

# 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: College Heads/Masters or their representatives  
Faculty Deans or their representatives  
Registrar  
Director of University General Education  
Associate Director, Office of University General Education  
*Ad personam* members appointed by the Vice-Chancellor
- Secretary: Assistant Registrar, Office of University General Education

### Terms of Reference:

- (a) To keep the CUHK General Education (GE) Programme under constant review and supervision;
- (b) To examine and if appropriate approve course proposals for all GE courses according to the objectives of the GE Programme and the specific curriculum areas concerned; and
- (c) To see that close coordination exists between the Colleges in the offering of 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 and 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 at the 1st Meeting (1997-98) of the Senate held 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 by each Faculty

The Dean of the Graduate School or his representative

#### Student Representatives:

1 representative from each College (\* For the original Colleges and Shaw College, the elected student Senator shall be the ex-officio representative. If no student Senator is elected in any one of them in that year, the respective College Students Union shall nominate a student from that College as the representative who serves until a Student Senator is elected. For the other five Colleges, the student representative who sits in Senate as observer shall be the ex-officio representative.)

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 the Faculty Board  
A teaching staff appointed by the Graduate Council  
University Dean of Students  
Registrar  
President of the Chinese University Students Union  
Elected student members of the Senate  
A student representative, who normally attends Senate meetings as an observer, from each of Morningside College, S.H. Ho College, C.W. Chu College, Wu Yee Sun College and Lee Woo Sing College
- 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 Sub-degree, Professional and Continuing Education Programmes**

### Composition:

- Chairman: A Pro-Vice-Chancellor appointed by the Vice-Chancellor
- Members: One representative from each Faculty nominated by its Dean  
Up to 3 members of the Senate, co-opted by the Committee  
Registrar  
Director of CUSCS  
Director of CLEAR
- Secretary: A staff member of the Registry appointed by the Registrar

### Terms of Reference:

- (1) To formulate and keep under review the University's policy for promoting the Sub-degree, Professional and Continuing Education Programmes (SPCEPs) in alignment with the Hong Kong Qualifications Framework (HKQF) Levels 1-6.
- (2) To oversee the University's governance of SPCEPs, and to identify the priorities for quality assurance (QA) policy change that supports the long-term development of SPCEPs.
- (3) To review proposals for the introduction of SPCEPs leading to CUHK qualifications by academic units in the University for recommendation to the Senate APC/Senate, and to endorse proposals on the assignment of HKQF levels and credits of SPCEPs of the University for approval by the Senate APC/Senate.
- (4) To approve the examination results of all SPCEPs leading to CUHK qualifications on behalf of the Senate.
- (5) To formulate and keep under review strategies for the offering of SPCEPs by academic units in the University, and to discharge such other duties related to the offering of SPCEPs as may be assigned by the Vice-Chancellor from time to time.

## **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, Senate Committee on Sub-degree, Professional and Continuing Education Programmes 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.

Revised at the 1st Meeting (2017-18) of the Senate Committee on Teaching and Learning held on 30 October 2017.

## **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 and Secretary:	Director of The Chinese University of Hong Kong 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 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.

Revised by the Senate by a postal vote via Circular No. 16 (2010-11) dated 6 January 2011.

## **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 94<sup>th</sup> 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.