NOTICE OF MEETING

Meeting 1/2018 of the Academic Quality Committee will be held from 2:00pm – 4:00pm on Tuesday 20 February 2018 in the Senate Room, Quadrangle. The Agenda for this meeting is below.

Dr Matthew Charet
Executive Officer to Academic Board

AGENDA

1 WELCOME AND APOLOGIES

2 PROCEDURAL MATTERS

2.1 Terms of Reference

Chair

attached

3 STANDING ITEMS

3.1 Report of the Chair

Chair

verbal

3.2 Report of the Academic Board

Tony Masters

attached

3.3 Report of the HDR Examinations Sub-Committee

Kathleen Nelson

attached

4 ITEMS FOR ACTION

4.1 Phase 5 Academic Board/University Executive Thematic Review: Student Wellbeing and Safety

Kate Small / Lynda Rose

attached

5 ITEMS FOR NOTING

5.1 Report of the Phase 4 Academic Board / University Executive Faculty Review of the Sydney Law School

Chair

separate

attachment

6 OTHER BUSINESS

6.1 Any Other Business

Next meeting: 2:00pm – 4:00pm, Tuesday 27 March 2018
Venue to be advised

Respect is a core value of the Academic Board
RECOMMENDATION

That the Academic Quality Committee recommend that the Academic Board approve the revised Terms of Reference, as presented, with effect from 6 March 2018.

EXECUTIVE SUMMARY

At its meeting of 28 November 2017, the Academic Board approved a draft set of Terms of Reference to accompany a restructure of the Standing Committees of the Academic Board. The background of the proposal, including an explanation of the purpose of the restructure of the committees, revision or creation of the Terms of Reference and constituency for each committee, and the consultation process through which the current draft was formulated, can be found in the agenda papers for the 28 November 2018 meeting of the Academic Board (as Item 4.2).

It was agreed at that meeting that the Terms of Reference would be presented to each committee for endorsement at the first cycle of committee meetings in 2018. The draft Terms of Reference for the Academic Quality Committee are attached, with additional feedback received from the University Policy Manager following the November meeting included as marked. This draft is presented to the Committee for its consideration and endorsement.

The committee is asked to resolve on this proposal as recommended above, for presentation of the Terms of Reference to the 6 March 2018 meeting of the Academic Board.

ATTACHMENTS

Attachment 1: Draft Terms of Reference – Academic Quality Committee
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 Resolutions of the Senate: Delegations of Authority: Academic Functions 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, 5.2.2, 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, to:
   • request reports from, or refer matters to Faculties, University Schools, schools, departments, University Executive portfolios, etc., for consideration and action as required;
   • consider and take action as required on reports or academic submissions from academic units;
   • 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,
   • Academic Honesty in Coursework Policy 2015,
   • 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.
6.9. To receive reports and recommendations from the Higher Degree by Research Examinations Sub-Committee for comment and transmission to the Academic Board.

7.10. To receive reports from, and provide advice to, the Deputy Vice-Chancellor (Education), The Registrar and, where appropriate, the Pro-Vice-Chancellor (Global Engagement) on quality assurance and other matters relating to coursework study.

8.11. 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.

9.12. 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.

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

11.14. 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 Chair of the HDR Examinations Sub-Committee, if not already a member

the Deputy Vice-Chancellor (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, on nomination by members of the Academic Board, 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, on the recommendation of the Chair of the Academic Board, 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 its 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 may, with the permission of the Chair of the committee, address the meeting on issues being considered by it.

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
Non-Confidential

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<tr>
<th>Author</th>
<th>Matthew Charet, Executive Officer to Academic Board</th>
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<td>Reviewer/Approver</td>
<td>Associate Professor Tony Masters, Chair of the Academic Board</td>
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<tr>
<td>Paper title</td>
<td>Report of the Academic Board meeting</td>
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<td>Purpose</td>
<td>To advise the Committee of the outcomes of the Academic Board meeting held on 28 November 2017</td>
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RECOMMENDATION

That the Academic Quality Committee note the report of the Academic Board meeting held on 28 November 2017.

REPORT OF ACADEMIC BOARD MEETING

Items related to the Academic Standards and Policy Committee

The Academic Board noted the report from the meeting of the Academic Standards and Policy Committee held on 14 November 2017; and

- endorses amendments to the *University of Sydney (Higher Degree by Research) Rule 2011* (as amended) and recommend that Senate adopt the amended Rule, as presented, with effect from 1 January 2018;
- approved the amendment of the *Progress Planning and Review of Higher Degree by Research Students Policy 2015* and the *Progress Planning and Review of Higher Degree by Research Students Procedures 2015*, as presented, and adopted the amended policy and procedures, with effect from 1 January 2018;
- approved the amendment of the *Supervision of Higher Degree by Research Students Policy 2013*, as presented, and adopted the amended policy, with effect from 1 January 2018;
- approved the amendment of the *Thesis and Examination of Higher Degrees by Research Policy 2015*, as presented, and adopted the amended Policy, with effect from 1 January 2018;
- endorsed the proposed model of thematic reviews for the next five-year phase of joint Academic Board – University Executive reviews of faculties and University schools; endorsed the theme of “Student Wellbeing and Safety” for review in 2018; and noted the themes proposed for future years (to be finalised annually to ensure alignment with contemporary priorities);
- approved changes to the *Learning and Teaching Policy 2015* arising from curriculum implementation and an audit against the Higher Education Standards Framework; recommended that the Deputy Vice-Chancellor (Education) approve changes to the *Learning and Teaching Procedures 2016* arising from curriculum implementation and an audit against the Higher Education Standards Framework; and recommended that Senate rescind the policy *Equal Opportunity in Education*, noting that this policy has now been incorporated into the *Learning and Teaching Policy 2015*, with effect from 1 January 2018;
- endorsed the continuing and *Extra-curricular Education Policy 2017* and recommended that the Deputy Vice-Chancellor (Education) adopt the policy, with effect from 1 January 2018;
- endorsed the amendment of the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)*, as presented, and recommended that Senate approve the amendment of the Rule, with effect from 1 January 2018;
- approved a proposal from the Faculty of Arts and Social Sciences to amend its Faculty Resolutions and approved the amendment of Faculty Resolutions arising from the proposal, with effect from 1 January 2018;
- approved a proposal from the Faculty of Dentistry to amend its Faculty Resolutions and approved the amendment of Faculty Resolutions arising from the proposal, with effect from 1 January 2018;
- noted the Student Misconduct Report 2015 – 2016, as presented; and
- noted the report of the Phase 4 Review of the Faculty of Arts and Social Sciences and the Faculty’s response.
Non-Confidential

**Items related to the Admissions Committee**
The Academic Board noted the report from the meeting of the Admissions Committee held by circulation on 14 November 2017; and

- approved a proposal from the Admissions Office that the Irish Leaving Certificate undertaken from 2017 onwards be assessed for admission to the University of Sydney using the revised schedule S9266, which includes new grades and tariff as allocated by the Irish Central Applications Office, with immediate effect.

**Items related to the Graduate Studies Committee**
The Academic Board noted the report from meeting of the Graduate Studies Committee held on 7 November 2017 and:

- approved a proposal from the Faculty of Arts and Social Sciences to introduce the Master of Education Leadership in Aboriginal Education; recommend that Senate endorse the Academic Board’s approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Arts and Social Sciences; and approve the introduction of course resolutions arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Faculty of Arts and Social Sciences to amend the Master of Human Rights and related award courses, as amended, and approve the amendment of unit of study tables arising from the proposal, with effect from 1 January 2018;
- formally noted the previous approval of a proposal from the Faculty of Dentistry to amend the Doctor of Clinical Dentistry (Special Care Dentistry); recommend that Senate endorse the Academic Board’s approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Dentistry; and formally approve the amendment of course resolutions and unit of study tables arising from this proposal, with effect from 1 January 2018;
- approved the proposed curriculum framework for a research-pathway Masters degree; note the name Master of Advanced Studies ([discipline]) for the research-pathway Masters degree; approve the proposed curriculum framework for vertically-integrated research-pathway and professional/specialist Bachelor/Master combined degrees; and approve changes to the *Coursework Policy 2014* incorporating the curriculum framework for a research-pathway Masters degree and vertically integrated degrees, with effect from 1 January 2018;
- approved a proposal from the Faculty of Engineering and Information Technologies to amend the Master of Information Technology / Master of Information Technology Management and approve the amendment of course resolutions and unit of study tables arising from this proposal, with immediate effect;
- approved a proposal from the Sydney Law School to amend the Doctor of Juridical Studies, Master of Criminology by Research and Master of Laws by Research degrees and approve the amendment of course resolutions arising from the proposal, with effect from 1 January 2018 (endorsed as amended at the 19 September 2017 meeting of the Graduate Studies Committee);
- approved a proposal from the Sydney Medical School to amend the Master of International Public Health and the Graduate Diploma in International Public Health (including renaming these award courses); recommend that Senate endorse the Academic Board’s approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Sydney Medical School; and approve the introduction of course resolutions and units of study arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Sydney Medical School to introduce a stream in General Practice and Primary Health Care in the Master of Medicine / Master of Science in Medicine and associated award courses; recommend that Senate endorse the Academic Board’s approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Medicine; and approve the amendment of course resolutions and the introduction of new units of study arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Sydney Medical School to amend the Master of Public Health and the Graduate Diploma in Public Health; recommend that Senate endorse the Academic Board’s approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Medicine; and approve the amendment of course resolutions and units of study arising from this proposal, with effect from 1 January 2019;
- approved a proposal from the Faculty of Science to introduce the Bachelor of Science / Master of Mathematics; recommend that Senate endorse the Academic Board’s approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in...
Non-Confidential

the Faculty of Science; and approve the introduction of course resolutions and the amendment of unit of study tables arising from this proposal, with effect from 1 January 2019;

- approved a proposal from the Faculty of Science to introduce the Master of Mathematics; recommend that Senate endorse the Academic Board’s approval of the proposal and approve amendments to the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Science; and approve the introduction of course resolutions and the amendment of unit of study tables arising from this proposal, with effect from 1 January 2019; and

- approved a proposal from the Faculty of Science to amend the Graduate Diploma in Psychology and approve the amendment of course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2019.

Items related to the Undergraduate Studies Committee
The Academic Board noted the report from the meeting of the Undergraduate Studies Committee held on 7 November 2017 and:

- approved a proposal from the Sydney Conservatorium of Music to amend the Bachelor of Music and approve the amendment of the course resolutions arising from the proposal, with effect from 1 January 2018;

- approved a proposal from the Faculty of Science to amend the Bachelor of Psychology and approve the amendment of the course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2019;

- approved a proposal from the Faculty of Science to amend the pre-2018 curriculum Bachelor of Science, Bachelor of Science (Advanced), Bachelor of Science (Advanced Mathematics) Bachelor of Science/Bachelor of Arts, Bachelor of Liberal Arts and Science, Bachelor of Psychology, Bachelor of Science / Bachelor of Laws, Bachelor of Science / Master of Nutrition and Dietetics, Bachelor of Science (Advanced) / Doctor of Dental Medicine and Bachelor of Science (Advanced) / Doctor of Medicine and approve the amendments to course resolutions and tables of units of study arising from the proposal, with effect from 1 January 2018; and

- approved a proposal from the Faculty of Science to amend the Bachelor of Medical Science, Bachelor of Medical Science (Honours) and Bachelor of Medical Science / Doctor of Medicine award courses and approve the amendment of course resolutions and unit of study tables arising from the proposal, with effect from 1 January 2018.

Other matters
The Academic Board also:

- observed the presentation of the 2017 Wentworth Medal;

- approved the 2018 membership of the Academic Board;

- granted authority to the Chair and Deputy Chair to act on behalf of the Board in respect to any urgent matters that arise between this meeting and the next meeting on 6 March 2018;

- received a report from the Pro-Vice-Chancellor (Research – Engagement and Enterprise) on recognising engagement in promotions at the University of Sydney;

- received a report from the Co-Chairs of the Assessment Working Party on developing a University-wide approach to assessment, and accepted the recommendations set out in the report;

- noted the Report of the Chair and the verbal report from the Vice-Chancellor and Principal;

- adopted a committee architecture for 2018/9 committees; noted draft Terms of Reference for these committees, and asked the committees to present finalised Terms of Reference to the first meeting of the Academic Board in 2018;

- received an update on the University’s TEQSA re-registration;

- received a report from the student members of the Board; and

- approved the 2018 Academic Calendars for the Faculty of Arts and Social Sciences, Faculty of Dentistry, Sydney Medical School and Sydney Nursing School.

The full agenda pack for the 28 November 2017 meeting of the Academic Board is available from:
RECOMMENDATION

That the Graduate Studies Committee note the report of the HDR Examinations Sub-Committee, as presented.

EXECUTIVE SUMMARY

Report of the HDR Examinations Sub-Committee meeting held on Tuesday, 31 October 2017, when there were present: the Chair of the HDR Examinations Sub-Committee (Associate Professor K Nelson) presiding, Professors I Krass, G Clarke, F Lovicu and P Wilson, Associate Professor T Allender and Associate Professor J Atai. Ms F Miranda was in attendance.

Proceedings of the Sub-Committee

1. Doctor of Philosophy
   1.1 Cases referred to the Sub-Committee
   The Sub-Committee considered the examiners’ reports and faculty recommendations with respect to 5 candidates. The Sub-Committee resolved:
   - in three cases, that the degree be awarded subject to the making of corrections to the satisfaction of the Chair of Examination or equivalent;
   - in one cases that the degree not be awarded but that the candidate be permitted to revised and resubmit;
   - in one case, that the degree not be awarded.

   1.2 Action taken by the Chair
   The Sub-Committee noted that the Chair had considered the examiners’ reports, the recommendations of the heads of department/school and the faculty board of postgraduate studies concerned and reports by the candidates’ supervisors, with respect to 5 candidates. The Chair determined:
   - in three cases, that the degree be awarded subject to the making of corrections to the satisfaction of the Chair of Examiantion or equivalent;
   - in one cases, that the intent be formed that the degree not be awarded but that the candidate be permitted to revised and resubmit;
   - in one case, that the degree not be awarded but that the candidate be awarded another degree for which they are eligible.

   1.3 Appointment of Examiners
   The Sub-Committee noted that the Chair had endorsed the appointment of examiners for 61 candidates.

2. 2017 Third Quarter Statistics
   The third quarter report details doctorate level awards for the period 1 June 2017 to 31 August 2017. A spreadsheet detailing the raw data is available on the secure website.
3. Award Outcomes

3.1 Award outcomes at the University level.

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<th>Award with Corrections</th>
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3.3 HDRESC Award Outcome Recommendations

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3.4 Examination Length (Months)
Thesis Submission Date to Award Outcome Notification Date, where one month is 30 days, rounded.

*This is an Arts and Social Sciences student who received a non-award outcome.

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4. EFTSL Consumption as Displayed on RES300, RES302

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**One student has n/a value for EFTSL consumption after receiving a non-award outcome.

5. **New Measure: Time with Examiners (Months)**
   Number of days between "Thesis Distribution Date" and "Date All Examiners Reports Received". Months are calculated as number of days divided by 30, then rounded to the nearest 0.5.

<table>
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Confidential

Arts and Social Sciences 1 14 7 5 3 3 2 1 1 1 38
Business (Business School) 1 2 3
Dentistry
Engineering and Information Technologies 2 7 3 4 2 1 1 20
Health Sciences 3 2 2 1 9
Law (Sydney Law School) 1 2 3
Medicine (Sydney Medical School) 2 9 11 11 5 4 3 45
Nursing (Sydney Nursing School) 1 1 2
Pharmacy 1 1 2
School of Architecture, Design and Planning 3 1 4
Science 2 8 9 2 3 3 3 1 31
Sydney Conservatorium of Music 1 1 1 3

Grand Total 7 48 34 26 17 13 8 2 1 1 1 1 1 161

6. New Measure: Time Under Award Outcome Consideration
Number of days between “Date All Examiner’s Reports Received” and “Award Notification Sent”.

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Academic Quality Committee
Date 20 February 2018
Item No 3.3
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RECOMMENDATION

That the Academic Quality Committee note the report of the HDR Examinations Sub-Committee, as presented.

EXECUTIVE SUMMARY

Report of the HDR Examinations Sub-Committee meeting held on Tuesday, 30 January 2018 where there were present: the Acting Chair (Professor Geoffrey Clarke) presiding, Associate Professor Javid Atai (Faculty of Engineering and Information Technology); Professor Frank Lovicu (Sydney Medical School), Professor David Hibbs (Faculty of Pharmacy, Nominee for Professor Ines Krass) with Dr Matthew Charet (University Secretariat) and Ms Jacqueline Toroian (Committee Officer) in attendance.

1. Proceedings of the Sub-Committee

   Doctor of Philosophy

   Cases referred to the Sub-Committee
   The Sub-Committee considered the examiners’ reports and faculty recommendations with respect to 7 candidates. The Sub-Committee resolved:
   - In three cases, that the degree be awarded subject to the making of emendations to the satisfaction of the Head of School or equivalent;
   - In two cases that the degree not be awarded but that the candidate be permitted to revise and resubmit the thesis;
   - In two case, that an additional examiner-as-assessor be appointed to examine the thesis and act as an assessor of the other examiner reports.

2. Action taken by the Chair

   Cases approved by the Chair under Delegated Authority
   The Sub-Committee noted that the Chair had considered the examiners’ reports, the recommendations of the heads of department/school and the faculty board of postgraduate studies concerned and reports by the candidates’ supervisors, with respect to 4 candidates. The Chair determined:
   - In all four cases, that the degree be awarded subject to the making of emendations to the satisfaction of the Head of School or equivalent;

Appointment of Examiners
The Sub-Committee noted that the Chair had endorsed the appointment of examiners for 59 candidates.
Non-Confidential

<table>
<thead>
<tr>
<th>Author</th>
<th>Lynda Rose, Associate Director (Operations) Office of the Provost</th>
</tr>
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<tr>
<td>Reviewer/Approver</td>
<td>Kate Small, University Quality Manager</td>
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<tr>
<td></td>
<td>Tony Masters, Chair Academic Board</td>
</tr>
<tr>
<td>Paper title</td>
<td>Thematic Review of Student Wellbeing and Safety</td>
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<tr>
<td>Purpose</td>
<td>For the Academic Quality Committee consider the terms of reference, membership, processes and objectives of the Phase 5 AB/UE review on student wellbeing and safety.</td>
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RECOMMENDATION

That the Academic Quality Committee recommend that the Academic Board approve the terms of reference, membership and processes for the review of Student Wellbeing and Safety, as the first theme in the Phase 5 Academic Board/University Executive reviews.

BACKGROUND / CONTEXT

In 2017 the Academic Board and the University Executive endorsed a proposal for the next five-year phase of joint Academic Board/University Executive reviews to be conducted as annual thematic reviews across faculties, University schools and, where applicable, portfolios. The agreed theme for the first year of the new process in 2018 is Student Wellbeing and Safety, an issue of critical importance to the University, and one that has become the subject of regulatory attention from TEQSA.

The Higher Education Standards Framework (Threshold Standards) 2015 (HES Framework) includes a section on wellbeing and safety that requires providers to provide timely and accurate advice on access to student support services and to promote and foster a safe environment on campus and online. The Academic Board/University Executive review will focus, as the first theme in this phase, on student wellbeing as set out in the Threshold Standards. For the purposes of the review we will use the definitions of “wellbeing” and “safety” that are used by TEQSA in the Guidance Note: Wellbeing and Safety to mean to broadly encompass overall wellness and freedom from harm, respectively.

OBJECTIVE

This review will examine and make recommendations for improvements to the availability, provision and communication of services and processes to ensure the wellbeing and safety of specific cohorts of students across or within faculties and University schools. In focusing on wellbeing within faculties and for specific cohorts, it will both build on and drill down from recently completed University reports on student wellbeing as well as other public documents.

PROCESS

1. The review will be conducted by a review panel with membership as specified below.
2. Secretariat support for the review will be provided by the Office of the Provost and DVC.
3. In the initial phase of the review, faculties and University schools will be asked to provide details of the top five issues affecting wellbeing and/or safety for student cohorts within their programs or units of study (e.g. mental health, harassment, placements, travel etc).
4. Subject to Ethics Committee approval, the review panel will also conduct an online survey of students canvassing the major issues affecting wellbeing and safety from a student perspective.
5. The review panel will use feedback from faculties and University schools and the survey to determine what further information is required from individual faculties and University schools. Information may also be sought from Student Administrative Services and Student Support Services. The review
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panel may also examine any additional issues related to wellbeing and safety that it deems
appropriate.

6. The review panel will produce a report including recommendations to enhance student wellbeing and
safety. These recommendations may apply to a specific faculty or University School, or at a pan-
faculty level. The report and recommendations will be provided to the University Executive and the
Academic Quality Committee of the Academic Board for endorsement.

7. Faculties, University schools, portfolios and/or PSUs will report to the University Executive and the
Academic Board on the progress of implementation of endorsed recommendations on an annual
basis until all recommendations are complete.

TERMS OF REFERENCE

The review panel will:

1. Examine and report on student well-being and safety from cohort, faculty/University school and pan-
faculty perspectives;
2. Examine and report on the avenues and contacts for support for students if needed and the ways and
means of communicating this information to students;
3. Examine and report on how staff are informed and trained regarding University and faculty processes;
4. Examine and report on faculty strategies for enhancing student wellbeing and safety within their
immediate remit;
5. Examine and report on how critical incidents are managed at the local level.
6. Make recommendations for improvements to the availability, communication and/or provision of
processes and services to ensure student wellbeing and safety.

TIMELINE

The review panel will be established in early 2018 and will report to the University Executive and Academic
Quality Committee by the end of October 2018.

PANEL MEMBERSHIP

The review panel membership will consist of:

1. The Provost and/or Chair of the Academic Board, one of whom will act as Chair of the Review Panel;
2. A nominee of the Provost, representing faculties and University schools;
3. A nominee of the Chair of the Academic Board, representing members of the Academic Board;
4. A representative from Student Support Services, nominated by the DVC (Education);
5. The DVC (ISS) or nominee;
6. The President of the SRC or nominee;
7. The President of SUPRA or nominee;
8. Two Associate Deans (Student Life) nominated by the University Executive;
9. Up to two external members who have expertise in the area, nominated by the Vice-Chancellor.