

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Mock RAE 2023-24 Schedule**

	Task / Timeline											
Activity /	2023					2024						
Responsible Party	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>1. Preparation</b>												
<b>Faculties</b>	1. Finalise Faculty RAE Panels and form UoA Panels 2. Verify eligible academic staff, assign staff to UoAs, and brief staff about RAE and Mock RAE											
<b>Faculty/UoA Panels</b>	Identify/invite external peer reviewers and experts/consultants/ services											
<b>2. Research Outputs &amp; Write-ups</b>												
<b>Each eligible staff member</b>		1. Prepare 4 Research Outputs, each accompanied by a 100-word Write-up 2. Arrange professional editing of Write-ups by expert/consultant/service (optional) 3. Submit Research Outputs and Write-ups to UoA via <u>designated online system</u> by <b>29 December 2023</b>										
<b>UoA Panels</b>			1. Internally check Write-ups and may request necessary amendments 2. Confirm and assign external peer reviewers									
<b>Peer reviewers</b>						External review of Research Outputs and Write-ups						
<b>Faculty/UoA Panels</b>										Summarise findings		

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<b>3. Impact Case Studies (ICS) [no need to submit video]</b>												
Eligible staff members/UoA representatives		<ol style="list-style-type: none"> <li>Draft ICS and prepare corroborating evidence as 1 PDF (Sept-Oct)</li> <li>Consult with expert/consultant/service on enhancing and revising ICS and/or corroborating evidence (Sept-Dec) (optional)</li> <li>Submit to UoA by <b>29 December 2023</b></li> </ol>										
Faculty Panels						Internally check ICS and may request necessary amendments						
Faculty/UoA Panels						<ol style="list-style-type: none"> <li>Arrange external/professional consultation or editing of ICS</li> <li>Confirm and assign external peer reviewers</li> </ol>						
External peer reviewers									External review			
Faculty/UoA Panels										Summarise findings		
<b>4. Environment Overview Statements (EOS) [no need to submit data sheet]</b>												
Appointed UoA Convenor		<ol style="list-style-type: none"> <li>Draft EOS (Sept-Oct)</li> <li>Consult with expert/consultant/service on enhancing and revising EOS (Sept-Dec) (optional)</li> <li>Submit to Faculty Panel by <b>29 December 2023</b></li> </ol>										
Faculty Panels						Internally check EOS and may request necessary amendments						
Faculty/UoA Panels						<ol style="list-style-type: none"> <li>Arrange external/professional consultation or editing of EOS</li> <li>Confirm and assign external peer reviewers</li> </ol>						
External peer reviewers									External review			
Faculty/UoA Panels										Summarise findings		

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<b>5. Reporting &amp; Feedback</b>												
Faculty Panels						Submit interim progress report to University RAE Panel by <b>31 January 2024</b>				Submit final report to University RAE Panel by <b>31 May 2024</b>		
External experts/consultants and University RAE Panel											Assess final reports	
PVC(R)											Visit Faculties to share comments/findings	