

Committee on Academic Quality Assurance of Sub-degree Programmes

Terms of Reference

- a) To monitor the quality assurance processes of Sub-degree* programmes including approval of new courses, endorsement of new programme/concentration, monitoring of the results of programme reviews, and approval of proposed major modifications to programmes.
- b) To make recommendations to the Senate on policies and regulations regarding Sub-degree programmes and on approval of new Sub-degree programmes or concentrations in Sub-degree programmes.

* Sub-degree refers to Associate Degree, Higher Diploma and other programmes leading to Level 4 or below qualification under the Qualifications Framework offered by the Lingnan Institute of Further Education (LIFE).

(Note: The Academic Board of LIFE oversees the matters relating to teaching, learning and examinations of Associate Degree, Higher Diploma and other programmes.)

Membership

Chairman : Associate Vice-President (Academic Quality Assurance and Internationalisation)

Members : Deans or their representatives

Registrar or his/her nominee

Director of Lingnan Institute of Further Education

One academic staff member from each of the three Faculties ^(Note 1)

Two to three representatives in different disciplines from Associate Degree/Higher Diploma teaching staff

Secretary : A staff member of the Registry

Assistant

Secretary: Assistant Registrar/Assistant Director, LIFE^(Note 2)

(Notes: 1. The faculty representatives shall be familiar with academic quality assurance and sub-degree matters; and shall not concurrently serve on the Academic Board of LIFE in order to avoid redundancy.

2. The Assistant Registrar/Assistant Director of LIFE will eventually take up the Secretaryship.)