

CITY UNIVERSITY OF HONG KONG

Department of Physics

Joint Staff and Students Consultative Committee

Terms of Reference

1. To provide students with a formal channel to express their views on the content, organization and implementation of the major/programme.
2. To discuss the concerns raised by students, and convey them to the programme committee or relevant departmental committees for further action.
3. To relay any changes to the curriculum or other related matters to students.

Constitution

Chairman

- Major programme leader of the major/programme concerned

Members

- Deputy major programme leader of the major/programme concerned
- One academic staff of each other department contributing to the teaching of the major/programme, appointed by the Head of each servicing department (if any)
- 3 class representatives from each year

CITY UNIVERSITY OF HONG KONG

Department of Physics

Programme Committee

Terms of Reference

Within the policies and procedures of the Senate and the College Board, the Programme Committee shall be responsible to the College Board for:

1. The maintenance of the quality of the programme to ensure the attainment of its aims and objectives, including:
 - (a) Systematic monitoring and evaluation of the programme;
 - (b) The review of examination results of the programme;
 - (c) Consideration of External Academic Advisors' reports on the programme and monitoring of any consequential action;
 - (d) The development of the programme and modifications to it;
 - (e) The consideration of student feedback on the programme.
2. The development of policy to meet the needs of the programme in relation to:
 - (a) The recruitment and selection of students
 - (b) Assessment
 - (c) Teaching and learning methods
3. Recommending to the College Board for the appointment of proposed External Academic Advisor.
4. The preparation of such reports as may be required by the College Board or Senate including submission of an annual report on the programme to the Head of Department each year.

Constitution

Chairman

- Major programme leader of the major/programme concerned

Members

- Head of Department
- Deputy major programme leader of the major/programme concerned
- All course leaders responsible for the major/programme

- One academic staff of each other department contributing to the teaching of the major/programme, appointed by the Head of each servicing department (if any)
- 3 class representatives from each year

The term of office for members shall be one year.