

The Audit Programme

An indicative timetable of the audit process is given below. The process is overseen by the Audit Coordinator.

Date	QAC	Institution
12 months before the audit visit	Confirm the dates for the panel briefing and the audit visit.	Conduct self-evaluation. Prepare Institutional Submission.
9 months before the audit visit	Select Panel Chair and panel members – check with institutions about possible conflicts of interest.	
From 12 weeks before the audit visit	<p>Audit Coordinator to discuss arrangements for the audit with the institution.</p> <p>Determine the need for visits outside Hong Kong, if any, and relevant arrangements.</p> <p>Audit Panel reviews information and identifies issues for consideration during the audit visit, including, where appropriate, issues to be followed up using audit trails.</p> <p>Requests for further information if required (or guidance to where information can be located on an institution's intra-net).</p>	<p>Submission of information to QAC including:</p> <ul style="list-style-type: none"> • The Institutional Submission, with an account of the approach to the Audit Themes. • The information set (Quality Manual, Prospectuses, Professional accreditation reports). • Details of access to electronic information • Guide to supplementary information.

Date	QAC	Institution
6 weeks to 8 weeks before the audit visit	<p>Audit Coordinator to confirm logistical arrangements for the audit visit and visits outside Hong Kong, if any.</p> <p>The panel meets in private session (initial meeting) to agree an outline schedule for the audit visit and key issues to be addressed.</p> <p>Audit Coordinator to advise on audit trail specifics arising to date.</p>	<p>Institutional briefing. Visit by Audit Panel to the institution. Institution to make a presentation to brief the panel about its strategic priorities and existing arrangements for quality assurance.</p>
3 weeks before the audit visit	<p>Visits to selected campuses outside Hong Kong, if any, by the Audit Coordinator and the Chair or one member of the Audit Panel and an Institutional Representative.</p>	
2 weeks before the audit visit	<p>Audit Coordinator to confirm the audit programme and prepare outline agenda for meetings.</p>	
Audit visit		
1 day after the audit visit (or as soon after as is convenient)	<p>Audit Panel meets with the Audit Coordinator to agree and confirm principal findings of the audit.</p>	
2 weeks after the audit visit	<p>Audit Coordinator writes to the institution giving the principal findings of the audit.</p>	
2 weeks to 6 weeks after the audit visit	<p>Audit Coordinator drafts the report with inputs from Audit Panel members, and then sends drafts of audit report to panel members for comments.</p>	

Date	QAC	Institution
6 weeks after the audit visit	Audit Coordinator sends the draft audit report to institution for corrections of factual errors. A meeting (or virtual meeting) between the institution and a member of the Audit Panel may be arranged to ensure the institutions' understanding of the audit outcomes.	Institutions to comment on any factual errors. A meeting (or virtual meeting) between the institution and a member of the Audit Panel may be arranged to ensure the institutions' understanding of the audit outcomes.
12 weeks after the audit visit	Final audit report sent to institution.	
14 weeks after the audit visit		Institution to provide response for inclusion in the published report.
15 weeks after the audit visit	Audit report submitted to QAC for consideration.	
The next QAC and UGC meetings	QAC and UGC review audit outcomes and may raise any matters of concern with the institution. A representative of the team writing the audit report (e.g. the Audit Coordinator or the Panel Chair) joins the QAC's discussion if required. Audit report published.	
3 months after the publication of audit report		Institution submits action plan to UGC.
18 months after the publication of audit report		Institution submits progress report.
The next QAC and UGC meetings	QAC and UGC review the progress report and may raise any matters of concern with the institution's progress report. The Panel Chair and Audit Coordinator may be consulted. Progress report published.	Institutional response to UGC, if necessary.