

## HKICON ACCREDITATION PROCEDURE

### Terms of Reference for the Accreditation of Academic Programmes by The Hong Kong Institute of Architectural Conservationists

#### 1. Eligibility

- 1.1 The Hong Kong Institute of Architectural Conservationists (HKICON) shall accredit tertiary-level academic programmes in the specialized pedagogical discipline of architectural conservation. The definition of architectural conservation may be variously referred to as built heritage conservation, historic building preservation, and other names, depending on the local context of the university.
- 1.2 The programme must be a specialized academic programme at the postgraduate (excluding PhD and MPhil) or undergraduate level, taught in the English language, and it must be offered by an university or tertiary education institution or other institutions eligible to offer programmes at tertiary-level according to local education regulations inside or outside Hong Kong.

#### 2. Assessment

- 2.1 The assessment applies to new accreditation and continuing accreditation, and it is to be carried out by the HKICON Accreditation Panel comprising of the following:
  - (i) the HKICON President or Vice-President (Chair);
  - (ii) one serving HKICON Council Members;
  - (iii) an HKICON Fellow or Professional Member who is a senior academic and who carries a professoriate title (regular or adjunct Professor, Associate Professor or Assistant Professor);
  - (vi) an HKICON Fellow or Professional Member who has at least 10 years work experience in architectural conservation;
  - (v) an additional academic or professional member will be invited as external member to provide feedback and comments according to specific programme design and curriculums.

- 2.2 HKICON President, Vice-President, Council Member, Fellow or Professional Member who have full-time teaching or directorship positions or conflict of interests in the programme to be accredited will not be eligible to serve in the HKICON Accreditation Panel.

### **3. Accreditation Criteria**

- 3.1 The HKICON Accreditation Procedure require the applicant to prepare an Accreditation Dossier to be submitted to the HKICON Accreditation Panel, which consists of detailed explanations to how the programme meets the below six criteria, supported by documentary evidence:

**Criterion (i): Affiliation of the programme with the host university / institution and within local qualification framework.**

Please explain when the programme was established and how it was set up at the affiliated university / institution. Please provide supporting information, such as that published on the affiliated university / institution's official website, and it articulates to the local qualification framework.

**Criterion (ii): Relevance of the programme to the professional field of architectural conservation**

Please explain the programme's relevance to the professional field of architectural conservation covering programme objectives, programme curriculum and structure, supported by official documents relating to the programme's syllabus, learning objectives and learning outcomes, assessment components, assessment criteria and grading system.

**Criterion (iii): International and local connection of the programme to the field of architectural conservation**

Please explain the programme's articulation to charters, guideline and best practices of international inter-governmental organisations such as UNESCO and / or ICOMOS, and articulation to local practices required by local bodies as government agencies and statutory boards.

**Criterion (iv): Quality of the academic staff in the programme**

Please provide a summary of teaching and learning approach, a list of key academic staff in your programme and their full CVs, and highlight staff achievements that demonstrate their academic / professional standing in the field of architectural conservation.

**Criterion (v): Quality of students in the programme**

Please explain the selection criteria for admission to your programme, supported by such documents as those relating to the admission requirements of the programme's affiliated university / institution, quality assurance mechanism including students' feedback and staff development, and a summary highlighting graduates' achievements in the field of architectural conservation in terms of awards, career, and advanced studies (for example, admission to other master's or doctoral studies after graduation).

**Criterion (vi): Independent assessment of the programme's quality and standard of teaching and learning**

Please provide such documents such as samples of student's assignments and assessment results, as well as your programme's external examiner's report or equivalent. Please also provide feedback from graduates' employers to demonstrate capacity and competency of graduates in carrying works in architectural conservation professionally if available.

- 3.2 The accreditation will involve a non-refundable payment of HKD 50,000 (which is distinct from the annual fee). After the submission of the Accreditation Dossier and fee for accreditation, the HKICON Accreditation Panel will carry out the assessment of the information provided in the Dossier and may require the applicant to provide supplementary information or clarifications through the assessment process. The HKICON Accreditation Panel will arrange for an interview / meeting and an accreditation visit with such key representatives of the programme as Department / Division Head; Programme Director; key academic staff (minimum two teacher representatives); graduate representatives (minimum two, determined by Accreditation Panel); and current students (minimum two).

## **4. Post-Accreditation Requirements**

- 4.1 A successfully accredited programme will be normally granted an accreditation period of five years unless otherwise specified by the Accreditation Panel. It will be followed by a continuous accreditation, which, if successful, will be normally granted for another five years. The accreditation may be backdated to up to one year for programmes that have been in operation for five years or more.
- 4.2 An Annual Report that demonstrates the quality and standard of the accredited programme will be required for submission to the HKICON President for the endorsement of the serving HKICON Council. The official External Examiner's Report or

equivalent of the accredited programme – one that is endorsed by the university or tertiary education institution of the accredited programme – may be used as the basis of the annual report.

- 4.3 Upon successful accreditation, an annual fee of HKD 5,000 shall be paid along with the submission of the Annual Report. In other words, no annual fee and no Annual Report is required for Year-1 of the accredited period (which begins from the official date of the accredited period as stated in the confirmation letter issued by HKICON), and an annual fee with an Annual Report are required for Years 2-5 of the accredited period.

(HKICON Accreditation Procedure, Jan 2026)