College of Professional and Continuing Education
College Board

Terms of Reference

1. Generally, to co-ordinate and promote the work of the College.

2. To receive and consider initial programme proposals and then submit them, if approved, to the Academic Planning and Regulations Committee.

3. To be responsible for the quality of academic programmes offered by the College and to implement institutional quality assurance policies and procedures as approved by Senate.

4. To receive and consider programme validation reports, and to submit College recommendations to Senate for implementation approval.

5. On behalf of Senate, to consider and approve proposals for courses which lead to continuing education qualifications, as well as major revisions to existing continuing education courses.

6. To receive and consider the Annual Programme Review documentation from Academic Divisions in the College and to periodically review and advise on quality assurance matters within the College.

7. To submit a College Report on the College's Divisional Review exercises to the Academic Quality Assurance Committee.

8. To provide a forum to stimulate academic and development initiatives, particularly those involving innovation and inter-division collaboration, as well as collaboration with other PolyU faculties.

9. To approve the entrance requirements for individual programmes offered by the College.

10. To be responsible for overseeing admission matters.

11. To be responsible, on behalf of Senate, for the examination and assessment of students in the College.

12. To confirm examination and assessment results for all programmes offered by the College*.

13. To examine and approve academic awards for all programmes offered by the College*.

14. To consider and approve proposals for programmes to be offered in collaboration with external institutions/ universities which lead to their awards.

15. To receive and review, on a regular basis, the minutes of CPCE Advisory Committee.

16. To receive and review reports submitted by Academic Advisors (AA) and responses to the AA reports.

17. To submit an annual report to Senate covering the College Board's activities during the previous 12 months from 1st July to 30th June.

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* 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'.

Composition and Membership List

Chairperson

Dean, College of Professional and Continuing Education
    Professor Peter Yuen

Members

Associate Deans of CPCE

    Dr. Jason Chan, Associate Dean (Information and Development), CPCE
    [Also Head of IT, ITU and Director, SPEED]

    Professor Ricky Chan, Associate Dean (Education), CPCE
    [Also Professor, BHM]

    Professor CW Leung, Associate Dean (Research), CPCE
    [Also Professor, SPEED]

Directors of Units in the College

    Dr. Anthony Loh, Director, HKCC
    [Also Division Head, SEHS]

    Dr. Jason Chan, Director, SPEED
    [Also Associate Dean (Information and Development), CPCE and Head of IT, ITU]

Heads of Divisions in the College

    Dr. Helen S.M. Wong, BHM

    Dr. Esther Tong, LC

    Dr. Anthony Loh, SEHS
    [Also Director, HKCC]

    Professor Roger Chan, SSHD

College Registrar

    Dr. Stephanie Lee
    [Also Principal Lecturer, SSHD]

One senior academic staff member from each Division in the College, nominated by the Head of Division

    Dr. Aris Lam, Associate Division Head, BHM

    Dr. Raymond Chow, Associate Division Head, LC

    Dr. Zerance Ng, Associate Division Head, SEHS

    Dr. Vincent Law, Associate Division Head, SSHD

One elected member of academic staff from each Division in the College

    Dr. Dr. Alvin Wong, Associate Division Head, BHM

    Dr. John Li, Lecturer, LC

    Dr. Sandy Tang, Senior Lecturer, SEHS

    Mr. Chang Hoi-wood, Associate Division Head, SSHD

One postgraduate student, elected by and from full-time postgraduate students of SPEED

    Vacant

One undergraduate student, elected by and from full-time undergraduate students of SPEED

    Vacant

One sub-degree student, elected by and from full-time sub-degree students of HKCC

    Vacant

Co-opted member

    Dr. Simon Cheung, Senior Continuing Education Consultant
    [Also Senior Lecturer, SEHS]

Secretary

Head of Administration, College of Professional and Continuing Education
    Ms. Polly Kwan

Assistant Secretary

Associate Head of Administration, College of Professional and Continuing Education
    Ms. Vienna Cheung

(With effect from 1 January 2026)