

# Standing Orders - the Academic Board and its Committees

## Section 1 - Purpose and Scope

(1) The Academic Board and its Committees will conduct their meetings and other business in accordance with these Standing Orders and the customary practice of the Academic Board, subject to the University By-laws and University Council resolutions.

### Principles of Operation

(2) Academic Board and its Committees will operate in a manner that is:

- a. Accountable: committees will conduct their business transparently and always in the best interests of the University;
- b. Collegial: committees will conduct their business in a manner that is consultative, communicative and respectful;
- c. Efficient: committee business will focus on matters relevant to the committee's Terms of Reference and within the scope of the responsibilities and authority of Academic Board as set out in the [Terms of Reference - Academic Board Rule](#);
- d. Representative: committee membership will reasonably represent the diversity of the whole University community while maintaining membership that is as compact as possible for the committee to effectively conduct its business; and
- e. Orderly: committee members will exhibit and uphold good conduct that complies with the University's [Code of Conduct](#) and as additionally set out in the [Guidelines for Conduct of Members of Academic Board and its Committees](#).

(3) Customary practice refers to the process by which the Board's business is conducted through a presiding member (normally the person referred to as the Chair) and proceeds on the basis of resolution. In the conduct of meetings of the Academic Board and its Committees, all reasonable discretion is allowed to the presiding member.

(4) These Standing Orders apply to Academic Board and all its subcommittees. School/College Boards are also governed by the [Standing Orders of the Southern Cross University School-College Board](#).

## Section 2 - Elections for members of Academic Board and its subcommittees

### Election of Chair and Deputy Chairs of the Academic Board

(5) The positions of Chair, Deputy Chair (Research) and Deputy Chair (Teaching and Learning) will be filled as per the [Terms of Reference - Academic Board Rules](#).

(6) Elections for these positions, where required, will occur as follows:

- a. nominations for the position of Chair/Deputy Chair will be called by email or other appropriate publication, and the nomination period will be for a minimum of 14 days;
- b. nominations in writing will be submitted to the Council Secretary and must include:
  - i. names of a proposer and seconder; and
  - ii. confirmation of the candidate's willingness to stand;
- c. if necessary, an election will be conducted by secret ballot and voting will be on an optional preferential basis;
- d. an election may be conducted electronically and separate to an Academic Board meeting, or during an Academic Board meeting, as follows:
- e. for the Chair, the election will be completed at, or prior to (for electronic voting), the second last meeting of the Academic Board in the year the incumbent Chair's term is due to expire;
- f. for the Deputy Chair, the election will be completed at, or prior to (for electronic voting), the first meeting of the Academic Board in the year the incumbent Deputy Chair's terms are due to expire; or
- g. where the Vice Chancellor has determined to be the presiding member of the Academic Board, the election for Deputy Chair will occur at the next scheduled meeting of the Academic Board after that determination.

(7) The term of office of the Chair will be the lesser of:

- a. three years, commencing from 1 January of the year following election; or
- b. until such time that the Vice Chancellor wishes to become the presiding member of Academic Board.

(8) The term of office of the Deputy Chair will be three years commencing upon election.

(9) A Chair and Deputy Chair will hold office for no more than two consecutive terms.

(10) In the event that the Chair is elected from one of the academic members representing a School/College, the constituency concerned will be entitled to nominate an additional member to the Academic Board.

(11) In the event that no nominations for the Deputy Chairs are received by closing date, the Chair may extend the nomination period up to and including the next meeting of Academic Board.

### **Equity Provision**

(12) In the election of Chair and Deputy Chair positions for the Academic Board, at least one of the persons elected will be of the other gender except in the event that there are insufficient female or male nominations.

### **Election of Academic Staff Representatives**

(13) Upon request, Schools/Colleges will provide the Council Secretary with the name of their elected representatives on Academic Board (as per the [Terms of Reference - Academic Board Rule](#));

(14) The term of office of an academic staff member on the Academic Board will be two years, commencing from the first meeting of the Academic Board following confirmation of membership.

### **Election of Students**

(15) Students will be elected from the entire student body.

(16) The term of office of student representatives will be one year, commencing from the first meeting of the Academic Board following confirmation of membership.

## Section 3 - Sub-Committees of Academic Board

(17) In order to fulfil its responsibilities, the Academic Board may establish committees to perform functions delegated to them by the Academic Board.

(18) All elected academic staff members of these committees will serve for a period of two years following election, or as otherwise determined by these Standing Orders. All student members will serve for a period of one year following election.

(19) The Chair, Academic Board may attend any committee meeting as an ex-officio member and will contribute to the calculation of a quorum.

### Academic Board Executive Committee

#### Purpose

(20) The Academic Board Executive Committee will:

- a. provide advice and recommendations to the Academic Board on any academic matter requested by the Board;
- b. provide advice and recommendations to the Vice Chancellor or the Chair, Academic Board on any urgent academic matter as requested by the Vice Chancellor or the Chair, Academic Board;
- c. act on behalf of the Academic Board in the event of urgent or exceptional circumstances which require a decision normally in the purview of the Academic Board and which cannot be delayed until the next meeting of the Board;
- d. make decisions on behalf of the Academic Board as delegated by the Board; and
- e. report any decisions and actions to the subsequent meeting of the Academic Board.

#### Composition

(21) The membership of Academic Board Executive Committee is:

- a. Chair: Chair, Academic Board;
- b. Vice Chancellor;
- c. Deputy Chairs of Academic Board;
- d. Deputy Vice Chancellor (Research);
- e. Pro Vice Chancellor (Academic Innovation); and
- f. Pro Vice Chancellor (Academic Quality).

(22) The Committee may co-opt such other persons to its membership as it determines from time to time.

#### Meetings

(23) The Committee will meet at such times when requested to consider matters referred to it by the Vice Chancellor, the Academic Board or by the Chair, Academic Board.

### Accreditation Committee

#### Purpose

(24) The Accreditation Committee advises the Academic Board on matters relating to unit and course approvals and course accreditation. The Committee will:

- a. advise Academic Board on the accreditation, reaccreditation or removal of University coursework programs, in line with University policy and national qualification standards;
- b. advise Academic Board on award rules and admission standards in accordance with University policy;
- c. advise Academic Board on unit and course changes, advanced standing and articulation matters in accordance with University policy;
- d. on behalf of the Academic Board, variously approve matters as authorised by the [Course and Unit Approval Authorities](#);
- e. act as a source of advice and reference to Schools/Colleges on course development;
- f. identify and make recommendations to Academic Board on current or emerging issues pertaining to courses and qualification standards; and
- g. consider and report to Academic Board on any matters referred to it by the Vice Chancellor, the Academic Board or by the Chair, Academic Board.

## Composition

(25) The membership of Accreditation Committee is:

- a. Chair: Deputy Chair of Academic Board (Teaching and Learning);
- b. Chairs of all School/College Boards;
- c. Director, Teaching and Learning;
- d. Chair, Academic Board;
- e. Director, Planning Quality and Review;
- f. Director, Student Administration Services or nominee; and
- g. Director, Library Services.

(26) The Committee may co-opt such other persons to its membership as it determines from time to time.

(27) Upon request Schools/Colleges will provide the Council Secretary with the name of the Chair of the School/College Board and the Deputy Chair of the School/College Board, who will be the alternate member if the Chair of the School/College Board is unavailable.

## Academic Standards and Quality Committee

### Purpose

(28) The Academic Standards and Quality Committee is the principal advisory committee of the Academic Board on issues relating to academic standards and quality for curriculum delivery. The Committee will:

- a. develop, monitor, review, and advise the Academic Board on, University Rules, Policies, Procedures and Guidelines relating to developing, maintaining and assuring academic standards and quality in delivery of the University's curriculum;
- b. monitor and report on academic performance of units and courses with respect to student outcomes against internal and external benchmarks;
- c. monitor and report on equivalence of academic standards in delivery of units and courses through external benchmarking;
- d. assure the effectiveness of processes for monitoring and review of units and courses;
- e. monitor and report on maintenance of academic integrity in delivery of units and courses;
- f. identify, monitor and report on risks to academic quality, including risks to compliance with related Threshold Standards under the [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#); and

- g. consider and report to Academic Board on any matters referred to it by the Vice Chancellor, the Academic Board or by the Chair, Academic Board.

## **Composition**

(29) The membership of Academic Standards and Quality Committee is:

- a. Chair: Pro Vice Chancellor (Academic Quality);
- b. Chair of Accreditation Committee;
- c. Chief International Officer or nominee;
- d. Director, Teaching and Learning;
- e. Director, Planning Quality and Review;
- f. Director, Student Administration Services or nominee;
- g. One Lecturer (Level B) or Senior Lecturer (Level C) academic staff member (appointed by the Chair, Academic Board for a two-year term commencing on the date of the first meeting after their appointment);
- h. One other academic staff member (appointed by the Chair, Academic Board for a two-year term commencing on the date of the first meeting after their appointment);
- i. One undergraduate student (appointed by the Chair, Academic Board for a one-year term commencing on the date of the first meeting after their appointment);
- j. One postgraduate coursework student (appointed by the Chair, Academic Board for a one-year term commencing on the date of the first meeting after their appointment).

(30) The Committee may co-opt such other persons to its membership as it determines from time to time.

## **Teaching and Assessment Committee**

### **Purpose**

(31) The Teaching and Assessment Committee is a sub-committee of the Academic Standards and Quality Committee that provides advice on issues relating to teaching and assessment practices and standards. The Committee will:

- a. develop, monitor, review, and advise the Academic Standards and Quality Committee on, University Rules, Policies, Procedures and Guidelines relating to practices and standards in teaching and assessment;
- b. consider and report on issues related to practices and standards in teaching and assessment, including with respect to curriculum design;
- c. monitor and report on continuous improvement strategies in course and assessment design based on student feedback;
- d. monitor and report on equivalence of assessment practices and standards through moderation and benchmarking;
- e. monitor and report on the suitability of learning resources for students to meet the requirements of their course; and
- f. consider and report on any matters referred to it by the Academic Standards and Quality Committee, Academic Board, or Chair, Academic Board.

### **Composition**

(32) The membership of the Teaching and Assessment Committee is:

- a. Chair: Pro Vice Chancellor (Academic Innovation);

- b. Deputy Vice Chancellor (Students), or nominee
- c. Director, Centre for Teaching and Learning
- d. Director, Planning Quality and Review
- e. Director, Library Services, or nominee
- f. University Academic Directors, Educational Partnerships;
- g. Director of Teaching and Learning from each School and College;
- h. One undergraduate student (appointed by the Chair, Academic Board for a one-year term commencing on the date of the first meeting after their appointment)
- i. One postgraduate coursework student (appointed by the Chair, Academic Board for a one-year term commencing on the date of the first meeting after their appointment)

(33) The Committee may co-opt such other persons to its membership as it determines from time to time.

## **Admissions Committee**

### **Purpose**

(34) The Admissions Committee is the principal advisory committee of the Academic Board on issues relating to admission of students into coursework awards. To provide the Academic Board with oversight of admissions standards and processes of the University and its educational partners, the Committee will:

- a. develop, monitor, review and advise the Academic Board on University Rules, Policies, Procedures and Guidelines on load planning, applications, admissions and pathways for coursework students;
- b. monitor, review and report to the Academic Board on the University's admission requirements, including those for English-language and academic proficiency, having regard to factors including, but not limited to, recruitment pathways and student outcomes;
- c. monitor the implementation of recommendations in relation to admission, arising from internal or external reviews;
- d. review and monitor the delegations for admission decisions, and associated credit/Recognition of Prior Learning decisions, across the University and its partners;
- e. identify, monitor, and report to the Academic Board on risks to the University's compliance with the [Threshold Standards](#) or the ESOS Framework, its visa risk rating or its reputation, resulting from its admission processes;
- f. provide advice and recommendations to the Pro Vice Chancellor (Academic Quality) on the equivalence of senior secondary study, English language test scores, courses, qualifications and professional experience that the University accepts as meeting its English language proficiency requirements;
- g. make recommendations to Academic Board and the Vice Chancellor on articulation or entry agreements signed between the University and other education institutions;
- h. monitor and report to Academic Board on any waivers made by the Pro Vice Chancellor (Academic Quality) of English language requirements for a particular applicant;
- i. consider and report on any matter referred to it by the Vice Chancellor, Academic Board or the Chair, Academic Board; and
- j. make a standing report to Academic Board at each ordinary meeting.

### **Composition**

(35) The membership of the Admissions Committee is:

- a. Chair: Pro Vice Chancellor (Academic Quality);
- b. One Head of School (appointed by the Chair, Academic Board for a two-year term commencing on the date of

- the first meeting after their appointment);
- c. Lecturer (Level B) or Senior Lecturer (Level C) academic staff member (appointed by the Chair, Academic Board for a two-year term commencing on the date of the first meeting after their appointment);
- d. Chair, Accreditation Committee;
- e. Chief International Officer (or nominee);
- f. Director, Student Administration Services (or nominee);
- g. Director, Planning Quality and Review;
- h. Director, SCU College;
- i. Director, Teaching and Learning.

(36) The Committee may co-opt such other persons to its membership as it determines from time to time.

## Research Committee

### Purpose

(37) The Research Committee is the principal advisory committee of the Academic Board on issues of research across the University. On behalf of the Academic Board, the Research Committee will:

- a. advise the Academic Board on research, research training, research ethics, research performance and research policy;
- b. assist with the formulation and review of strategic research plans and monitor performance against the research objectives and goals of the University's Strategic Plan;
- c. promote research integrity, including advising on policies and training issues related to the [Australian Code for the Responsible Conduct of Research 2018](#) (or any subsequent Code) and the University's supporting governance instruments, and compliance with the Code;
- d. evaluate, monitor and report to the Academic Board on national and international trends in research and research funding and in performance assessment;
- e. advise the Academic Board of the impact of research policies, strategies and actions on the quality and integrity of research at the University, and on the University's research performance; and review and provide advice on proposals for changes in research policy;
- f. monitor policies and reports related to the animal and human ethics, and biosafety to ensure compliance with internal and external requirements;
- g. assess, monitor and provide advice on research risk management processes;
- h. approve guidelines and selection criteria for seek funding and scholarship allocations;
- i. oversight of the establishment and disestablishment of University research centres and institutes, and provide advice regarding key performance indicators for research centres and institutes;
- j. provide leadership and strategic advice on mechanisms to improve the University's research performance;
- k. provide leadership and strategic advice on research data management;
- l. advise the Academic Board on any other research matters as requested by the Vice Chancellor, the Chair, Academic Board or the Deputy Vice Chancellor (Research).

### Composition

(38) The membership of Research Committee is:

Ex-officio (full rights)

- a. Chair: Deputy Vice Chancellor (Research);

- b. Deputy Chair of Academic Board (Research);
- c. Dean, Graduate Studies;
- d. Head, Office of Research;
- e. Vice President (Engagement);

Appointed (full rights)

- a. two Research Centre Directors (one Special and 1 School-based);
- b. two Heads of Schools (or nominee);
- c. one Senior Indigenous Researcher;
- d. one Early-Career Researcher;
- e. one Mid-Career Researcher;
- f. two high performing researchers from emerging areas of research excellence;
- g. one University librarian;
- h. one representative of the Human Research Ethics Committee; and
- i. one Higher Degree Research student.

(39) The Chair may co-opt other members as required for a specified term.

(40) Appointed members will be appointed by the Deputy Vice Chancellor (Research).

(41) Appointed members will normally serve for a period of two years, and for no more than two consecutive terms.

## **Higher Degrees Research Committee (HDRC)**

### **Purpose**

(42) The Higher Degrees Research Committee is a committee of the Academic Board responsible for Higher Degree Research training across the University. On behalf of the Academic Board, the Committee will:

- a. advise the Academic Board and the Deputy Vice Chancellor (Research) on research higher degree and research training outcomes, standards and quality;
- b. advise the Academic Board and the Deputy Vice Chancellor (Research) on strategies to support higher degree research and research training;
- c. monitor, review and make recommendations to Academic Board on Policies and Rules related to:
  - i. research higher degree awards; and
  - ii. scholarships;
- d. be responsible for oversight and Academic Board policy pertaining to research higher degree processes, including, but not limited to:
  - i. student admission;
  - ii. awarding of scholarships;
  - iii. appointment of supervisors;
  - iv. confirmation of candidature;
  - v. monitoring of candidature and progress;
  - vi. extensions and interruptions to candidature;
  - vii. appointment of examiners;
  - viii. overseeing the examination process; and
  - ix. recommending award of research higher degrees to Academic Board;
- e. monitor research higher degree pathways;



- f. advise the Academic Board on policies and strategies for the support and development of supervisors and supervisory practices;
- g. consult Research Committee on any matters related to the research training/research intersect;
- h. consult Academic Standards and Quality Committee on any matters related to the research training/teaching and learning intersect; and
- i. report to Academic Board on any matter referred to the Committee by the Academic Board, the Chair, Academic Board, the Deputy Vice Chancellor (Research) or the Vice Chancellor.

### **Composition**

(43) The membership of Higher Degrees Research Committee is:

- a. Chair: a member of the Professoriate, nominated by the Chair, Academic Board after consultation with the Vice Chancellor and Deputy Vice Chancellor (Research);
- b. Deputy Chair of Academic Board (Research);
- c. Dean, Graduate Studies; and
- d. Director, Higher Degree Research Training from each School and College, where applicable.

(44) The Committee may co-opt such other persons to its membership as it determines from time to time.

### **Committee of Examiners**

#### **Purpose**

(45) The Committee of Examiners are sub-committees of School/College Boards which meet and are authorised to ensure that:

- a. matters relating to student assessment and student progress have been appropriately considered;
- b. that moderation and award of grades are undertaken; and
- c. that grades are approved and their release authorised.

(46) The Committee of Examiners will:

- a. ensure student progression is monitored across student cohorts;
- b. confirm moderation processes are implemented;
- c. ensure integrity of student assessment is monitored;
- d. where applicable, ensure that appropriate moderation processes in onshore and offshore locations have been undertaken prior to the submission of grades to the Committee of Examiners;
- e. consider and approve final and interim grades for each student enrolled in units in undergraduate and postgraduate coursework awards delivered by the School/College;
- f. consider and approve final and interim grades for each student enrolled in non-award units delivered by the School/College; and
- g. report both to the School Board and to the Academic Standards and Quality Committee on any academic matter related to concerns about academic standards or quality in onshore and offshore locations, or to non-compliance with the University's Rules, Policies and Procedures.

### **Composition**

(47) The membership of Committee of Examiners is:

- a. Chair: Chair, School/College Board; and

- b. Head of School/College, or nominee.

### **Meetings:**

(48) The Committee of Examiners meet at the end of each Study Period, and may meet more often at the discretion of the Chair.

## **Academic Board Appeals Committee**

### **Purpose**

(49) The Academic Board Appeals Committee is a committee of Academic Board that assists in assuring quality and integrity in academic outcomes for students by considering potential irregularities in academic assessment and progression processes.

(50) The Academic Board Appeals Committee will:

- a. develop procedures, approved by the Academic Board, to be followed for appeals and for the hearing of appeals by the Committee;
- b. hear, examine and determine student appeals in relation to:
  - i. student assessment;
  - ii. research higher degree progression; and
  - iii. exclusion on academic grounds;
- c. hear, examine and determine an appeal on any other relevant matter referred to it by the Chair, Academic Board;
- d. act as the final University decision-making body with regard to appeals under the University's Rules Relating to Awards; and
- e. ensure that students are advised that if internal processes fail to resolve a grievance there are provisions for review by an independent third party.

### **Composition**

(51) The membership of Academic Board Appeals Committee is:

- a. Chair, Academic Board or their nominee (Chair);
- b. three academic staff members selected by the Chair of the Committee from a School/College or designated University Research Institute, none of whom shall be from the School/College or Research Institute relevant to the appeal;
- c. one student from the student membership of the Academic Board selected by the Chair of the Committee; and
- d. Director, Student Administration Services or nominee.

(52) The Chair of the Committee may co-opt members as necessary who will be full members for the duration of a designated hearing or hearings.

(53) In accordance with rules of procedural fairness, persons who have participated in the prior assessment of an appellant's case are not permitted to be members of the relevant Appeals Committee.

## **School/College Boards and their Sub-Committees**

### **Purpose**

(54) Each School/College will have a School/College Board and it shall follow the [Standing Orders of the Southern](#)

## [Cross University School-College Board.](#)

(55) The National Centre for Naturopathic Medicine will have a Board that is considered a School/College Board for the purposes of this and all other relevant policies and procedures of Academic Board.

(56) The School/College Boards or their sub-committees shall:

- a. consider and advise on all matters referred to it by the Academic Board;
- b. exercise any delegations provided to it by the Academic Board;
- c. formulate and recommend to the Academic Board academic policies and procedures;
- d. advise the Academic Board on:
  - i. the academic directions of the School/College;
  - ii. issues related to teaching and learning in the School/College;
  - iii. issues related to research in, or associated with, the School/College;
  - iv. the undergraduate and postgraduate programs offered by the School/College;
  - v. policies and procedures for the accreditation and review of academic programs at the University; and
  - vi. any other academic matter;
- e. recommend to the Academic Board or the relevant committee of Academic Board on:
  - i. the accreditation of academic programs in the School/College;
  - ii. amendments to academic programs in the School/College;
  - iii. review of academic programs in the School/College;
  - iv. discontinuation of academic programs in the School/College;
- f. determine the award of School/College student scholarships and prizes;
- g. consider reports of School/College Board committees and any other body required to report to the School/College Board, and
  - i. determine such matters as authorised; and
  - ii. transmit to the Academic Board with or without amendment or comment any report or recommendation requiring the attention of the Academic Board.

(57) Each School/College Board may establish sub-committees and delegate powers given under these rules to sub-committees or nominated officers.

### **Composition**

(58) The composition of each School/College Board will be determined by the [Standing Orders of the Southern Cross University School-College Board](#).

(59) A School/College Board may co-opt such other persons to its membership as it determines from time to time.

(60) The Chair and Deputy Chair of a School/College Board will be elected by the full time and fractional (50% and above) academic staff of the School/College for a two year term.

(61) The Chair shall be the School/College representative on Accreditation Committee, and the Deputy Chair shall be the alternate member.

### **Educational Partnerships Board**

#### **Purpose**

(62) The Educational Partnerships Board is the principal advisory committee of the Academic Board on issues of

academic quality assurance, course accreditation, and teaching standards, associated with material third party educational collaborations with whole of institution significance.

(63) The Educational Partnerships Board will:

- a. recommend to Academic Board policies, procedures and strategies to support and enhance the academic quality, performance and integrity of the University's strategic educational partnerships;
- b. using defined indicators, regularly monitor and report to Academic Board on the partnerships' alignment with national standards in relation to quality in teaching, learning, and scholarship;
- c. consider and make recommendations to the Accreditation Committee and Academic Board on the accreditation of, amendments to, review of, and discontinuation of Courses which are delivered solely through the University's educational partners
- d. Monitor the implementation of policies and procedures pertaining to moderation and equivalence in study outcomes at educational partnerships;
- e. consult with other Academic Board committees, management committees, and relevant School and College Boards on matters relating to educational partnerships; and
- f. consider and report to Academic Board on any other matters referred to it by the Vice Chancellor or Executive, the Academic Board or by the Chair, Academic Board, in relation to the University's educational partnerships.

(64) For University Courses and Units to be delivered solely by the University's educational partners, the Educational Partnerships Board is a School Board for the purpose of the [Academic Quality Standards and Integrity Policy](#) the Academic Governance Approval Levels for Units and Courses and all other University Policies and Procedures.

### **Composition**

(65) The membership of the Educational Partnerships Board is:

- a. Chair: Pro Vice Chancellor (Academic Innovation);
- b. Chair, Academic Board;
- c. Director, Teaching and Learning;
- d. University Academic Directors, Educational Partnerships;
- e. One Head of School (or nominee) (appointed by the Deputy Vice Chancellor (Academic) for a one year term from the date of their first meeting);
- f. Chief International Officer (observer);
- g. Director, Planning Quality and Review (observer).

(66) The Board may co-opt such other persons to its membership as it determines from time to time, or as relevant to matters pertaining to the University's educational partnership.

### **Committee of Examiners (Educational Partnerships)**

#### **Purpose**

(67) The Committee of Examiners (Educational Partnerships) is a sub-committee of the Educational Partnerships Board as will have the same purpose as the Committees of Examiners for the School/College Boards as set out in the [Standing Orders - The Academic Board and its Committees](#).

#### **Composition**

(68) The membership of the Committees of Examiners (Educational Partnership) is:

- a. Chair: Chair, Educational Partnerships Board;
- b. Pro Vice Chancellor (Academic Innovation) (who will carry out the functions of the Head of School);
- c. University Academic Directors, Educational Partnerships;
- d. Course Coordinators;
- e. Student Administration Services representative (observer).

## **Student Academic Experience Committee**

### **Purpose**

(69) The Student Academic Experience Committee is the principal advisory committee of the Academic Board on issues relating to the student academic experience. The Committee will:

- a. Develop, monitor, review and advise the Academic Board on University Rules, Policies, Procedures and Guidelines relating to:
  - i. supporting successful transition to study including orientation and early assessment;
  - ii. academic and other student support services;
  - iii. student representation and voice;
  - iv. recognition of academic achievements.
- b. Monitor and report on:
  - i. the effectiveness of, and student engagement with, student academic support services including transition to study services;
  - ii. student retention;
  - iii. students at risk and their engagement with student academic support services; and
  - iv. participation, progress and completion by identified student subgroups in the context of student support services.
- c. Advise on general and specific initiatives undertaken to improve student engagement and experience.
- d. Consider and report on any matters referred to by the Vice Chancellor, Academic Board or the Chair, Academic Board.
- e. Make a standing report to Academic Board at each ordinary meeting.

### **Composition**

(70) The membership of the Student Academic Experience Committee is:

- a. Chair: Deputy Vice Chancellor (Students);
- b. Associate Deputy Vice Chancellor (Students);
- c. Dean, Graduate Studies or nominee;
- d. Chief International Officer or nominee;
- e. Director, Student Administration Services, or nominee;
- f. Director, Centre for Teaching and Learning;
- g. One School Director, Teaching and Learning (appointed by the Chair, Academic Board for a two-year term commencing on the date of the first meeting after their appointment);
- h. Team Leader, Indigenous Australian Student Services;
- i. Director, Planning Quality and Review;
- j. One undergraduate student (appointed by the Chair, for a one-year term commencing on the date of the first meeting after their appointment);
- k. One postgraduate student (appointed by the Chair, for a one-year term commencing on the date of the first

meeting after their appointment).

(71) The Committee may co-opt such other persons to its membership as it determines from time to time.

## **Section 4 - Student Elections for Sub-Committees**

(72) Nominations will be called by email or other appropriate publication from the student body to fill the student positions available on the relevant sub-committee of the Academic Board.

(73) If necessary, an election will be conducted by secret ballot, using an optional preferential voting system.

## **Section 5 - Casual Vacancies**

(74) If from any cause, other than the expiry of the term of appointment, a vacancy occurs, that vacancy will be a casual vacancy.

(75) A casual vacancy, except in the case of the Chair, Academic Board, will be filled by a person elected or appointed from the constituency in which the vacancy occurred.

(76) A person appointed to fill a casual vacancy, including the Chair, Academic Board, will hold office for the remainder of the term of office of the person's predecessor.

(77) If the casual vacancy is for the position of the Chair, Academic Board, one of the Deputy Chairs may be appointed to that position by the members of Academic Board for a period normally not exceeding six months.

(78) The Secretary, Academic Board will call for nominations for a casual vacancy as soon as possible after the vacancy arises.

## **Section 6 - Replacement of Ex-Officio Members**

(79) Where membership of the Academic Board or a committee is by ex-officio position then any person appointed in writing to act in that position for a period which attracts a higher duties allowance, will hold membership of the Board or committee for the period so appointed.

## **Section 7 - Nominees**

(80) No nominee of the Academic Board or any of its committees may further delegate a nominee to the position they hold.

(81) Other than the Chair, Academic Board, no academic staff member elected to a position on the Academic Board or any of its committees may be represented by a nominee.

(82) The term of office of any nominee on the Academic Board or its committees will expire at the same time as the term of office of the member being represented by the nominee.

## **Section 8 - Meetings**

(83) The Chair, Academic Board or a committee will convene the ordinary meetings.

(84) The Chair may convene a special meeting when the Chair considers it necessary in the interests of the University that the Academic Board or a committee should meet.

(85) The Chair, Academic Board or of the relevant committee will convene a special meeting upon the written request of no less than 25% of members of the Academic Board or the relevant committee stating the business that they wish to address at such a meeting.

(86) The Vice Chancellor may summon a special meeting of the Academic Board or a committee for the purpose of considering any business to be submitted by the Vice Chancellor.

### **Schedule of Meetings**

(87) Academic Board and its committees will develop a meeting schedule on an annual basis, with a frequency sufficient to meet its respective Terms of Reference.

### **Lack of Business**

(88) Notwithstanding Section 8 - , if the Chair is of the opinion that there is not sufficient business to justify a meeting of the Academic Board or of a committee, the Chair may cancel the meeting.

### **Notice of Meeting**

(89) A notice of meeting of the Academic Board or committee will be circulated by the Secretary, Academic Board to each member at least four business days prior to the date of that meeting. The notice will include a copy of the business papers, a copy of the previous regular meeting's minutes and, where applicable, minutes of any special meetings held since the last regular meeting of Academic Board or the committee.

(90) In exceptional circumstances, the Chair may allow additional business to be circulated. Materials may only be tabled at the discretion of the Chair.

### **Chair**

(91) The Chair, Academic Board or a committee, or in that person's absence a Deputy Chair, will take the chair at all meetings.

(92) If neither the Chair nor a Deputy Chair is present at any meeting, the meeting may elect a member to chair the meeting from those members present.

(93) Where the structure of a Committee does not have a Deputy Chair, the meeting may elect a member to chair the meeting from those members present.

(94) The Chair will have a vote and, in the case of an equality of votes, a second or casting vote.

### **Adjournments**

(95) The Chair may adjourn an ordinary, an adjourned or a special meeting of the Academic Board or a committee in appropriate circumstances.

(96) The Chair will not adjourn a meeting to prevent a motion or amendment being put, except with the approval of a majority of the members present. This discretion will not limit any other powers of the Chair to adjourn a meeting.

(97) If a meeting of the Academic Board or its committees is adjourned, the Chair will reconvene the meeting at a date and time approved by a majority of members present.

## Quorum

(98) The quorum for meetings of the Academic Board and for each of its Committees will be as follows:

- a. Academic Board: 12
- b. Academic Board Executive Committee: 3
- c. Accreditation Committee: 5
- d. Academic Standards and Quality Committee: 5
- e. Higher Degrees Research Committee: 5
- f. Research Committee: 6
- g. School/College Boards: Chair plus 5 other members
- h. Academic Board Appeals Committee: Chair plus 3 other members
- i. Committee of Examiners: Chair plus Head of School or nominee
- j. Admissions Committee: Chair plus 4 other members
- k. Educational Partnerships Board: 5
- l. Committee of Examiners (Educational Partnership Board): Chair, plus 3 other members.
- m. Teaching and Assessment Committee: Chair, plus 6 other members.
- n. Student Academic Experience Committee: 5 members

## Inquorate Meetings

(99) Any meeting of the Academic Board or its committees may be declared inquorate if insufficient members are present to constitute a quorum, 10 minutes after the time set for a meeting.

(100) After the meeting is declared inquorate, the Chair may proceed with the business of the meeting. Any decision or resolution arrived at by Academic Board or one of its committees will be ratified:

- a. by flying minute;
- b. at the next normal meeting; or
- c. at a Special Meeting,

at the discretion of the Chair.

# Section 9 - Meeting Proceedings

## Order of Business

(101) The business of the meeting will be considered in the order determined by the Chair of the meeting.

(102) At the beginning of the meeting, the Chair will invite members to star any un-starred agenda item for discussion.

(103) Agenda items containing resolutions that are un-starred will be approved without further discussion.

(104) If there is unfinished business on the agenda at the time at which a meeting is due to end and those present do not agree that the meeting should be extended, that business is to be deferred to the next meeting of Academic Board or the committee.

(105) Business that has been deferred to the next meeting of Academic Board or the committee is to have precedence over other business to be conducted at that meeting unless the Chair determines otherwise.



## **Motions**

(106) The Chair has discretion regarding the acceptance of motions, except for the procedural motions covered in clause (113). The Chair's discretionary ruling may be reversed if a majority of the members present support a motion to this effect.

(107) All notices of motion accepted by the Chair will appear on the business paper for the meeting concerned. These motions will be given to the Secretary, in writing.

(108) The introduction of a topic during the discussion of a motion that is ruled by the Chair to be additional to that relating to the motion must be raised in writing to a subsequent meeting.

(109) A point of order accepted by the Chair takes preference over all other discussion.

(110) Amendments will be considered prior to a vote on the substantive motion.

(111) All amendments must be relevant to the original motion and no amendment may directly negate the substantive motion or the original motion.

## **Flying Minutes**

(112) Circulating resolutions (flying minutes) require approval from two thirds of Academic Board or Committee members, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.

## **Suspension of Debate**

(113) Debate on a motion or amendment will be immediately suspended, even if a person is speaking, if any of the following procedural motions is moved and seconded:

- a. that the Academic Board (or the Committee) proceed to the next item of business;
- b. that the Academic Board (or the Committee) do now adjourn;
- c. that the question be now put;
- d. that the speaker be no longer heard;
- e. that the matter be referred back to the person or body which submitted the proposal.

(114) Any such motion except clause (113)e may not be moved or seconded by a person who has already spoken to the motion or to an amendment, and will immediately be put without amendment or debate.

(115) Any of the above motions is carried only if a majority of the members present vote in favour. If clause (113)c above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If a motion is moved under clause (113)e, debate may continue on matters to which the attention of the person or body should be drawn.

(116) The Chair's decision on procedural motions is binding. No motions of dissent shall be moved.

## **Procedure on Conclusion of Debate**

(117) As soon as debate upon a question is concluded, the Chair will put the question to the Academic Board or the Committee.

## **Method of Voting**

(118) All matters considered by the Academic Board or its Committees will be decided by consensus. If consensus

cannot be achieved, then that matter is to be resolved by voting on the motion or motions.

(119) A question will be decided on the voices. Alternatively, any member present may request a show of hands, and a secret ballot can be held at the discretion of the Chair or if requested by at least 25% of the members present.

(120) Where a member is unable to attend a meeting but has a particular interest in an item, the member may provide in writing to the Chair his or her views and request that those views be made known during the course of consideration of the item.

#### **Procedure After Question Put and Vote Taken**

(121) No member may speak to any question after it has been put by the Chair and the show of hands or ballot has been taken.

#### **Reference to a Committee or Working Party**

(122) The Academic Board may refer any matter arising from the business of the Board to a Committee, or may establish a Working Party to consider any such matter.

(123) The Committees of Academic Board may establish a Working Party to consider any matter arising from the business of the Committee. Academic Board will be informed of the formation of such a Working Party.

#### **Matters not Dealt with in Standing Orders**

(124) Should questions which are not dealt with in these Standing Orders arise, either at an ordinary, special or adjourned meeting, the decision of the Chair will be final.

#### **Amendment to Standing Orders and Rules**

(125) A motion for making, rescinding or amending a Standing Order will not be made except in pursuance of notice conveyed to the Secretary, Academic Board in writing five working days before the meeting. A resolution for any such purpose will require a two-thirds majority of the total membership.

#### **Suspension of Standing Orders**

(126) Any Standing Order may be suspended for the time being on a motion made with or without notice, provided that such a motion will have the concurrence of a majority of all the members of the Academic Board or the Committee.

#### **Observers at Meetings**

(127) Any staff member or student of the University may, at the discretion and with the prior permission of the Chair, attend meetings of the Academic Board or its Committees, but may not in any event speak or otherwise participate in the meeting without the permission of the Chair. The Chair may limit the number of observers present at any meeting, or require an observer to withdraw in order to preserve confidentiality, or to maintain good order in the meeting.

## **Section 10 - Associated Information**

(128) [Conduct of Members of Academic Board and its Committees - Guidelines](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	15th July 2020
<b>Review Date</b>	15th July 2023
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	14th July 2020
<b>Expiry Date</b>	14th February 2021
<b>Head of Work Unit</b>	Mark Dixon Director, Governance Services
<b>Enquiries Contact</b>	Governance Services