

Undergraduate Examinations Board

Terms of reference

- a) To oversee the administration of undergraduate (UG) examinations.
- b) With the exception of decisions with policy implications and non-standard graduation cases, the Undergraduate Examinations Board (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 at UG level.
- c) With the exception of non-standard graduation cases, the UEB is delegated by the Senate to consider and approve recommendations of the Academic Board (AB) of Lingnan Institute of Further Education (LIFE) on the conferment of awards offered by LIFE.
- d) To review recommendations of Boards of Examiners* on UG student assessment and examination matters 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 UG student assessment and examinations to ensure the smooth conduct of UG examinations.
- f) To consider student matters relating to UG examinations, excluding discontinuation appeal cases, referred to it by the Registrar.
- g) To refer issues on UG student assessment relating to quality assurance to the Academic Quality Assurance Committee for Undergraduate and Sub-degree Programmes for consideration.

Membership

Chairman	:	Associate Vice-President (Academic Affairs and External Relations)
Members	:	Deans or their representatives [#] One representative from each Faculty [#]
Co-opted Member [^]	:	Director of Lingnan Institute of Further Education
Member and Secretary	:	Registrar or his/her nominee

* For the programmes/courses offered by the Departments of Chinese, Cultural Studies, English, History, Philosophy, Translation and Visual Studies, all examination matters will be dealt with by the Department Board concerned. For Interdisciplinary Majors and Student-designed Majors, the performance of students (including the Directed Research Projects undertaken by them) is overseen by relevant review committees which report to the Executive Committee in Arts. For courses offered by the CEAL and CLEAC, examination matters will be handled by the Boards of the Centres. For courses directly offered by the CCGEO and the OSL, examination matters will be overseen respectively by the CCGEC and the Service-Learning Programme Committee. For music and performing arts courses offered by the Wong Bing Lai Music and Performing Arts Unit, examination matters will be overseen by the Music and Performing Arts Panel.

Representatives designated annually will have full voting power.

^ Only for consideration of recommendations from AB of LIFE on the conferment of awards offered by LIFE.

- Notes:
1. For item b), “non-standard graduation cases” refer to those stipulated under Section 24 of the Regulations Governing Undergraduate Studies, viz.: “Where a student is unable, through illness or other extenuating circumstances, to complete some or all of the course requirements and/or examinations in the final term, or does not have the likelihood of completing the degree requirements, the Board of Examiners may make an overall judgment based on his/her performance in the course completed and recommend the student for a degree with no classification. The acceptance of such an award by a student will render him/her ineligible to present himself/herself for any subsequent consideration for the same bachelor’s degree.”
 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.