

Quality Assurance Council

Quality Audit of Hong Kong Baptist University: 19-21 May 2015

Schedule of Key Dates

Notes :

- 1 Documents should be provided at the latest by the dates indicated
- 2 Please refer to the Audit Manual for more specific details of each event

23 February 2015 :	HKBU submits Institutional Submission, information set and supplementary information to QAC Secretariat.
2 April 2015:	Institutional Briefing and Initial Meeting of the Panel (1 day).
Week commencing 6 April 2015 :	QAC Secretariat liaises with HKBU on logistical arrangements for audit visit and visit(s) outside Hong Kong (if any). QAC Secretariat informs HKBU of the audit trail specifics being identified (if any) and any further information requested by the Panel.
16 May 2015 :	Subset of Panel undertakes visit(s) outside Hong Kong, accompanied by HKBU representative.
19-21 May 2015:	Audit Panel visit to HKBU (normally 3 days).
Week commencing 1 June 2015 :	QAC Secretariat sends principal findings of the audit to HKBU.
Week commencing 29 June 2015 :	QAC Secretariat sends draft Audit Report to HKBU for comment.
Week commencing 13 July 2015 :	HKBU provides comments on any factual errors or errors of misinterpretation in the draft Audit Report to QAC Secretariat.
10 August 2015 :	QAC Secretariat sends final Audit Report to HKBU.
7 September 2015 :	HKBU provides Institutional Response to Audit Report to QAC Secretariat.
January 2016 :	QAC formally considers Audit Report and Institutional Response, and forwards to UGC for consideration.
January/February 2016 :	QAC publishes Audit Report.
April/May 2016 :	HKBU submits Action Plan to QAC Secretariat.
July/August 2017 :	HKBU submits 18-month Progress Report to QAC Secretariat.