

Programme Management Committees

The establishment and arrangements for Programme Management Committees (PMCs) rest with respective Faculty/School/Academy of Visual Arts (AVA). The following Membership Composition (MC) and Terms of Reference (ToR) provide guidance for Faculty/School/AVA and Departments/Programmes to ensure consistency in the formation and function of the PMCs.

Membership Composition

Chairman: Programme Director

Members: Dean(s) of respective Faculties/Schools/Director of AVA

Full-time academic/teaching staff involved in the programme (on a representative basis for multidisciplinary programmes, but it is expected the number will be limited to 10-15 members)

Student members (either on the basis of one from each Major/Concentration or one from each year of study of a programme)

2 to 3 co-opted members (up to 5 for multidisciplinary programmes)

Note 1: Any special request for exception to the above membership should be approved by the Faculty/School/AVA Board.

Terms of Reference

- (a) To develop the programme plan.
- (b) To review and revise the programme plan.
- (c) To prepare requests for submission to the Faculty/School Dean(s)/AVA Director for resources required to implement the programme plan.
- (d) To monitor the progress of teaching and learning activities to see that it is in keeping with the programme plan.
- (e) To collect students' comments on the programme plan from time to time for continuous review and enhancement of the programme.
- (f) To make recommendations to the appropriate Faculty/School/AVA Board(s) on matters related to the programme plan.

Note 2: Addition of other terms of reference specific to a particular programme should be endorsed by the Faculty/School/AVA Board.

Any changes made to the MC or ToR of the PMC should be duly endorsed by the respective Faculty/School/AVA and reflected in the Programme Documents submitted to the Academic Registry/Graduate School annually for monitoring purposes.

It would be at the discretion of the Head of Department or Programme Director to convene a formal Examination Board for each programme or for the PMC to endorse examination papers and students' results. In this regard, the Head of Department or Programme Director should ensure that responsibility for the monitoring of examination scripts and decision on students' results/awards are clearly allocated and articulated to all staff and students, rather than relying on ad hoc practices. Consistent with this, procedures should be in place to receive appeals from students in relation to academic progress and decisions related to students' graduation, dismissal or repeat of study, which should be in line with the University regulations stated in the [Calendar/Bulletin](#).