

Guidelines and Procedures for an Annual Unit Report by the Division of Science

6.1 Introduction

The DoS will submit an Annual Unit Report to the Academic Quality Assurance Committee for Undergraduate Programmes (AQAC) via the WJYSISMB, covering major academic developments and achievements of the unit, to ensure that the Board of Division of Science (BDoS) systematically **analyses pertinent information and identifies areas where improvements are necessary or desirable to enhance the quality of the course offerings.**

6.2 Roles

6.2.1 Head of Division of Science

- (a) The Head is responsible for managing the on-going academic review and development of the course offerings.
- (b) He/She should ensure that the necessary data and information are compiled and that a draft Report is prepared.
- (c) He/She is also responsible for ensuring that comments or advice made by the BDoS and AQAC are considered when revising the Report.

6.2.2 Board of Division of Science (BDoS)

The BDoS thoroughly considers the draft Report, critically reviews the operation of the course offerings and considers any proposed changes.

6.2.3 The Wu Jieh Yee School of Interdisciplinary Studies Management Board (WJYSISMB)

The WJYSISMB should ensure that the Report complies with the requirements in the University's relevant guidelines, contains critical analysis and evidence-based commentary, and that the Division of Science has made appropriate development and changes. The WJYSISMB should also provide comments or advice (if any) on the action plan in the Report.

6.2.4 Academic Quality Assurance Committee for Undergraduate Programmes (AQAC)

In considering the Report, the AQAC shall ascertain whether the contents are prepared in accordance with this set of guidelines and relevant issues are being properly addressed.

6.2.5 Senate

The Report approved by the AQAC should be submitted to the Senate for its noting.

6.3 Procedures and Timing

Information Technology Services Centre provides the term-end Course Teaching and Learning Evaluation (CTLE) to Head of DoS	around mid-January (Term 1) and mid-June (Term 2)
--	---

External Academic Advisers submit annual report to the President, which is copied to the Head of DoS	by 1 July
--	-----------

Registry issues a reminder to academic units on submission of the brief report (with a clear time frame)	early September
Head of DoS drafts the Report	by end of October
The BDoS considers and endorses the draft Report	by mid-November
WJYSISMB reviews and endorses the draft Report	by early December
Head of DoS submits the endorsed Report to AQAC	by end of December
AQAC considers and approves the Report as appropriate	February/March
Senate notes approved Report	March/April

6.4 Contents of the Report

6.4.1 The length of the Report should be within five pages, consisting of three sections: a cover, the main text covering the following areas and appendices.

6.4.2 Cover

A cover sheet shown in Appendix A gives summary information of the DoS, its Board, etc.

6.4.3 Main Text

Core Curriculum/Science Course Offerings

- Number of courses and enrolment figures
- CTLE results, evaluation and feedback from students
- Assessment of student learning outcomes
- Comments of External Academic Advisers and responses to them
- Course additions and revisions (if any)
- Actions taken to address the issues raised by stakeholders (e.g. Advisory Board)

Students' Performance Evaluation

- critical and evidence-based evaluation on the students' performance based on assessment of learning outcomes
- critical and evidence-based evaluation on the overall students' performance for all courses offered by the unit

Science Minor Management

- Offering pattern and enrolment figures
- Student progression and performance
- CTLE results, evaluation and feedback from students
- Assessment of student learning outcomes
- Comments of External Academic Advisers (if any) and responses to them
- Course addition and revisions (if any)

- Actions taken to address the issues raised by stakeholders (e.g. Advisory Board)

Action Plan

Actions planned to address any matter raised in the Report with indicative timeframe and responsible parties. It may cover but is not limited to the following areas:

- Course offering plan and development
- Promotion of new Science (SCI) and Core Curriculum courses
- Resource allocation for DoS and courses

6.4.4 Appendices

- External Academic Advisers' Annual Reports (for the reporting period);
- Any other data and information reflecting strengths and weaknesses of course offerings.

LINGNAN UNIVERSITY
Annual Unit Report 20 -
by the Division of Science

Name of Head of Division of Science:

Membership of Board of Division of Science (BDoS):

Endorsed by BDoS and submitted to the WJYSISMB:

(BDoS Chairman)

Date

Endorsed by the WJYSISMB and submitted to the AQAC:

(WJYSISMB Chairman)

Date

Approved by the AQAC:

(AQAC Chairman)

Date