

QUALITY ASSURANCE SUB-COMMITTEE ON SUB-DEGREE PROGRAMMES (QF LEVEL 4)

Terms of Reference

- (a) To make recommendations to the Senate via the Quality Assurance Committee (QAC) on:
 - (i) the review and development of guidelines for the quality assurance of sub-degree programmes at Qualifications Framework (QF) Level 4;
 - (ii) the documentation submitted for new QF Level 4 programme accreditation* or programme revisions** to the existing QF Level 4 sub-degree programmes;
 - (iii) the written response and action plan from Sub-degree Providing Units (SDPUs) in follow-up to the Academic Consultation Panel Visits and the Departmental Academic Advisors' reports; and
 - (iv) the policies for admission of QF Level 4 sub-degree students.
- (b) To coordinate with the SDPUs on assuring the level and standard of QF Level 4 sub-degree programmes for placement on the Qualifications Register (QR) with a view to ensuring consistency within the University and to examine and endorse the submission of SDPUs on programme revisions for validation/re-validation of QF Level 4 programmes on the QR.
- (c) To monitor the progress of the follow-up actions relevant to QF Level 4 programmes undertaken by SDPUs in response to the recommendations of the authorised external Quality Assurance (QA) body, including the preparation of the institutional submissions required.
- (d) To deliberate on the submissions of Annual Reports of QF Level 4 programmes from SDPUs and to provide a summary report of its business and resolutions (in particular, its recommendations on the major development and strategic plans of SDPUs) to the QAC (and the Senate) on a regular basis and consult the latter regarding issues with policy implications.

Notes:

- * Programme proposals for new QF Level 4 programmes to be scrutinized by the Sub-committee prior to external accreditation.
- ** Only applicable to revisions pertaining to programme admissions requirements for non-Associate Degree/Higher Diploma programmes.

QUALITY ASSURANCE SUB-COMMITTEE ON SUB-DEGREE PROGRAMMES (QF LEVEL 4)

Membership Composition

Chairperson

A senior academic

Prof Ko, Joshua

Members

Chairperson of Quality Assurance Committee
ex officio

Dr Chau, Albert W L

Academic Registrar

Ms Ching, Sally

5 members (experienced academic/teaching staff, preferably with experience serving as Programme Director/Department Head) representing the Sub-degree Providing Units (SDPUs)

Dr Law, Po Kwan
Dr Fang, Jianfeng
Dr Sun, Wendy M Y
Miss Wong, Daisy K M
Dr Cheng, Benjamin K L

2 members of Quality Assurance Committee (elected by Quality Assurance Committee or appointed by the Chairperson)

Dr Kwong, Theresa F N
Dr Lee, Amelia N Y

Up to 2 academic/academic-related staff (elected by Quality Assurance Committee or appointed by the Chairperson)

Ms Tsui, Joanne W S
Ms Woo, Grace Y Y

2 student representatives (normally one Full-time student and one Part-time student preferably from separate SDPUs)

Mr Wong, Chun Fai
Miss Wong, Kit Yee Koneko

Secretary

Secretary of Quality Assurance Committee

Ms Tung, Cindy