Academic Quality Committee – Draft Terms of Reference

Purpose

The Academic Quality Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research at the University of Sydney and, in this context, advises the Academic Board on receipt of reports on the quality of, and current standards in teaching, scholarship and research, in accordance with the University of Sydney (Academic Board) Rule 2017 and the University of Sydney (Delegations Authority - Academic Functions) Rule 2016.

Terms of Reference

1. To play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of all academic units.
2. To monitor issues relating to quality in relation to award courses, and to make recommendations to the Academic Board.
3. To monitor issues relating to quality in relation to research, and to make recommendations to the Academic Board.
4. To monitor issues relating to quality in relation to research training, and to make recommendations to the Academic Board.
5. To provide academic oversight in relation to domains 2.2, 2.2.3, 5.2.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.7, 5.4.2, 6.1.4, 6.3.1 (b) –(d), 6.3.2 (a), (c)-(h) inclusive of the Higher Education Standards Framework (Threshold Standards) 2015.
6. In pursuit of the above objectives:
   6.1. request reports from, or refer matters to Faculties, University Schools, schools, departments, University Executive portfolios, etc., for consideration and action as required
   6.2. consider and take action as required on reports or academic submissions from academic units
   6.3. initiate and oversee, in collaboration with the University Executive, a formal and regular program of review of academic activities of all academic units.
7. To ensure undergraduate and postgraduate coursework education are compliant with appropriate Rules, Policies and Procedures, including, but not limited to the University of Sydney (Coursework) Rule 2014, the Coursework Policy 2014, the Assessment Procedures 2011, the Learning and Teaching Policy 2015, the Learning and Teaching Procedures 2016, the Academic Honesty in Coursework Policy 2015, the Academic Honesty Procedures 2016.
8. To ensure that research training is compliant with appropriate Rules, Policies and Procedures, including, but not limited to the University of Sydney (Higher Degree by Research) Rule, the Supervision of Higher Degree by Research Students Policy 2013, the Progress Planning and Review for Higher Degree by Research Students Policy 2015, the Essential Resources for Higher Degree by Research Students Policy 2016, the Thesis and Examination of Higher Degree by Research Policy 2015, the Thesis and Examination of Higher Degree by Research Procedures 2015, the Cotutelle Scheme Policy, the Academic Honesty in Coursework Policy 2015, the Academic Honesty Procedures 2016.
9. To receive reports and recommendations from the Higher Degree by Research Examinations Sub-Committee for comment and transmission to the Academic Board.
10. To receive reports from, and provide advice to, the Deputy Vice-Chancellor (Education), the Deputy Vice-Chancellor (Registrar) and, where appropriate, the Pro-Vice-Chancellor (Global Engagement) on quality assurance and other matters relating to coursework study.
11. To receive reports from, and provide advice to, appropriate portfolios on quality assurance and other matters relating to higher degree by research training in domain 4.1 of the Higher Education Standards Framework (Threshold Standards) 2015.
12. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to coursework and/or research training studies.

13. To provide regular reports on its activities under its terms of reference to the Academic Board.

14. To consider and report on any matter referred to it by the Academic Board, or its committees, the University Executive or the Vice-Chancellor.

**Constitution**

**Ex Officio Members**

the Chair of the Committee

the Chair of the Academic Board, or nominee

the Registrar, or nominee

the President of the Students' Representative Council, or nominee

the President of the Sydney University Postgraduate Students’ Association, or nominee

**Appointed members**

The Academic Board shall appoint one academic staff member from each 2016 faculty and University School and at least one undergraduate and one postgraduate student member nominated by members of the Board.

The Academic Board shall appoint as its representatives three elected staff members of the Academic Board on the recommendation of the Chair of the Academic Board. On the recommendation of any two of these members, an item before the Committee will be referred to the Academic Board as a starred item for consideration.

**Deputy Chair**

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

**Co-opted members**

The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

**Assessors and Reviewers**

The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, persons from outside the University.

**Observers**

Staff or students of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

*Draft endorsed by Academic Board Resolution AB2017/8-8 (28 November 2017).*
**Frequency of Meetings**
The Committee shall meet at least five (5) times a year.

**Voting Rights**
Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

**Quorum**
A quorum for a meeting of the Committee shall be seven (7) members.

**Sub-Committee**
Higher Degree by Research Examinations Sub-Committee

_Draft endorsed by Academic Board Resolution AB2017/8-8 (28 November 2017)._