

VICTORIA UNIVERSITY
UNIVERSITY COUNCIL
ACADEMIC BOARD

TERMS OF REFERENCE

Establishment

These Terms of Reference are established in line with of the Academic Board Regulations.

Role

The Academic Board has been established as the peak academic governance body within the University and which reports to the Council as a delegate on academic matters. It is tasked with ensuring the University maintains quality learning, teaching, scholarship and research. As well as reviewing academic policy recommendations and approving and accrediting degrees and other awards, it provides a forum for debate within the University and between the academic community and senior executive officers.

Authority

In accordance with the *Section 20 of the VU Act*, Council authorises the Academic Board to:

- a. Approve, accredit and reaccredit courses of study including approval of major changes to courses.
- b. Approve academic policies and procedures.
- c. Set up and delegate some of its duties to Standing Committees.
- d. Establish internal working groups as required to assist it in the exercise of its responsibilities.
- e. Request the attendance of any University employee, officer of a Controlled Entity or Council member at Committee meetings where reasonable.
- f. Obtain relevant and reasonable information in line with the Academic Board functions, from an University employee or an external party (subject to their legal obligation to protect information).
- g. Exercise such other functions as may be necessary to enable it to exercise the responsibilities set out in its Terms of Reference.
- h. Approve grading systems and criteria for award of Honours.
- i. Set admissions standards, selection criteria and entry levels to VU award courses and, courses that prepare students for entry to higher levels of study (including any special course and subject requirements in individual cases).

Functions of the Academic Board

- 1 Set institutional standards for academic quality and outcomes; monitor the effectiveness of initiatives to improve the quality of teaching and learning, programs and courses and the student experience, domestically, internationally and through third-party arrangements.
- 2 Receive reports from delegates and management that assess the University's capacity to demonstrate it meets the academic-related standard of the Higher Education Standards Framework and the Standards for VET Accredited Courses and report to Council.
- 3 Make determinations on proposals for the accreditation and reaccreditation of all academic programs of study offered by the University.
- 4 Maintain oversight of academic and research integrity, including monitoring breaches, and mechanisms to mitigate potential and emerging academic risks including reporting to the Compliance, Audit and Risk Committee.
- 5 Review and provide advice on the development and effectiveness of policies and procedures that guide all academic and educational activities, including approval of policies relating to academic quality.
- 6 Monitor and provide advice on policies and procedures that are intended to support participation by Aboriginal and Torres Strait Islander peoples and ensure sensitivity to Aboriginal and Torres Strait Islander knowledge and cultures.
- 7 Monitor the quality of scholarship, research, research training and research-related matters and associated policies and foster the development and maintenance of high standards and support for research and scholarship.
- 8 Monitor and review the effectiveness of delegations made under policies and procedures relevant to the role and functions of the Academic Board and its standing committees, ensuring delegations are appropriately implemented.
- 9 Advise Council and/or the Vice-Chancellor on the academic aspects of the University's strategic plans, priorities and risk management, including evaluating the quality and effectiveness of educational innovations or proposals for innovations.
- 10 Monitor and report on the annual and strategic reviews of third-party arrangements, course delivery and agreements involving education programs delivery.
- 11 Evaluate annual self-reviews of Academic Board's standing committees to ensure that their referred responsibilities are effectively discharged.
- 12 Provide a forum to facilitate communication on issues within the education sector and encourage discussion and dissemination of information within the University regarding good practices in scholarship and research.
- 13 Monitor and report on the occurrence of formal complaints about academic matters and allegations of academic misconduct, and actions taken to address underlying causes.
- 14 Advise on matters referred to the Academic Board, within the remit of its delegated authorities, by Council, the Vice-Chancellor or other University officers.

15 Provide a report to Council following each meeting of Academic Board.

16 Review and report annually to Council on its own performance.

Membership

The membership of the Academic Board, and the appointment of the Chair and Deputy Chair, is set out and determined by the *Academic Board Regulation*.

External members must be 'fit and proper persons' as determined by *The Tertiary Education Quality and Standards Agency Fit and Proper Person Determination 2018*, the *Education Services for Overseas Students (ESOS) Act 2000*; as required by the Australian Skills and Quality Authority (ASQA), and as required by the University's probity processes.

Elections

Elections for the Academic Board shall be conducted in accordance with the University's *Elections Regulations 2016*.

Terms of Office

Terms of Office of members of the Academic Board are set out in the University's *Academic Board Regulation*.

Meetings

The Academic Board will meet at least five times a year. In addition, the Chair may call special meetings as required.

Conflict of Interest

Where relevant, members must declare real or perceived conflicts of interests in the appropriate form and according to the *Conduct of Council Business and Standing Orders Procedure*.

Quorum

A quorum of the Academic Board is half the members plus one. Where relevant, the Chair has the casting vote.

Original Academic Board Approval Date

Tuesday 19 October 2021.