

COLLEGE GOVERNANCE

學院管治

College of Professional and Continuing Education (CPCE) is a self-financing college founded by The Hong Kong Polytechnic University (PolyU). CPCE has its own Council which oversees the College's strategic directions and management. Reporting to the PolyU Senate, CPCE's College Board oversees matters relating to the academic development and quality assurance (QA) for its constituent units, HKCC and SPEED.

The governance and QA framework, systems and processes of CPCE, including its committee structure as well as the policy and guidelines governing the planning, validation, quality assurance and review processes for academic programmes, are in alignment with PolyU requirements for all Faculty and Departments.

1. GOVERNANCE STRUCTURE

1.1 Committee Structure and Management of CPCE

College Council

The College Council is the governing body of CPCE. Chaired by the PolyU President, its membership comprises Deputy President and Provost, Vice President (Administration and Business), Dean of CPCE, and the Director of Finance. Three Senate members of PolyU and three external members appointed by the University President also serve on the Council as members.

College Board

The College Board is responsible for the academic development of CPCE and quality assurance of its programmes and other activities. Chaired by Dean of CPCE, its membership includes academic staff and student representatives from HKCC and SPEED.

Committees under the College Board

Under the College Board, there are a number of committees looking after various policy/ functional areas. They are Academic Regulations Committee, Academic Appeals Committee, College Learning and Teaching Committee (CLTC), Credit Accumulation Mechanism (CAM) Committee, General University Requirements Committee, and Research Committee.

Dean of CPCE and various committees of the Dean

The Dean, as the chief executive of CPCE, is responsible to the Council for the management, conduct and administration of the College. Various committees of the Dean are set up to oversee other matters of the College, including campus issues, ethics, management, information and education technology, health and safety, grievances and appeals, student discipline as well as staff and student development.

專業及持續教育學院 (CPCE) 是由香港理工大學 (理大) 成立的自資學院，設有校董會統籌學院的管理及策略發展；另外設有向理大教務委員會負責的學院院務委員會，專責轄下香港專上學院 (HKCC) 及專業進修學院 (SPEED) 兩個教學單位的學術發展及質素保證等相關事宜。

CPCE的管治及質素保證架構、制度和程序，包括學院轄下委員會組織，以及課程規劃、評審、質素保證及檢討政策和指引，均依循理大為轄下學院和學系所制定的要求。

1. 管治架構

1.1 委員會架構及管理

學校校董會

學校校董會是策劃及領導學院發展的管治組織，由理大校長擔任主席，成員包括常務及學務副校長、副校長（行政及營運）、CPCE院長，以及財務總監；其他成員並包括三名理大教務委員會的成員，及三名由校長委任的校外人士。

學院院務委員會

學院院務委員會專責統籌學院的學術發展及質素保證等相關事宜，由CPCE院長擔任主席。委員會成員包括學院講師，以及HKCC和SPEED學生代表。

學院院務委員會轄下委員會

學院院務委員會轄下設有多個委員會，專責處理學院在不同範疇的政策或職能。它們包括教務規章委員會、教務申訴委員會、教學委員會、學分累積制委員會、核心課程委員會，以及研究委員會。

CPCE院長及院長轄下委員會

CPCE院長負責一切有關管理、紀律及行政工作，並向校董會負責。院長轄下設有多個委員會，專責處理非教務政策事宜，包括校園事務、道德操守、管理、資訊及教育科技、健康及安全、申訴及上訴、學生紀律，以及教職員和學生發展。

CPCE Advisory Committee

The CPCE Advisory Committee offers advice on the strategic direction and development of the College. It also advises CPCE on the scope and nature of its academic programmes, research and other activities in relation to the needs of Hong Kong and the region. The majority of the CPCE Advisory Committee members, including the Chairman and Vice Chairman, are external to PolyU and CPCE.

1.2 CPCE Representations at the Senate Committees of PolyU

CPCE is represented in various PolyU Committees. Dean of CPCE is a member of the Senate, the Academic Planning Committee, the Quality Assurance Committee and the Academic Council. The PolyU LTC (Learning and Teaching Committee) also includes two members representing CPCE, the CLTC Chair who serves as an ex-officio member, and another academic staff nominated by the College Board.

1.3 Communication with Staff and Students

Almost all CPCE committees include appointed, nominated or elected staff members to ensure that staff views are adequately represented in academic and other matters of the College. In addition, academic and non-academic staff representatives are elected to join the respective consultative groups which serve as an effective channel for collecting staff opinions in different College policies. The Staff Retreat also serves as a platform for colleagues to express their views and to be kept abreast of the latest College developments.

To ensure that students' voices are heard and they remain well-informed about CPCE's major developments, student representatives sit on a large number of College committees and user groups, such as College Board, College Learning and Teaching Committee, Library Committee, Information and Educational Technology Committee, Student Development Committee, Student Discipline Committee and Campus User Groups. The composition of various committees at the Unit level also includes student members to facilitate student participation in the affairs of HKCC and SPEED.

2. QA FRAMEWORK

2.1 Programme Planning, Validation and Review Processes

All CPCE programmes leading to PolyU-SPEED awards at the undergraduate degree level have to go through identical programme planning, validation and review processes as prescribed by PolyU and followed by all other Faculties. As for sub-degree programmes leading to Poly-HKCC or PolyU-SPEED awards, planning approval is delegated by Senate to Academic Planning Committee (with the list of programmes approved presented to Senate for information), while implementation approval lies with Senate. Approval authority for offering programmes/ courses not leading to a PolyU award is delegated by Senate to the CPCE College Board.

CPCE 顧問委員會

CPCE顧問委員會就學院的策略方向和發展提供建議，亦會因應香港及地區的需要，為學院不同範疇及種類的學術課程、研究以至其他活動，提供意見。CPCE 顧問委員會的主席、副主席以至大部分成員，都是校外成員，並非理大和CPCE人員。

1.2 理大教務委員會轄下委員會的 CPCE代表成員

理大轄下多個委員會均有CPCE的代表成員。CPCE院長是教務委員會、教務策劃委員會、質素委員會及學術政策委員會的成員。理大教學委員會亦有兩名CPCE成員，分別是學院教學委員會主席作為當然成員，以及由學院院務委員會提名的教員。

1.3 與教職員及學生的溝通

為確保學院在教學或其他事宜上，能夠充分反映及考慮員工意見，學院轄下的委員會大多有員工代表，他們經指派、提名或推選方式加入委員會。另外，CPCE分別為教學人員和行政人員成立諮詢小組，教職員可以推選代表出任所屬小組的成員，讓學院在不同的決策上能夠廣納員工意見。除此之外，員工亦能夠藉著教職員退修會，掌握學院的最新動向，並對學院的發展發表意見。

為讓同學表達意見，以及了解學院的重要發展，學院多個委員會及小組均有學生代表成員，包括學院院務委員會、教學委員會、圖書館委員會、資訊及教育科技委員會、學生發展委員會、學生紀律委員會以及校園用戶小組等。另外，教學單位轄下委員會亦包括學生成員，促進學生參與HKCC及SPEED事務。

2. 質素保證架構

2.1 課程策劃、評審及檢討程序

所有可獲頒理大專業進修學院學銜的學士學位課程都必須經過課程策劃、評審及檢討程序，這些程序由理大明確規定，所有學院必須依循。至於所有可頒授理大香港專上學院或理大專業進修學院學銜的副學位課程，教務委員會授權教務策劃委員會進行策劃審批（獲審批課程列表提交給教務委員會作參考），其後課程亦須獲教務委員會通過，才可以開辦。另外，其他非頒授理大學銜的課程／科目，教務委員會則授權CPCE學院院務委員會予以審批。

2.2 Academic Advisor System

External Academic Advisors are appointed at CPCE on a broad discipline basis. In 2015/16, a total of seven Academic Advisors were appointed for the discipline areas of Business, Communication, Science and Engineering, Health and Life Sciences, Hotel and Tourism Management, Humanities and Design, and Social Sciences. The Academic Advisors give advice, in the relevant discipline, to CPCE Units and Clusters, in the areas of staffing and resources; quality assurance; academic programmes and subjects; teaching, learning and assessment; as well as research, consultancy, scholarly activities and services to the professional community, etc.

2.3 Periodical Unit Review, Annual Programme Review, and Annual Operation Plan

A Unit Review exercise is undertaken for HKCC and SPEED respectively on a 6-year cycle basis. The Unit Review system serves as an instrument for quality enhancement in academic units; and as a major input for future strategic planning, visioning and international benchmarking. At least 3 Academic Advisors and a PolyU internal academic member are to be appointed to the Unit Review Panel.

HKCC and SPEED also undertake annual programme reviews so as to maintain high academic standards and to ensure that the programmes best suit the learning needs and interests of students. Feedback is obtained from various stakeholders, including students, employers and partner organisations.

HKCC and SPEED are required to submit an Annual Operation Plan (AOP), by the end of November each year, to the CPCE College Board for approval. The AOP allows the Units to review and reflect on their activities of the past academic year. Reports on the annual review of study programmes/ subjects; an account of the new teaching, scholarly and other initiatives being planned for the coming year; and a summary of staffing and other resources requirements, are among the essential items to be included in the AOP. Based on the observations on the AOP, the College Board will advise the Units on improvement action as and where necessary and appropriate.

2.4 Other Channels of External Input to QA System

Other channels of external input to CPCE QA System include appointments of external members from both academic and industrial sectors to CPCE Advisory Committee; external examiners/ advisors for individual programmes; and external members on programme validation panels. Furthermore, academic programmes are accredited by professional bodies where appropriate.

2.2 學術顧問制度

CPCE 就不同學術範疇委任校外學術顧問。2015/16年度，學院便就工商管理、傳意、科技及工程、健康及生命科學、酒店及旅遊業管理、人文及設計學，以及社會科學等學術範疇，委任了七名學術顧問。他們因應各自的學術範疇，向CPCE教學單位和學術學部提供意見，建議範圍涵蓋人力及資源、質素保證、課程和科目、教學和評估，以及研究、諮詢服務、學術活動以及專業服務等。

2.3 定期部門檢視、年度課程檢討及年度運作計劃

HKCC和SPEED需要每六年進行一次部門檢視。這個部門檢視制度可以促使教學單位提升質素；並為部門未來的策略和遠景規劃，以及國際基準引入專業意見。最少三名學術顧問及一名理大校內教員須獲委任為部門檢視小組成員。

HKCC和SPEED每年均為課程進行檢討，以確保課程質素優良，並且切合學生的學習需要和興趣。兩所學院亦會諮詢學生、僱主及合作團體等持份者的意見。

另外，HKCC及SPEED須於每年11月底前向學院院務委員會提交一份年度運作計劃，藉此檢討過去一年的工作。年度運作計劃的主要內容包括：年度課程／科目檢討、來年在教學、學術及其他活動的計劃，以及教職員及其他資源的需求。學院院務委員會會根據年度運作計劃的內容提供意見，或建議部門採取適當的跟進措施。

2.4 外界參與質素保證機制的其他途徑

外界參與CPCE質素保證機制的其他途徑包括委任學術界及業界人士擔任CPCE顧問委員會校外成員；個別課程委任校外主考／顧問；委任校外人士擔任課程評審委員會成員。此外，學術課程會按實際需要，尋求專業團體認可。

COLLEGE COUNCIL

學院校董會

Chairman 主席



President,
The Hong Kong Polytechnic University
香港理工大學校長
Prof. Timothy W. Tong
唐偉章教授 JP

Vice-chairman 副主席

A senior PolyU staff member, appointed by the President of PolyU
由理大校長委任的理大高層人員



Deputy President and Provost,
The Hong Kong Polytechnic University
香港理工大學常務及學務副校長
Prof. Philip C.H. Chan
陳正豪教授 BBS

Ex-officio members



Vice President (Administration and Business),
The Hong Kong Polytechnic University
香港理工大學副校長（行政及營運）
Dr Miranda Lou 盧麗華博士



Director of Finance,
The Hong Kong Polytechnic University
香港理工大學財務總監
Miss Wong Soo-kam 黃素琴小姐



Dean, College of Professional and
Continuing Education
專業及持續教育學院院長
Prof. Peter P. Yuen 阮博文教授

Appointed members

Three Senate members of PolyU appointed by the President of PolyU 三位由理大校長委任的理大教務委員會成員



Prof. Iris Benzie



Prof. Cees De Bont
方啟思教授



Prof. Maurice Yap
葉健雄教授

Three external members appointed by the President of PolyU 三位由理大校長委任的校外成員



Ir Prof. Johnny Fan
樊紹基教授



Prof. Kenneth Pang
Tsan-wing
彭贊榮教授 SBS



Mr Samuel Yung
容永祺先生 SBS, MH, JP