

## Quality Assurance Council

### Quality Audit of Sub-degree Operations of The Education University of Hong Kong

#### 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.

<b>22 January 2018 :</b>	<b>EdUHK submits the goal statement to QAC Secretariat.</b>
<b>20 June 2018 :</b>	<b>EdUHK submits Institutional Submission and supporting materials to QAC Secretariat.</b>
<b>30 August 2018 :</b>	<b>Mutual Briefing.</b>
<b>Week commencing 1 October 2018 :</b>	<b>QAC Secretariat confirms the audit programme with EdUHK. EdUHK submits information for audit trails and further information requested by the Panel.</b>
<b>Week commencing 29 October 2018 :</b>	<b>Audit Panel visit to EdUHK<sup>1</sup>.</b>
Week commencing 12 November 2018 :	QAC Secretariat sends principal findings of the audit to EdUHK.
Week commencing 10 December 2018 :	QAC Secretariat sends draft Audit Report to EdUHK for comment.
<b>Week commencing 31 December 2018 :</b>	<b>EdUHK provides comments on any factual errors or errors of misinterpretation in the draft Audit Report to QAC Secretariat.</b>
28 January 2019 :	QAC Secretariat sends final Audit Report to EdUHK.
<b>14 February 2019 :</b>	<b>EdUHK provides Institutional Response to Audit Report to QAC Secretariat.</b>
<b>April/May 2019 :</b>	<b>QAC formally considers Audit Report and Institutional Response, and forwards to UGC for consideration.</b>
May/June 2019 :	QAC publishes Audit Report.
<b>August/September 2019 :</b>	<b>EdUHK submits Action Plan to QAC Secretariat.</b>
<b>November/December 2020 :</b>	<b>EdUHK submits 18-month Progress Report to QAC Secretariat.</b>

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<sup>1</sup> An Audit Visit is normally of three days' duration. In view of the small scale of the sub-degree operations of EdUHK, the Audit Visit may be of a shorter duration.