

THE CHINESE UNIVERSITY OF HONG KONG
Senate Staff-Student Consultative Committee

A. Preamble

The Senate has established the Senate Staff-Student Consultative Committee for the main purpose of discussing matters of the Senate and contributing to the enhancement of communication between staff and students.

B. 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 Student 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 Student 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

C. Terms of Reference

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

Revision proposed in the meeting of the Senate Staff-Student Consultative Committee on 29 September 2010 and approved by the Senate at the second meeting (2010-11) held on 8 December 2010.

THE CHINESE UNIVERSITY OF HONG KONG

Committee on Student Affairs

Composition

Chairman: University Dean of Students (*ex officio*)

Members: The Dean of Students of each College (*ex officio*)
The Associate Dean (Student Affairs) of each Faculty (*ex officio*)
Director of Academic Links (*ex officio*)
Director of Admissions and Financial Aid (*ex officio*)
Director of Academic Links (China) (*ex officio*)

ex-officio Member

& Secretary: Director of Student Affairs

Terms of Reference

- (a) To coordinate policy matters relating to non-formal education, student development , student services, student welfare, student activities and amenities, student union matters, career development, general counselling and mentorship, and other matters as deemed appropriate.
- (b) To provide guidance to the Office of Student Affairs, College Dean of Students Offices, Faculty Offices and other offices/units in matters related to student affairs as listed in (a).

October 2009

THE CHINESE UNIVERSITY OF HONG KONG

Committee on Psychological Counselling Service

Terms of Reference

The Committee, reporting to the Committee on Student Affairs, is responsible for reviewing the psychological counselling service and discussing the enhancement of mental health for students of the University.

Composition

Chairman : University Dean of Students

Members : Two members from Colleges

Two members from Faculties

Two members with professional knowledge in counselling

Director of Student Affairs

Director of the University Health Service

A representative from the Graduate School

Secretary : Section Head, Student Counselling and Development Service,
Office of Student Affairs

Sept 2011

THE CHINESE UNIVERSITY OF HONG KONG
Committee on Student Development Portfolio

Membership

Chairman : Professor Dennis Ng, Associate Vice-President and University Dean of Students

Members : Mr. Raymond Leung, Director of Student Affairs
Professor Ko Wing Hung, Dean of Students, Chung Chi College
Professor Stanley Hui, Dean of Students, Lee Woo Sing College
Professor Cecilia Chun, Associate Dean (Student Affairs), Faculty of Education
Dr. Andy Wong, Assistant Dean (Undergraduate Studies), Faculty of Business Administration

Secretary : To be appointed by the Director of Student Affairs

Responsibilities

The Committee on Student Development Portfolio is a Committee set up under the Committee on Student Affairs and is responsible for:

- a. monitoring the implementation of the Student Development Portfolio (SDP) scheme;
- b. formulating policies and relevant procedures in relation to the SDP; and
- c. considering special experiential learning activities organised by student service providers for incorporation into the system.

August 2014

The Chinese University of Hong Kong
Committee on Student Internationalization

Composition and Membership

Chairperson:	Professor Dennis Ng	University Dean of Students
Members:	Professor Barley Mak	Dean of Students, United College
	Professor Janny Leung	Deputy Master & Dean of Students, Morningside College
	Professor Helene Fung	Associate Dean (Student Affairs), Faculty of Social Science
	Dr. Andy Wong	Assistant Dean (Undergraduate Studies), Faculty of Business Administration
	Mr. Raymond Leung	Director of Student Affairs
	Ms. Shally Fan	Director of Academic Links
	Professor Simon Shen	Global Studies Programme
	Dr. Yannie Cheung	Global Studies Programme
	Professor Jack Qiu	School of Journalism and Communication
	Ms. Wendy Lou	Head, Incoming Students Section, Office of Student Affairs
Secretary:	Miss Kathy Yu	Incoming Students Section, Office of Student Affairs

Terms of Reference

The Committee, reporting to the Committee on Student Affairs, is responsible for

1. coordinating and providing advice on activities concerning student internationalization and cultural integration in the University
2. managing relevant funding on student internationalization activities

Disability Services Coordinating Committee

Terms of Reference

1. To advise the University on the provision of effective services to students with disabilities.
2. To coordinate the administration of services/facilities for students with disabilities.
3. To advise and coordinate the provision of services for disabled students from relevant units.

Composition

- Chairman: University Dean of Students
- Members: Registrar or his representative
- Director of University Health Service or his representative
- Director of Student Affairs or his representative
- A College Dean of Students invited by the Chairman
- A Faculty Associate/Assistant Dean invited by the Chairman
- A College Secretary invited by the Chairman
- A representative of the Estate Management Office
- A representative of the Library
- A representative of the Information Technology Service Centre
- A representative of the Graduate School Office
- A representative of the Transport Unit
- Three student representatives invited by the Chairman
- Secretary: To be appointed by the Director of Student Affairs

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THE CHINESE UNIVERSITY OF HONG KONG
Organizing Committee for New Student Orientation
(with effect from January 1, 2014)

Composition

Chairman: University Dean of Students (*ex officio*)

Members: Deans of Students of Colleges (*ex officio*)

- Professor Ko Wing-hung, Chung Chi College
- Professor Wan Yau-heng, Tom, New Asia College
- Professor Mak Chan Shuk-yin, United College
- Professor Freedom Y.K. Leung, Shaw College
- Professor Janny M.Y. Leung, Morningside College
- Professor Wong Kam-bo, S.H. Ho College
- Professor Wong Suk-ying, Veronica, C.W. Chu College
- Professor Lee Ngar-yin, Louis, Wu Yee Sun College
- Professor Hui Sai-chuen, Lee Woo Sing College

Associate Deans (Student Affairs/Undergraduate Studies) of Faculties (*ex officio*)

- Professor Ng Wai-ming, Faculty of Arts
- Professor So Lai-man, Stella, Faculty of Business Administration
- Professor Chun Ka-wai, Cecilia, Faculty of Education
- Professor Lee Tan, Faculty of Engineering
- Professor Nathan A.L. Tamblyn, Faculty of Law
- Professor Wing Yun-kwok, Faculty of Medicine
- Professor Dickon H.L. Ng, Faculty of Science
- Professor Fung Hoi-lam, Helene, Faculty of Social Science

Chairman, Joint Committee on New Student Orientation (*ex officio*)

- Professor Edwin Chan, School of Life Sciences

Chairperson, Committee Against Sexual Harassment (*ex officio*)

- Professor Lee Tze-fan, Diana

Registrar and Secretary (*ex officio*)

Director of Academic Links (*ex officio*)

Director of Admissions and Financial Aid (*ex officio*)

Director of Communications and Public Relations (*ex officio*)

Director of Estates Management (*ex officio*)

Director of Information Technology Services (*ex officio*)

Director of Security and Transport (*ex officio*)

Director of Student Affairs (*ex officio*)

Senior Assistant Registrar, Graduate School (*ex officio*)

Secretary: To be appointed by the Director of Student Affairs

- Ms. Ng Wai-ming, Irene, Office of Student Affairs

Terms of Reference

The Organizing Committee is responsible for:

- a) planning the orientation activities for new students prior to the commencement of an academic year;
- b) coordinating the inputs of relevant units/offices in the implementation of the orientation activities; and
- c) monitoring the effectiveness of the new student orientation activities, and reporting thereon to the AAPC annually.

The Chinese University of Hong Kong

Staff-Student Centres Management Committee

Composition

Chairman : To be appointed by the Vice-Chancellor

Members : Bursar or his/her representative
Director of Student Affairs or his/her representative
Director of Estates Management or his/her representative
Director of Physical Education Unit or his/her representative
Chairman of the Canteens Management Sub-Committee
Chairman of the Services Units Management Sub-Committee
Chairman of the Bookstore Management Sub-Committee
Chairman of the Pommerenke Student Centre Management
Sub-Committee
One representative of the Chinese University Teachers' Association
One representative of the Chinese University Staff Association
President of the Chinese University Student Union or his/her
representative
Three student representatives nominated by the Chinese University
Student Union
Two representatives of full-time postgraduate students nominated by
the Director of Student Affairs

Secretary : Appointed by the Director of Student Affairs

Terms of Reference

1. To formulate management policies for staff-student centres under its jurisdiction in Benjamin Franklin Centre, John Fulton Centre, Li Wai Chun Building and Pommerenke Student Centre.
2. To sub-allocate space to various units and bodies within the staff-student centres in accordance with relevant University regulations.
3. To devise regulations and administrative measures regarding the management of the staff-student centres.
4. To monitor the provision of amenities and facilities in the staff-student centres, and to make recommendations for improvement to the University from time to time.
5. To monitor and periodically review various matters pertaining to the management of the staff-student centres.
6. To monitor the operation and services of the university bookstore and cafeteria in the Yasumoto International Academic Park.
7. To report to the Administrative Affairs Committee.

Sub-committees

1. Canteens Management Sub-Committee

- Chairman : Bursar or his/her representative
- Members : One representative of the Estates Management Office
One representative of the University Health Service
One representative of the Office of Student Affairs
One representative of the Chinese University Teachers' Association
One representative of the Chinese University Staff Association
Three student representatives nominated by the Chinese University Student Union
One representative of full-time postgraduate students nominated by the Director of Student Affairs
- Secretary : Appointed by the Chairman of the Canteens Management Sub-Committee
- Responsibilities :
- a. To oversee the operation and services of the canteens, restaurants, fast food shops and cafeteria which are housed in the staff-student centres, and the cafeteria in the Yasumoto International Academic Park.
 - b. To present reports to Staff Student Centres Management Committee on a regular basis and to undertake such duties/functions on matters relating to the respective Centres as may from time to time be assigned by the Committee.

2. Services Units Management Sub-Committee

- Chairman : Appointed by the Chairman of the Staff-Student Centres Management Committee
- Members : One representative of the Bursary
One representative of the Estates Management Office
One representative of the Office of Student Affairs
One representative of the Chinese University Teachers' Association
One representative of the Chinese University Staff Association
Three student representatives nominated by the Chinese University Student Union
One representative of full-time postgraduate students nominated by the Director of Student Affairs
- Secretary : Appointed by the Director of Student Affairs
- Responsibilities :
- a. To monitor the tender arrangements of and services provided by the commercial

units (except canteens and banks) which are housed within the staff-student centres.

- b. To present reports to Staff Student Centres Management Committee on a regular basis and to undertake such duties/functions on matters relating to the respective Centres as may from time to time be assigned by the Committee.

3. Bookstore Management Sub-Committee

Chairman : Appointed by the Chairman of the Staff-Student Centres Management Committee

Member : One representative of the Office of Student Affairs
One representative of the Office of University General Education
One representative of the Chinese University Teachers' Association
One representative of the Chinese University Staff Association
One teacher/staff representative appointed by the Chairman of the Bookstore Management Sub-Committee
Three student representatives nominated by the Chinese University Student Union
One representative of full-time postgraduate students nominated by the Director of Student Affairs

Secretary : Appointed by Bursar

Responsibilities :

- a. To monitor the services provided by the university bookstore in the Yasumoto International Academic Park and the related tender arrangements, to oversee the management of the multi-purpose room in the adjacent area and to utilize it for the promotion of reading culture and academic activities. Where appropriate, the Sub-Committee chairman may invite interested alumni and/or other suitable person(s) to participate in the meetings and activities of the Sub-Committee.
- b. To present reports to Staff Student Centres Management Committee on a regular basis and to undertake such duties/functions on matters relating to the respective Centres as may from time to time be assigned by the Committee.

4. Pommerenke Student Centre Management Sub-Committee

Chairman : Appointed by the Chairman of the Staff-Student Centres Management Committee

Members : One representative of the Bursary
One representative of the Estates Management Office
One representative of the Physical Education Unit
One representative of the Office of Student Affairs
Dean of Students of Chung Chi College or his/her representative
Three student representatives nominated by the Chinese University Student Union

One student representative nominated by the Chung Chi College
Student Union

One representative of the postgraduate students nominated by the
Director of Student Affairs

Secretary : Appointed by the Director of Student Affairs

Responsibilities :

- a. To formulate management policies for areas under its jurisdiction in the Pommerenke Student Centre; and to monitor the provision of amenities and facilities for staff and students in such areas under its jurisdiction.
- b. To present reports to Staff Student Centres Management Committee on a regular basis and to undertake such duties/functions on matters relating to the respective Centres as may from time to time be assigned by the Committee.

July 2014

THE CHINESE UNIVERSITY OF HONG KONG
Steering Committee on Internationalization of Higher Education and
Engagement of Mainland China

'Students' Subcommittee

Convenor:	Professor Dennis Ng	Associate Pro-Vice-Chancellor and University Dean of Students
Members:	Professor Gordon Cheung	Associate Pro-Vice-Chancellor
	Professor Ko Wing Hung	Dean of Students, Chung Chi College
	Professor Janny Leung	Deputy Master & Dean of Students, Morningside College
	Professor Dennis Fan	Associate Dean (Undergraduate Studies), Faculty of Business Administration
	Professor Wong Suk Ying	Associate Dean (Student Affairs), Faculty of Social Science
	Professor Shaw Pang Chui	Master, Postgraduate Halls
	Professor Shen Xu Hui	Adjunct Associate Professor, Hong Kong Institute of Asia-Pacific Studies
	Mrs. Grace Chow	Director of Admissions and Financial Aid
	Ms. Shally Fan	Director of Academic Links
	Ms. Wing Wong	Director of Academic Links (China)
	Mrs. Joanna Lee	Senior Assistant Registrar, Graduate School Office
Member and Secretary:	Mr. Raymond Leung	Director of Student Affairs