

Undergraduate Examinations Board Terms of Reference

Terms of Reference

- a) To oversee the administration of examinations of programmes offered by the University Proper at undergraduate (UG) and diploma/certificate levels.
- b) With the exception of decisions with policy implications and special cases of graduation, the UEB is delegated by the Senate to consider and approve recommendations of Boards of Examiners on student graduation, upgrading of honours classifications, and discontinuation of studies of the programmes offered by the University Proper at UG and diploma/certificate levels.
- c) With the exception of non-standard graduation cases, the UEB is delegated by the Senate to consider and approve recommendations of the Management Board (MB) of Lingnan Institute of Further Education (LIFE) on the conferment of Associate Degrees, Higher Diplomas, and Diplomas.
- d) To review recommendations of Boards of Examiners or equivalent on student assessment and examination matters of programmes offered by the University Proper at UG and diploma/certificate levels and to make its own recommendations thereon, if necessary, to the Senate.
- e) To recommend to the Senate, changes/refinements to guidelines and measures related to student assessment and examinations of programmes offered by the University Proper at UG and diploma/certificate levels to ensure the smooth conduct of the examinations concerned.
- f) To consider student matters relating to examinations of programmes offered by the University Proper at UG and diploma/certificate levels, excluding discontinuation appeal cases, referred to it by the Registrar.
- g) To refer issues on student assessment relating to quality assurance to the Academic Quality Assurance Committee for Undergraduate Programmes (for UG level) and the Committee on Academic Quality Assurance of Sub-degree Programmes (for diploma/certificate level) for consideration.

Membership

Chairman	:	Associate Vice-President (Academic Affairs and External Relations)
Members	:	Associate Deans (Undergraduate Studies) of the three Faculties Associate Dean of the School of Interdisciplinary Studies One representative from each Faculty #
Co-opted Member ^	:	Director of Lingnan Institute of Further Education
Member and Secretary	:	Registrar or his/her nominee

Representatives designated annually will have full voting power.

^ Only for consideration of recommendations of MB of LIFE on the conferment of Associate Degrees, Higher Diplomas, and Diplomas.

- Notes: 1. For item b), “special cases of graduation” refer to those stipulated under the heading of “Special Cases” in the “Regulations Governing Undergraduate Studies” and a set of regulations governing diploma and certificate programmes to be developed.
2. For item e), an example of the “guidelines related to student assessment and examinations” is the Guidelines for Granting Special Consideration for Discontinuation Cases and an example of the “measures to ensure the smooth conduct of examinations” is the measures against nuisance caused by ringing mobile phones.