

Department of Chinese

Department Board

Terms of Reference:

- a) To be responsible for the delivery of the programme of the Chinese department and the courses offered by the department, including course planning, teaching, assessment and evaluation, admissions policy and procedures, and the achievement of intended student learning outcomes.
- b) To be responsible for the quality of teaching and research of the department.
- c) To formulate departmental policies within university guidelines.
- d) To consider staff matters of the Department.
- e) To set up committees as it thinks necessary to discharge its duties.
- f) To exercise additional responsibilities and power as may be assigned by the President from time to time.
- g) To discuss examination matters of the BAC programme.

Membership:

Chairperson:	Head of Department
Secretary:	To be elected from among its members
Members#:	All full-time members of the teaching staff of the Department at the rank of Assistant Lecturer or Higher
	Two/three elected student representatives
Observer:	One research postgraduate student (if any) elected from among themselves

#External Academic Advisor(s) shall be invited to attend the Department Board meetings at which examination matters are discussed.

[Note: The Dean concerned should receive the agenda papers and minutes of the Department Board meetings.]