

CITY UNIVERSITY OF HONG KONG
Board of School of Continuing and Professional Education

Terms of Reference

1. To make recommendations to the Academic Policy Committee (APC) on the establishment and updating of rules and regulations governing the conduct of education studies at the School.
2. To approve, monitor and review continuing education awards and programmes of the School according to the rules and regulations approved by Senate.
3. To approve collaborative partnerships of the School and approve, monitor and review programmes offered in partnerships with non-local universities or institutions leading to their awards.
4. To consider strategic plans of the School and to ensure the thrust of the School's activities is aligned with the strategic directions of the University as a whole.
5. To consider views from the School's Advisory Committee on the strategic directions and developments of the School.
6. To oversee the financial performance of the School and recommend the School's annual budget to the University Administration.
7. To consider and make recommendations on all matters which may be referred to it by the APC and the University Administration.
8. To appoint sub-committees, working groups and similar bodies for the purpose of discharging the duties of the Board, and to approve their terms of reference and membership.
9. To report on its business to the APC at such intervals as the APC deems appropriate.

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.

Approved by Senate in October 2011
Edited in September 2018

Constitution

- Chair* — Provost or nominee
- Vice-Chair* — Elected by and from among members
- Ex-officio Members* — Director of School of Continuing and Professional Education (SCOPE)
— Chair of SCOPE Advisory Committee or nominee
— Chair of Quality Assurance Committee
— Director of Finance or nominee
- Members* — Up to three full-time academic staff nominated by 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

The term of office of the nominated members shall be two years with a staggered arrangement.