SCHEDULE 3
Terms of Reference - University Academic Programs Committee

1. Purpose of this Committee

1.1 The UNSW Academic Programs Committee is a University wide committee, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition and structure of the Committee.

2. Roles and responsibilities

2.1 The Committee has responsibility to conduct detailed examination of the matters set out in 2.2 below and to report to and make recommendations on relevant matters to the Academic Board.

2.2 The Committee is responsible for the following matters:

(a) considering strategy relevant to academic coursework offerings;

(b) in relation to coursework programs, considering and recommending to the Academic Board for approval the establishment, review, revision or termination of a degree, diploma, certificate, enabling program or other award program, including program and award rules and academic requirements and general education requirements, while considering all the academic rationales and strategic fit of each program in our University portfolio.

(c) considering and providing advice to the Academic Board on broad issues relating to the quality and standards of academic coursework programs across UNSW.

(d) recommending policy relating to the following matters to the Academic Board for its consideration and endorsement.

   (i) the functions conferred on Academic Board under the by-law and Rules;
   (ii) student academic and student conduct (including disciplinary) matters; and
   (iii) student admission, including special admission schemes.

2.3 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The Committee will comprise up to 23 members:

   (a) Deputy Vice-Chancellor (Education) or his/her nominee;

   (b) Pro-Vice-Chancellor (Education);

   (c) 1 nominated member of each Faculty (this may be the Associate Dean (Education) or program director);

   (d) up to 5 members of the Academic Board, one of whom is to be the President, one of whom is to be one of the Deputy Presidents and 3 to be elected members of the Academic Board who are nominated by the Academic Board;
(e) 2 undergraduate students (1 who is a member of the Academic Board and 1 nominated by the Academic Board)

(f) 2 postgraduate coursework students (one who is a member of the Academic Board and 1 nominated by the Academic Board)

(g) up to 3 such other persons nominated by the Chair (for example this may include but is not limited to senior academics, Heads of School, centre directors, experts).

3.2 The Committee Chair will be the Deputy Vice-Chancellor (Education) or his/her nominee.

3.3 The composition of the Committee will be reviewed at least once every two years.

3.4 Nominations shall be for a two year period, except for student members who shall be for a one year period.

3.5 A quorum shall be 9 of the members.

3.6 Decisions (including recommendations) shall be made by a majority of members present and voting. The Chair shall have a vote and in the case of equality of votes, a casting vote.

4. Meetings and attendance

4.1 The Committee will normally meet at least 8 times per annum, excluding December, and the schedule of meetings will be agreed in advance.

4.2 The Chair may convene additional meetings at any time on reasonable notice.

4.3 Should the Committee Chair be absent from the meeting, the members of the Committee present at the meeting shall choose one of their number to chair that meeting.

4.4 The secretary of the Committee will be a representative from Governance.

4.5 The agenda will be set by the Committee Chair and supporting papers will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled for discussion at the meeting.

4.6 Minutes of all meetings shall be approved by the Committee and signed by the Chair of the next Committee meeting.

4.7 The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

4.8 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable students.

5. Reporting

5.1 The Committee provides reports to the Academic Board and relevant parts of Committee meeting minutes will be provided to the Academic Board for noting.

5.2 The Committee will provide recommendations by way of minutes (and such additional information as necessary) to the Academic Board to allow informed decision making.

6. Review

6.1 The Committee will review the Terms of Reference annually to keep it up to date and consistent with the Committee’s authority, objectives and responsibilities. The Committee will make recommendations for any amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.