

## **LEARNING AND TEACHING QUALITY COMMITTEE**

### **Task Force on Preparation for Quality Audit of Sub-degree Operation**

#### **Terms of Reference**

The Task Force shall report to the Learning and Teaching Quality Committee and be responsible:

1. To plan and oversee the preparation for the quality audit for sub-degree operation with reference to the Audit Manual;
2. To liaise with relevant faculties, departments and units, as appropriate, in regard to self-evaluation with reference to the methodology stipulated in the QAC's Audit Manual;
3. To liaise with relevant faculties, departments and units, as appropriate, for policy development in relevant dimensions as necessary;
4. To coordinate the preparation of the Submission Document for the quality audit;
5. To set up any sub-groups or working groups as necessary; and
6. To co-opt any additional members as necessary.

7 December 2016