Undergraduate Studies Committee - Terms of Reference

Purpose
The Undergraduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning and scholarship at the University of Sydney and, in this context, advises the Academic Board about resolutions, policy and procedures relating to undergraduate study at the University and acts as the Academic Board's agent in determining undergraduate matters, including the approval of new and amended courses, in accordance with the Resolutions of the Senate: Delegations of Authority: Academic Functions.

Terms of Reference
1. To monitor issues relating to quality in relation to undergraduate award courses, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate studies in the University, including the pattern of undergraduate courses in the University.
3. To make recommendations to the Academic Board in relation to proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
4. To make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
5. To act for the Academic Board in determining procedures for the consideration, and deadline for submission of proposals for new and amended undergraduate award programs and courses in consultation with the Course Profiles Steering Committee.
6. To contribute to the development of the University’s strategic objectives in relation to undergraduate study and to formulate, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting those strategic objectives.
7. To receive reports from, and provide advice to, the Deputy Vice-Chancellor (Education) and, where appropriate the Deputy Vice-Chancellor (International) on quality assurance and other matters relating to undergraduate study.
8. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to undergraduate studies.
9. To ensure proper communication channels are established with other committees of the Academic Board and University Executive to promote cross-referencing and discussion of matters concerning undergraduate students.
10. To determine the terms and conditions of undergraduate awards, scholarships and prizes established within the University.
11. To receive annual reports on the awarding of Honours and the University Medal from Faculties
12. To provide regular reports on its activities under its terms of reference to the Academic Board.
13. 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 Chair of the Admissions Committee, if not already a member
the Director, Educational Innovation, or nominee
the Deputy Registrar, or nominee
the President of the Students' Representative Council, or nominee

Established by Academic Board Resolution 306/09 (9 December 2009); Amended by Academic Board Resolution AB2016/8-20 (7 December 2016)
**Appointed members**
The Academic Board shall appoint one academic staff member from each 2016 faculty¹ and at least one undergraduate student member nominated by members of the Board.

**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.

**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.

¹ ‘2016 faculty’ means "a faculty established by the Senate prior to 1 January 2017, as constituted on 31 December 2016."

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