

## **Board of School of Continuing and Professional Education**

### **1 Terms of Reference**

The Board of SCOPE reports to the Senate and the Management Board. It is accountable to the University Senate on the education work of the School; and to the Management Board on the management and resource issues. The terms of reference are:

- 1.1 To make recommendation to Senate on the establishment and update of rules and regulations governing the conduct of education work at the School.
- 1.2 To approve, monitor and review continuing education awards and programmes of the School according to the rules and regulations approved by Senate.
- 1.3 To approve collaborative partners of the School and programmes offered in partnerships with non-local universities or institutions leading to their awards.
- 1.4 To consider strategic plans of SCOPE and to ensure the thrust of the School's activities is in line and complement the strategic directions of the University as a whole.
- 1.5 To take into account views from the School's Advisory Committee on the strategic directions and developments of the School.
- 1.6 To oversee the financial performance of the School and consider the School's annual budget in accordance with the policies approved by the Management Board.
- 1.7 To consider and make recommendations on all matters which may be referred to it by the Senate, the Management Board or the President.
- 1.8 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Board, and to approve their terms of reference and membership.

In performing the above roles, the work of the Board of SCOPE is facilitated by sub-committees on academic affairs, financial affairs, quality assurance arrangements, and others as deemed appropriate by the Board.

### **2 Constitution**

*Chairman* — Provost or nominee

*Vice-Chairman* — Vice-President (Finance and Administration)

*Members* — Director of School of Continuing and Professional Education  
— Chairman of SCOPE Advisory Committee or nominee  
— Up to three full-time academic staff nominated by the Senate  
— Two staff members of the University nominated by the President  
— Two staff members of the School nominated by Director of SCOPE

*Secretary* — An Administrative Staff of SCOPE

## Membership

<u>Constitution</u>	<u>Membership</u>	<u>Term of Office (until)</u>
<b>Chairman:</b> Provost or nominee	Prof Paul K S LAM, VP(SA)	31.8.2011
<b>Vice-Chairman:</b> Vice-President (Finance and Administration)	Dr Ellen KO	
<b>Members:</b> Director of SCOPE	Dr Charles K H WONG	
Chairman of SCOPE Advisory Committee or nominee	vacant	
Up to three full-time academic staff nominated by the Senate	Prof Y C CHAN (EE) ] Dr Lindsay MILLER (EN) ] Prof Christian WAGNER (IS) ]	31.8.2010
Two staff members of the University nominated by the President	Mr Gabriel S M CHAN (FO) ] Prof Steve CHING (LIB) ]	31.8.2010
Two staff members of the School nominated by Director of SCOPE	Dr Paul Clinton CORRIGAN (SCOPE) ] Dr Patrick P K WONG (SCOPE) ]	31.8.2010
<b>Secretary:</b> An Administrative Staff of SCOPE	Ms Eliza H Y YAU	