

## **College of Professional and Continuing Education**

### **Student Discipline Committee**

(Committee of the Dean)

#### **Terms of Reference**

1. To adjudicate and make decisions on behalf of Dean (PCE) on cases concerning the conduct and discipline of students, these decisions being final within CPCE.
2. To provide Units and Divisions with guidelines on how disciplinary cases should be dealt with.
3. To receive for record purposes student disciplinary decisions made by Units.
4. To submit an annual report to Dean (PCE) covering the Committee's activities for the previous 12 months from 1<sup>st</sup> July to 30<sup>th</sup> June.

#### **Composition**

##### **Chairman**

*An academic staff member of CPCE, appointed by Dean (PCE)*

##### **Members**

*Three academic staff members of CPCE<sup>#</sup>, appointed by Dean (PCE)*

*Head of Administration, CPCE\**

*One student representative from HKCC and one student representative from SPEED, both nominated by and from the full-time students of the respective units, enrolled on programmes leading to PolyU-HKCC or PolyU-SPEED awards*

##### **Secretary**

*A staff member, appointed by Dean (PCE)*

<sup>#</sup> One will also serve as Alternate Chairman

\* Ex-officio member