

# THEi Quality Assurance Framework

THEi高科院 質素保證架構





THEi was established in 2012 by the Vocational Training Council of Hong Kong (VTC) to offer degree programmes with a difference. Degrees at THEi are vocationally and professionally oriented, developed and delivered with significant industry input and utilise active, problem-based pedagogies that enable students to apply specialised knowledge and skills to real-world issues.

THEi 高科院於2012年由香港職業訓練局 (VTC) 成立，提供與別不同的學位課程。學院課程以職業及專業為導向，在業界大力支持下制訂及開辦，採用自主、以解難為本的教學方針，讓學生能夠應用專業知識及技能解決實際問題。

- THEi is comprised of Department of Food and Health Sciences, Department of Construction, Environment and Engineering, Department of Sport and Recreation, Department of Hospitality and Business Management, Department of Design and Architecture, Departure of Digital Innovation and Technology, and School of General Education and Languages (SGEL).
- THEi 高科院目前設食品與健康科學學系 (Department of Food and Health Sciences)、建造、環境及工程學系 (Department of Construction, Environment and Engineering)、運動及康樂學系 (Department of Sport and Recreation)、酒店餐飲及工商管理學系 (Department of Hospitality and Business Management)、設計及建築學系 (Department of Design and Architecture)、數碼創新及科技學系 (Departure of Digital Innovation and Technology)，以及語文及通識教育學院 (School of General Education and Languages, SGEL)。

## Vision 願景

To be a leading applied sciences and technology institution acknowledged for work-ready graduates, strong industry integration and global orientation, to meet industry needs.

矢志成為一所享有領導地位的應用科技學府，致力於培育工作就緒的行業菁英，倡導與業界緊密聯繫，開拓豐富的國際視野，以滿足行業殷切的需求。

## Mission 使命

- To provide a future-proof, high-quality academic, vocational and professional education, appreciate state-of-the-art technologies and conduct impactful research through strong industry collaborations and global outreach;
- To foster an institutional culture that inspires innovation, enables continuous improvement through trust building and teamwork, and responds to change;
- To produce graduates with practical knowledge, skills and intellectual capability.
- 透過與業界緊密合作和拓展國際網絡，提供與時並進且優質的學術及職業專才教育，善用頂尖技術，以及推動卓越研究；
- 締造學院優良文化，包括啟迪創新思維，在互信協作下精益求精，以及敏於應對挑戰；
- 栽培實務知識及才智俱備的畢業生。

Values  
信念

Professional  
專業

Innovative  
創新

Entrepreneurial  
企業精神

## Quality Assurance System 質素保證制度

As a member institution of the VTC with its degree programmes awarded by the parent organisation, THEi operates with a high degree of autonomy and academic independence. VTC takes a role in overseeing THEi's quality assurance system.

THEi高科院作為職業訓練局(VTC)的機構成員之一，其開辦之學士學位課程由VTC頒授，在運作上保持高度自主與學術獨立，而質素保證制度則由VTC監察。

THEi adopts a “fitness for purpose” approach to quality assurance, where the quality assurance system is deemed effective if it achieves the purpose or mission of the Institute and meets publicly accepted benchmarks and standards of accountability and integrity.

THEi高科院的質素保證制度以「切合所需」為原則。學院的質素保證制度是否卓有成效，端賴其是否有助實現學院的宗旨或使命，並達至公眾可接受的問責及誠信標準。

### Plan-Implement-Review-Improve (PIRI) Model

#### 策劃 — 實施 — 檢討 — 改進 (PIRI) 模式

The quality assurance system is based on the Plan-Implement-Review-Improve (PIRI) model. The PIRI model is used at each of the Institute's three levels of operation: Corporate, Department and Professional and Administrative Unit, and Programme. It enables THEi to achieve continuous quality improvement by coordinating efforts in different stages of the cycle.

質素保證制度以策劃 — 實施 — 檢討 — 改進 (PIRI) 模式為基礎。PIRI模式適用於學院在機構、學系和專業及行政單位，與課程三個層面。它使THEi高科院通過協調PIRI模式內不同階段的工作，持續實現改進。

### The PIRI Model

#### PIRI模式



## Quality Assurance System 質素保證制度



The quality assurance system based on the PIRI model consists of the following linked elements, which cover all four stages of the model:

基於PIRI模式的質素保證制度由以下相關元素組成，涵蓋了PIRI模式的全部四個階段：

- a planning framework;  
規劃架構；
- an annual staff performance review and a staff development plan;  
年度員工表現評估及員工發展計劃；
- a programme development and approval system;  
課程發展與核准制度；
- external input and professional accreditation;  
校外意見與專業評審；
- a system to approve programme changes;  
批核課程修訂的制度；
- external examination; and  
校外考評；及
- a review cycle of strategic and operational plans;  
策略與營運計劃的檢討週期；
- stakeholder surveys.  
持份者調查。



### Key Performance Indicators (KPIs) 關鍵表現指標 (KPIs)

To gauge and evaluate performance of programmes and services, a set of Key Performance Indicators (KPIs) is used in THEi. These KPIs cover different areas including student performance, stakeholder satisfaction, and research effectiveness.

THEi 高科院採用一套關鍵表現指標 (KPIs) 來衡量及評估課程和服務的表現。這些表現指標涵蓋不同領域，包括學生表現、持份者滿意度及研究效能。

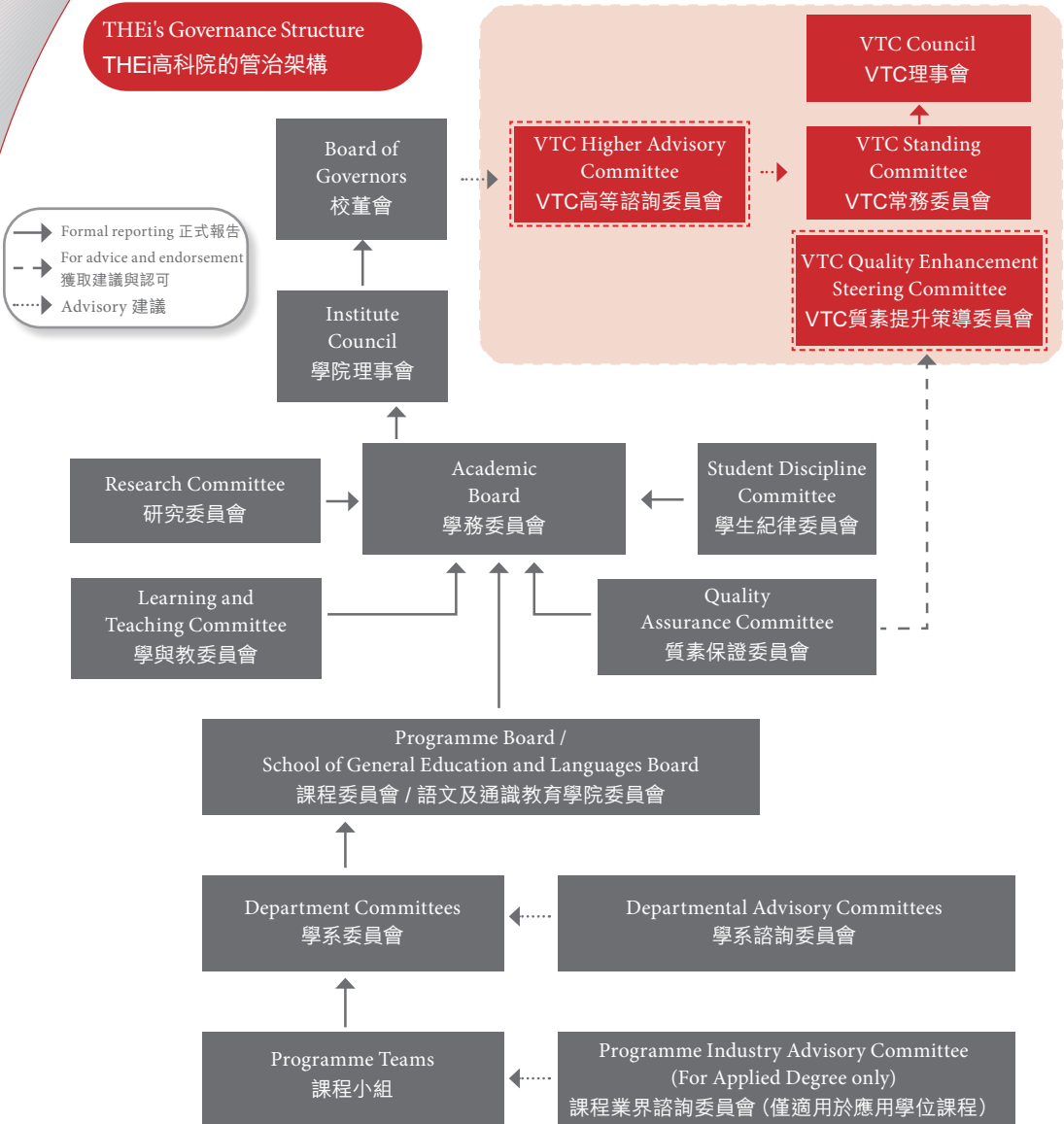
## THEi's Governance Structure and Relationship with the VTC

### THEi高科院的管治架構及其與職業訓練局的關係

The governance structure of THEi and its relationship with its parent organisation, the Vocational Training Council (VTC), is depicted in the diagram below.

THEi高科院的管治架構及其與母機構職業訓練局 (VTC) 的關係，如下圖所示。

#### THEi's Governance Structure THEi高科院的管治架構



# Programme Planning, Approval, Monitoring and Review Processes

## 課程策劃、核准、監察及檢討程序

Programme  
Development  
and Approval  
課程發展及  
核准

New programmes are developed and approved only after having gone through a rigorous four-stage process.  
發展新課程時必須經過四階段的嚴格程序，方可核准。

Programme

Development Procedures  
課程發展程序

Approving Authority  
核准當局

Stage 1:  
Programme  
Proposal  
第一階段：  
課程建議書

Programme  
Concept Proposal  
課程概念建議書

Vice President  
(Academic)  
副校長(學術)

President  
校長

For in-principle approval  
獲得原則上核准

Stage 2:  
Programme  
Validation  
第二階段：  
課程審核

Learning Programme  
Accreditation  
Document 1  
課程評審文件1

Programme  
Board  
課程委員會

Internal Validation  
Panel  
內部評審小組

For advice and endorsement  
獲取建議與認可

Academic Board or  
President (for Non-Degree only)  
學務委員會  
或校長(僅適用於非學位課程)

VTC VET  
Academic Board  
VTC專業教育  
培訓學務委員會

Stage 3:  
Programme  
Approval  
第三階段：  
課程核准

Learning Programme  
Accreditation  
Document 2  
課程評審文件2

Academic Board or Programme Board  
(for Certificate only)  
學務委員會或課程委員會  
(僅適用於證書課程)

Stage 4:  
Programme  
Accreditation  
第四階段：  
課程評審

Learning Programme Accreditation by HKCAAVQ or  
Covered by Programme Area Accreditation  
課程由香港學術及職業資歷評審局評審  
或已包括在學科範圍評審內

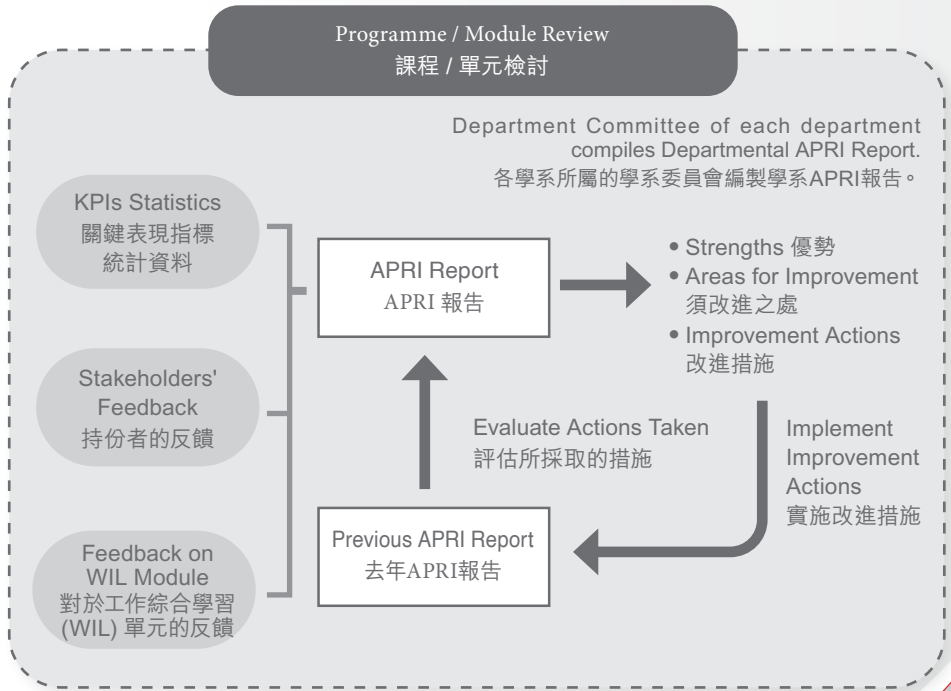
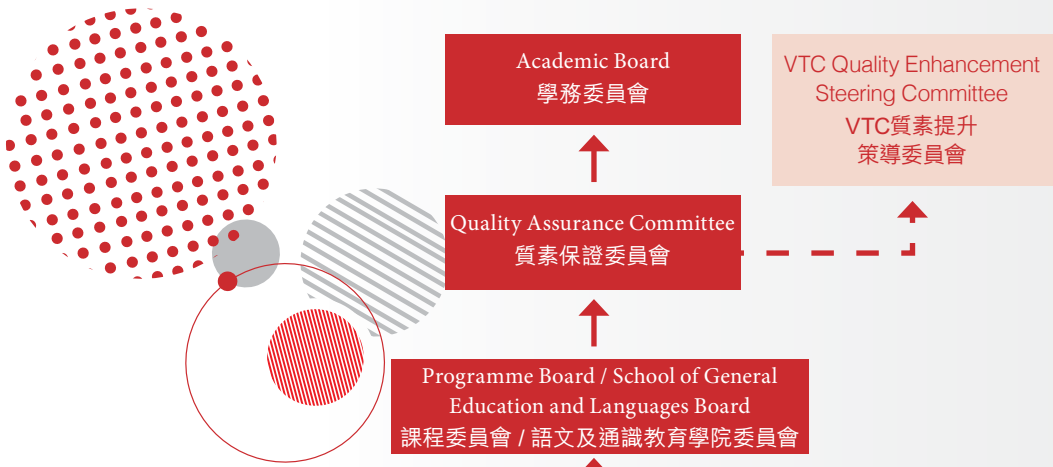
The annual review enables a regular monitoring of the programme's performance and produces an Annual Programme Review and Improvement (APRI) Report which

- assesses the programme's implementation of the improvement actions identified in the previous APRI Report;
- examines the programme's performance against the Institute's KPIs for learning and teaching;
- analyses the programme's performance in terms of its strengths and areas for improvement; and
- evaluates the actions proposed to improve the programme's performance.

年度檢討能夠定期監察課程表現，協助制定年度課程檢討與改進(APRI)報告，以便

- 評估去年APRI報告中提出的改進措施實施時的成效；
- 根據學院的關鍵表現指標來審核課程的表現；
- 根據課程的表現，分析其優勢與須改進之處；及
- 評估提升課程表現的相關建議措施。





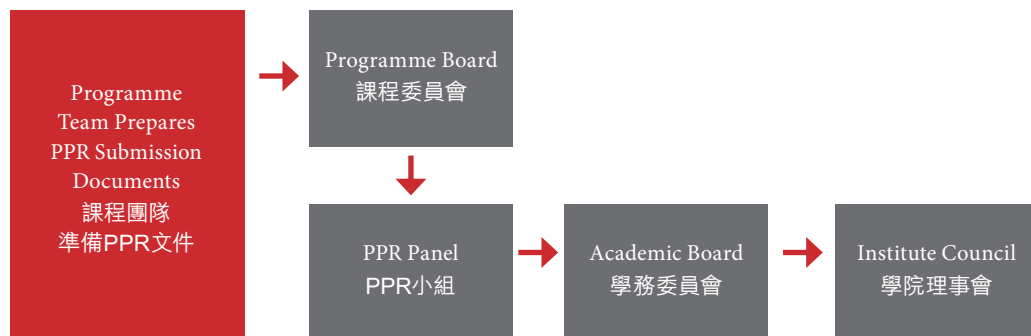
## Periodic Programme Review 定期課程檢討

The purpose of the Periodic Programme Review (PPR) is to ensure continuous improvement through benchmarking, curriculum renewal, and its re-accreditation. The PPR also serves the purpose of internal re-validation before seeking Learning Programme Re-accreditation (Re-LPA) from the HKCAAVQ and involves the preparation of submission documents and panel review including external stakeholders.

進行定期課程檢討 (PPR) 的目的是通過基準化分析、課程內容更新及覆審，確保課程質素持續提升。定期課程檢討亦是尋求香港學術及職業資歷評審局課程覆審 (Re-LPA) 前的一次內部覆審。過程將交由一個包括校外持份者的小組負責，他們會審閱準備提交予香港學術及職業資歷評審局的課程文件。

### Periodic Programme Review 定期課程檢討

### Approving Authority 核准當局



→ For approval  
獲得核准

## Programme Changes 課程修訂

As part of the continuous improvement process, the Institute will from time to time make changes (e.g. modification or enhancement) to its approved programmes. Programme changes are classified into two categories, “Minor Change” and “Substantial Change”. All Substantial Changes will be submitted to the HKCAAVQ for approval before implementation. The internal recommending and approving authorities for the two types of programme changes are as follows:

作為持續改進過程的一部分，學院將不時需要對獲核准的課程進行修訂（例如修改或強化）。課程修訂分為「輕微修訂」與「重大修訂」兩類。所有「重大修訂」在實施前都必須得到香港學術及職業資歷評審局核准。兩類課程修訂的內部建議及核准當局如下：

	Minor Change 輕微修訂	Substantial Change 重大修訂
Recommending Authority 建議當局	Programme Leader 課程主任	Programme Board / School of General Education and Languages Board 課程委員會 / 語文及通識教育學院委員會
Approving Authority 核准當局	Associate Vice President (Academic) 協理副校長（學術）	1. Academic Board 學務委員會 2. HKCAAVQ* 香港學術及職業資歷評審局

\* For programmes not under HKCAAVQ's approved Programme Area

適用於未獲香港學術及職業資歷評審局核准之學科範圍

## Professional Accreditation and Stakeholder Input 專業評審與持份者的意見

### Professional Accreditation 專業評審

Apart from accreditation by the HKCAAVQ, where appropriate, the Institute seeks accreditation for its programmes from professional bodies to ensure that its graduates meet the industry's professional and technical standards.

學院課程除了通過香港學術及職業資歷評審局 (HKCAAVQ) 評審外，學院亦尋求各類專業評審，確保畢業生符合業界期望的專業及技術水平。

Examples of the professional bodies include:

專業團體包括：

- The Hong Kong Institution of Engineers  
香港工程師學會
- The Hong Kong Institute of Certified Public Accountants  
香港會計師公會
- CPA Australia  
澳洲會計師公會
- Chartered Society of Designers of UK  
英國特許設計師協會
- Institute of Hospitality, UK  
英國款接服務學會
- Chartered Institute of Management Accountants, UK  
英國皇家特許管理會計師公會
- The Society of Sports Therapists, U.K.  
英國運動治療師學會
- The Hong Kong Institute of Surveyors  
香港測量師學會
- Electrical and Mechanical Services Department  
機電工程署
- The Chartered Institute of Horticulture, UK  
英國園藝學會
- The Association of Chartered Certified Accountants, UK  
英國特許公認會計師公會

## Stakeholder Surveys 持份者調查

Regular surveys of students, employers and staff are conducted to measure their satisfaction with the Institute and to identify areas in need of improvement.

我們會對學生、僱主及員工進行定期問卷調查，評估他們對學院的滿意度，並找出需要改進的地方。

Survey Purpose 調查目的	Focus 重點關注	Occurrence 進行週期	Methodology 方法
Student Feedback Questionnaires (SFQ) 學生問卷調查	Students' views on module, programme and on-campus learning experience 收集學生對單元、課程及校園體驗的意見	Each semester (Weeks 12 to 13) 每學期一次 (在第12至13教學週進行)	Conducted through electronic / paper-based survey and to be completed by all students 透過電子 / 紙本問卷，對全體學生進行意見調查
Employer Satisfaction 僱主滿意度	Employers' views on the professional and technical knowledge and generic skills of THEi's graduates 收集僱主對THEi高科院畢業生在專業知識和技術，以及通用技能方面的意見	Annual (from August to October) 每年一次 (在8月至10月進行)	Conducted by an independent third party to collect views from employers via mail, fax, email, and telephone interviews 由獨立第三方通過郵件、傳真或電子郵件，以及電話訪問方式進行
Staff Satisfaction 員工滿意度	Staff views on workload, staff development, decision-making process and the adequacy of support services etc. 收集職員對工作量、員工發展、決策過程及支援服務數量等意見	Annual (from May to June) 每年一次 (在5月至6月進行)	Conducted through electronic survey and to be completed by all staff 透過電子問卷，對全體員工進行意見調查

## External Examiners

### 校外考試委員

The use of external examiners, whether from academia and / or industry, ensures comparability between the Institute and other degree-awarding institutions in the programme's curriculum and the standard of the qualifications awarded. The presence of external examiners also allows the Institute's academic staff to benefit from the professional and academic expertise and experience of their peers from other academic institutions and / or industry.

不論來自學術界或業界，校外考試委員可以確保本學院與其他學位頒授院校，無論在課程內容與所頒授的學歷上持相同水平。本學院的教學人員不論在專業及學術知識還是經驗上，都能夠從來自其他院校或業界的校外考試委員身上獲益。

## Periodic Review of Professional and Administrative Units 專業及行政單位定期檢討

Institute Council  
學院理事會



Executive Management Committee  
校務管理委員會



Professional and Administrative Unit Review  
專業及行政單位檢討

THEi's Professional and Administrative Units will undergo periodic review to ensure continuous improvement in view of their important role in supporting the delivery of quality learning and teaching, research / consultancy and institutional service management.

鑑於THEi高科院的專業及行政單位在支持學院提供優質教學、研究 / 顧問和院校服務管理方面扮演重要角色，這些單位均會進行定期檢討，確保不斷改進表現。

The report(s) on the Periodic Review of Professional and Administrative Unit(s) goes to THEi's Executive Management Committee, which carries out a comparative analysis of all such reports and, drawing on best practices in THEi and the tertiary education sector, prepares a set of affirmations, commendations and recommendations for improvement to be considered by the Institute Council.

專業及行政單位的定期檢討報告將送交THEi高科院校務管理委員會。委員會對這些報告進行比較分析，同時參考THEi高科院及其他高等教育機構的最佳做法，準備一系列嘉許及改進建議供學院理事會審議。

The Institute Council's decisions are then implemented by the Professional and Administrative Units and their progress is monitored by the Executive Management Committee.

專業及行政單位負責執行學院理事會的決定，並由校務管理委員會監察其進度。

## Promoting Quality Culture 推廣優質文化

THEi promotes teaching and staff excellence through the THEi Staff Awards Scheme held annually. The Scheme recognises teaching and non-teaching staff members who have made notable contributions including, but not limited to, the following categories:

THEi高科院每年透過舉辦「THEi高科院員工獎勵計劃」，推廣卓越教學和表現。計劃旨在表揚包括但不限於以下範圍，有傑出貢獻的老師和員工：

1. Staff Contribution Award「傑出員工獎」
2. Teaching Award「傑出教學獎」
3. Researcher Award「傑出研究獎」
4. Innovation and Entrepreneurship Award「創新及創業獎」

[www.thei.edu.hk](http://www.thei.edu.hk)

This booklet provides general information about THEi's quality assurance as of January 2024 and is subject to review.

此小冊子提供有關THEi高科院質素保證的一般資料（截至2024年3月），有關內容會適時更新。