香港教育大學
The Education University of Hong Kong

THE ACADEMIC BOARD

The Academic Board is the chief academic forum of the University, with the President as the Chairperson. The Board comprises members from the Faculties, academic departments, and academic-support units as well as student members. The main function of the Academic Board is to formulate academic policies and oversee all academic matters of the University. To realise this function, an infrastructure of boards and committees is set up to deal with different academic decisions within the University.

THE TERMS OF REFERENCE

Subject to the provisions of The Education University of Hong Kong Ordinance, and to the availability of funds provided by the Council, the Academic Board shall have the following powers and duties:

1. to direct, plan, co-ordinate, develop, oversee, regulate and promote all teaching, programmes of study, research and other academic work in the University, and to formulate policies accordingly;

2. to advise the Council on matters which are relevant to the academic and educational work of the University

3. to formulate and review procedures for monitoring the academic standards of the programmes;

4. to receive reports from, and to give guidance and directions to its Committees and other academic units/structures of the University;

5. to make recommendations to the Council on any major changes to the academic structure of the University;

6. to make regulations for the admission and registration of students;

7. to make regulations for examinations and assessments;

8. to approve the conferment of award of certificates, diplomas and degrees, except degrees of *honoris causa*;

9. to regulate the university, conditions and mode of scholarships, bursaries, prizes and other similar awards;

10. to make regulations for the welfare and discipline of students;

11. to terminate students on academic or disciplinary grounds;

12. to deprive, for reasons which the Academic Board shall deem to be good cause, persons of any academic awards conferred by the University, and/or to revoke any certification granted;

13. to co-opt such additional members to serve on the Academic Board as may be required;

14. to develop its rules and procedures for the conduct of its functions;

15. to advise the Council on matters referred to it;

16. to exercise such other powers and perform other duties as the Council may authorise or require; and

17. to report to the Council on a regular basis.

MEMBERS OF THE ACADEMIC BOARD

(a) President
Professor John LEE Chi-Kin

(b) Vice President (Academic)
Professor May CHENG May-hung

(c) Vice President (Administration)
Dr Tom FONG Wing-ho

(d) Vice President (Research and Development)
Professor Chetwyn CHAN Che-hin
Associate Vice President (Mainland Engagement and Development)
Ms Helen GAI Hui-xia
Associate Vice President (Quality Assurance)
Professor Susanna YEUNG Siu-sze
Associate Vice President (Knowledge Transfer and Sustainability)
Professor Ken YUNG Kin-lam

(e) Deans of Faculties / Dean of Graduate School

Professor Kevin CHAN Ka-shing (Acting)	Faculty of Education and Human Development
Professor Pamela LEUNG Pui-wan (Acting)	Faculty of Humanities
Professor Ferrante NERI	Faculty of Liberal Arts and Social Sciences
Professor CHEN Junjun	Graduate School

(f) Heads of Academic Departments

Professor Timothy CHAN Wai-keung	Department of Chinese Language Studies
Dr Koji MATSUNOBU (Acting)	Department of Cultural and Creative Arts
Professor YAN Zi	Department of Curriculum and Instruction
Professor Eva LAU Yi-hung (Acting)	Department of Early Childhood Education
Professor Zachary M WALKER	Department of Education Policy and Leadership
Professor Hans LADEGAARD	Department of English Language

	Education
Professor Amy HA Sau-ching	Department of Health and Physical Education
Professor Glenn STOCKWELL (Acting)	Department of Linguistics and Modern Language Studies
Dr Bidisha BANERJEE (Acting)	Department of Literature and Cultural Studies
Dr Alpha LING Man-ho (Acting)	Department of Mathematics and Information Technology
Dr Liman LI Man-wai (Acting)	Department of Psychology
Dr DENG Wenjing (Acting)	Department of Science and Environmental Studies
Professor Naubahar SHARIF	Department of Social Sciences and Policy Studies
Professor Jennifer L JOLLY	Department of Special Education and Counselling

(g) All Chair Professors who are not otherwise members

Professor CHIU Ming-ming
Professor Stephen CHIU Wing-kai
Professor CHOU Kee-lee
Professor Daniel CHOW Hung-kay
Professor Kevin CHUNG Kien-hoa
Professor Philip LI Hui
Professor LIM Cher-ping
Professor Angel LIN Mei-yi
Professor WANG Minjuan
Professor XU Guandong

(h) Research Chair Professors

Professor KONG Siu-cheung
Professor LI Wai-keung
Professor LOOI Chee-kit

(i) Librarian

Dr Sidney CHENG Po-ying

(j) Registrar
Professor Eric TSANG Po-keung

(k) Dean of Students
Professor Bill YEUNG Chi-ho

(l) Director of Student Affairs
Vacant

(m) Two staff members elected by and from among the full-time academic/teaching staff in each Faculty

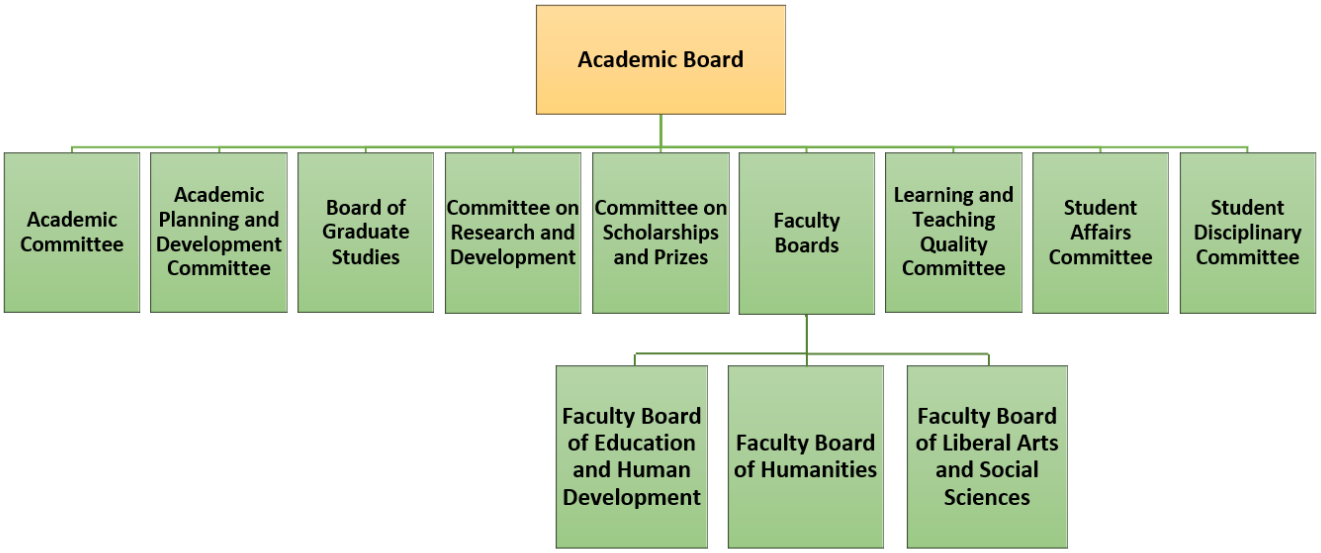
Dr Ivan POON Kai-tak	Faculty of Education and Human Development
Dr WANG Hui	Faculty of Education and Human Development
Dr CHAU Man-lut	Faculty of Humanities
Dr WANG Cong	Faculty of Humanities
Dr Anita CHAN Kit-wa	Faculty of Liberal Arts and Social Sciences
Dr CHAN Man-ho	Faculty of Liberal Arts and Social Sciences

(n) Four student Academic Board members, one full-time student from each Faculty and the Higher Degree Programmes

Ms MA Linrui	Faculty of Education and Human Development
Ms WONG Yuet-kiu	Faculty of Humanities
Ms Mercy CHAN Ka-hei	Faculty of Liberal Arts and Social Sciences
Ms CONTRERAS Eunice Tan	Graduate School (Higher Degree Programmes)

(as of 5 Sep)

Committee Structure of the Academic Board



ACADEMIC COMMITTEE

Terms of Reference

1. To be responsible for and to make recommendations to the Academic Board on matters, as deemed appropriate, pertaining to the planning, development, implementation and monitoring of programmes, academic collaboration, teaching and learning activities and applications for ethical review of the academies.

2. To report and/or make recommendations, as appropriate, on planning approval/approval of the new award-bearing programmes (for undergraduate, professional development and sub-degree programmes) and new courses offered by the academies to the Academic Planning and Development Committee.

3. To make recommendations to the Board of Graduate Studies on the introduction of new award-bearing programmes (for postgraduate diploma (excluding Postgraduate Diploma in Education (PGDEs) and higher degrees programmes) by the academies for planning approval.

4. To be responsible for the development, maintenance and monitoring of the

academic/professional standards of the academies through

(i) consideration of the programme documents and reports from Programme Development Committee(s)/working group(s) and review panels for new programmes and to make recommendations to the Academic Board for implementation approval;

(ii) approval of major programme-related changes except for changes to programme/award title, level of award, programme duration and mode of study which require the approval of the Academic Board;

(iii) endorsement of annual programme reports; and

(iv) consideration of follow-up actions in response to feedback data of programmes under the academies.

5. To provide a forum to facilitate and stimulate exchanges between the academies and their affiliated centres/institutes, as well as initiatives and collaboration within and between the academies, their affiliated centres/institutes and other units/departments in the University.

6. To oversee assessments and progression of students through the establishment of Boards of Examiners for postgraduate (except for research postgraduate programmes, Doctor of Education and Master of Education programmes), undergraduate, professional development and sub-degree programmes under the academies.

7. To endorse and recommend the lists of graduates for the award of postgraduate (except for research postgraduate programmes, Doctor of Education and Master of Education programmes), undergraduate, professional development and sub-degree programmes under the academies to the Academic Board for approval.

8. To approve the appointment of External Examiners and other scholarly/honorary appointments, and report to the Academic Board the approved appointments for information for postgraduate (except for research postgraduate programmes, Doctor of Education and Master of Education programmes), undergraduate and sub-degree programmes under the academies.

9. To review and advise on the development, implementation and evaluation of courses offered by units/centres* other than Faculties, General Education Office, Student Affairs Office, Centre for Entrepreneurship and Innovation Education, etc. and make recommendations to the Common Core Curricula Committee and other committees/parties as appropriate.

10. To set up other sub-committees, task forces and working groups as appropriate#.

11. To co-opt additional members including external members, as appropriate.

** These courses include but are not limited to a) courses not affiliated to any programmes; b) courses offered under the curriculum emphasis including i) Entrepreneurship and Innovation; ii) Digitial Competency; and iii) Legal Knowledge and National and National Security Education. Please refer to the Flowchart of Development, Implementation, and Evaluation of General Education Courses.*

 # Remarks:

i. Only one Academic Committee will be set up to oversee academic matters under all academies.

ii. The Academic Committee will set up sub-groups for (1) monitoring and reporting of programmes at HKQF Level 3 and below, and non-award bearing programmes/courses, and (2) reviewing and advising on matters related to courses offered by units/centres other than Faculties, General Education Office, Student Affairs Office, Centre for Entrepreneurship and Innovation Education and etc.

Composition

Chairperson

A senior academic staff member appointed by the President

Members

Executive Directors / Executive Co-Directors of the Academies

Associate Vice President (Quality Assurance) and other relevant Associate Vice President(s)

Registrar

Chairperson of the Academy Research and Knowledge Transfer Committee

Two Executive Directors of institutes/centres under the academies appointed by the Directors of the Academies

One Associate Dean from each of the three faculties serving the Learning and Teaching Quality Committee OR the Common Core Curricula Committee

Co-opted Member(s)

Other centre heads or subject experts on a need basis e.g. Executive Co-Director of LTTC

Secretary

Staff from the academies

ACADEMIC PLANNING AND DEVELOPMENT COMMITTEE

Terms of Reference

1. To advise the Academic Board on the formulation of academic development directions, strategies and policies including all matters related to the University's overall academic planning such as the formulation of annual plans, triennial plans and long term academic development plans.

2. To undertake planning and preparation for submission of the triennial Planning Exercise Proposals to the University Grants Committee

3. To monitor student numbers against approved quotas and to consider requests for transfer of student numbers across programmes

4. To plan, oversee and give directives on the development of the new curriculum and curriculum-related initiatives.

5. To consider and give planning approval of new programme proposals from Faculty Boards and the Academic Committee for PGDE, undergraduate, professional development, and sub-degree programmes; and consider/approve programme-related proposals such as new Majors/Minor in line with the QA/planning mechanisms.

6. To oversee departmental review and benchmarking and all responses and follow-up actions by responsible parties; and consider/ endorse the departmental review and benchmarking reports and action plans.

7. To formulate and recommend to the Academic Board the overall directions, strategies and policies for building a mutually beneficial partnership between the University and schools at pre-primary, primary and secondary levels, and the

community on matters which are relevant to the academic and educational work of the University.

8. To set up sub-committees as appropriate.

9. To co-opt additional member(s) as appropriate.

Composition

Chairperson
Vice President (Academic) or nominee
Members
Vice President (Administration) or nominee
Vice President (Research and Development)
All Faculty Deans
Registrar
Co-opted Members
Associate Professor from FEHD
Associate Dean (Quality Assurance and Enhancement) from FHM
Associate Dean (International Engagement) from FLASS
Dean of Students
Director of Finance
Secretary
Staff from Registry

BOARD OF GRADUATE STUDIES

Terms of Reference

1. To advise the Academic Board on the formulation of policies on academic quality assurance and quality enhancement for higher degree programmes (excluding Postgraduate Diplomas in Education (PGDEs)).

2. To formulate and review policies, guidelines and regulations of higher degree programmes (excluding PGDEs).

3. To oversee and monitor the implementation of the University's quality assurance and quality enhancement frameworks and the associated guidelines, regulation and procedures on admissions and matters relating to academic regulations for higher degree programmes (excluding PGDEs).

4. To formulate strategic plan on higher degree programmes (excluding PGDEs) with concrete focus and directions as well as action plans on programme development, academic standards, quality assurance and enhancement, internationalisation, international benchmarking, learning and teaching, etc.

5. To advise and give planning approval of higher degree programmes (excluding PGDEs) as proposed by the Faculty Boards and the Academic Committee.

6. To endorse the annual offering plans on all self-financed higher degree programmes (excluding PGDEs) and monitor their sustainability.

7. To advise on the offering and development of new programmes and monitor the sunsetting of existing programmes at postgraduate level.

8. To ensure the academic standard of Research Postgraduate (RPg), Doctor of Education (EdD), Master of Education (MEd), and taught postgraduate programmes (excluding PGDEs).

9. To review and endorse annual programme reports of MEd, EdD and RPg programmes and give views on the annual programme reports (and other related reports if necessary) on higher degree programmes (excluding PGDEs), especially on market demand and sustainability of the programmes.

10. To approve the nomination of thesis supervisors for RPg programmes at the time of admission and cases other than the change of supervisors or nomination of additional supervisors meeting the appointment criteria as stated in the "General Academic Regulations for research components of the RPg and professional doctorate programmes".

11. To determine the allocation of RPg places and monitor the quality assurance of RPg programmes.

12. To oversee assessments and progression of students of MEd, EdD and RPg programmes through the establishment of Board of Examiners, and to endorse and recommend the lists of graduates for the award of these programmes to the Academic Board (AB) for approval.

13. To approve major programme-related changes for MEd, EdD and RPg programmes except for changes to programme/award title, level of award, programme duration and mode of study which require the approval of the AB.

14. To approve the appointment of External Reviewers of MEd, EdD and RPg programmes and report to the AB the approved appointments.

15. To consider special cases on admissions, programme registration, assessment regulations and qualification recognition referred to it by the Faculties/ Programme Committees as appropriate.

16. To advise on any other major issues related to the programmes, including admission, intake quotas, nominations of candidates for studentships, studentships and prizes, tuition fees, etc.

17. To set up sub-committees as appropriate.

Composition

Chairperson
Vice President (Research and Development) or nominee
Members
Vice President (Academic)
Dean of Graduate School
Associate Dean/Assistant Dean of Graduate School nominated by the Dean of Graduate School
All Faculty Associate Deans (Research and Postgraduate Studies)
Assistant Vice President (Research)
Registrar
Two academic staff appointed by the President
Director of Finance
One student member nominated by the Graduate School

Secretary

Staff from the Graduate School

COMMITTEE ON RESEARCH AND DEVELOPMENT

Terms of Reference

1. To formulate and review policies and strategies to support the University to become a leader in research and knowledge transfer in education, humanities and social sciences under the Education-plus vision.

2. To oversee the implementation of these policies and strategies across the University.

3. To monitor the progress and performance of the research and/or development centres at the university and faculty levels.

4. To develop a research culture supportive of both early career and experienced researchers in focusing research on strategic priorities of the University.

5. To initiate policies and practices to enhance the University's performance in securing competitive research and/or development grants and producing high quality research output (particularly related to the Research Assessment Exercise) in areas relevant to strategic priorities.

6. To set up sub-committees as appropriate.

Composition

Chairperson

Vice President (Research and Development) or nominee

Members

Assistant Vice President (Research)

Assistant Vice President (Interdisciplinary Studies and Partnership)

Associate Vice President (Knowledge Transfer and Sustainability)

Director of Knowledge Transfer

Dean of Graduate School or nominee

All Faculty Deans or nominees

One Director of University-level Research Centres appointed by the President

Three AB Members appointed by the President, two of whom are Chair Professors or Research Chair Professors

Secretary

Director of Research and Development

COMMITTEE ON SCHOLARSHIPS AND PRIZES

Terms of Reference

1. To formulate and review policies relating to scholarships/awards/prizes for students involving academic result as a selection criterion.

2. To establish procedures and methods for setting up proposals and selection of recipients for scholarships/awards/prizes.

3. For external scholarships/awards/prizes, to establish and delegate to the selection committees for making nominations if necessary, and to endorse the nominations.

4. For internal scholarships/awards/prizes, to comment on the proposal and maintain a record of the recipients.

5. To set up sub-committees as appropriate.

Composition

Chairperson

Senior academic staff appointed by the President

Members

All Faculty Deans or nominees

Dean of Graduate School or nominee

Registrar or nominee

Dean of Students or nominee

Director of Global Affairs or nominee

Director of Alumni Affairs and Development or nominee

Secretary

Staff from Student Affairs Office

FACULTY BOARDS

Terms of Reference

1. To be responsible for and to make recommendations to the Academic Board on matters, as deemed appropriate, pertaining to the strategic planning, development, implementation and monitoring of the academic, teaching and learning and research work of the Faculty.

2. To make recommendations to Academic Planning and Development Committee on the introduction of new programmes (for PGDEs, undergraduate, professional development and sub-degree programmes) for planning approval.

3. To make recommendations to Board of Graduate Studies on the introduction of new programmes (for postgraduate diploma (excluding PGDEs) and higher degrees programmes) for planning approval.

4. To be responsible for the development, maintenance and monitoring of the academic/professional standards of the Faculty through

   (i) consideration of the programme documents and reports from Programme Development Committee(s)/working group(s) and review panels for new programmes and to make recommendations to the Academic Board for implementation approval;

   (ii) approval of major programme-related changes except for changes to programme/ award title, level of award, programme duration and mode of study which require the approval of the Academic Board; and

   (iii) approval of annual programme reports.

5. To provide a forum to facilitate and stimulate departmental exchanges and initiatives and collaboration both within and between Faculties.

6. To oversee assessments and progression of students through the establishment of Boards of Examiners for postgraduate (except for research postgraduate programmes, Doctor of Education and Master of Education programmes), undergraduate, professional development and sub-degree programmes.

7. To endorse and recommend the lists of graduates for the award of postgraduate (except for research postgraduate programmes, Doctor of Education and Master of Education programmes), undergraduate, professional development and sub-degree programmes to the Academic Board for approval.

8. To approve the appointment of External Examiners and other scholarly/honorary appointments, and report to the Academic Board the approved appointments for information for postgraduate (except for research postgraduate programmes, Doctor of Education and Master of Education programmes), undergraduate, professional development and sub-degree programmes.

9. To set up sub-committees, task forces and working groups as appropriate.

10. To co-opt additional members including external members as appropriate.

Composition

Chairperson
Faculty Dean
Members
All Associate Deans
All Heads and Associate Heads of Constituent Academic Departments/Centre
Up to five elected Full-time Academic/Teaching Staff of the Faculty
Up to five Student Member(s) of the Faculty
Chairs of Departmental Research and Development Committee, if applicable
Chairs of Departmental Learning and Teaching Committee, if applicable
Secretary
Staff from the Faculty

LEARNING AND TEACHING QUALITY COMMITTEE

Terms of Reference

1. To advise the Academic Board on the formulation of policies at university level on academic quality assurance and quality enhancement for postgraduate, undergraduate and sub-degree programmes.

2. To foster a culture of quality enhancement for learning and teaching in the University and to advise the Academic Board on the formulation of policies at university level on learning and teaching for postgraduate, undergraduate and sub-degree programmes.

3. To oversee and monitor the implementation of the University's quality assurance and quality enhancement frameworks and the associated guidelines, regulations and procedures on admissions and matters relating to academic regulations for Postgraduate Diploma in Education, undergraduate, professional development and sub-degree programmes.

4. To oversee and monitor the implementation of the mechanisms and support structures for enhancement of learning and teaching for Postgraduate Diploma in Education, undergraduate, professional development and sub-degree programmes.

5. To advise on and monitor the financial and other supports for teaching development and learning support activities including to approve funding support for Teaching Development Grants projects.

6. To set up sub-committee(s)/ working group(s) as appropriate.

7. To co-opt additional member(s) as appropriate.

Composition

Chairperson

Vice President (Academic) or nominee

Members

Associate Vice President (Quality Assurance)

Deans of Faculty/Graduate School or nominees

Dean of Students or nominee

Director of Centre for Learning, Teaching and Technology (LTTC) or nominee

One staff member elected by and from among the full-time academic/teaching staff in each Faculty, who is serving as the Chair of the Departmental Learning and Teaching Committee

Registrar

Two full-time student members, one from undergraduate programmes and one from research and postgraduate programmes

Ex-officio Members

Assistant Vice President (Artificial Intelligence and Education Innovation)

Co-opted Members

Librarian

Assistant Dean (Quality Assurance and Programmes)

Director of School Partnership and Field Experience

Associate Registrar

Secretary

Staff from Registry

STUDENT AFFAIRS COMMITTEE

Terms of Reference

1. To advise and recommend to the Academic Board policies and strategic plans to facilitate students' whole person development through the advancement of campus environment, student services and learning opportunities.

2. To oversee the implementation of policies, strategies and quality assurance/ enhancement pertaining to the non-formal learning of students, their personal development, welfare, advising and guidance.

3. To foster a culture of promoting and facilitating students' whole person development in collaboration with other academic and administrative units of the

University.

4. To inquire into any student complaints or grievances referred by the President and to report the findings to the President/Academic Board as appropriate.

5. To set up sub-committees or work-groups as appropriate.

6. To co-opt additional members as appropriate.

Composition

Chairperson
Vice President (Research and Development)
Members
Dean of Students
Dean of Graduate School or nominee
All Associate Deans responsible for student development
Director of Global Affairs
Director of Student Affairs
A warden on rotation
Registrar or nominee
Director of Estates or nominee
One student member nominated by each Faculty
One student member nominated by the Graduate School
Observer
Director of Communications and Engagement
Secretary
Staff from Student Affairs Office

STUDENT DISCIPLINARY COMMITTEE*

Terms of Reference

1. To advise the Academic Board on policies and procedures relating to student conduct and discipline.

2. To hear and decide on cases of violations by students according to the General Code of Student Conduct, University's policies and regulations, and guidelines and established procedures governing student conduct and discipline.

3. To order the imposition of appropriate penalties upon any student found to be guilty of committing any offences or misconduct.

4. To report to the Academic Board at such intervals as the Academic Board may decide.

Composition

*Chairperson***
A member on the Academic Board appointed by the President
*Members****
An academic staff (non-Head) at the rank of Assistant Professor or above nominated from each Faculty
Registrar**
Dean of Students or nominee
One from a panel of eight student members with two from programmes of the same Faculty and two from Higher Degree programmes not involved in the case
Co-opted Member
Director of School Partnership and Field Experience
One Professor who is not Head of Department will be co-opted depending on the nature of case and where appropriate
An academic staff nominated from the Graduate School/Academy, who is not involved in the case(s)
In Attendance
Vice President (Administration) or nominee
Secretary
Staff from Registry

** Five members (one of whom should be a student member) shall form a quorum.*

*** In case the Chairperson has been involved in the student case in the earlier stage of investigation, the Registrar will automatically take up the chairmanship of that particular case(s)/ meeting.*

*** If any member has been involved in the earlier stage of investigation of the case under consideration, that member will be excused from the hearing of the student case and will not participate in the Committee's decision on that particular case.