Academic Standards and Policy Committee – Draft Terms of Reference

Purpose

The Academic Standards and Policy Committee assists and advises the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research in the University of Sydney.

Terms of Reference

1. To formulate and review policies, guidelines and procedures in relation to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.

2. To determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies.

3. To advise the Academic Board and Vice-Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.

4. To provide academic oversight of admissions, credit and recognition of prior learning in relation to domains 2.4.2, 2.4.3, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.2.4, 6.3.1 (a), (b), (d), 6.3.2 (a), (d), (e), of the Higher Education Standards Framework (Threshold Standards) 2015.

5. To provide academic oversight of research training in relation to domains 4.2.1 (a) – (e), and 6.3.1 (a), (b), (d), 6.3.2 (a), (d), (e), of the Higher Education Standards Framework (Threshold Standards) 2015.

6. To play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree resolutions are self-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.

7. To actively seek and evaluate opportunities to improve the University’s pursuit of high standards in all academic activities.

8. To ensure proper communication channels are established with other committees of the Academic Board and the University Executive to promote cross-referencing and discussion of matters pertaining to academic standards and policy.

9. To receive regular reports from, and provide advice to the Deputy Vice-Chancellors pursuant to maintaining the highest standards in teaching, scholarship and research.

10. To exercise all reasonable means to provide and receive advice from the University Executive and its relevant subcommittees.

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

12. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Deputy Vice-Chancellors.

Constitution

Ex Officio Members

the Chair of the Committee
the Chair of the Academic Board, or nominee
the Deputy Vice-Chancellor (Education), or nominee
the Director, Educational Innovation, or nominee
the President of the Students’ Representative Council, or nominee
the President of the Sydney University Postgraduate Representative Association, or nominee

**Appointed members**

The Academic Board shall appoint one member from each Faculty and University School and at least one undergraduate 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**

On the recommendation of the Committee, the Academic Board may co-opt additional members. Co-opted members may be selected from the University community or be external to the University of Sydney and 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.

**Observers**

Students and staff 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.

**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.