

Hong Kong Institute of Architectural Conservationists

Accreditation Process Overview

The accreditation process is a vital procedure for ensuring that academic programmes meet high standards of quality and effectiveness. This document outlines the steps required for initial accreditation and re-accreditation by the Hong Kong Institute of Architectural Conservationists (HKICON). It serves as a guide for Programme Heads and relevant stakeholders to understand the application process and the criteria involved.

1	Application Submission
	The Head of the Programme, School, Department, or Faculty must submit a written application or email inquiry to HKICON for initial accreditation or re-accreditation of the relevant programme.
2.	Provision of Application Procedure
	Upon approval from the HKICON Council, an application procedure and a list of accreditation requirements will be provided within 2 months.
3.	Preparation of Accreditation Dossier
	The relevant School, Department, or Faculty must prepare and submit 1) an accreditation dossier including a written report and supporting information, and 2) the required accreditation fee, within the specified deadline.
4.	Desktop Review
	After receiving the accreditation dossier and fee, HKICON will conduct a desktop review of the submission. An Accreditation Panel will be appointed based on the programme's design and details.
5.	Accreditation Visit
	An on-site accreditation visit will be coordinated within 4-6 months following the receipt of the dossier and accreditation fee.
6.	Report and Recommendations
	During the accreditation visit, the Accreditation Panel will assess the programme. They will prepare a written report detailing any conditions, recommendations, or judgments regarding the accreditation status within 4 weeks after the visit.

7.	Applicant Response
	The applicant will have 1 month to respond to the written report provided by the Accreditation Panel.
8.	Final Recommendation and Decision
	The Accreditation Panel will submit their final recommendation to the HKICON Council. The Council will consider this recommendation and make the final decision on the application. The outcome will be communicated to the applicant in writing, typically within 3 months of the applicant's response to the report.

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