the department/programme/course ensure continuous quality improvement on the self-funded programme? Please specify:

b) Benchmarking is a useful way to ensure that the quality of education we provide are comparable to those of other similar institutions. Some programmes/courses have adopted external benchmarking e.g. GRE, professional examinations and so forth. Has this feature been adopted by the department/programme/course for the self-funded programme?

Yes. Please provide details:

No. If no, how would you know that the quality of our graduates is of a comparable standard and acceptable to the community?

5. Teaching and learning

a) Peer observation of teaching has been encouraged by the Senate since June 2000. Has this been adopted by the department/programme for the self-funded programmes?

Yes.

No. If no, how would the department/programme provide a fair, summative assessment of teaching performance and mitigate some of the student biased views recorded in the formal teaching evaluation instrument?

b) Are there any pro-active steps taken by the department/programme to encourage staff of self-funded programme to develop new teaching and learning initiatives?

Yes.

No.

- 6. a) Report on the difficulties, as perceived by the staff, in the running of the self-funded programme

 - b) Evaluate major changes (other than minor curriculum changes) undertaken during the year
7. Overall assessment, suggestions for improvement or sharing of good practice
8. Statistical data on students enrolled on the course(s) and student profile (Please complete the front cover.)

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Submitted by:

\_\_\_\_\_  
Name in block letters

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department/Programme/Course

\_\_\_\_\_  
Date

Note:  Please tick as appropriate.