

B6. Board of Language Education Institute

語言教學部院務委員會

Terms of Reference

1. Generally, to promote the work of the Institute.
2. To formulate and orchestrate language education policy and develop learning platform for PolyU.
3. To identify language learning and teaching needs and develop subjects that meet the needs.
4. To be responsible for the quality of subjects offered by the Institute and its constituent units, and to implement relevant institutional quality assurance policies and procedures as approved by Senate.
5. To submit the Board's Report on Departmental Review exercises of the Institute and its constituent units to the Academic Quality Assurance Committee.
6. To provide a forum to stimulate language education development and initiatives, particularly those involving innovation and inter-departmental collaboration.
7. To receive and review reports submitted by Departmental Academic Advisors (DAA) and Overseas Academic Advisors (OAA), if any, of the constituent units, as well as the constituent units' responses to the DAA and OAA reports.
8. To submit an annual report to Senate covering the Institute Board's activities for the previous 12 months from 1st July to 30th June.

Composition

Chairman : Senior Management Executive overseeing the Institute

Prof. CAO Jiannong, Vice President (Education)

Members : Director of the Institute

Prof. Steve MARSHALL

All Associate Directors of the Institute

*Dr GAO Xiaoping

All Directors of the constituent units

*Dr GAO Xiaoping
Dr Jane ROBBINS

One senior academic staff member from each constituent unit, elected by the respective Director of the constituent unit (2-year term)

Dr David YUEN Chun-wah, Lecturer(CLC)
Mr Adam FORRESTER, Senior Lecturer(ELC)

One academic staff from each Faculty, School, College of Undergraduate Studies, and Graduate School, appointed by the respective Faculty/School/College Boards (2-year term)

FB	: Prof. Fine LEUNG, Assoc. Prof.(MM)
FCMS	: Prof. Raymond SZE, Assoc. Dean(CMS) and Assoc. Prof.(AMA)
FCE	: Prof. You DONG, Assoc. Head and Prof.(CEE)
FENG	: Prof. Xiaoling HU, Assoc. Prof.(BME)
FHSS	: Prof. Shamay NG, Assoc. Dean(HSS) and Prof.(RS)
FH	: Prof. Echo Sihui KE, Assoc. Prof.(LST)
FS	: Dr Sandy GENG, Asst Dean(FS)
SD	: Prof. Angus CAMPBELL, Assoc. Prof.(SD)
SFT	: Prof. Magnum LAM, Asst Prof.(SFT)
SHTM	: Prof. Nan CHEN, Asst Prof.(SHTM)
CUS	: Prof. CHEN Juan, Assoc. Dean(CUS) and Prof.(APSS)
GS	: Prof. Anqi QIU, Assoc. Dean(GS) and Chair Prof.(HTI)

One undergraduate student elected by and from full-time undergraduate students of the University

Vacant

One postgraduate student elected by and from full-time taught/research postgraduate students of the University

Vacant

Up to four co-opted members appointed by the Chairman of the Institute Board

Nil

Secretary : A member of staff from the Institute, appointed by the Director

Ms Hilary LEE, Senior Executive Officer

**Member serving in multiple capacities.*

1 September 2026