

Postgraduate Studies Committee

Terms of Reference:

- a) To formulate academic policies and guidelines on postgraduate programmes as well as those related to financial support for postgraduate students excluding those scholarships managed by the Student Services Centre.
- b) To validate and review taught postgraduate programmes and to assure their academic standards, including overseeing the validation/five-year programme review process, approving annual programme reports, appointing External Academic Advisers and Advisory Boards members, and approving or recommending for Senate's approval proposed major modifications to taught postgraduate programmes. *Note 1*
- c) To decide on, where applicable, the admission, supervision, study progress, examination, graduation and discontinuation of studies of all postgraduate students. *Notes 2 and 3*
- d) To review, consider and endorse proposals related to application fees and tuition fees of taught postgraduate programmes as well as any fee-related policies and guidelines for self-financed taught postgraduate programmes, on recommendations of the Office of Comptroller (CO), and make recommendations to the University Administrative and Planning Committee. *Note 4*
- e) To approve and administer the Postgraduate Studentship Scheme, and any other awards available to research postgraduate students.
- f) To deal with all other matters related to research postgraduate study programmes and all other academic and quality assurance matters pertaining to taught postgraduate programmes.

- Notes:
1. With the authority delegated by the Senate, the Committee may approve changes to the taught postgraduate (TPg) programme curricula, such as re-designation of a required course as an elective, addition of required/elective courses, one-off course substitution, while major changes of more substantial nature require Senate approval.
 2. For TPg students, the Committee may approve cases concerning graduation, special consideration for continuation of studies and discontinuation of studies.
 3. With the authority delegated by the Senate, the Committee may approve individual postgraduate student cases involving deviation from the academic regulations, except for non-standard graduation cases for postgraduate programmes.
 4. With the authority delegated by the UAPC, the Committee may approve CO-endorsed proposals related to fees of TPg programmes under the charge of the Committee as well as individual TPg student cases involving deviation from the fee and refund policy for TPg programmes.

Membership:

Chairman : Vice-President

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

Associate Vice-President (Academic Affairs and External Relations)

Dean of School of Graduate Studies or his/her representative#

Faculty Deans or their representatives#

Director of Teaching and Learning

Registrar

Chairperson or an elected member of Research and Postgraduate Studies Committee (RPSC) from each of the three Faculties^

Chairman of the Executive Committee, Research Postgraduate Students' Circle*

A taught postgraduate student* (on a rotational basis for each academic year as co-ordinated by the School of Graduate Studies among all taught postgraduate programmes)

Observer : A research postgraduate student* (on a rotational basis for each meeting as co-ordinated by the

Executive Committee, Research Postgraduate Students' Circle)

Secretary : Assistant Registrar or above of the School of Graduate Studies

- # Although Deans may send representatives to serve on the PSC if deemed necessary, Deans are expected to serve on the PSC normally to give their inputs. If a representative is sent to serve on the Committee, he/she should keep the Dean abreast of PSC discussion and decisions.
- ^ To be decided by each RPSC whether it is the Chairperson or the elected member to sit on the Postgraduate Studies Committee (PSC). If the Chairperson sits on the PSC, the other designated RPSC member will sit on the Research Committee, or *vice versa*.
- * for matters related to policy/regulations/issues of postgraduate studies only

Note : Relevant staff member(s) may be invited to attend the Committee meetings as observers for items related to taught postgraduate programmes if necessary.

2 November 2020