### Application for Accreditation

# **Section A: Programme Information**

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| Programme Title:    Normal Intake  Senior Intake  Top-up degree  Full-time  Part-time  Mixed Mode |
| Qualification Obtained: |
| This is a:  a new application  a renewal application  a renewal application (substantially revised version of a previously accredited programme)  a submission for recognition of provisional exemption |
| Expected date of first graduation (for new programme) or next graduation: |
| Expected date of next internal review: |
| \*This programme replaces (if any): |
| \*Date of last graduation from the old programme (if any): |
| Accreditation applied for:  Full exemption  Partial exemption  If tick partial exemption, please specify the subjects/titles applied for granting exemption, e.g. Transport Policy and Planning |

Section B: Institution & Department Information

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| Name of Institution: | |
| Name of Department offering the programme: | |
| Address: | |
| Name of Contact: | |
| Telephone: | Fax: |
| Email: | |

Please provide a brief description of the Department.

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Section C: Modules

Please list all units/modules in the programme and indicate which units/modules are optional.

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| Unit/Module Code | Unit/Module Name | Core/Elective |
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Section D: Teaching Staffs’ Information

Please list the name of all full-time and part-time teaching staffs who are involved in the programme and provide the respective attachment number, corresponding to their short CVs that you will attach with the application form.

Lecturers’ Information:

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| Unit/Module | Name of Lecturer | Full-time/  Part-time | Attachment No. |
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Tutors’ Information

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| Unit/Module | Name of Tutor | Full-time/  Part-time | Attachment No. |
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Section E: External Examiners’ Information

Please list the names of external examiners who are involved in the programme and provide the respective attachment number, corresponding to their short CVs that you will attach with the application form.

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| Unit/Module | Name of External Examiner | Attachment No. |
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Section F: Required Documents

Please tick the appropriate boxes and provide the respective attachment number, corresponding to your submitted documents that you will attach with the application form.

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|  |  | Attachment No. | For office use only |
|  | Programme structure |  |  |
|  | Subject syllabuses |  |  |
|  | Course descriptive contents which include a description of courses, duration, contact hours, etc. |  |  |
|  | Reading lists |  |  |
|  | Entry requirements   1. Normal Year Students 2. Senior Year Intake |  |  |
|  | Assessment methods/requirements |  |  |
|  | External examiner’s reports for the past 3 years  (If no external examiner is appointed, the internal quality assurance procedure of the programme should be provided.) |  |  |
|  | Facilities | |  |
|  | 1. Lecture rooms, seminar rooms, workshops |  |  |
|  | 1. Library/Resource Centre |  |  |
|  | 1. Computer facilities |  |  |
|  | 1. Laboratories/Equipments |  |  |
|  | Statistics on | |  |
|  | 1. Student admission qualification |  |  |
|  | 1. Course enrolment |  |  |
|  | 1. Student performance |  |  |
|  | 1. Graduate employment |  |  |

Section G: Trends & Developments

Please provide a summary on the recent and likely future trends and developments of the programme.

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Section H: Mapping with Syllabus of CILTHK’s Professional Qualifying Examination (PQE 2017)

Please list all units/modules in the programme which match the syllabus of CILTHK’s PQE and indicate their extent of coverage.

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| Syllabus | | 1. Course Code/Title | i. Coverage (%) | 2. Course Code/ Title | ii. Coverage (%) | Total Coverage (%)  (i + ii) |
| Ordinary Level | | | | | | |
| OL1 – Business Environment for Transport and Logistics | | | | | | |
| a. | Overview of Transport and Logistics |  |  |  |  |  |
| b. | Elements of Transport and Logistics Systems |  |  |  |  |  |
| c. | Essentials of Urban Transport |  |  |  |  |  |
| d. | Regulating and Control of Transport and Logistics System |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |
| OL2 – Financial Management & Reporting for Transport and Logistics | | | | | | |
| a. | Accounting Framework |  |  |  |  |  |
| b. | Financial Statements and Reports |  |  |  |  |  |
| c. | Cost Accounting Systems & Techniques |  |  |  |  |  |
| d. | Budgeting |  |  |  |  |  |
| e. | Project Evaluation & Lease Financing |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |

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| Syllabus | | 1. Course Code/Title | i. Coverage (%) | 2. Course Code/ Title | ii. Coverage (%) | Total Coverage (%)  (i + ii) |
| OL3 – Marketing and Service Management | | | | | | |
| a. | Understand Services and Marketing |  |  |  |  |  |
| b. | Marketing Environment & Marketing Policy |  |  |  |  |  |
| c. | Market Characteristics & Market Research |  |  |  |  |  |
| d. | Service Management & Service Quality |  |  |  |  |  |
| e. | Social & Ethical Issues in Marketing |  |  |  |  |  |
| f. | Developing Customer Relations & Customer Satisfaction Measurement |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |
| OL4 – Management and Decision Making | | | | | | |
| a. | Basic Concepts & Theories on Management |  |  |  |  |  |
| b. | Developing Organisation Strategies |  |  |  |  |  |
| c. | Planning & Decision Making |  |  |  |  |  |
| d. | Measuring Performance & Innovation |  |  |  |  |  |
| e. | Project Management & Negotiation |  |  |  |  |  |
| f. | Leadership, Motivation & Development of People |  |  |  |  |  |
| g. | Productivity, Quality & Operations Management |  |  |  |  |  |
| h. | Managing Information Systems |  |  |  |  |  |
| i. | Business Ethics and Corporate Social Responsibility |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |

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| Syllabus | | 1. Course Code/Title | i. Coverage (%) | 2. Course Code/ Title | ii. Coverage (%) | Total Coverage (%)  (i + ii) |
| Advanced Level | | | | | | |
| AL1 – Law of Business and Carriage | | | | | | |
| a. | Legal Systems |  |  |  |  |  |
| b. | Law of Contract |  |  |  |  |  |
| c. | Law of Negligence |  |  |  |  |  |
| d. | Law of Agency |  |  |  |  |  |
| e. | Law of Carriage |  |  |  |  |  |
| f. | Arbitration |  |  |  |  |  |
| g. | Insurance |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |
| AL2 – Transport Systems and Management | | | | | | |
| a. | (Transport) Systems |  |  |  |  |  |
| b. | Transport Modes & Operational Characteristics |  |  |  |  |  |
| c. | Transport Management |  |  |  |  |  |
| d. | International & Local Regulatory Bodies |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |

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| Syllabus | | 1. Course Code/Title | i. Coverage (%) | 2. Course Code/ Title | ii. Coverage (%) | Total Coverage (%)  (i + ii) |
| AL3 – Sustainable Transport | | | | | | |
| a. | Understanding Sustainability |  |  |  |  |  |
| b. | Social Sustainability in Transport |  |  |  |  |  |
| c. | Economic Sustainability in Transport |  |  |  |  |  |
| d. | Environmental Sustainability in Transport |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |
| AL4 – Transport Policy and Planning | | | | | | |
| a. | Government and Politics in Relation to Transport |  |  |  |  |  |
| b. | Transport Strategy and Policy Formation & Implementation |  |  |  |  |  |
| c. | Transport Planning |  |  |  |  |  |
| d. | Transport & Development Patterns |  |  |  |  |  |
| e. | Transport, Land-Use and Travel Behaviour |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |

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| Syllabus | | 1. Course Code/Title | i. Coverage (%) | 2. Course Code/ Title | ii. Coverage (%) | Total Coverage (%)  (i + ii) |
| AL5 – Global Supply Chain Management | | | | | | |
| a. | Transport & Supply Chain Management |  |  |  |  |  |
| b. | Business Environment & Management of Global Supply Chain |  |  |  |  |  |
| c. | Procurement, Warehousing, Inventory & Operations Management |  |  |  |  |  |
| d. | Containerisation, Unit Loads & Intermodal Transport |  |  |  |  |  |
| e. | Globalisation of World Economy & Supply Chain Strategy |  |  |  |  |  |
| f. | Alliance, Synergy & Integration of Global Supply Chain Operations |  |  |  |  |  |
| g. | Technological Development in Supply Chain Management |  |  |  |  |  |
| h. | Future Challenges and Issues |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |
| AL6 – Logistics Management | | | | | | |
| a. | Introduction to Logistics |  |  |  |  |  |
| b. | Global Trade Logistics |  |  |  |  |  |
| c. | Movement of Goods |  |  |  |  |  |
| d. | Managing the Inbound Logistics & Purchasing in the Organization |  |  |  |  |  |
| e. | Managing the Outbound Logistics |  |  |  |  |  |
| f. | Customer Care & Service Quality |  |  |  |  |  |
| g. | Organising for Logistics Effectiveness |  |  |  |  |  |
| Average Coverage (%) | | | | | |  |

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| Syllabus | | 1. Course Code/Title | | i. Coverage (%) | | 2. Course Code/ Title | | ii. Coverage (%) | | Total Coverage (%)  (i + ii) | |
| AL7 – Warehousing and Materials Handling | | | | | | | | | | | |
| a. | The Role of Warehousing in Logistics Management | |  | |  | |  | |  | |  |
| b. | Facility Development | |  | |  | |  | |  | |  |
| c. | Warehouse Operations | |  | |  | |  | |  | |  |
| d. | Materials Handling Equipment & Packaging | |  | |  | |  | |  | |  |
| e. | Enabling Technology for Warehouse Management | |  | |  | |  | |  | |  |
| Average Coverage (%) | | | | | | | | | | |  |

Section I: Assessment Methods

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|  | Yes | No |
| Units above preliminary level are assessed at least partly by examination |  |  |
| Award of the qualification requires an aggregate mark of at least 70% |  |  |
| If group assignments are used, the contribution of each individual is identifiable |  |  |

Section J: Other Information

If examinations are not used, which subjects are otherwise assessed and how?

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| Unit/Module | Portfolio | Homework | Project | Case Study | Others |
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Section K: Comment

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Section L: Declaration

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| We declare that the information given above is correct and complete to the best of our available materials. We understand that if we wilfully give any false information in this application form or withhold any material information, it will render us liable to disqualification for accreditation application or to cancel, even already granted by CILTHK. |
| Signature:       Date: |