

# 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 Rosanna Tsoi**

### **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

## Academic Development

**Section Head: Ms Rosanna Tsoi**

**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

Congregation

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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