

QUALITY ASSURANCE SUB-COMMITTEE ON SUB-DEGREE PROGRAMMES (QF LEVELS 1-3)

Terms of Reference

- (a) To coordinate the Quality Assurance (QA) processes (accreditation of new programmes, revision to existing programmes, annual reports of Sub-degree Providing Units (SDPUs), etc.) of Self-financed Sub-degree (SFSD) programmes at QF Levels 1 to 3, and to insure compliance with the policies, guidelines and protocols stipulated by the Quality Assurance Committee (QAC);
- (b) To make submissions to the QAC on:
 - (i) New programme accreditation
 - (ii) Revision to existing programmes for validation/re-validation of programmes on the Qualifications Register (QR)
 - (iii) Annual reports for programmes at QF Levels 1 to 3
 - (iv) Determining the level and standard of programmes for placement on the Qualifications Framework (QF)
 - (v) Any other matters as requested from time to time by the Senate/QAC; and
- (c) To monitor the progress of follow-up actions of SDPUs pursuant to recommendations of academic consultants and/or external advisors.

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Membership Composition

Chairperson

A senior academic Prof Lau, Patrick W C

Members

Chairperson of Quality Assurance Committee *ex officio* Dr Chau, Albert W L

1 member* representing the School of Continuing Education Dr Sun, Wendy M Y

1 member* representing the College of International Education Dr Tsen, Wai Sing

1 member* representing the Academy of Film Dr Jiang, Wei

1 member* representing the Division of Continuing and Professional Education, School of Chinese Medicine Dr O, Lan

* Experienced academic/teaching staff who also serve as the Programme Director/Department Head

1 member representing the Centre for Holistic Teaching and Learning Dr NG, Tzi San Angela

2 members of Quality Assurance Committee (elected by Quality Assurance Committee or appointed by the Chairperson) Prof CHAN, Benedict S. B.
Dr Lee, Amelia N Y

1 student representative Miss Lam, Pik To

Secretary

Staff from the Academic Registry/Administrative Support Unit, School of Continuing Education Ms Woo, Grace Y Y