

## Academic Quality Assurance Committee for Undergraduate Programmes

### *Terms of reference*

- a) To develop, monitor and review policies, standards, mechanisms, regulations and procedures related to academic quality assurance and enhancement at the undergraduate level, such as the scheme on External Academic Advisers and the appointment of Advisory Boards Chairmen/members.
- b) To oversee, monitor, review and enhance undergraduate programmes and components therein, such as the Core Curriculum, language enhancement and service-learning courses for undergraduate students, including overseeing the validation/five-year programme review process, approving the validation/five-year programme review documents, approving annual programme reports, and approving or recommending for Senate's approval proposed major modifications to undergraduate programmes<sup>Note</sup>.
- c) To advise and make recommendations to the Senate on matters related to academic quality assurance and enhancement at the undergraduate level, including those on teaching and learning with policy implications, such as those which have impact on teaching and learning and/or involve mandatory requirement on staff and/or students.

Note: With authority delegated by the Senate, the Committee may approve certain major programme changes, while other major changes of more substantial nature require Senate approval.

### *Membership*

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

Members : Associate Vice-President (Academic Affairs and External Relations)

Deans

Registrar

Director of Core Curriculum and General Education

Director of Teaching and Learning

Associate Deans (Undergraduate Studies)

One member elected by academic staff from each of the three Faculties<sup>@</sup>

President or his/her representative and Academic Secretary of the Students' Union or an undergraduate student nominated by the Students' Union<sup>#</sup>

Co-opted : Head of Centre for English and Additional Languages<sup>~</sup>

Member

Secretary : Registrar or his/her nominee

<sup>@</sup> To reduce duplication of membership with that of the Sub-Committee on Teaching and Learning, these should not be those Faculty Pioneers who serve on the Sub-Committee.

<sup>#</sup> The student members shall be excused from sensitive/strictly confidential/personal matters.

<sup>~</sup> Co-opted to provide input for issues related to English language competency and enhancement

**Sub-Committee on Teaching and Learning  
(under the Academic Quality Assurance Committee  
for Undergraduate Programmes)**

***Terms of reference***

- a) To make recommendations to the Academic Quality Assurance Committee for Undergraduate Programmes on formulating and reviewing policies, regulations and guidelines related to the quality assurance and enhancement of teaching, learning and assessment;
- b) To oversee institutional evaluations/surveys on students' experience of teaching and learning, including reviewing the instruments of and findings from these evaluations/surveys, and making recommendations to the Academic Quality Assurance Committee for Undergraduate Programmes on changes to the surveys as and when appropriate;
- c) To make decisions on the following: i) funding projects related to teaching and learning enhancement (e.g. Teaching Development Grant), ii) details of schemes for recognition of exemplary teaching (e.g. Teaching Excellence Award Scheme), and iii) details of initiatives for enhancing teaching and learning quality;
- d) To review reports from the Teaching and Learning Centre on the enhancement of teaching and learning;
- e) To facilitate the development and dissemination of good practices related to teaching and learning quality assurance and enhancement;
- f) To ensure that an outcome-based approach to teaching and learning, and especially criterion-referenced assessment, is systematically embedded at all levels of the University; and
- g) To report to the Academic Quality Assurance Committee for Undergraduate Programmes on its decisions and work.

***Membership***

- Chairman : Associate Vice-President (Academic Quality Assurance and Internationalisation)
- Members : Associate Vice-President (Academic Affairs and External Relations) or his/her representative  
Associate Vice-President (Student Affairs)  
Director of Core Curriculum and General Education, or his/her representative  
Director of Teaching and Learning  
Associate Dean (Undergraduate Studies), Faculty of Arts, or his/her representative  
Associate Director of Undergraduate Business Programmes, Faculty of Business  
Associate Programme Director, BSocSc Programme, Faculty of Social Sciences  
Faculty Pioneers, one from each Faculty as nominated by the Dean concerned  
President of the Students' Union or his/her representative  
Other member(s) may be co-opted as necessary
- Secretary : A staff member of the Registry