



Academic Support Unit Annual Report on Supporting Teaching and Learning 2016/2017

Source of the Report	
Unit	

Contact Details	
Name	
Email	

Line Manager's Endorsement	
Endorsed by:	_____ (Line Manager) _____ (Signature)
Date:	_____

Submission Timeline
Line managers submit annual reports to the CTLQ on or before Wednesday, January 31, 2018.

Academic Support Unit Annual Report

Part A: Quality Assurance of Service Provision

(The Academic Support Unit may make reference to the quality assurance framework of the University: *Assuring Quality and Academic Standards at HKUST* available at <http://qa.ust.hk/>.)

A1. Follow-up Action Items

A1.1 List completed action items from last year's Action Plan as at January 2018. Include outstanding action items in the Unit's Action Plan (see B4).

Completed action items	Commentary, as appropriate

A1.2 Was there any difficulty in adopting the CTLQ's comments/suggestions on last year's report? **Yes/No?** [If Yes, give details.]

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A2. Quality Assurance Mechanisms and Processes

Critically evaluate the Academic Support Unit's mechanisms and processes for supporting teaching and learning.

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A3. Good Practice in Quality Assurance

Summarise any **particularly innovative** and/or **successful** practices which have had a positive impact on supporting teaching and learning activities during the reporting period. Where appropriate, indicate how these have been/will be disseminated for wider consideration and possible adoption within the Unit. (A list of good practice in teaching and learning by year / by category is available at http://qa.ust.hk/goodpractice_by_year.html / http://qa.ust.hk/goodpractice_by_category.html for reference.)

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Part B: Services and Practices

B1. Major Initiatives in Supporting Teaching and Student Learning

Describe the major initiatives of the Unit in supporting teaching and student learning over the reporting period and evaluate their success.

B2. External Inputs

Give an account of external inputs on activities and practices over the reporting period, if any, and how these have enhanced the work of the Unit in supporting teaching and learning.

B3. Self-Reflection

B3.1 List areas of concern or for improvement identified through self-reflection (SR).

#	Area of concern or improvement	Discussion/decision
SR1		
SR2		
SR3		

B3.2 Briefly comment on any area of concern or improvement listed in last year's B3.1 that are not covered in this year's report.

B4. Action Plan

*Based on the above review and discussion in B2 and B3, determine **priority action items** and include them in an Action Plan indicating tasks, timelines and responsibilities for each action item and the area(s) of concern being addressed. Attach the Action Plan to this Report.*

(An example Action Plan template is available at http://ga.ust.hk/preparing_annual_reports.html for reference.)

B5. Issues of Broad Institutional Interest *(if not reported elsewhere)*

Indicate any areas of broad institutional interest, for further consideration by the Unit and/or relevant University committees or individuals.

B6. Other Information and Comments

*B6.1 List any new initiatives in support of teaching, learning and/or assessment **over the reporting period**, including those that support the University's strategic endeavours, where appropriate.*

B6.2 Indicate any data not currently available centrally that the Unit would find helpful.

*B6.3 List below any statistical observations, special events or activities, or **significant achievements** relating to teaching, learning and/or assessment **over the reporting period**.*