

QUALITY ASSURANCE COMMITTEE

Terms of Reference

- (1) To work closely with Faculties/Schools, the Graduate School and Departments**/Programmes to ensure ownership and smooth implementation of quality assurance processes throughout the University.
- (2) To monitor the University's preparation for the periodic quality audits conducted by the Quality Assurance Council of the University Grants Committee (UGC-QAC) and coordinate with Faculties/Graduate School/Committees/Units to ensure that follow-up actions are undertaken in response to the audit report.
- (3) For taught programmes:
 - (a) To develop and review guidelines for (i) designing and introducing new programmes; (ii) external review of programmes; (iii) revising major areas of existing programmes; and (iv) any other issues affecting the curriculum.
 - (b) To develop, implement, and maintain policies and procedures to ensure that international standards are applied to the review of all programmes.
 - (c) To keep under review the different aspects/parameters concerning academic quality assurance (e.g. course evaluation results) and make recommendations to the Senate, its committees and other academic units, as appropriate.
 - (d) To monitor student academic integrity and submit reports to the Senate.
 - (e) To consider proposals for major programme revisions submitted by Faculties/Schools (via relevant standing committees as appropriate) and make recommendations to the Senate.
 - (f) To consider the submissions from Faculties/Schools pertaining to the introduction of new programmes and major revisions/revamp of existing ones, and to advise on the arrangements for programme accreditation for recommendation to the Senate.
 - (g) To monitor the planned student intake quotas and consider proposals for fine adjustment (up to 10%) of the quotas for self-financed undergraduate, associate degree and higher diploma programmes of the University, as well as programmes offered at the Beijing Normal-Hong Kong Baptist University (BNBU).
 - (h) To deliberate on the submissions from the Faculty/School Boards regarding the progress of follow-up actions pursuant to the Academic Consultation Panel (ACP) Visits and the Departmental Academic Advisor (DAA) reports for recommendation to the Senate.
 - (i) To receive and deliberate on the submissions for Faculties/Schools' annual QA reports, and to make comments and recommendations, as appropriate, in the annual summary report submitted to the Senate at the end of the academic year.
 - (j) To report to the Senate on academic standards including all aspects of academic quality monitoring.

- (4) For research postgraduate programmes:
 - (a) To consider reports from the Research Committee and the Research Postgraduate Studies Committee to monitor and ensure smooth implementation and compliance of quality assurance guidelines and processes.
- (5) To conduct quality review and monitoring of the BNBU in the following areas:
 - (a) To consider the submissions concerning the following aspects: (i) Major programme revisions; (ii) New programme accreditation; (iii) ACP/DAA reviews; and (iv) Faculties/Schools' annual QA reports.
 - (b) To conduct periodic Institutional Review (IR) for the BNBU to ascertain the overall academic standard and teaching and learning quality of the degree programmes delivered at the College, and to receive and deliberate on the submissions from BNBU regarding the progress of follow-up actions pursuant to the IR reports for recommendation to the Senate.

** Departments include Academies and Departments

QUALITY ASSURANCE COMMITTEE

Membership Composition

Chairperson

Vice-President (Teaching and Learning) Dr Chau, Albert W L

Members

Academic Registrar Ms Ching, Sally

Director of Centre for Holistic Teaching and Learning Dr Kwong, Theresa F N

Chairperson of General Education Committee *ex officio* Prof Cheng, Yuk Shing

Chairperson of Undergraduate Regulations Committee *ex officio* Prof CHAN, Benedict S. B.

Chairperson of Taught Postgraduate Studies Committee *ex officio* Prof Cheung, Yiu Ming

Chairperson of Quality Assurance Sub-committee on Sub-degree Programmes (QF Level 4) *ex officio* Prof Ko, Joshua

Chairperson of Quality Assurance Sub-committee on Sub-degree Programmes (QF Levels 1-3) *ex officio* Prof Lau, Patrick W C

Dean or the designated Associate Dean from each Faculty/School Prof CHAN, Benedict S. B.
Mr Man, Ryan K L
Prof Zhang, Hongjie
Prof Chan, Kara K W
Prof Qin, Lai-yin
Prof Wong, Chris K C
Dr Lee, Amelia N Y

1 representative from BNBU Dr Chan, Vivien W W

1 undergraduate student member of the Senate who is elected by students of a Faculty/School Miss Lo, Ching Yin

1 taught postgraduate student member of the Senate (one seat vacant)

1 undergraduate student member of the Senate who is elected by all undergraduate students (one seat vacant)

Vice-President (Research and Development) (only for items related to research postgraduate programmes) Prof Lyu, Aiping

Chairperson of Research Postgraduate Studies Committee (only for items related to research postgraduate programmes) Prof Cheung, King-Ho

Secretary

A staff member from the Academic Registry
appointed by the Chairperson

Ms Tung, Cindy