

FACULTY OF BUSINESS AND MANAGEMENT

STAFF STUDENT COMMITTEE FOR DOCTORAL OF BUSINESS ADMINISTRATION

AGENDA/MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2019 AT 2:00 PM IN THE HONG KONG MANAGEMENT ASSOCIATION

PRESENT:	Ms Sharlotte LIU	Chairperson, Senior Programme Manager, International Programmes
	Dr Andrew CHAN	Programme Director & Lecturer
	Dr Eddie YU	Lecturer
	Ms Celeste WONG	Programme Manager
	Mr CHAN Raymond	Student representative of the June 2019 cohort
	Mr CHUM Ka Fong Stephen	Student representative of the December 2018 cohort
	Mr LUI Lawrence	Student representative of the June 2018 cohort
	Mr MOK Wai Man Ronald	Student representative of the April 2017 cohort

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies; Introduction of SSC	The Staff Student Committee (SSC) received apologies for absence from Professor Peter Fong, Dr Millissa Cheung, Dr Leo Ho and Dr Stephanie Lee. The Chairperson welcomed Members to the SSC meeting of DBA programme, and briefed Members on the objectives of the meeting which were to review current programme twice a year for enhancement and to feed the 'Staff and Student Voice' into the University's strategic decision-making by collecting lecturers' and students' feedback about the programme. All meeting agenda and minutes would be shared with the University and uploaded to Moodle for Members' information and retention. Action points and matters arising to be discussed and, where relevant and appropriate, passed to other relevant University committees for consideration.		

Agenda Item	Main Discussion Points	Action Points	Timescale
2. Confirmation from the Student Representatives on Collection of Feedback from Other Students	The student representatives confirmed that they had collected feedback from other fellow students to be shared with Members at the meeting. They were also requested to relay messages/matters discussed at the meeting to their fellow classmates.		
3. Chair's Update <i>Including: significant University news; School/Cluster or Programme events or information; School/Cluster Quality matters – updates on reviews, validations etc</i>	The Chairperson reported that the next Partnership Team Leader (PTL) visit would be conducted between 16 and 17 February 2020. Student representatives were invited to collect feedback from their fellow students and meet with the PTL in the next visit. The submission timeline for Part 2 of the programme, including the official date progressing from Part 1 to Part 2, the submission of PG1 form, PG2 form and the Annual Progress Review (PG4 and PG5 forms) were stated again for members' reference.		
4. Review of Module Feedback <i>Review module feedback with the student reps and identify action points and progress.</i>	Members commented that the programme delivery had been smooth and satisfactory. They expressed gratitude to the lecturers for their excellent performance of teaching in class and up-to-date and extensive reading materials. Timely and thorough support for assessments had been received.		
5. Learning & Teaching Matters <i>An opportunity to discuss:</i> - Teaching - Learning spaces - Resources (Moodle, library, specialist software, equipment and facilities etc) - Assessment components - Feedback mechanisms	Members discussed the ongoing provision of resources and supports provided by HKMA and the University and noted the following issues and suggestions: ● Library resources: apart from the learning resources specifically arranged by HKMA, an annual subsidy had been provided to each student for applying library membership at local university libraries. Members expressed that there was only limited access of full-text journal articles with the library membership at local university libraries. They advocated that HK students should have the same access rights of library resources as local students of the UWTSD in UK.	Chairperson to relay message to the University. The HKMA might consider subscription of additional online resources	February 2020

Agenda Item	Main Discussion Points	Action Points	Timescale
	University email account: the issue had been discussed many times, and it had been established at senior level in the University that the students would not be issued with (further) email addresses. Members stated that it was very inconvenient to conduct research without UWTSD student email account, even though business name cards had been printed for them.	Chairperson to liaise with the HKMA to explore setting up HKMA email accounts for students when they were in Part 2	February 2020
6. Enhancing learning <i>An opportunity to discuss:</i> - Co-curricular opportunities - Enhancement projects - Student Development - Learning Community/Networking activities - Student-led conferences			
7. Programme Organization and Management <i>An opportunity to discuss:</i> - Enrolment - Induction - Payment - Timetabling	Members had been contented with the programme management by HKMA Secretariat.		
8. Any other business	Student representative from April 2017 cohort have expressed concern in extension of thesis. They have requested that the extension fee be delayed due to the fact that the University took more than two months to provide feedback or give approval of some of the PG1 forms, and their 1 st Annual Progress Review had been delayed for several months.	HKMA will concede to the request and allow for the extension fee to	May 2020

Agenda Item	Main Discussion Points	Action Points	Timescale
		be paid starting at a later date.	
9. Date of next meeting	The next meeting was tentatively scheduled for June 2020 The meeting was adjourned at 3:15 pm.		