

## Committee on Academic Quality Assurance of Sub-degree Programmes

### *Terms of Reference*

- a) To monitor the quality assurance processes of Sub-degree\* programmes including approval of new courses, endorsement of new programme/concentration, monitoring of the results of programme reviews, and approval of proposed major modifications to programmes.
- b) To make recommendations to the Senate on policies and regulations regarding Sub-degree programmes and on approval of new Sub-degree programmes or concentrations in Sub-degree programmes.

\* Sub-degree refers to Associate Degree, Higher Diploma and other programmes leading to Level 4 or below qualifications under the Qualifications Framework offered by the Lingnan Institute of Further Education (LIFE) and diploma and certificate programmes leading to Level 4 to Level 6 qualifications under the Qualifications Framework offered by units of the University Proper.

(Note: The Management Board of LIFE oversees the matters relating to teaching, learning and examinations of Associate Degree, Higher Diploma and other programmes offered by LIFE.)

### *Membership*

Chairman : Associate Vice-President (Academic Quality Assurance and Internationalisation)

Members : Deans or their representatives

Registrar or his/her nominee

Director of Lingnan Institute of Further Education

One academic staff member from each of the three Faculties<sup>(Note 1)</sup>

Two to three representatives in different disciplines from Associate Degree/Higher Diploma teaching staff

Secretary : A staff member of the Registry

Assistant

Secretary: Senior Manager, LIFE<sup>(Note 2)</sup>

- (Notes: 1. The faculty representatives shall be familiar with academic quality assurance and sub-degree matters; and shall not concurrently serve on the Management Board of LIFE in order to avoid redundancy.  
2. The Senior Manager of LIFE will eventually take up the Secretaryship.)