Structure and Sections

The Registry is headed by the Registrar. The work of the Registry is divided among its four Sections. They are:

- Academic Regulations and Records Section;
- Academic Development Section;
- Academic Secretariat and Quality Assurance Section; and
- Admissions, Registrations and Academic Planning Section.

Academic Regulations and Records

Section Head: Ms Sharon Cheung

Responsible Areas

General Academic Regulations
Central timetabling and room booking
Course registration and credit transfer
Scheduling and administration of examinations and results of processing
BoE matters, including pre-BoE work and BoE Panel secretarial support
Degree audit and issuance of transcripts and degree certificates
Student record services, applications, gowns management
Academic advising
CDCF and student enrolment statistics
Academic Calendar and Student Handbook
Students' appeals and student disciplinary matter

Information Centre

Honorary Fellowship Presentation Ceremony

Academic Development

Section Head: Ms Eliza Chan

Responsible Areas

Academic and Curriculum Development

- Academic and curriculum-related matters;
- Embedment of graduate attributes in undergraduate learning;
- Undergraduate curriculum development and review;
- Undergraduate common core curriculum - development, implementation and evaluation;
- Curriculum alignment and articulation;
- Communications on curriculum development matters to students and staff; and
- Overseeing implementation of curriculum development initiatives

Graduation Ceremony

President's Award in Teaching

University Calendar

Teaching load analysis

Support for budgetary planning on student credits

Assessment and course data statistical analysis

Academic Secretariat and Quality Assurance

Section Head: Ms Connie Chan

Responsible Areas

Academic Secretariat

Academic quality assurance and enhancement policies and guidelines (e.g. planning and development of new programmes, periodic programme review, annual programme review, programme revisions)

Quality Assurance Council quality audits

Quality assurance documents (e.g. Staff Handbook on Programme Quality Assurance, Quality Manual)

Qualification Register

Programme Outcomes Assessment

Teaching and Learning

- University Learning and Teaching Plan;
- Mentorship Scheme; and
- TDG and teaching and learning related projects

Student Evaluation of Teaching

Institutional Research on Graduates

Admissions, Registrations and Academic Planning

Section Head: Dr Edith Leung

Responsible Areas

Admissions strategies and policies

Admissions - Postgraduate, JUPAS, Non-JUPAS, direct admission, statistical data analysis

Marketing and programme promotion (e.g. Information Day, admission and programme website development and management)

Registration of admittees and programme registration coordination

Admission system development and maintenance

Admission block credit transfer/exemption

Student intake and enrollment planning/projection

CDCF and student admission statistics

Student discipline

Academic planning (e.g. Triennium Planning Exercise)

Benchmarking

Strategic Planning (e.g. planning, development, and review of the Strategic Plan)

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