

THE CHINESE UNIVERSITY OF HONG KONG

Senate Academic Planning Committee

Composition:

Chairman:	Vice-Chancellor (or a Pro-Vice-Chancellor to be appointed by the Vice-Chancellor)
Members:	Pro-Vice-Chancellors Heads of Colleges Deans of the Faculties Dean of the Graduate School
Member and Secretary:	Registrar

Terms of Reference:

- (a) To assist and advise the Vice-Chancellor, in his capacity as Chairman of the Senate, on the academic policies and development of the University;
- (b) To identify and define issues that are academic in nature for consultation and discussion at various levels in the University;
- (c) To initiate university academic development plans;
- (d) To deal with other academic matters referred to it by the Vice-Chancellor or by the Senate.

Revised at the 4th Meeting (1997-98) of the Senate held on 10 June 1998.

Senate Committee on General Education

Composition:

- Chairman: A Pro-Vice-Chancellor appointed by the Vice-Chancellor
- Members: Heads/Masters of Colleges or their representatives
Deans of the Faculties
Director of University General Education
Associate Director of University General Education
Registrar
Three teachers (ad personam) nominated by VC
- Secretary: Assistant Registrar, Office of University General Education

Terms of Reference:

- (a) To keep the General Education Programmes under constant review and supervision;
- (b) Specifically to examine and if appropriate approve course proposals for University GE courses according to the objectives of the GE Programme and the specific curriculum areas concerned.
- (c) To see that close coordination exists between the Colleges' Programmes.

Senate Committee on Language Enhancement

Composition:

Chairman: To be appointed by the Vice-Chancellor

Members: *Ex-officio members:*

Dean of each Faculty, or an Associate Dean (Education)/a representative as his/her representative

Heads of all the language enhancement units:

- Department of Chinese Language and Literature
- English Language Teaching Unit
- Yale-China Chinese Language Centre

Dean of the Faculty of Arts

Registrar

Other members as appointed by the Vice-Chancellor:

Up to 5 other teachers, including some with expertise in applied linguistics and/or languages

At least one representative of the College language enhancement committees

Two student representatives:

To be elected among the serving Student Senators

Secretary: Nominated by the Registrar

Terms of Reference:

- (a) To keep under review all aspects of bilingual education at the University;
- (b) To keep under review the implementation of the University's policy on bilingual education, and to facilitate the promotion of the policy;
- (c) To keep under review all language enhancement programmes in Chinese (Cantonese, Putonghua and written Chinese) and English, including the approval of new programmes and the quality and outcomes of these programmes;
- (d) To promote all language enhancement efforts at the University, with reference to the recommendations of the Committee on Bilingualism.

Senate Committee on Physical Education

Composition:

- Chairman: Appointed by the Vice-Chancellor
- Members: Head/Master of each College or his representative
Dean of Faculty of Education
Chairman, Board of Undergraduate Studies in Education
Chairman, Department of Sports Science & Physical Education
Director, Physical Education Unit
University Dean of Students
Director of Student Affairs
A member nominated by the Vice-Chancellor
- Secretary: Appointed by the Registrar

Terms of Reference:

To oversee and advise the Senate on physical education activities in the University.

Revised by the Senate at 1st Meeting (1997-98) on 29 October 1997.

Senate Staff-Student Consultative Committee

Composition:

Chairman: University Dean of Students

Members: The Registrar or his representative
Director of Student Affairs (*ex-officio*)

Staff Representatives:

1 representative from each College nominated by the College Assembly of Fellows

1 representative nominated from each Faculty

The Dean of the Graduate School or his representative

Student Representatives:

1 representative from each College nominated by the College Students Union

2 representatives nominated by the University Students Union

The President of University Students Union (*ex-officio*)

1 representative from each Faculty

(The elected Student Senator of each Faculty shall be the ex-officio representative. If no Student Senator is elected in a Faculty in that year, the University Students Union shall nominate a student from that Faculty as the representative who serves until a Student Senator is elected).

1 representative from the Postgraduate Student Association

Secretary: Appointed by the Director of Student Affairs

Terms of Reference:

- (a) To discuss and to comment on policy matters of the Senate and to provide opinions for the Senate and relevant committee(s);
- (b) To enhance staff-student communications.

Senate Committee on Student Discipline

Composition:

- Chairman: Appointed by the Vice-Chancellor
- Members: A teaching staff from each College appointed by its Assembly of Fellows
A teaching staff from each Faculty appointed by its Board
A teaching staff appointed by the Graduate Council
University Dean of Students
Registrar
President of the University Students Union
Elected Student Senators
- Secretary: Appointed by the Registrar

Terms of Reference:

- (a) With full authority delegated from the Senate, to handle all matters pertaining to the discipline of undergraduate and postgraduate students including appeals;
- (b) The main committee will deal with policy issues and appeal cases, while a Panel of Judges will be formed under the main committee for each disciplinary case to conduct investigation and hearings and to decide on the penalties as deemed appropriate. Cases referred by the Faculties, Colleges, Graduate School and other Centres/Offices will also be handled by the Panels of Judges.

Senate Committee on Teaching and Learning

Composition:

Chairman:	Vice-Chancellor (or a Pro-Vice-Chancellor nominated by the Vice-Chancellor)
Members:	Up to three Pro-Vice-Chancellors nominated by the Vice-Chancellor Dean of each Faculty (or the Associate Dean (Education) or the Chairman of the Faculty's Teaching and Learning Quality Committee) Dean of Graduate School University Dean of Students Registrar Director of Centre for Learning Enhancement And Research (CLEAR) Chairman, University Extension Board Director of University General Education Up to three co-opted members to be appointed by the Committee Two student representatives to be elected by and from among the serving student members of the Senate
Secretary:	Appointed by the Registrar

Terms of Reference:

- (1) To strengthen and coordinate the University's existing policy on teaching and learning, so as to ensure that the University's programmes are consistent with Hong Kong's development into a knowledge-based society.
- (2) To streamline and invigorate existing committees on teaching and learning at Department/Faculty levels, so as to produce a clearer structure for determining and implementing the University's policy on teaching and learning.
- (3) To develop a system for identification, dissemination and utilization of the best practices in programme and course design, teaching approaches, assessment policies and evaluation strategies.
- (4) To develop teaching and learning performance indicators, focusing on student-learning outcomes that are appropriate for influencing allocation of resources.
- (5) To identify appropriate incentives for teaching and learning enhancement, propose related policies to the University's Administrative and Planning Committee and advise the Resource Allocation Committee on resource allocation in parallel with these initiatives.
- (6) To enhance the University's Education Quality Work (EQW) as a whole by promoting the use of student feedback as a source of information not only on teaching performance, but also on student learning outcomes.

- (7) To formulate appropriate monitoring procedures that focus on students' learning outcomes.
- (8) To determine ways to optimize the expertise in the Centre for Learning Enhancement And Research (CLEAR) in order to achieve these enumerated goals.

It is anticipated that the more urgent tasks of the proposed Senate Committee will be the following:

- (1) Goal setting;
- (2) Implementation of fixed-term (say 5-year) teaching and learning quality review of teaching units;
- (3) The consideration of how resource allocation may be used to encourage improvement in teaching and learning.

Senate Committee on Undergraduate Admissions

Composition:

- Chairman: A Pro-Vice-Chancellor or Associate Vice-President appointed by the Vice-Chancellor
- Members: Registrar
Associate Dean (Student Affairs) of each Faculty or equivalent
Chairman of the Task Force on Undergraduate Admissions or his representative
Director of Admissions and Financial Aid
- Secretary: Appointed by the Director of Admissions and Financial Aid

Terms of Reference:

- (a) To study and formulate policies and criteria concerning undergraduate admissions and to make recommendations thereon; and
- (b) To direct research on matters concerning the relevance and effectiveness of the selection criteria.

Senate Committee on University Press

Composition:

Chairman:	Appointed by the Vice-Chancellor
Members:	One representative from each Faculty Dean of the Graduate School Two residents of Hong Kong, of whom at least one shall be a non-academic member
Member & Secretary:	Director of The Chinese University Press

Terms of Reference:

- (a) To establish policies and programme for the publishing needs of the University as a whole;
- (b) To approve manuscripts and materials of scholarship for publication by the University Press in the furtherance of University objectives;
- (c) To establish guidelines for the organization and operation of The Chinese University Press;
- (d) To exercise supervision and enforce regulations for Patents and Copy-rights affecting the interests of the University;
- (e) To appoint sub-committees and editorial boards in connection with University publications and publishing projects and to review their operations;
- (f) To present an Annual Report to the Senate on publishing activities.

Senate Committee on University Scholarships

Composition:

- Chairman: A Pro-Vice-Chancellor appointed by the Vice-Chancellor
- Members: College representatives
Dean of the Graduate School or his representative
Associate Dean (Student Affairs) or representative of each Faculty
Director of Admissions and Financial Aid
Director of Student Affairs
Director of Institutional Advancement
- Secretary: Appointed by the Director of Admissions and Financial Aid

Terms of Reference:

To fix, subject to any conditions made by the donors and accepted by the Council, the times, the mode and the conditions of competition for University scholarships, bursaries, and prizes, and loan funds and to award the same.

Undergraduate Examinations Board

Composition:

- Chairman: A Pro-Vice-Chancellor appointed by the Vice-Chancellor
- Members: Dean of each Faculty
 Registrar
 Associate Dean (Education) of each Faculty or equivalent
- Secretary: Appointed by the Registrar

Terms of Reference:

The Board shall be responsible to the Senate and shall:

- (a) oversee the fair and consistent assessment of the academic performance of undergraduate students, including such matters as approving examination results, monitoring the conduct of examinations, considering special graduation requirements, determining guidelines on grading and on classification of degree honours, and adjudicating on cases of irregularities in course assessment and of students with academic problems;
- (b) recommend to the Senate for the award of Bachelor's degrees; and
- (c) consider and approve the lists of candidates for the award of a diploma at or below the first degree level.

Revised at the 4th Meeting (2004-05) of the Senate held on 8 June 2005.

Graduate Council

Composition:

Chairman:	Dean of the Graduate School
Members:	Deans of the Faculties
	Heads of the Divisions in the Graduate School
	Librarian
	Master of the Postgraduate Hall Complex
Secretary:	Appointed by the Chairman

Terms of Reference:

Subject to the Ordinance and the Statutes of The Chinese University of Hong Kong, the Council of the Graduate School shall have the following powers and duties:

- (a) to advise the Senate on all graduate programmes of studies;
- (b) to co-ordinate the activities of the Divisions within the Graduate School;
- (c) to consider and deal with the recommendations of the various Divisions on the content of courses and on the details of syllabuses.

The Executive Committee of the Graduate Council

Composition:

Chairman:	Dean of the Graduate School
Members:	Deans of the Faculties One representative from each Faculty from among its Division Heads
Secretary:	Appointed by the Chairman

Terms of Reference:

According to Clause 10 of Statute 15,
'Subject to the Ordinance and the Statutes, the Council of the Graduate School shall have the following powers and duties –

- (a) To advise the Senate on all graduate programmes of studies;
- (b) To co-ordinate the activities of the Divisions within the Graduate School;
- (c) To consider and deal with the recommendations of the various Divisions on the content of courses and on the details of syllabuses.

The Graduate Council resolved at its 94th Meeting held on 12 June 1992 that in order to streamline procedures, most of the business of the Graduate Council would be delegated to a new Executive Committee.