

# Quality Enhancement Support Scheme

**Progress Report**
**Project No. : 01/QESS/2014**

 Reporting Period : From September 2014 (month/year) to February 2015 (month/year)

**Part A**

 Project Title : Strengthening the System for Assurance and Enhancement of Educational Quality

 Name of Grantee : Caritas Institute of Higher Education

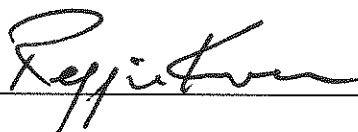
 Project Period : From September 2014 (month/year) to August 2016 (month/year)

**Part B**

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation\*, if any, during the reporting period, together with details and justifications

Signature of Authorised Person:



 Name of Authorised Person : Reggie KWAN

 Position of Authorised Person : Professor and President

 Date : 31 March 2015

**Organisation Chop**

\* A *separate* written application should be submitted to the Grantor for *prior* written approval.

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## 1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)												
September 2014	<p><b>1. Recruitment of Project Officer</b></p> <p>The Project Officer has been recruited.</p>	-												
September 2014 – February 2015	<p><b>2. Acquisition of hardware and software items for the project</b></p> <p>Server and the statistical software have been selected and orders have been placed.</p>	-												
September 2014 – February 2015	<p><b>3. Initiating contacts with universities and higher education institutions (HEIs)</b></p> <p>During the reporting period, visits to the Quality Assurance Units of the following three universities/HEIs were conducted:</p> <table border="1" data-bbox="339 1106 1171 1440"> <thead> <tr> <th data-bbox="339 1106 611 1182"><i>Date</i></th> <th data-bbox="611 1106 994 1182"><i>Institute</i></th> <th data-bbox="994 1106 1171 1182"><i>No. of Participants</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="339 1182 611 1263">7 October 2014</td> <td data-bbox="611 1182 994 1263">Hong Kong University of Science and Technology</td> <td data-bbox="994 1182 1171 1263">6</td> </tr> <tr> <td data-bbox="339 1263 611 1352">14 November 2014</td> <td data-bbox="611 1263 994 1352">Community College of City University</td> <td data-bbox="994 1263 1171 1352">6</td> </tr> <tr> <td data-bbox="339 1352 611 1440">30 January 2015</td> <td data-bbox="611 1352 994 1440">Hong Kong Shue Yan University</td> <td data-bbox="994 1352 1171 1440">7</td> </tr> </tbody> </table> <p>Visit photos were enclosed in <i>Appendix 1</i>.</p> <p>More visits will be arranged in the coming future.</p>	<i>Date</i>	<i>Institute</i>	<i>No. of Participants</i>	7 October 2014	Hong Kong University of Science and Technology	6	14 November 2014	Community College of City University	6	30 January 2015	Hong Kong Shue Yan University	7	<p>19</p> <p>Members from the Project Implementation Team and Project Evaluation Team participated in these visits.</p>
<i>Date</i>	<i>Institute</i>	<i>No. of Participants</i>												
7 October 2014	Hong Kong University of Science and Technology	6												
14 November 2014	Community College of City University	6												
30 January 2015	Hong Kong Shue Yan University	7												
January 2015	<p><b>4. Initiating contacts with alumni and employers</b></p> <p>The Workgroup on Alumni Support and Employer Development has been established. During the reporting period the Workgroup has met twice to plan for its future activities.</p> <p>The membership of the Workgroup is attached as <i>Appendix 2</i>.</p>	<p>15</p> <p>Members of Workgroup on Alumni Support and Employer Development</p>												

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
September 2014 – February 2015	<p><b>5. Conduct of staff development workshops / seminars</b></p> <p>During the reporting period, the following staff development seminars for the promotion of value and leadership in academic development were conducted:</p> <p>Date: 23 December 2014            Theme: Core Values of Catholic Education            Facilitators: Rev YIP Hing Wah, Director of Philosophy Division, Holy Spirit Seminary College            Number of Participants: 45</p> <p>Date: 7 January 2015            Theme: Mission based Leadership in a Learning Organization            Facilitators: Prof Gabrielle MCMULLEN and Prof Peter CARPENTER, Emeritus Professors of Australian, Catholic University            Number of Participants: 80</p>	<p>125</p> <p>Staff members of Caritas Institute of Higher Education (CIHE) and Caritas Bianchi College of Careers (CBCC), and also representatives from Caritas Institute of Community Education and different Catholic schools in Hong Kong</p>
September 2014 – February 2015	<p><b>6. Design of the Student Feedback System</b></p> <p>The design of the student feedback system is now being discussed at CIHE and CBCC; an outline of its proposed components is attached as <i>Appendix 3</i>.</p>	-
<p><b>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).</b></p>		

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2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
◆ Recruitment of Project Officer	100%	
◆ Acquisition of hardware and software items for the project	100%	
◆ Initiating contacts with universities and higher education institutions (HEIs)	100%	
◆ Initiating contacts with alumni and employers	100%	
◆ Conduct of staff development workshops / seminars	100%	
◆ Design of the Student Feedback System	100%	
<b>Overall Project</b>	<b>25%</b>	
<b>** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.</b>		

3. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from Education Fund Secretariat
Nil	

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## 4. Financial position as at the end date of the reporting period

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	1,455,300	71,717.74	1,383,582.26
b. Equipment / facilities	410,000	410,000	0
c. Services	32,000	0	32,000
d. General expenses	26,000	759	25,241
e. Others	5,000	0	5,000
<b>Total</b>	<b>1,928,300</b>	<b>482,476.74</b>	<b>1,445,823.26</b>
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>1,445,823.26</i>