

## **B3.2 Board of School of Design**

### **設計學院院務委員會**

#### **Terms of Reference**

1. Generally, to promote the work of the School.
2. To consider, in connection with the triennial Planning Exercise, proposals from the School in respect of the programme plan for each triennium<sup>\*</sup> and to prepare, co-ordinate and submit the overall School proposal to the Academic Planning and Regulations Committee.  
[\*A triennium also covers the roll-over years if any.]
3. To consider any proposals that may be put forward by the School for amendment of their approved academic programmes in between triennial submissions.
4. To receive and consider initial programme proposals and submit the same, if approved, to the Academic Planning and Regulations Committee.
5. To be responsible for the quality of academic programmes leading to PolyU awards offered by the School and to implement institutional quality assurance policies and procedures as approved by Senate.
6. To receive and consider validation reports, and to submit School recommendations to Senate.
7. To receive and consider the Annual Programme Review documentation from the School and to periodically review and advise on quality assurance matters of the School.
8. To submit the Board's report on Departmental Review exercises of the School to the Academic Quality Assurance Committee.
9. To provide a forum to stimulate academic and research development and initiatives, particularly those involving innovation and inter-departmental collaboration.
10. To approve, on behalf of Senate, entrance requirements for individual programmes of the School, in accordance with the University entrance requirements approved by Senate.
11. In accordance with the general University admission regulations, to be responsible for overseeing admission matters
12. To be responsible, on behalf of Senate, for the examination and assessment of students in the School.
13. To confirm examination and assessment results for all taught programmes offered by the School<sup>\*</sup>.
14. To examine and approve academic awards for all taught programmes offered by the School<sup>\*</sup>.
15. To receive and review, on a regular basis, the minutes of Departmental Advisory Committee.

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<sup>\*</sup> Where necessary, the Board Chairman can identify an item of business as 'reserved business', and requires the student members to withdraw. Examination and assessment results will usually be regarded as 'reserved business'.

16. To receive and review reports submitted by Departmental Academic Advisor (DAA) and Overseas Academic Advisors (OAA), if any, and the School's responses to the DAA and OAA reports.
17. To submit an annual report to Senate covering the School Board's activities for the previous 12 months from 1<sup>st</sup> July to 30<sup>th</sup> June.

### **Composition**

Chairman : Senior Management Executive overseeing the School

Prof. WONG Wing-tak, Deputy President & Provost

Members : Dean of the School

Prof. LEE Kun Pyo

All Associate Deans of the School

Prof. Peter HASDELL

Prof. Henry MA

Ir Prof. Kin Wai Michael SIU

Up to three elected members of academic staff from the School

Dr SHIH Yi-Teng, Asst Prof.(SD)

One academic staff from each Faculty and other Schools, appointed by the respective Faculty/School Boards

FB : Dr Dai YAO, Assoc. Prof.(MM)

FCE : Prof. DU Yaping, Prof.(BEEE)

FENG : Dr GU Weihua, Assoc. Prof.(EE)

FH : Dr PAN Lu, Assoc. Prof.(CC)

FHSS : Dr Arkers WONG, Asst Prof.(SN)

FS : Dr Raymond SZE, Assoc. Prof.(AMA)

SFT : Dr Tracy MOK, Assoc. Prof.(SFT)

SHTM : Dr YooHee HWANG, Asst Prof.(SHTM)

One undergraduate/sub-degree student, elected by and from undergraduate/sub-degree students of the School<sup>†</sup>

Miss PUN Cai Hong (1 Nov 2023 - 31 Oct 2024)

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

*Vacant*

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<sup>†</sup> Reference to "sub-degree student(s)" will be removed upon the phasing-out of all sub-degree programmes.

Up to two co-opted members appointed by the Chairman of the School Board

*To be appointed*

Secretary : A member of staff from the School, appointed by the Dean

Ms Fanny LEUNG, SEO(SD)

1 January 2024