

**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 (\* 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 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 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

**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 14 October 2016 and approved by the Senate at the third meeting (2016-17) held on 29 March 2017.*

THE CHINESE UNIVERSITY OF HONG KONG

**Committee on Student Affairs**

Composition

Chairman: University Dean of Students

Members: The Dean of Students of each College  
The Associate Dean (Student Affairs) of each Faculty  
Director of Academic Links  
Director of Academic Links (China)  
Director of Admissions and Financial Aid  
*Director of I-CARE Centre for Whole-person Development\**  
*A representative of Graduate School Office\**

Member  
& Secretary: Director of Student Affairs

*(\* New members proposed)*

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).

February 8, 2017

**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.

**List of Members**

**Chairman :** University Dean of Students

**Members :** Two representatives from Colleges

Two representatives from faculties

Two members with professional knowledge in counselling

Director of the UHS

Director of Student Affairs

A representative from the Graduate School

**Secretary :** Head, Wellness and Counselling Centre, OSA

1 November 2017

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Committee on Student Development Portfolio**

❧ **Terms of Reference** ❧

**Membership**

- Chairman : University Dean of Students
- Members : Two College Deans of Students  
Two Faculty Associate/ Assistant Deans for student affairs or for undergraduate studies  
Director of Student Affairs  
Director of I·CARE Centre for Whole-person Development  
A representative of the Information Technology Services Centre appointed by its Director
- Secretary : To be appointed by the Director of I·CARE Centre for Whole-person Development

**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.

**The Chinese University of Hong Kong**  
**Disability Services Coordinating Committee**

The Disability Services Coordinating Committee was established in 1998 to coordinate the provision of services to students with disabilities.

**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 / her representative

Director of University Health Service or his / her representative

Director of Student Affairs or his / her 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 Estates Management Office

A representative of the Library

A representative of the Information Technology Services Centre

A representative of the Graduate School Office

A representative of the Security and Transport Office

A representative of the Campus Development Office

A representative of the Office of Academic Links

Three student representatives invited by the Chairman

**Secretary:** To be appointed by the Director of Student Affairs

THE CHINESE UNIVERSITY OF HONG KONG

**Organising Committee for New Student Orientation**

**Membership**

University Dean of Students (*Chairman*)

Chairperson, Joint Committee on New Student Orientation

Dean of Students, Chung Chi College

Dean of Students, New Asia College

Dean of Students, United College

Dean of Students, Shaw College

Dean of Students, Morningside College

Dean of Students, S.H. Ho College

Dean of Students, Wu Yee Sun College

Dean of Students, Lee Woo Sing College

Dean of Students, C.W. Chu College

Associate Dean (Student Affairs), Faculty of Arts

Associate Dean (Undergraduate Studies), Faculty of Education

Associate Dean (Undergraduate Studies), Faculty of Business Administration

Associate Dean (Student Affairs), Faculty of Engineering

Associate Dean (Student Affairs), Faculty of Medicine

Assistant Dean (Undergraduate Studies), Faculty of Law

Associate Dean (Student Affairs), Faculty of Science

Associate Dean (Student Affairs), Faculty of Social Science

Registrar

Director of Student Affairs

Director of Admissions and Financial Aid

Director of Communications and Public Relations

Director of Estate Management

Director of Information Technology Service Centre

Director of Security and Transport

Director of Academic Links

Senior Assistant Registrar, Graduate School

Chairperson, Committee Against Sexual Harassment

*Secretary* (to be appointed by the Director of Student Affairs)

**Terms of Reference**

The 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 : University Dean of Students

Members : Bursar or his/her representative  
Dean of the Graduate School 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, Pommerenke Student Centre and the Multi-purpose Hall at Jockey Club Postgraduate Halls 2 & 3.
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.

*(December 2019)*

## 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.

*December 2019*