SCHEDULE 8
Terms of Reference - Deputy Vice-Chancellor (Academic) Board of Studies

1. Purpose of the Board

1.1 These terms of reference set out the roles and responsibilities, composition and structure of the Deputy Vice-Chancellor (Academic) Board of Studies.

2. Roles and responsibilities

2.1 The functions of the Board are to:

(a) consider and provide advice to the Deputy Vice-Chancellor (Academic) regarding the governance arrangements and oversight appropriate for the Board of Studies which include:

(i) the quality of teaching and learning in relation to courses, streams and programs which fall within the remit of the Board;
(ii) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
(iii) the research activities in or associated with the Board;
(iv) matters associated with Higher Degree Research programs;
(v) proposals for the establishment, revision or discontinuation of academic programs and courses;,
(vii) any other academic matter related to the activities of the Board

(b) perform such functions as delegated to it by the Council;

(c) provide advice to the Deputy Vice-Chancellor (Academic) about the Committee structure in accordance with Part 4 of the Rules, and to consider such structure on an annual basis;

(d) provide recommendations to the Deputy Vice-Chancellor (Academic) about the appointment of persons to the Committees in accordance with Part 4 of the Rules.

2.2 The Board may undertake the detailed examination of the matters referred to in 2.1 (a) above and make recommendations to the relevant School, Faculty or University Committee. This may include recommendations relating to academic quality program matters. Alternatively, the relevant Committee, as determined by the Board, may perform the functions prescribed in 2.1 above.

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 Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The membership of the Board shall be approved by the Deputy Vice-Chancellor (Academic) and comprise:

(a) the Deputy Vice-Chancellor (Academic);
(b) the Pro-Vice Chancellor (Students);
(c) relevant program directors;
(d) at least 1 elected staff member of the Academic Board;
(e) at least 1 student member of the Academic Board;
(f) such other persons as the Deputy Vice-Chancellor (Academic) appoints.

3.3 The Board shall be chaired by the Deputy Vice-Chancellor (Academic) or the nominee of the Deputy Vice-Chancellor (Academic).

3.4 Quorum shall be determined by the Board, but shall be a minimum of one half of the membership or not less than ten (10) (whichever is the lesser) and no greater than twenty (20).

4. **Meetings and attendance**

4.1 The Board will meet at least four (4) times per annum 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 Chair be absent from the meeting, the Pro-Vice Chancellor (Students) (or equivalent) shall chair the meeting.

4.4 The agenda will be set by the Chair and supporting papers will be delivered to Board 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.

4.5 Matters before the Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter shall be decided by the majority of the members present; and in the case of an equality of votes, the Chair shall have a casting vote.

4.6 The secretary of the Board will be a representative from Governance.

4.7 Minutes of all meetings shall be approved by the Board and signed by the Chair of the next Board meeting.

4.8 Meetings may be held by electronic means, however for at least two meetings per annum the Board must meet in person.

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

5. **Reporting**

5.1 The minutes of each Board meeting shall be tabled with the Academic Board.

6. **Review**

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

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