

Resume - YUEN Kam Por

Personal details

Name : YUEN Kam Por (Dr)

Educational and professional Qualifications

Doctor of Business Administration	DBA
Fellow Member of ACCA (Chartered Certified Accountant)	FCCA
Associate of Hong Kong Institute of Certified Public Accountants	CPA
Associate of the Association of Chartered Certified Accountants	ACCA
Associate of Institute of Chartered Secretaries & Administrators	ACIS
Associate of the Hong Kong Institute of Chartered Secretaries	ACS
Bachelor of Arts (Hons) in Accountancy	BA (Hons)
Master of Business Administration	MBA

Working experience at PolyU

Sep 2009 – present	Senior Teaching Fellow
Jun 2013 - Jun 2017	Associate Head (Teaching) of School of Accounting and Finance
Dec 2000 – Aug 2009	Lecturer

Current administrative duties

- Programme Leader of BBA (Hons) in Accounting and Finance (2017/18 – present)
- Member of Teaching Council of School of Accounting and Finance (2013/14 – present)
- Member of Departmental Learning and Teaching Committee (DLTC) of School and Accounting and Finance (2008/09 - present)
- Departmental Careers Liaison Officer (DCLO) of School of Accounting and Finance (2004/05 - present)
- Member of the Departmental Undergraduate Programme Committee of School of Accounting and Finance (2013/14 – present)
- Member of the Committee on Undergraduate Admissions (CUA) of the University (2010/11 - present)
- Member of Task Force on Accreditation for the Faculty of Business (2012/13 - present)
- Member of Undergraduate Studies Committee for the Faculty of Business (2013/14 - present)
- Member of BBA Scheme Committee for the Faculty of Business (2007/08 - present)
- Scholarship Liaison Officer (SLO) of School and Accounting and Finance (2012/13 – present)

1. Teaching

I have demonstrated a high level of proficiency in teaching and have made substantial contributions in curriculum and pedagogy development and programme management. Being the Programme Leader of BBA (Hons) in Accounting and Finance (2017-present) and BBA (Hons) in Accountancy (1997-2013) and being the Associate Head (Teaching) (2013-2017), I have contributed significantly to management and development of the programmes. Being the Chairman of Subject Assessment Review Panel (SARP) (2013/14 – 2016/17), I have a good track record of high-impact educational leadership, with significant contributions to improving teaching quality. Being the Departmental Career Liaison Officer (DCLO), I have contributed significantly to the activities to motivate and interact with students in their career planning activities. As a Member of Departmental Learning and Teaching Committee (DLTC) and the Chairman of the Teaching Council (2013-2017), I have played a leadership role in the design, development and implementation of new methods for teaching and learning.

To recognize my excellence in teaching, I have been awarded:

- the HKICS Teaching Award (2017) by the Hong Kong Institute of Chartered Secretaries (September 2017) ,
- the AF Teaching Award (2017) by the School of Accounting and Finance, and
- the Faculty of Business Teaching Award (2017), PolyU (18-Oct-2017).

1.1 Design and Delivery of Teaching

Competence in Designing and Delivering Teaching

I have demonstrated evidence of competence in teaching. Student feedback on my teaching practice is good that the SFQ results during the current period under review show a score well above the benchmark.

1.1.2 Impact on Student Learning

Students always show a positive feedback on impact of their learning. Evidence of student achievement includes the fact that most of the graduates can pass the HKICPA exam with satisfactory results. **A 2014 BAC graduate (Lau Ngai Fai) and a 2016 BAF graduate (Ms. Cheng Wai Yiu, Peggy), has obtained the top candidate award in the Module A (Financial Reporting) of the HKICPA QP examination at June 2014 and at June 2016 Session respectively.** I received unsolicited feedback from students and alumni from time to time.

1.1.3 Continuing Development as a Teacher

1.1.3.1 Teaching Philosophy

I understand that students appreciate teachers who value and appreciate them as individuals. Therefore, I would share aspects of my own life and show genuine interest in students' lives. I would listen and respond to students' ideas and show personal enthusiasm. I am aware of differences among learners and therefore I allow students to learn at different speeds. Greater support and/or time will be provided to those weaker students while challenging tasks will be provided to the stronger students. Concepts and ideas are phrased in lively language appropriate to the level of the class in order to build in fun.

1.1.3.2 Attendance at Teaching and Learning Seminars and Workshops

I attended various teaching workshops in order to learn more from the colleagues and from other academics and professionals. Examples of teaching workshops that I attended included:

1-Aug	2015	eLDSS: Introduction to Assessment in LEARN@PolyU by EDC
14-Oct	2015	Conducting Peer Review of Teaching Practice: Nomination for Reviewers to Attend Training Workshop by Barbara Tam and John Sager (EDC)
20 Nov	2015	Becoming a Scholarly Teacher – Part 1: Scholarship in Higher Education (EDC)
27 Nov	2015	Becoming a Scholarly Teacher – Part 2: Planning an SoTL Study (EDC)
04 Dec	2015	Becoming a Scholarly Teacher – Part 3: Library Resources and Research Skills for SoTL (EDC)
11 Dec	2015	Becoming a Scholarly Teacher – Part 4: Negotiating Publication of the Outcomes of Your SoTL Study (EDC)
17 Dec	2015	eLDSS: MOOCs & SPOCs@PolyU: All You Need to Know (EDC)
Jan to Feb	2016	The Blended & Online Learning & Teaching (BOLT) Foundation Course: Module 1 (6 weeks): Designing Blended Learning
26-Feb	2016	Evaluating Outcomes and Impacts of Learning & Teaching Development Projects by EDC
10-Mar	2016	5 th Workshop on EU-Asia Relations in Global Politics – EU-Asian Energy Politics in the 21st Century
Mar to May	2016	The Blended & Online Learning & Teaching (BOLT) Foundation Course: Module 2 (6 weeks): Implementing Blended Learning
12-13 May	2016	AACSB Assurance of Learning Seminar I at Ho Chi Minh City, Vietnam 12-13 May 2016, Ho Chi Minh, Viet Nam.
26 July	2016	Education Research Workshop on 26 July 2016 aiming at Publications in Education Journals, Hong Kong, China- Hong Kong.

14 Feb	2017	e-Assessment and Grading Series – Session 1: Assessing your students – EDC workshop
9 Feb	2017	Using Learning Data to Inform Learning and Teaching
28 Feb	2017	e-Assessment and Grading Series – Session 2: Grading and Feedback
3, 4, 6 Oct	2017	<u>Executive on Campus (EoC week)</u> – Asset Management, Corporate Governance/CSR, Investment Analysis, Auditing and Financial Control, Entrepreneurship and PolyU Start-up, Fintech and Big Data, C-suite Forum.
14 Nov	2017	Student Voices Series: Cheating – How to Make it ‘Unnecessary’
5 Jun	2018	THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES 19th Annual Corporate and Regulatory Update (ACRU) 2018 <ul style="list-style-type: none"> ● New requirements on keeping of Significant Controllers Register [Ms Ellen Chan Deputy Principal Solicitor (Company Law Reform), CR Miss Angelina Mok Deputy Registry Manager (Registration), CR] ● New licensing regime for trust or company service providers [Ms Margaret Chan Senior Solicitor (Trust and Company Service Providers), CR Mr Roger Wong Deputy Registry Manager (Trust and Company Service Providers), CR] ● The role of companies in promoting equality: anti-discrimination laws and practice in Hong Kong [Mr Peter Reading Legal Counsel, EOC]
4 Dec	2018	The Role of AI in investments: from Research to Practice <ul style="list-style-type: none"> ● Mr Paul Wang, Manager of Tech Transfer & Entrepreneurship, IFE, PolyU-PolyU Entrepreneurship Funding Programme & Startups Support ● Mr Chris Tse, Head of Asia Pacific for Nasdaq Indexes ● Mr Adam Riley, Director, co-Head of Active Equity Product Strategy for the Asia Pacific Retail Channel, Blackrock
5 Jun	2019	THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES 19th Annual Corporate and Regulatory Update (ACRU) 2019

1.2 **Subject Curriculum, Pedagogy and Administration**

1.2.1 **Curriculum Development**

Being the Programme Leader of BBA (Hons) in Accounting and Finance (2017-present) and BBA (Hons) in Accountancy (1997-2013), the Associate Head (Teaching) (2013-2017) and a member of DLTC (2008/09 – present), I have contributed significantly to curriculum development:

- I contributed to the design and implementation of the Capstone project, which is a compulsory requirement in the 4-year BBA curriculum.
- I led the design of the new 4-year curriculum and the Minor in Business Accounting under the 4-year curriculum
- I contributed to the design of the Minor in Finance and Minor in Financial Services under the 4-year curriculum

1.2.2 **Pedagogy Development**

- I contributed to the development of the seminar on managing money for the Freshmen Seminar, which assisted the students to adapt to the university’s learning environment.
- The adoption of International Financial Reporting Standards for the financial accounting subjects signifies an important step to align with the global trend.

1.2.3 **Subject Administration**

- Being the Chairman of Subject Assessment Review Panel (SARP) (2013/14 – 2016/17), I have a good track record of high-impact educational leadership, with significant contributions to improving teaching quality.

- Being the subject coordinator for the subject Advanced Financial Accounting, I prepare subject outlines, subject description forms, order textbooks and allocate work among team members. I coordinate the preparation for teaching materials, test papers and examination papers. After examination, I also prepare examiner's reports and subject grade reports and I handle all late subject withdrawal applications, review all credit transfer cases and other administrative duties.
- Being the internal moderator of various financial accounting subjects, I contributed to the quality assurance mechanism by moderating the examination paper and randomly select and review sample scripts from each grade classification to ensure the fairness and consistency in marking.

1.3 Programme Management and Education Leadership

I have made substantial contribution and provide leadership in programme management. List of programme management activities which I have played a leadership, coordinating and supervisory role include:

- Programme Leader of BBA (Hons) in Accounting and Finance (2016/17 – present)
- Associate Head (Teaching) of School of Accounting and Finance (2013/14 – 2016/17)
- Chairman of Teaching Council of School of Accounting and Finance (2013/14 – 2016/17)
- Chairman of Subject Assessment Review Panel (SARP) (2013/14 – 2016/17)
- Member of Departmental Learning and Teaching Committee (DLTC) of School and Accounting and Finance (2008/09 - present)
- Departmental Careers Liaison Officer (DCLO) of School of Accounting and Finance (2004/05 - present)
- Chairman of the Departmental Undergraduate Programme Committee of School of Accounting and Finance (2013/14 – 2016/17)
- Member of the Departmental Postgraduate Programme Committee of School of Accounting and Finance (2013/14 – 2016/17)
- Member of Board of Examiners and Programme Committee for Broad Discipline students of the Faculty of Business (2012/13 - present)
- Member of the Committee on Undergraduate Admissions (CUA) of the University (2010/11 - present)
- Member of Task Force on Accreditation for the Faculty of Business (2012/13 - present)
- Member of Undergraduate Studies Committee for the Faculty of Business (2013/14 - present)
- Member of BBA Scheme Committee for the Faculty of Business (2007/08 - present)
- Scholarship Liaison Officer (SLO) of School and Accounting and Finance (2012/13 – present)
- Programme Leader of BBA (Hons) in Accountancy (2007/08 – 2013/14)
- Departmental Enrolment Liaison Officer (DELO) of School of Accounting and Finance (2007/08 – 2013/14)
- Student Exchange Programme Officer of School of Accounting Finance (2007/08 – 2009/10)
- Coordinator of accreditation of undergraduate programmes by professional bodies.

I contributed to the management of the Faculty's Teaching Development Grants and I contributed to the development of the Teaching Awards granted by the Hong Kong Institute of Chartered Secretaries (HKICS) which is available for AF colleagues in 2015/16 and 2016/17.

I contributed and coordinated various teaching workshops including:

27-Oct	2015	Teaching & Learning workshop - Environmental Social and Governance (ESG) Reporting , by Winnie Ki (EY) and Byron Khoo (EY)
29-Feb	2016	Professor of Practice Talk Series Co-relationship of Currency Board System, share market and asset prices, observation of Hong Kong in 1997 and 2016 , by Professor Andrew Fung, Executive Director and Head of Global Banking and Markets, Hang Seng Bank, Professor of Practice (Finance), The Hong Kong Polytechnic University
26-Jul	2016	Education Research Workshop on 26 July 2016 aiming at Publications in Education Journals, Hong Kong, China- Hong Kong, by Professor Louis Cheng and Dr Robert Wright
31-Aug	2016	Presenting the Assurance of Learning Process of School of Accounting and Finance at 2016 AF Retreat
23-Feb	2017	The use of data analytics in accounting and finance , by Steven Park (Partner, KPMG) and Jenny Lam (Senior Manager, KPMG)

17-SEp	2019	Asset Management and ESG Integration - Louis CHENG; David BROADSTOCK; and Liz PENG (Morningstar)
24-sep	2019	Application of Technology in Accounting - Edwin HUI (KPMG) and Peter KOO (Deloitte)
24-sep	2019	Company Analysis and Valuation - Jeff NG and Charles LAM (Baring Private Equity Asia)

2. **Research & Scholarship**

2.1 **Intellectual Contribution**

2.1.1 **Refereed article**

- Yuen, K.P. (2018). **Students' Perception of Using Student Response System in Advanced Financial Accounting.** *US-China Education Review B*, August 2018, Vol. 8, No. 8, 349-356.

2.1.2 **Non-refereed article**

- Yuen, K.P. (2018). **Revenue from Contracts with Customers – five steps to recognise revenue.** *Prospective CPA*. Autumn 2018. No. 116.
- Yuen, K.P. (2016). **Contingent Consideration.** *Prospective CPA*. Spring 2016. No. 106.

2.1.3 **Textbook**

- Nelson LAM, KP YUEN and Jasmine KWONG, **Advanced Financial Reporting: An IFRS Perspective**, McGraw Hill.

2.2 **Teaching and Learning Enhancement Grant**

1. **2015/16 - Blended Learning in Teaching Consolidation** - To enable students to assess their own learning and obtain feedback on their performance using learning technologies in a blended learning mode to improve students' learning of the preparation of consolidated financial statements.
2. **2016/17 - Student Attributes and the Effectiveness of Clickers in Teaching Economics** - (Raymond Li and KP Yuen)
3. **2016/17 - How to use Electronic Response System (ERS) to enhance students' long-term retention of knowledge** - (KP Yuen and Vincent Ching)
4. **2016/17 - Exploring the Impact of Student Background on Learning Efficiency By Big Data Analytics** - (Anson Wong, Rita Wong, Derek Yim and KP Yuen) – The paper "Impact of Student Background on Their Academic Performance" 2019 International Conference on Mathematics, Science and Technology Teaching and Learning (ICMSTTL 2019) and has been included into ICMSTTL 2019 which will be published in International Journal of Learning and Teaching(IJLT), ISSN: 2377-2891(Print); 2377-2905(Online), which will be indexed by Google Scholar; Crossref; IndexCopernicus.

3. **Service to the University, Professional Bodies and the Community**

Being the Programme Leader of the BBA (Hons) in Accounting and Finance (2016/17-present) and BBA (Hons) in Accountancy programme from 1997 to 2013 and being the Associate Head (Teaching) from 2013 to 2017, I have contributed significantly to the School and Faculty Level. As a member of the Committee on Undergraduate Admissions and a member of the Task Force on Criteria for Appointment of Teaching and Clinical Personnel (Fellow/Instructor/Associate), I provided my contribution on the university's procedure on undergraduate admissions and appointment of teaching personnel. Being the Departmental Career Liaison Officer (DCLO), I have contributed significantly to motivate and interact with students in their job seeking and career planning activities. As the examiner of the examination paper of HKICPA, I have made significant contribution to professional services.

To recognize my excellence in services, I have been awarded the AF Prize for Outstanding Performance/Achievement in Service in June 2019.

3.1 Service to the University/Faculty/School

3.1.1 Service to the University

- Member of Selection Panel of Teaching Development Grant (TDG) for smaller-scale projects (2019 – present)
The Selection Panel is organised by the Learning and Teaching Committee (LTC) to review the applications for Teaching Development Grant (TDG) for smaller-scale projects. TDG projects are an important means for engaging frontline teachers in teaching development and enhancing teaching and learning at PolyU. The selection panel has the important task of identifying worthy proposals to be supported in the 2019-22 triennium.
- Member of the Committee on Undergraduate Admissions (CUA) (2010/11 - present)
The Committee on Undergraduate Admissions is a sub-committee under the Academic Planning Committee (APC) serves to focus discussions and planning of all important issues concerning admission of undergraduate and sub-degree students under the new 4-year undergraduate degree structure.
- Member of the Working Group for UGC Cost Allocation (2017 - 2019)
With effect from 2018/19 the University has adopted the **Cost Allocation Guidelines** for UGC-funded and non-UGC-funded Activities (CAGs) issued by UGC with related control and review procedures. All cost items are assigned to one of the four cost pools, namely (i) academic staff cost, (ii) departmental premises and related cost, (iii) departmental shared cost, and (iv) departmental share of central cost; and ultimately being allocated to the appropriate funding source, except for certain cost items that are incurred solely for UGC or non-UGC activities which are directly attributed to the related funding sources.
- Member of the Task Force on Criteria for Appointment of Teaching and Clinical Personnel (Fellow/Instructor/Associate) (2010/11 – 2012/13)
The Task Force is set up by VP(AD) upon the University's decision to review the existing structure for teaching fellows and clinical associates and create a new teaching and clinical personnel track. This Task Force is to deliberate on the criteria for appointment and promotion of teaching and clinical personnel below the level of Professor of Practice/Teaching and to produce a draft of the criteria for consideration by VP(AD) and other relevant groups and committees.
- Member of the Working Group on Articulation Degree Programmes and Senior Year Intakes to Undergraduate Degree Programmes (2011/12 – 2012/13)
This Working Group is to recommend a framework for the articulation degree programme and senior year intakes to undergraduate degree programmes und the new 4-year undergraduate degree structure.

3.1.2 Service to the Faculty

- Member of Board of Examiners and Programme Committee for Broad Discipline students (2012/13 - present)
With effect from the 2012-13 academic year, the Faculty has admitted a group of students into the "Broad Discipline of Business" (BD). Since this group of students belongs to the Faculty before they declare their major, the Faculty has established a new Board of Examiner (BoE) as well as a new Programme Committee (PC) for the BD students. The proposed composition of the BoE and PC for the BD students has been endorsed by Associate Dean (PTL) and approved by the Dean. I am nominated to represent AF.
- Member of Task Force on Accreditation for the Faculty of Business (2012/13 - present)
The task force is set up by the faculty to develop and in-house core of knowledge and expertise on AACSB/EQUIS requirements and of the faculty's progress towards them. Thus, the task force would advise the dean and faculty management committee on any substantive actions needed to meet AACSB/EQUIS accreditation standards and to develop the documentation.
- Member of Undergraduate Studies Committee for the Faculty of Business (2013/14 - present)
The Undergraduate Studies Committee is responsible for formulating, reviewing and developing, for approval by the Faculty Board, policy and procedures relating to undergraduate work. It also advises the Faculty Board on all aspects of the undergraduate student experience in the Faculty

and examines new undergraduate programme proposals recommended by programme review committees. Annually, it considers reports, being part of the Annual QA report from the Undergraduate Programme Committees of all Departments in the Faculty following their reviews of undergraduate programmes.

- Member of BBA Scheme Committee (2007/08 - present)
I contributed to the exercise of academic and operational responsibility for the BBA programmes and its development. In particular, I contributed to consider the proposed intakes for admissions exercise for BBA programmes and prepared the Annual Programme Review Reports (APRR). I contributed also in the process of AACSB accreditation by aligning the learning outcomes with the outcome-based assessment and I attended the AACSB pre-meeting and AACSB peer review meeting.
- Member of Working Group on validation and credit transfer of senior year intake curricula (2013/14 - present)
I contributed to the vetting of the validation documents submitted by the Departments for the senior year intake of the 4-year undergraduate curricula

3.1.3 Service to the School

- Coordinator for Student Ambassadors of Executive on Campus (EoC week) - (3, 4, 6 Oct 2017)
I coordinated the student ambassadors for the Executive on Campus (EoC) events in the first week of October. Student Ambassadors served as the MCs and they host the guest lectures scheduled on Oct 3, 4 and 6. Guest Lectures included Asset Management, Corporate Governance/CSR, Investment Analysis, Auditing and Financial Control, Entrepreneurship and PolyU Start-up, Fintech and Big Data, C-suite Forum.
<http://www.af.polyu.edu.hk/events/detail/341>
- Programme Leader of BBA (Hons) in Accounting and Finance (2017/18 – present)
I exercised the academic and operational responsibility for the programme “BBA (Hons) in Accounting and Finance” and its development.
- Fire Warden for 6/F of Li Ka Shing Tower
Health and Safety Committee has endorsed the proposal for the fire warden arrangement. Each department is required to appoint Fire Wardens, two if the department has 20 or more staff members on a whole or a part of wing/floor or one if there are less than 20 staff members.
- Judge Panel for the HKICS Teaching Award
I, together with another colleague, liaise with the Hong Kong Institute of Chartered Secretaries (HKICS) to provide two Teaching Awards each year to the academic staff of our School of Accounting and Finance. I am one of the four members of the judge panel.
- Associate Head (Teaching) (5/Jun/2013 – 30/Jun/2017)
I am responsible for the teaching matters of both the undergraduate and postgraduate programmes and subjects of the School of Accounting and Finance. As the Associate Head (Teaching), I am the Chairman of the Teaching Council which is responsible for developing and promoting a school-wide culture of excellence in learning; teaching and students’ assessment. It helps also on formulating teaching policies and evaluation policies on staff teaching performance.
- Member of School Management Committee (ScMC) (2013/14 – 2016/17)
The ScMC can be regarded as the “Cabinet” of the department and its basic role is to provide continuing and timely advice to the HoD concerned on matters relating to departmental policy, strategic direction, business plan, rules and guidelines for operation, deployment of resources and other issues. Being a member of ScMC, I participate in providing advice to the HoD in matters relating to establishing guidelines/policy, determining strategy, the Business Plan (including the spending plan), quality assurance, endorsing new programme proposals, deployment of resources, external and public relations, distribution of workload for each academic staff and any other operational issues or similar matters raised by the HoD or any member.
- Chairman of Board of Examiners (BoE) for undergraduate programmes of School of Accounting and Finance (2013/14 – 2016/17)
I play a leading role in the Board of Examiners (BoE) for the undergraduate programme of the School which is responsible for making a decision on the student’s classification of award and on cases such as de-registration or those with extenuating circumstances.

- Chairman of Subject Assessment Review Panel (SARP) (2013/14 – 2016/17)
I play a leading and supervisory role in monitoring the academic standard and quality of subjects and ratifying subject grades.
- Chairman of Teaching Council of School of Accounting and Finance (5/Jun/2013 – 30/Jun/2017, Member since 2012/13)
The Teaching Council gathers information and to make suggestions on teaching/learning matters to the Head of School and the relevant committees (including School Management Committee, Departmental Learning and Teaching Committee (DLTC), Departmental Staffing Committee, and various Departmental Programme Committees). It liaises with DLTC on innovative and effective teaching/learning pedagogies and to enhance teaching skills of the faculty staff members by organizing relevant teaching seminars. It also coordinates the teaching activities offered by our adjunct professors/associate professors/assistant professors and works with various Departmental Programme Committees on teaching/learning-related matters.
- Member of Departmental Learning and Teaching Committee (DLTC) (2008/09 - present)
I contributed to the development and promotion of a school-wide culture of excellence in learning; teaching and students' assessment and I contributed to develop related learning and teaching policies and procedures.
- Member of Departmental Postgraduate Programme Committee (DPPC) (2013/14 – 2016/17)
The Departmental Postgraduate Programme Committee exercises the overall academic and operational responsibility for the postgraduate programmes of the School.
- Appraiser for Annual Staff Appraisal (2013/14 – present)
I have been assigned by the DRevC to be one of Appraisers for the Staff Appraisal Exercise.
- Programme Leader of BBA (Hons) in Accountancy (2007/08 – 4/Jun/2013)
I exercised the academic and operational responsibility for the programme "BBA (Hons) in Accountancy" and its development. In particular, I liaised and made formal submissions to various professional bodies, like HKICPA, CPA Australia and ACCA and responded to their accreditation requirements and annual accreditation exercises. I arranged seminars on major and minor matters and student exchange matters and advised students on the choice of minors, subjects and study path. I attended student representative meetings and programme committee meetings and solicited views and feedback from students and colleagues. I participated in the BoE meetings of BBA programmes and double degrees programmes and made appropriate decisions on various academic decisions on BBA students.
- Departmental Enrolment Liaison Officer (DELO) (2007/08 – 2012/13)
I managed and coordinated all matters related to applications, admissions, registration and subject registration of BBA (Hons) in Accountancy throughout the admission and subject registration exercises. I considered and granted the decisions on applications for deferment of study, withdrawal of study and leave of absence. Besides, I liaised closely with the faculty offices, academic secretariat and IAO on all admission and registration matters. I arranged interviews for non-Jupas applicants, and I coordinated the activities involved in campus visits, Info Day and Consultation Day for Jupas and non-Jupas applicants. To familiarize prospective students with the School and to help them make informed choices regarding its programmes, Info Seminar titled "Accounting and Finance Education at PolyU" was arranged during the Info Day and Consultation Day.
- Departmental Careers Liaison Officer (DCLO) (2004/05 - present)
I have drawn the attention of students and colleagues to matters related to graduate employment. I lent the support to the career and placement office to market the students to employers, soliciting more job opportunities, acting as a resource person for further information on course content, as well as disseminating job vacancies and careers related activities to students and staff members concerned. I attended various recruitment talks of CPA firms and financial institutions and coordinated and discussed with the delegations about the recruitment matters. I visited various CPA firms, including KPMG, PwC, EY and Deloitte in order to promote the relationship between the firms and our school.
- Scholarship Liaison Officer (SLO) (2012/13 – present)
To allow the staff members of academic departments to receive the scholarship information in a more systematic way, I served as the Scholarship Liaison Officer (SLO) and help coordinate the scholarship matters within our School. I coordinated and recommended the nomination of various

awards and scholarships available to the undergraduate students of our school. I checked the eligibility of the candidates and passed the recommendation to the programme leaders for nominations. Appropriate nominations had been made for various awards, e.g. in 2014, the award of “Outstanding Student of the Faculty” went to Mr Ye Xiaoxiong, a final-year student of BBA (Hons) in Accounting and Finance.

- Student Exchange Programme Officer (2007/08 – 2009/10)
I advised undergraduate students the choice of subjects in order to identify an exchange place that fits students’ study plan and recommend credit transferability. I worked closely with the faculty and IAO in advising and promoting our students to participate in the student exchange programme. I supervised and coordinated students’ applications for credit transfer in relation to the overseas study before and after the exchange and passed to appropriate programme leaders for approval.
- Academic Counsellor of foundation year students of BBA (Hons) in Accountancy (2007/08 – 2011/12)
I advised foundation year students of BBA (Hons) in Accountancy relating to their study on the undergraduate degree programme. I contributed and advised the students for their enquiries relating to specific subject selection and registration matters
- Coordinator of accreditation of undergraduate programmes by professional bodies (2008-present)
I coordinated and prepared the accreditation arrangement in respect of our undergraduate programmes by various professional bodies

3.2 Contributions to Profession and Community

- Member of Representatives to meet with HKCAAVQ Accreditation Panel for the New QP of Hong Kong Institute of Certified Public Accountants (HKICPA) (31 October 2017)
- Member of Assessment Review Panel for HKICS (Oct 2017 – Sept 2019, present)
I helped HKICS to review the assessment result of the HKICS examination.
- Member of Academic Advisory Board of ACCA Hong Kong Business Competition (10 Sep 2016 – present)
I helped to bridge and strengthen communications between ACCA Hong Kong and the accounting students to understand the objectives and details of the ACCA Hong Kong Business Competition.
- Member of ACCA Hong Kong Student Affairs Sub-Committee. (10 Sep 2016 – present)
I helped to provide feedback and to drive continuous improvement to ACCA Hong Kong’s student affairs
- Reviewer for the HKICS Corporate Governance Paper Competition 2016 and 2018.
I helped HKICS to review the paper submitted to HKICS for the HKICS Corporate Governance Paper Competition 2016 and 2018
- Member of Qualification and Examination Board (QEB) of Hong Kong Institute of Certified Public Accountants (HKICPA) (15 Feb 2017 - present)
- Member of Review Panel for Qualification Programme (QP) Workshops of Hong Kong Institute of Certified Public Accountants (HKICPA) (2017 - present)
- Member of FE Moderation Sub-Group for Qualification Programme (QP) of Hong Kong Institute of Certified Public Accountants (HKICPA) (2017 - present)
- Member of New Qualification Programme (QP) Capstone Workgroup of Hong Kong Institute of Certified Public Accountants (HKICPA) (2017 - present)
- External Examiner of Technological and Higher Education Institute of Hong Kong (THEi) (13 Oct 2014 – 2018)
I contributed to the Faculty of Management and Hospitality Faculty Assessment Board in maintaining the academic standards of the Bachelor of Arts (Honours) in Professional Accounting and to attend the Assessment Panel meetings and make regular visits to the Institute.
- Member of External Programme Review Panel for Business & Management Division of the School of Continuing and Professional Studies of The Chinese University of Hong Kong (2014 –

2017)

I served as a member of the External Programme Review Panel to review the higher diploma programmes held by the Business & Management Division of the School of Continuing and Professional Studies of The Chinese University of Hong Kong.

- Examiner of Final Examination - QP of HKICPA (2000 - 2012)
For the Final Examination Paper of QP, I set the examination papers, assessed the other panel members' questions and answers and prepared the relevant reports to HKICPA. The final examination tests candidates' ability to integrate knowledge and skills from any part of the QP module syllabuses and apply these across all fields of competency, demonstrating a level of skills appropriate to a professional practitioner. Being an examiner of the final paper, I contributed to ensure the quality of the potential accountants and I ensure our school can maintain an updated competency level and knowledge required by the profession.
- Reviewer for the draft revised learning outcomes for Module 1 (Accounting), Module 6 (Financial Accounting) and Module 11 (Financial Reporting) of the new CPA Qualification Programme ("QP") (2014/15)
I provided an independent opinion as the specialists on the draft learning outcomes for Module 1 (Accounting), Module 6 (Financial Accounting) and Module 11 (Financial Reporting) of the new CPA Qualification Programme ("QP").
- Chief Examiner of Hong Kong Financial Accounting - International Qualifying Scheme (IQS) of the Hong Kong Institute of Chartered Secretaries (HKICS) (2009 - 2012)
I have set the examination papers for HKICS. Chartered Secretaries are professionals who are trained to uphold the standards of corporate governance, effective operations, compliance and administration. Being the examiner, I contributed to assure the quality of entry into the professional. Besides, I contributed to promote the cooperation between HKICS with our school.
- Consultancy work
I teach the subject Advanced Financial Reporting (previously "Financial Reporting Environment") in the intensive training programme for the staff of Ernst & Young, CPA (2007/08 – present) and for the staff of Deloitte Touche Tohmatsu (2012/13 – 2013/14). I teach also the subject Advanced Financial Reporting in the Executive Diploma in Accountancy programme hosted by the Institute of Advanced Executive Education (IAEE) (2014-2015).

I participated in the consultancy work led by TRICOR advising the Financial Services and the Treasury Bureau on the budgetary requirement of the Financial Reporting Council (FRC) (2016 – 2017).