Common Descriptors of AD Programmes

Programme Objectives	AD should equip students with generic skills as well as some specialized knowledge/skills that are sufficient to enable them to perform effectively at para-professional level, to further their studies in universities, to pursue professional studies and employment in an administrative/managerial position at the entry level.
Learning Outcomes	A solid foundation of generic skills, including languages, IT, interpersonal, communication, quantitative and analytical skills, as well as the ability to learn how to learn. A broad theoretical understanding of the chosen discipline and its application. A theoretical foundation upon which further study in the discipline at the degree level, or professional level, can be built. An appreciation and basic understanding of other disciplines/areas of study including liberal arts/general education, and the sciences. A better understanding of their own interests, inclinations and aptitudes. An appreciation of the major socio-political, cultural and economic issues in the local, national, regional and international contexts. A strong sense of social responsibility and civic values, a passion in pursuing creativity and innovativeness, and spirit of lifelong learning.
Curriculum	At least 60% of the curriculum should consist of generic contents (eg. language, IT, general education, etc) * *The above curriculum content requirement is only applicable to new programmes to be set up starting from 2010-11 academic year.*

Minimum Entrance Requirements	AD programme should generally adopt the principle of "lenient entry stringent exit".
	
	 For a 2-year programme, the requirements are:
	
	 (a) one A Level or an equivalent number of AS Level subjects; and
	
	      (i) 5 passes in HKCEE including English and Chinese; or
	      (ii) 3 passes in HKCEE plus level 2 or above in English and Chinese;
	
	 (b) satisfactory completion of a pre-AD or an equivalent programme; or
	
	 (c) mature students.
	
	 For a 3-year programme, the requirements are:
	
	 (a) 5 passes in HKCEE including English and Chinese; or
	
	 (b) 3 passes in HKCEE plus level 2 or above in English and Chinese; or
	
	 (c) satisfactory completion of Project Yi Jin or an equivalent programme; or
	
	 (d) mature students.

Other Acceptable Equivalent Qualifications	Applicants who possess other acceptable equivalent qualifications, including overseas and non-local qualifications, or other qualifications/experience deemed to be equivalent, are eligible to apply for admissions to the 2-year or 3-year AD programmes.
Special Admission Quota	Applicants falling short of the minimum entrance requirements or other acceptable equivalent qualifications can be admitted on special considerations but should not account for more than 5% of the total intake on a programme basis, and not more than 3% on an institutional basis.

Quality Assurance	For self-accrediting institutions, AD programmes must undergo their own internal quality assurance mechanism as for their regular degree programmes. For non-self-accrediting institutions, their AD programmes should be validated by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ). Institutions would be required to submit annual returns on quality-related matters to the HKCAAVQ or the Joint Quality Review Committee (JQRC).
Exit Qualifications	AD is a valuable standalone exit qualification for further studies and employment in administrative and management positions at entry level. As an exit qualification for further studies, an AD award is normally equivalent to 50% of a 4-year university degree (North American model) or one-third of a 3-year university degree (British model). In other words, AD graduates can articulate to Year 3 of a 4-year university degree (North American model) or Year 2 of a 3-year university degree (British model). As an exit qualification for employment purpose, AD should generally be considered as equivalent to that of a HD. AD qualification is benchmarked at Level 4 of the Hong Kong Qualifications Framework. Each level of the HKQF is characterized by the Generic Level Descriptors (GLD), which set out the generic learning outcomes of the qualifications located at that level.