

Glossary of Acronyms

Acronym	What does it stand for?	What is it?
<i>A</i>		
AAO	Alumni Affairs Office	The office contacts and liaises with graduates as well as seeks donations in conjunction with University Advancement Office (UAO).
AAR	Annual Activity Report	A form that summarizes a faculty member's performance in teaching, research, and service in the previous academic year.
AC	Audit Committee	A HKBU committee that provides independent oversight of the governance and assurance to the Council on the effectiveness and adequacy of the risk management framework and internal control systems of the University, including the adequacy and effectiveness of the University's use of public funds.
ACP	Academic Consultation Panel	A panel formed of academics and professionals outside the University that is invited to visit an academic unit once every six years, and make an integrated, holistic assessment of all aspects of the academic unit(s), namely academic, research and management to ascertain their overall standard.
AD	Associate degree	An undergraduate degree awarded after a course of post-secondary study lasting two to three years. It is a level of qualification above a high school diploma or matriculation, and below a bachelor's degree. The AD holders may be admitted into the third year of a bachelor's degree depending on their academic performance.
ADC	Academic Development Committee	A HKBU committee that advises and make recommendations to the Senate on academic policy and academic strategic planning; provides directions and guidance for the development of academic programmes; considers and approves planning proposal of new programmes; and recommends the admission quota for the consideration of the Senate.
AIDM	AI and Digital Media	Master of Science in AI and Digital Media, a taught postgraduate programme offered by the School of Communication and supported by the Department of Computer Science of the Faculty of Science.
AM	Assessment method	The assessment used in a course such as a quiz, an individual project, a group project, a final examination.
AOD	Absence on Duty	It is now renamed as Duty Leave which is for academic/teaching staff to represent the University on certain functions away from campus and /or to participate in approved academic/professional activities.
AQSS	Academic Quality Support Section	A team under the Academic Registry that oversees the quality assurance of academic programmes.
AR	Academic Registry	An administrative unit that mostly takes care of enrolment and various teaching related affairs.
ARTD	Dean's Office, Faculty of Arts	Dean's Office, Faculty of Arts
AVA	Academy of Visual Arts	Used to be an independent school, now one of the three subsidiaries under the newly launched School of Creative Arts, the other two being Academy of Film (emigrant from School of Communication) and Academy of Music.
AY	Academic year	Beginning on September 1 and ending on August 31 the year after.

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C		
CAC	Communication Advisory Committee	The Communication Advisory Committee advises the School on various areas such as curriculum, resources, research, community service, student placement and consultancy, etc.
CARC	Course Accreditation and Review Committee	It is replaced by the Programme Management Committee (PMC).
CBI	Community based instruction	CBI refers to a wide variety of instructional methods and programmes that educators use to connect what is being taught in schools to their surrounding communities, including local institutions, history, literature, cultural heritage, and natural environments. It is motivated by the belief that all communities have intrinsic educational assets and resources that educators can use to enhance learning experiences for students.
CDC	Counselling & Development Center	A unit under the Office of Student Affairs that offers counselling and consultation services to students and faculty members.
CDCF	Common data collection format	The annual submission of data and reports (tables and fields specified) by the UGC-funded institutions to the University Grants Committee (UGC).
CDFMC	Campus Development and Facilities Management Committee	A HKBU committee that advises and makes recommendations to the Council on all matters relating to campus development and facilities.
CERG	Competitive Earmarked Research Grant	CERG is the former name of the General Research Fund (GRF).
CFQ	Course Feedback Questionnaire	A survey conducted at the end of a semester to collect student feedback on the teaching and learning effectiveness of the subject discipline.
CFRG	Communication Faculty Research Grant	Research grant for school faculty members. A mildly competitive funding, the grant does not count as external research funding.
CHTL	Center for Holistic Teaching and Learning	A HKBU unit that is responsible for the promotion of the quality and scholarship of teaching and learning, fostering outcome-oriented and evidence-based teaching and learning at the University. It runs staff development activities; collects evidence on students' achievements of the graduate attributes to inform university policies; develops and implements eLearning strategy and promotes innovative pedagogical and assessment methods.
CIE	College of International Education	A self-funded unit of HKBU, offering full-time Associate Degree (AD) and Undergraduate programmes.
CPRO	Communications and Public Relations Office	A HKBU office that promotes internal and external brand building of the University. The office regularly gathers and disseminates information about university development.
CRF	Collaborative Research Fund	A research grant offered by the Research Grants Council (RGC) that supports multi-investigator, multi-disciplinary projects in order to encourage more research groups to engage in creative and high-quality cross-disciplinary/ cross-institutional projects.
CRS	Collaborative Research Scheme	It is a scheme supported by the National Natural Science Foundation of China (NSFC) and the Research Grants Council (RGC). The NSFC / RGC CRS supports collaborative research proposals jointly submitted by the Mainland and the Hong Kong researchers.

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<i>D</i>		
DB	Dean's briefing	Regular meetings of the President, Vice-Presidents, Associate Vice-Presidents and the Deans.
DBA	Doctor of Business Administration	Either a professional doctorate or a research doctorate, depending on the granting university, awarded based on advanced study, examinations, project work, and research in business administration.
DSA	Daily subsistence allowance	A region-based fixed amount of subsidy, often used interchangeably with per diem, an allowance that mainly covers meals, transportation and incidental expenses.
DSE	Diploma of Secondary Education	Following the implementation of the new academic structure in 2009, Hong Kong provides three-year junior secondary; and three-year senior secondary education. The Hong Kong Diploma of Secondary Education Examination (HKDSE) is taken at the end of senior secondary education.
DTUP	Division of Transdisciplinary Undergraduate Programmes	A Division under the Associate Vice-President (Undergraduate Programmes) to oversee the four transdisciplinary undergraduate programmes: <ol style="list-style-type: none"> 1. The Bachelor of Arts and Science (Hons) in Arts and Technology Programme 2. The Bachelor of Arts (Hons) in Business Administration (Global Entertainment) Programme 3. The Bachelor of Social Sciences (Hons) / Bachelor of Science (Hons) in Innovation in Health and Social Well-Being Programme 4. The Bachelor of Arts, Science and Technology (Hons) Programme.
<i>E</i>		
EA	Executive Assistant	Job title of non-teaching staff.
ECS	Early Career Scheme	A research grant introduced by the Research Grants Council (RGC) in 2012/13 intended to nurture junior academics and to prepare them for a career in education and research. The principal investigator (PI) of an ECS project grant must be an academic staff member of a UGC-funded university, within three years of full-time academic job as an Assistant Professor or career equivalent involving teaching and research duties and in substantiation track/tenure track position in any university (local or overseas) at the time of the submission deadline of this funding exercise.
EO	Estates Office	It oversees the overall campus development and facilities.
EO	Executive Officer	Job title of non-teaching staff.
ETDs	Electronic theses and dissertations	HKBU Library provides access to all theses produced by research postgraduate students (i.e., Master of Philosophy and Doctor of Philosophy) of the University, plus a selection of dissertations by students enrolled in taught postgraduate programmes (MA, MFA, MCM, MSM, MHM, and DBA).


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F		
FSE	Full scholarship equivalent	Full scholarship equivalent (FSE) means two half scholarships.
G		
GAO	General Administration Office	A HKBU office that provides secretarial and administrative support to the Council, the Court, the Senior Executive Committee (SEC) and other major committees of the University.
GDA	Game Design and Animation	A major of the Bachelor of Communication (Hons) Programme managed by the Department of Interactive Media (IMD).
GE	General education	General education (GE) is designed to develop students' general knowledge, skills and competencies, literacy and numeracy skills, to prepare them for more advanced educational programmes.
GRF	General Research Fund	The single most coveted, merit-based research grant offered by the Research Grants Council (RGC), aims to supplement universities' own research support to researchers.
GS	Graduate School	A HKBU administrative unit that oversees the postgraduate programmes and provides support to the postgraduate students.
H		
HKDSE	Hong Kong Diploma of Secondary Education Examination	Part of the Joint University Programmes Admissions System (JUPAS), it is a college entrance examination organised by the Hong Kong Examinations and Assessment Authority (HKEAA) and is administered annually upon completion of three-year secondary school.
HKEAA	Hong Kong Examinations and Assessment Authority	A statutory body of the Hong Kong SAR Government responsible for the administration of public examinations such as HKDSE and related assessments.
HKPFS	Hong Kong PhD Fellowship Scheme	Established by the Hong Kong Research Grants Council (RGC) in 2009, the scheme, seen by many as Hong Kong's version of Fulbright, aims at attracting qualified students throughout the world to pursue their Doctor of Philosophy (PhD) studies in Hong Kong's universities.
HRO	Human Resource Office	The office oversees the appointment, recruitment, promotion and tenure matters.
HSSPFS	Humanities and Social Sciences Prestigious Fellowship Scheme	Introduced in 2012/13, the scheme aims at granting extended time-off and supporting funds to the outstanding investigators under the disciplines of the Humanities and Social Sciences Panel to enable them to focus on research work.
I		
IAO	Internal Audit Office	The office conducts internal audit of all academic and administrative units to ensure compliance with the University's policies in their operations.

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IRIMS	Integrated Research Information and Management System	A university-wide computer system that facilitates the reporting of research outputs and activities, promotion of HKBU research accomplishments and expertise, and streamlining of the grant management procedures.
ISP	Institutional strategic plan	The University's ten-year Plan (2018-28) to position HKBU as a research-led liberal arts institution of global significance.
ITO	Office of Information Technology	The office handles IT matters and provides IT support to colleagues and students.
ITPR	Institute for Innovation, Translation and Policy Research	A HKBU unit that is committed to driving innovations, research and development (R&D), technology translation, and applications to enable HKBU to respond to emerging challenges and opportunities globally, nationally, as well as those under the aegis of the Hong Kong SAR Government's top policy priority on innovation and technology development.
J		
JIRS	HKBU-UIC Joint Institute of Research Studies Fellowship	Established jointly by the Hong Kong Baptist University and the Beijing Normal University–Hong Kong Baptist University United International College (UIC) in July 2008. It aims to create research and postgraduate training opportunities for both institutions, through which they can complement one another in research and development.
JUPAS	Joint University Programmes Admissions System	A scheme and the main route of application in Hong Kong to enter UGC-funded colleges, self-funded programmes and the study subsidy scheme for designated professions/sectors (SSSDP) programmes.
JEE	Joint Entrance Examination	JEE (高考/統考) is the university entrance examination in Mainland.
K		
KPI	Key performance indicator	A quantifiable measure used to evaluate the performance of an organization, employee, etc. in meeting their objectives.
KPIMS	Key-performance Indicator Management System	An online university system based on the Key Performance Indicator (KPI) data provided and with reference to the Quality Assurance (QA) Report Rubrics (undergraduate, taught postgraduate and research postgraduate) for the programmes to prepare and submit the annual QA reports.
KT	Knowledge transfer	The systems and processes by which knowledge, including technology, know-how, expertise and skills are transferred between higher education institutions and society, leading to innovative, economic or social improvements.
L		
LEP	Language Enhancement Programme	The programme is funded by the University Grants Committee (UGC) Teaching Development and Language Enhancement Grant. It offers a range of non-unit bearing courses and services, as well as various language activities and competitions, which are open to all UGC-funded undergraduate and postgraduate students.

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<i>m</i>		
MAIJS	Master of Arts in International Journalism Studies	A taught postgraduate programmes offered by the School of Communication.
MCCP	Mandatory Common Core Programme	A series of courses arranged by the Graduate School. Research postgraduate students are required to complete the Mandatory Common Core Programme (MCCP) before confirmation of candidature (for MPhil and three-year PhD students) or qualifying examination (for four-year PhD students). The Programme aims to equip students with the necessary skills and knowledge to better prepare themselves for their academic career at HKBU and beyond.
MCM	Master of Chinese Medicine	A taught postgraduate programme offered by the School of Chinese Medicine.
MFA	Master of Fine Arts	A master's degree in the field of fine arts.
MHM	Master of Personal Health Management	A taught postgraduate programme run by the School of Chinese Medicine. For some reason, the letter P is missing in the acronym.
MILO	Major intended learning outcome	Intended learning outcomes of a Major, e.g. Journalism and Digital Media, Public Relations and Advertising, and Game Design and Animation.
ML	Mainland	China
MMGT	Master of Social Science in Media Management	A taught postgraduate programme offered by the School of Communication.
MPS	Master of Pharmaceutical Sciences	A master's degree run by the School of Chinese Medicine.
MSc	Master of Science	A master's degree in the field of science.
MSoc	Master of Social Sciences	A master's degree in the field of social sciences.
<i>n</i>		
NJ	Non-JUPAS	Students admitted via non-HKDSE result, e.g., high school result in Canada, public exam result in Malaysia, International Baccalaureate (IB), SAT, General Certificate of Education (GCE), Associate Degree, Higher Diploma graduates.
NLNM	Non-Local Non-Mainland	Applicants from overseas (non-local), but they are not mainland students (non-Mainland), e.g., from Kazakhstan, Macao, Korea, etc. Non-Local Non-Mainland (NLNM) can earn additional quota matching from the University.
NSFC	National Natural Science Foundation of China	It is an organization directly affiliated to China's State Council for the management of National Natural Science Fund.

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Q		
OBTL	Outcome-based teaching and learning	Outcome-based teaching and learning (OBTL) is focused not on what the teacher intends to teach but rather the emphasis is on the outcome from the learner of that teaching is intended to be. The basic premise of OBTL is that the teaching and learning activities (TLAs) and assessment methods (AMs) are constructively aligned with the intended learning outcomes (ILOs) for the course. The outcomes determine the curriculum content, the teaching methods and strategies, and the assessment process.
OIRP	Office of Institutional Research and Planning	An office under the Associate Vice-President (Institutional Research and Strategic Planning) which facilitates continuous improvement and effective data-driven decision making through the provision of timely and accurate information and analyses to support senior management in their academic planning, decision making, and monitoring of University performance.
P		
PEP	Planning Exercise Proposal	The University Grants Committee (UGC) carries out a planning exercise, usually on a triennial basis with the aim of reviewing recent developments within the universities. Under the planning exercise, the universities submit their planning exercise proposals (PEP) for the upcoming triennium to bid for the UGC-funded first-year-first-degree places. PEP will affect the number of first-year first-degree places and the funding the universities eventually receive.
PILO	Programme intended learning outcome	PILO defines what a student will have acquired and will be able to do upon successfully completing their studies of a programme.
PMC	Programme Management Committee	A committee formed by each programme to oversee its academic, teaching and learning matters.
PROV	Provost	Prof. Rick Wong (Interim).
P/VC	President & Vice-Chancellor	Prof. Alexander Wai.
Q		
QA	Quality Assurance	Quality Assurance (QA) of academic programmes is a collective and continuous process through which the University ensures that the education it provides is of good quality and high standards. With rigorous monitoring, review and enhancement processes stipulated in the comprehensive Quality Assurance Framework, the University strives to ensure that its programmes meet the appropriate academic and professional standards.
QAA	Quality Assurance Agency	Quality Assurance Agency (QAA) in the higher education sector is an independent and registered body that is responsible for ensuring the quality and standard of higher education courses.
QAC	Quality Assurance Committee	A HKBU committee that develops, implements, and maintains policies and procedures to ensure that international standards are applied to the review of all academic programmes; keep reviewing the different aspects/parameters concerning academic quality assurance (e.g., course evaluation results) and makes recommendations to the Senate, its committees and other academic units.

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<i>R</i>		
RAE	Research Assessment Exercise	Research Assessment Exercise (RAE) is part of the University Grants Committee (UGC)'s commitment to assessing the performance of the UGC-funded universities to encourage world-class research and drive excellence. The RAE assesses the research quality of UGC-funded universities by using international benchmarks to delineate their areas of relative strength and make recommendations for further improvements. The UGC has since conducted six RAEs in 1993, 1996, 1999, 2006, 2014 and 2020.
RC	Research Committee	A HKBU committee that develops, monitors and reviews policies relating to the University's research activities, including research, research impact, and research training, internationalization; develops and administers policies, procedures and strategies that will promote University/Faculty niche research areas, transdisciplinary and collaborative research; and provides advice and recommendations to the Senate on related matters.
RDC	Research and Development Committee	A School committee that formulates policies and procedural guidelines in relation to the School's research development; and administers research-related procedures, activities and policies, including the review and ranking of research grant applications.
RGC	Research Grants Council	An organization under the University Grants Committee (UGC) that advises the government on the needs of the institutions of higher education in Hong Kong in the field of academic research, including the identification of priority areas to maintain the academic vigor; invites and receives research grant applications from academic staff and for the award of studentships and post-doctoral fellowships; and monitors the implementation of such grants.
RIF	Research Impact Fund	Research fund, offered by the Research Grants Council (RGC), encourages local academics to consider and articulate the potential of research to deliver benefits to the wider community; conducts more impactful and translational research projects; and a greater volume of collaborative research beyond academia (e.g. with government departments, the business sector, the industry and research institutes), with top-up fundings from the University.
RPg	Research Postgraduate	Research Postgraduate (RPg) programmes at Doctoral and Master level, i.e. Doctor of Philosophy (PhD) and Master of Philosophy (MPhil).
<i>S</i>		
SAC	Staff Affairs Committee	A HKBU committee under the Human Resources Office.
SAC	Student Affairs Committee	A HKBU committee that reports or makes recommendations to the Senate on policies and regulations relating to student organizations, activities, discipline, amenities, services and Hall life.
SCE	School of Continuing Education	School of Continuing Education
SCID	Dean's office, Faculty of Science	Dean's Office, Faculty of Science
SCM	School of Chinese Medicine	School of Chinese Medicine

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SDF	Strategic Development Fund	The University's funding for academic/non-academic units to apply in raising the quality and reputation of its teaching and research activities; promoting and enhancing its growth, capacity-building and achievements, generally and in strategic areas; and fulfilling and excelling in its commitment to whole-person education.
SECO	Senior Executive Committee	A HKBU committee comprising of the President, the Vice-Presidents, the Deans, and the Heads of central administrative offices, conducts strategic and long-term planning and formulates an overall university corporate plan.
SED	Self-evaluation document	SED is the review documents prepared by the unit under review for the accreditation panel and the academic consultation panel. It covers various aspects of the unit including academic programmes, outcome-based teaching and learning, research and scholarly activities, community services, and facilities and resources.
SEO	Senior Executive Officer	Job title of non-teaching staff
SETDAS	Students with Exceptional Talent Direct Admission Scheme	Under this scheme, the general and programme entrance requirements will be exempted for students with exceptional talents/achievements who have been rigorously assessed and considered eligible for admissions by respective programmes.
SM	Senior Manager	Job title of non-teaching staff.
SSDP	Short-term Staff Development Grant	A research funding offered by the School of Communication to support faculty members to attend conferences, and academic/teaching and non-teaching staff to attend workshops/study programme.
SSOid	Single Sign On user id	SSOid is a set of universal credentials for staff/students to sign in to the HKBU intranet and IT services. It is the email address excluding @hkbu.edu.hk or @life.hkbu.edu.hk.
SSSDP	Study subsidy scheme for designated professions/sectors	Launched as a new initiative under the 2014 Policy Address to subsidize about 1,000 students per cohort starting from the 2015/16 academic year to pursue designated full-time locally accredited self-financing undergraduate programmes in selected disciplines. It has been regularized from the 2018/19 academic year with an increased number of subsidized places in undergraduate programmes from about 1,000 per cohort to about 3,000 per cohort.
		
TADAS	Talented Athletes Direct Admission Scheme	Under this scheme, sports stars can be admitted into the university with examination exemption.
TDG	Teaching Development Grant	Established in the 1994/95 academic year, the grant supports academic/teaching staff to enhance their teaching and learning activities.
TLPC	Teaching and Learning Policy Committee	The committee develops, monitors, and reviews all university-wide policies and procedures on teaching and learning, including student assessment, staff appraisal and instructional development, and dissemination of good practices.
TPg	Taught Postgraduate	The Taught Postgraduate (TPg) programmes are the self-funded master programmes, e.g., Master of Arts in Communication, Master of Social Sciences in Media Management.
TRIP	The Research Incentive Programme	A research funding offered by the School of Communication for academic staff to top up funding of their General Research Fund (GRF) projects and support School-wide research development activities.

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TUPB	Transdisciplinary Undergraduate Programme Board	The programme board oversees the academic, teaching and learning matters of the four transdisciplinary programmes under the Division of Transdisciplinary Undergraduate Programmes (DTUP).
u		
UAA	University Accountability Agreement	A formal agreement between HKBU and University Grants Committee (UGC) that allows the former to establish its unique identity and the latter to assess the university's service to the community and public interest.
UAO	University Advancement Office	A fundraising arm of HKBU, responsible for securing funding resources to sustain the University's development and extending its support base.
UGC	University Grants Committee	Established in 1965, University Grants Committee (UGC) is an independent professional advisor to the Government on the funding and development of the higher education sector. Its main functions are to allocate funding to its funded institutions, and to offer impartial and respected expert advice to the Government on the strategic development and resource requirements of higher education in Hong Kong.
UGRP	Undergraduate Research Programme	Supports undergraduate students with a stipend for a period of 6-8 weeks to actively participate in ongoing research programmes or in research projects specifically designed for them during vacation. The research projects shall NOT be related to the students' final year project.
URP	University Review Panel	The Review Panel at the University level to review the appointment and promotion cases of the academic/teaching staff.
USC	Undergraduate Scholarship Committee	A HKBU committee that formulates policies and procedures governing the design and deployment of scholarships, the selection of recipients; and advises the Senate via the Students Affairs Committee (SAC) / senior management on the need to set up new scholarships for specific purposes.
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VPAS	Vice-President (Administration) and Secretary	Ms. Christine Chow.
VPRD	Vice-President (Research and Development)	Prof. Rick Wong (Interim).
VPTL	Vice-President (Teaching and Learning)	Dr. Albert Chau.