

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN

The Policy and Process of External Examiner (EE) Review of Undergraduate & Postgraduate Programmes

1. Introduction

The External Examiner review (EE) is at the programme level of the external QA mechanism of CUHK(SZ). It aims to review Teaching & Learning activities of each Programme and provide an assessment of the standards and quality of each programme.

Frequency of EE reviews

Programme	Frequency
Undergraduate programme (Ug)	Every four years
Taught postgraduate programme (TPg)	Every student cohort
Research postgraduate programme (RPg)	Every four years

The EE will include a document review and an onsite review. The review should be conducted BEFORE the graduation of each cohort of students of Ug and TPg programmes. EE's evaluation of TPg programmes can be submitted together with the recommended list of graduates to the CUHK Senate.

The Associate Vice-President (Education & CUHK Affairs) works with the schools to manage the entire review process.

2. Nomination of the External Examiner

The External Examiner should be a senior academic with considerable experience in higher education and has not been on the staff of either CUHK or CUHK(SZ) for at least three years prior to the appointment.

The EE is nominated by the Programme Coordinator/Director (or the Assessment Panel in case no Programme Coordinator/Director is appointed for the Programme), endorsed by the School Dean, and then approved by the Academic Board. The nomination of EE for Pg programmes should also obtain the endorsements from Graduate Panel (GP), Dean of Graduate School and Provisional Board of Graduate Studies (PBGS).

Each External Examiner shall be appointed for one programme review at a time. External examiners cannot be appointed for more than three reviews in succession.

3. Materials to be provided to External Examiners

The External Examiner shall have access to and shall evaluate the following information:

- (a) A Self-Evaluation Report written by the Programme;
- (b) Minutes of meetings of the Curriculum Committee and the Assessment Panel;
- (c) Curriculum, study schemes, programme learning outcomes (PLOs), course outlines, course learning outcomes (CLOs), an alignment/matrix of CLOs to PLOs; and a summary of learning activities;
- (d) Reports of the course-level External Reviewers (conducted by the CUHK senior faculty on each course);
- (e) Reports of the Course and Teaching Evaluations by the students of the Programme;
- (f) Samples of examination question papers, student examination scripts, student coursework, projects, distribution of grades, and honours list of graduates, if applicable.

4. The onsite part of an EE Review

The external examiner will review the materials provided.

In addition to reviewing all documents provided, the external examiner will conduct an onsite visit and conduct meetings with staff and students, including:

- (a) Meeting with the AVP (Education & CUHK Affairs);
- (b) Meeting with the School Dean and Associate Deans; Dean/Associate Dean of Graduate School for Pg programmes
- (c) Meeting with the Programme Coordinator/Director, and senior staff, including chairs of committees, if any, on curriculum, examination, etc;
- (d) A group meeting with selected teachers of the Programme;
- (e) A group meeting with selected students of the Programme;
- (f) A group meeting with selected graduates of the Programme;
- (g) Tour of facilities;
- (h) Exit meeting with the Vice-President (Academic) or his/her designee.

The duration of the EE's site visit is 2 to 4 days.

5. Report

The EE may use a template to report major findings and recommendations within one month after the site visit, and send it to the AVP (Education & CUHK Affairs) and the Vice-President (Academic). The report should contain evaluations and recommendations, at a macro-level, on the Programme's standards and quality,

strategic development and measures to enhance teaching and learning, etc.

Within one week after the EE's report is received, the AVP (Education & CUHK affairs) Office sends the EE report to the School Dean, who will provide a Response to the EE and AVP (Education & CUHK Affairs) within four weeks. Afterwards, the EE report and the Programme's Response will be reported to the Academic Board (AB) after the Committee on Teaching and Learning (CTL)'s endorsement. The documents will then be archived in the Registry/GS and CLEAR.

Appendix

The Chinese University of Hong Kong, Shenzhen

Template for External Examiner's Report

Following the visit of the EE, the External Examiner is requested to compile a report on his/her major findings and recommendations on the program under review. The report should:

- a) comment on the teaching and learning, including curriculum design, program delivery (teaching methods and quality), learning activities and learning outcomes, assessment, student quality, and faculty strength;
- b) provide external input on the standards achieved, benchmarking with similar programs in CUHK and other world-leading universities; and
- c) advise the University on the measures that need to be put in place to ensure the quality of the program.

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