

Lingnan University
Management Board of Lingnan Institute of Further Education (LIFE)

Terms of Reference

1. To set directions for LIFE and ensure that it is in congruence with the directions of the University;
2. To consider financial budgets for consolidation into the overall University's budget;
3. To consider and endorse new programme proposals and major initiatives/programme changes proposed by LIFE;
4. To monitor quality assurance and academic standards of programmes and courses offered by LIFE, including endorsement of policies and guidelines, approval of minor programme changes, overseeing teaching, learning and assessment, approval of student progression and discontinuation, and appointment of External Academic Advisers;
5. To consider and endorse recommendations of the Examination Committee on the award classification of students and conferment of award of Associate Degree, Higher Diploma and Diploma for the approval of the Undergraduate Examinations Board under the delegated authority of the Senate; and approve the graduation and award classification (if any) for other academic awards offered by LIFE;
6. To receive annual reports of LIFE and approve annual programme reports; and
7. To set up committees, task forces and working groups as necessary.

Membership

Chairman: Director of LIFE

Members: Associate Director of LIFE

Senior Manager

Head of Teaching Faculty of LIFE

One teaching staff member from LIFE appointed by the Chairman

One administrative staff member from LIFE appointed by the Chairman

Two University staff members appointed by the Vice-President (one being in the rank of professor within an academic unit and the other one in the rank of Associate Director or above within an administrative unit)*

One student representative from LIFE appointed by the Chairman

Secretary: A staff member from LIFE

* The two University staff members should preferably have collaboration with LIFE's programmes or have close working relationship with LIFE.

(Approved by the Senate on 29 May 2023)

Membership of the Management Board of LIFE for AY2023-24

Chairman:	Director of LIFE	Prof. YU Kar Ming
Members:	Associate Director of LIFE	Ms. Cindy SIU
	Senior Manager	Ms. Blondie NG
	Head of Teaching Faculty of LIFE	Mr. Justin LAM
	One teaching staff member from LIFE appointed by the Chairman	Mr. Graham LEE
	One administrative staff member from LIFE appointed by the Chairman	Ms. Belinda CHAN
	Two University staff members appointed by the Vice-President (one being in the rank of professor within an academic unit and the other one in the rank of Associate Director or above within an administrative unit)*	Prof. Albert KO Prof. PUN Ngai
	One student representative from LIFE appointed by the Chairman	Mr. Brian FONG
Secretary:	A staff member from LIFE	Ms. Ginny HO