

Advisory Committee

An advisory committee may be established for each Faculty/School, Department/Academy, and Programme as appropriate. An advisory committee shall consist of external members from the community and hence act as an interface between the community and the academic unit concerned. The membership composition and terms of reference are set out as follows:

i. Membership Composition

- (1) Each advisory committee shall normally consist of 7 to 15 members, and shall have the following composition:

Chairman:	A member from the community
Convener:	The appropriate Programme Director, Head/Director of Department/Academy or Faculty/School Dean
Members:	Members from the University academic staff, whose number shall not exceed one-third of the total committee membership; Members from the community – commercial, government and professional sectors.

Note: The role of internal members in the Committee is to serve as resource persons and to receive advice from external members. The advice received will then be reported back to the Faculty/School, Department/Academy and Programme.

- (2) The Chairman of each advisory committee shall be formally appointed by the President and Vice-Chancellor. Other members shall be jointly nominated by the Chairman, Head/Director of Department/Academy or Faculty/School Dean and appointed by the President and Vice-Chancellor. The terms of all members (excluding the Chairman) shall be either one year or two years, on the recommendation of the Faculty/School, Department/Academy and Programme concerned. The Chairman shall be appointed for a two-year term. Members may be eligible for reappointment. A normal renewal would be permitted for the second term. Only under specific circumstances of need could a further extension beyond the second appointment be made for selected members.
- (3) External members should, as much as possible, be recruited from the employment sector; academics from other institutions should therefore be in the minority.
- (4) The servicing arrangements for each advisory committee shall be the responsibility of the relevant Faculty/School, Department/Academy, or Programme.

ii. Terms of Reference

- (1) Each advisory committee shall act as an interface between industry/commerce/government and the community at large and the Faculty/School, Department/Academy and Programme concerned.
- (2) Each advisory committee shall meet at least once a year. To assist planning and reviewing the following aspects of the relevant Faculty/School, Department/Academy and Programme in relation to community needs and future developments, advisory committees shall have regard to:
- the objectives, structure, and the content of the programme offered by the Faculty/School, or Department/Academy;
 - the research and consultancy activities associated with the Faculty/School, Department/Academy and Programme;
 - market demand and placement of graduates;
 - the resources in support of the Faculty/School, Department/Academy and Programme; and
 - other aspects of concern as requested by the President and Vice-Chancellor.
- (3) Each advisory committee shall send minutes of its meetings to the President and Vice-Chancellor.