

Academic Senate Standing Committees Policy

Section 1 - Purpose and Context

Preamble

- (1) This policy defines the roles, terms of reference, and memberships for standing committees of Academic Senate (Senate), including academic governance committees at university and school levels.
- (2) Senate and its committees are accountable to the Board of Trustees (Board). Following the Board's approval in 2006 of roles, terms of reference, and membership for standing committees of Senate, it has delegated to Senate the power to approve future amendments to those roles, terms of reference and memberships.
- (3) Academic Senate may not delegate the authority to amend the roles, terms of reference, and memberships for standing committees of Senate.
- (4) The term of office for elected and appointed positions on standing committees of Senate is two years.
- (5) The Vice-Chancellor is, by virtue of office, a member of all Academic Senate committees.
- (6) The Chair, Academic Senate is, by virtue of that office, a member of all Academic Senate committees.
- (7) The procedure for electing the student members of Academic Senate Standing Committees is the same as that set out in Part 5 of the By-law governing elections for the Board.
- (8) If a vacancy remains after an election for the student member(s) of an Academic Senate Standing Committee, the Chair of the Committee may call for expressions of interest from the relevant group of students, and the Committee may fill the vacancy on the basis of the expressions that have been received.

Section 2 - Definitions

- (9) Nil.

Section 3 - Academic Committees

Part A - Academic Senate Specialist Standing Committees

Executive Committee (Academic Senate)

Role

- (10) Academic Senate's Executive Committee determines urgent matters on behalf of Senate between meetings of the full Senate, monitors the business of Senate and all Senate committees, and reviews Senate action sheets, to ensure that appropriate follow-up is taking place. It also assists in the process of determining which matters should be referred to Senate for attention.

Terms of Reference

- (11) Identify issues requiring attention by the Senate and ensure the preparation of appropriate draft proposals and recommendations, together with supporting documentation, for consideration by Senate.
- (12) Facilitate the flow of business among Senate and its other standing committees.
- (13) Determine urgent matters within the jurisdiction of Senate, which arise between meetings of Senate, and report action taken to Senate.
- (14) Consider and determine any matters referred to it by Senate, or by the Chair, Academic Senate, or, where urgency is required, by Academic Senate's other committees.

Membership

- (15) Membership is as follows:
- a. Chair, Academic Senate (Chair);
 - b. Deputy Chair, Academic Senate;
 - c. Pro Vice-Chancellor (Engagement and International), or nominee;
 - d. Pro Vice-Chancellor (Education), or nominee;
 - e. Pro Vice-Chancellor (Research), or nominee;
 - f. Pro Vice-Chancellor (Students), or nominee;
 - g. Three Deans of Schools, chosen by the Chair, Academic Senate, to cover a broad range of academic disciplines;
 - h. The Academic Registrar;
 - i. Two of the elected members of Senate, chosen by the Chair, Academic Senate, to achieve gender balance and/or appropriate expertise.

Education Committee

Role

- (16) Academic Senate's Education Committee assists Senate by promoting quality in Learning and Teaching, and by developing and reviewing the University's academic policies, within the University's Academic Standards and Assessment Framework.

Terms of Reference

- (17) Provide advice and comment to Senate, supporting it by undertaking the following tasks.
- a. Develop appropriate policies, guidelines and protocols to foster the improvement of learning and teaching within the University.
 - b. Review key performance indicators for the learning and teaching component of the University's Strategic Plan.
 - c. Develop standards, policies and protocols for assuring the quality of academic programs and assessment within the university.
 - d. In consultation with the Academic Planning and Courses Approvals Committee, develop standards, policies and protocols used to determine the amount of advanced standing to be awarded under the provisions of articulation arrangements, both domestic (on and off campus) and off shore.
 - e. Develop mechanisms for the identification and dissemination of good practice and excellence in learning and teaching.
 - f. Review and respond to School reports on academic quality assurance and standards, including Annual Course Reports, reports on the approval of academic results, and the conferral of awards of graduate status and

degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.

- g. Develop Codes of Practice for teaching, learning and assessment that specify the obligations of staff and students.
- h. Develop and review academic policies, procedures and guidelines, including policies for the approval of courses, unit sets and units.
- i. Formulate advice to Academic Senate and the University Executive regarding priorities and guidelines for educational innovation and enhancement projects and regarding grants and internal awards for excellence in teaching.
- j. Consider any matters referred to it by the Academic Senate or by the Chair, Academic Senate, or by School Academic Committees.

(18) The Committee will be assisted by an Assessment Committee and a Bachelor (Honours) Committee, and may establish other Expert Advisory Groups or Working Parties for specific purposes.

(19) The Expert Advisory Groups or Working Parties shall comprise members of academic staff and, as appropriate, representatives of offices and units such as the Teaching Development Unit, Student Learning Unit, Academic Registrar's Office, University Library, Student Support Services, and other offices and units, as well as UWS research institutes and UWS College's. Where appropriate, they may include members who are external to the University.

Membership

(20) Membership is as follows:

- a. Pro Vice-Chancellor (Education), (Chair);
- b. Chair, Academic Senate, or nominee, who will act as Deputy Chair;
- c. Pro Vice-Chancellor (Engagement and International);
- d. Pro Vice-Chancellor (Students);
- e. Dean, Indigenous Education, or nominee;
- f. The Associate Pro Vice-Chancellors (Education);
- g. The Deputy Dean of each School in the university;
- h. UWSC - Director, Academic Quality, or nominee;
- i. Director, Strategy and Quality, or nominee;
- j. One Director of a UWS Research Institute, or their nominee, chosen by the Chair in consultation with the Chair, Academic Senate;
- k. Director, Student Support Services;
- l. University Librarian, or nominee;
- m. Academic Registrar, or nominee;
- n. Director, Student Learning Unit;
- o. Director, Teaching Development Unit;
- p. One undergraduate student;
- q. One postgraduate student.

Assessment Committee

Role

(21) The Assessment Committee assists Academic Senate's Education Committee by monitoring assessment practices and standards across the University, and giving advice about assessment policy, standards and quality improvement

within the UWS Academic Standards and Assessment Framework for Learning & Teaching.

Terms of Reference

(22) Support Academic Senate's Education Committee by undertaking the following tasks.

- a. In collaboration with the School and Badanami Academic Committees, and the UWS Research Institutes, monitor the implementation of the [Assessment Policy - Criteria and Standards-Based Assessment](#), and advise Senate Education Committee about assessment policies, procedures and guidelines;
- b. Identify and promote good assessment practice, including benchmarking within the University and with other institutions;
- c. Following teaching sessions, receive and consider written reports from the Schools and Badanami Centre for Indigenous Education, and, where appropriate, UWS Research Institutes, including a summary of the approved results for units, any significant variability, anomalies and trends, and any recommendations about assessment policies and practices;
- d. Monitor the processes that are used to ensure consistency of marking across markers, campuses and student cohorts, and between equivalent UWSCollege and UWS units;
- e. Oversee the implementation of the University's academic integrity framework.

Membership

(23) Membership is as follows:

- a. Pro Vice-Chancellor (Education) (Chair);
- b. The Associate Pro Vice-Chancellors (Education);
- c. Three Deputy Deans, chosen by the Pro Vice-Chancellor (Education) in consultation with the Chair, Academic Senate;
- d. UWSC - Director, Academic Quality, or nominee;
- e. Director, Teaching Development Unit, or nominee;
- f. Academic Registrar, or nominee;
- g. One student representative, chosen by the Chair from the student members of Senate Education Committee;
- h. One additional member, chosen by the Chair in consultation with the Chair, Academic Senate, to achieve gender balance and/or appropriate expertise.

(24) The Chair of the Committee may invite other staff to attend meetings on a non-voting basis, to ensure good communication.

Bachelor (Honours) Committee

Role

(25) The Bachelor (Honours) Committee assists Academic Senate and its Standing Committees by advising them on the academic quality management of Bachelor (Honours) programs.

Terms of Reference

(26) Provide advice and comment to Academic Senate, and support Academic Senate's Education Committee, Academic Planning and Courses Approvals Committee (APCAC), Research Committee and Research Studies Committee, by undertaking the following tasks.

- a. In collaboration with the School and Badanami Academic Committee, and the UWS Research Institutes, monitor the implementation of the [Honours in Bachelor Awards Policy](#), and advise about policies, procedures and

guidelines for Honours recruitment, admission, supervision and assessment;

- b. Promote good practice in research training within Bachelor (Honours) programs, to ensure that graduates will be well prepared if they wish to enrol in a higher-degree research degree in the future;
- c. Following teaching sessions, receive and consider written reports from the Schools and, where appropriate, Badanami Centre for Indigenous Education and the UWS Research Institutes, including a summary of the approved Honours results, any significant variability, anomalies and trends, and any recommendations about assessment policies and practices;
- d. Monitor the processes that are used to ensure consistency of Honours assessment across markers and student cohorts, including external benchmarking;
- e. Advise APCAC about sector-wide developments in relation to Bachelor (Honours) courses, and approaches to preparing students for higher-degree research candidature.

Membership

(27) Membership is as follows:

- a. The Associate Pro Vice-Chancellors (Education);
- b. The Associate Pro Vice-Chancellors (Research);
- c. One staff member from each School and UWS Research Institute (e.g. a Director or Academic Course Advisor, nominated by the Dean or the Director, Research Institute) who has responsibility for Bachelor (Honours) candidates in that School or Research Institute;
- d. Academic Registrar, or nominee;
- e. One student representative;
- f. One additional member, chosen by the Chair, Academic Senate in consultation with the Pro Vice-Chancellor (Education) and Pro Vice-Chancellor (Research), to achieve gender balance and/or appropriate senior research expertise.

(28) The Associate Pro Vice-Chancellors (Education) and Associate Pro Vice-Chancellors (Research) shall elect one of their number as Chair of the Committee.

(29) The Chair of the Committee may invite other staff to attend meetings on a non-voting basis, to ensure good communication.

Academic Planning and Courses Approvals Committee

Role

(30) Academic Senate's Academic Planning and Courses Approvals Committee assists the Senate by providing advice with respect to the development and review of the University's academic program profile, and making recommendations to Senate in respect of proposals for new and amended academic courses, unit sets and units, and new and amended course articulation pathways agreements with other institutions.

Terms of Reference

(31) Provide advice and comment to Academic Senate, supporting it by undertaking the following tasks.

- a. Provide advice to Senate with respect to development and review of the University's academic program profile, including cross-school and UWS Research Institute collaborations.
- b. Make recommendations to Senate regarding proposals for new and amended undergraduate and postgraduate courses and unit sets (e.g. majors and sub-majors) and proposals for new and amended articulation arrangements.

- c. Advise Senate about the University's compliance with the Australian Qualifications Framework.
- d. Approve, on behalf of Senate, proposals for new undergraduate and postgraduate coursework units.
- e. When appropriate, refer proposals back to the relevant School(s) for amendment and resubmission.
- f. Periodically monitor the academic profile of units in courses.
- g. Ensure that proposals for articulation arrangements are consistent with the University's advanced standing policies and precedents.
- h. Consider any relevant matters referred to it by the Academic Senate or by the Chair, Academic Senate, or by school or Badanami committees.

(32) The Committee is assisted in its work by up to three Curriculum Quality Committees, each of which is chaired by an Associate Pro Vice-Chancellor (Education).

Membership

(33) Membership is as follows:

- a. Deputy Vice-Chancellor, Academic and Research, (Chair);
- b. Chair, Academic Senate, or nominee, who will act as Deputy Chair;
- c. Deputy Chair, Academic Senate, or nominee;
- d. Pro Vice-Chancellor (Education);
- e. Pro Vice-Chancellor (Engagement and International);
- f. Pro Vice-Chancellor (Students);
- g. The Associate Pro Vice-Chancellors (Education);
- h. One Dean of a School, chosen by the Chair in consultation with the Chair, Academic Senate;
- i. One Director of a UWS Research Institute, or their nominee, chosen by the Chair in consultation with the Chair, Academic Senate;
- j. UWSC - Director, Academic Quality;
- k. Academic Registrar, or nominee;
- l. University Librarian;
- m. One undergraduate student, elected by and from the undergraduate students of the University;
- n. One postgraduate student, elected by and from the postgraduate students of the University; and
- o. Up to two of members of Academic Senate, chosen by the Chair of the Committee, to achieve gender balance and/or provide appropriate expertise.

Curriculum Quality Committees

Role

(34) The Curriculum Quality Committees assist Academic Senate Academic Planning and Courses Approvals Committee (APCAC) by giving detailed consideration and advice to APCAC about course, unit set, new unit, and articulation proposals from the Schools, Badanami Centre for Indigenous Education, UWSCollege and other academic units.

Terms of Reference

(35) Support Academic Senate's Academic Planning and Courses Approvals Committee (APCAC) by undertaking the following tasks.

- a. Advise Academic Planning and Courses Approvals Committee regarding proposals from the Schools, Badanami Centre for Indigenous Education and UWSCollege for new and amended undergraduate and postgraduate

courses and unit sets (e.g. majors and sub-majors), new units, and proposals for new and amended articulation arrangements.

- b. Provide detailed quality assurance for course, unit set, unit and articulation proposals from the Schools and other academic units, and give advice to APCA C'ttee and the Schools and other academic units about good practice for course and unit documentation.
- c. Review course, unit set and unit proposals and advise APCAC on whether they are consistent with the UWS Academic Standards and Assessment Framework for Learning & Teaching, and University policies on the structure and nomenclature of awards.
- d. When appropriate, refer proposals back to the relevant academic unit(s) for amendment and resubmission.
- e. Advise APCAC on whether course proposals comply with the Australian Qualifications Framework.

(36) The Academic Planning and Courses Approvals Committee will determine the number and composition of the Curriculum Quality Committees, with a maximum of three Committees. Where possible, the composition of each Committee will allow it to consider course and unit proposals from, and promote academic collaboration between, a cluster of Schools with broadly related disciplines or professions, and also Badanami Centre for Indigenous Education and UWSCollege. Each Committee must consider applications from at least two Schools.

Membership

(37) Membership is as follows:

- a. One Associate Pro Vice-Chancellor (Education) (Chair), chosen by the Pro Vice-Chancellor (Education);
- b. Deputy Dean or nominee (nominated by the Dean) of each School from which the Committee would normally consider proposals;
- c. Deputy Dean or nominee (nominated by the Dean) of a School from another Curriculum Quality Committee;
- d. University Librarian, or nominee;
- e. Academic Registrar, or nominee;
- f. Dean, Indigenous Education, or nominee;
- g. One additional member, chosen by the Chair in consultation with the Chair, Academic Senate, to achieve gender balance and/or appropriate expertise.

(38) The Chair of the Committee may invite other staff, which may include UWSCollege staff, to attend meetings on a non-voting basis, to ensure good communication.

Research Committee

Role

(39) Academic Senate's Research Committee assists the development of high-quality research strategy and practices.

Terms of Reference

(40) Provide advice and comment to Academic Senate, by undertaking the following tasks.

- a. Provide advice, and make recommendations, to Senate regarding the development of research policy in the University.
- b. On behalf of Academic Senate and having regard for the University's mission, goals and priorities, review and advise on the University's research plans.
- c. Identify, encourage and promote:
 - i. good practice with regard to the responsible and ethical conduct of research;

- ii. excellence in research and innovation;
- d. Promote the development of productive collaborative research within the University between UWS Research Institutes and Schools;
- e. Promote the development of productive collaborative research with external entities;
- f. On behalf of Senate, assist the Schools and Research Institutes to develop their three- or five-year research plans, and monitor annual progress and performance against these plans;
- g. On behalf of Senate, monitor performance and trends in research by considering regular reports relevant to the Committee's work;
- h. Consider matters referred to it by Senate, or the Chair, Academic Senate, or by school or UWS research institute committees;
- i. Convene a Scholarship Ranking Panel to determine the ranking of applicants for Higher Degrees by Research recommended by the School Research and Higher Degrees Committees.

Membership

(41) Membership is as follows:

- a. Chair, Academic Senate (Chair);
- b. Deputy Vice-Chancellor, Academic and Research;
- c. Pro Vice-Chancellor (Research);
- d. The Associate Pro Vice-Chancellors (Research);
- e. Three senior research academics, nominated by the Chair, Academic Senate in consultation with the Deputy Vice-Chancellor, Academic and Research;
- f. One early- or mid-career researcher, nominated by the Chair, Academic Senate in consultation with the Deputy Vice-Chancellor, Academic and Research; and
- g. One higher-degree research student, elected by the higher-degree research students of the University.

Research Studies Committee

Role

(42) Academic Senate's Research Studies Committee provides advice to Senate regarding academic matters relating to research undertaken by research and higher degree candidates of the University. On behalf of Senate, it oversees the candidatures of those students and has the delegated authority to approve the conferral of research higher degrees. The committee provides advice to Senate regarding the development of research training policy in the University.

Terms of Reference

(43) Provide advice and comment to Senate, supporting it by undertaking the following tasks:

- a. In accordance with the University's policies for Masters by Research degrees, and PhD, Professional Doctorate, and other doctoral programs with research components:
 - i. monitor progression in higher degree research programs;
 - ii. monitor variations of candidature for higher degree research programs;
 - iii. monitor supervisory panels for higher degree research programs; and
 - iv. approve the awarding of degrees for higher degree research programs other than higher doctorate degrees of Doctor of Letters and Doctor of Science.

[Note - The authority to approve degrees cannot be delegated by the Committee. In exceptional circumstances, on the recommendation of the Chair of the Research Studies Committee, the Chair,

Academic Senate will approve research and higher degrees on behalf of Academic Senate. See [Academic Governance Policy](#).]

- b. Assist Senate to:
 - i. identify, encourage and promote the development of good practice and excellence in research training;
 - ii. promote the development of productive collaborative research training initiatives across and beyond the University.
- c. Provide advice to Senate and its committees on any academic policy matter affecting the studies of students undertaking research programs in the University, including the following:
 - i. codification of supervision requirements;
 - ii. student progress;
 - iii. examination processes for research students;
 - iv. audit of academic support provided for postgraduate students;
 - v. postgraduate research program development, including recommendations of proposals for new and amended higher degree courses;
 - vi. quality assurance mechanisms for postgraduate research; and
 - vii. content of research training plans.
- d. Consider matters referred to it by Senate or by the Chair, Academic Senate or by Research Institute or School committees.

Membership

(44) Membership is as follows:

- a. Pro Vice-Chancellor (Research);
- b. Chair, Academic Senate, or nominee;
- c. The Associate Pro Vice-Chancellors (Research);
- d. Three senior research academics, who have extensive experience of higher-degree research supervision, nominated by the Chair, Academic Senate in consultation with the Deputy Vice-Chancellor, Academic and Research;
- e. One early- or mid-career researcher, nominated by the Chair, Academic Senate in consultation with the Deputy Vice-Chancellor, Academic and Research;
- f. The Director, Research Services, or nominee; and
- g. Academic Registrar, or nominee.

(45) The Chair of this committee will rotate between the Associate Pro Vice-Chancellors (Research), with the other Associate Pro Vice-Chancellor serving as Deputy Chair.

(46) The Committee will invite School or UWS Research Institute HDR Directors (or equivalent) to attend on an as-need basis if there are substantive issues from their academic unit for discussion.

Senate Academic Appeals and Integrity Committee

Role

(47) Senate's Academic Appeals and Integrity Committee considers appeals by students against decisions of School committees constituted under the provisions of the following academic policies, in accordance with that Policy:

- a. [Misconduct - Student Academic Misconduct Policy](#);

- b. [Progression and Unsatisfactory Academic Progress Policy](#);
- c. [Honours in Bachelor Awards Policy](#);
- d. [Scholarships for Undergraduates Policy](#);
- e. Prizes Policy - under development
- f. [Research Higher Degree Appeals Policy](#);
- g. [Misconduct - Higher Degree Research Candidate Misconduct in Research Policy](#); and
- h. [Advanced Standing Policy](#).

Terms of Reference

(48) A student may appeal to the Academic Appeals and Integrity Committee against a decision made under one of the policies referred to in the previous clause, on one, or both, of the following grounds:

- a. where the student considers there has been a breach of procedural fairness; or
- b. where the student considers substantial new information is available that was not available when the decision about the student's case was made.

Membership

(49) The Chair, Academic Senate, or the Deputy Chair, Academic Senate, will chair the Academic Appeals and Integrity Committee. Except in cases where a different Committee membership is specified in one of the policies listed in clause 47, the Chair will select three other individuals to serve, from the following, having regard for the student's School and whether the appeal is about a decision in respect of research work only, or coursework only, or a combination of research and coursework:

- a. Academic Registrar, or nominee;
- b. Pro Vice-Chancellor (Students), or nominee;
- c. The Associate Pro Vice-Chancellors (Research);
- d. The Associate Pro Vice-Chancellors (Education);
- e. Director, Equity and Diversity, or nominee;
- f. Deans of Schools;
- g. Student (from the students who are members of Academic Senate).

(50) Persons who have participated in the assessment of the student's case, before the matter has come to the Academic Appeals and Integrity Committee, will be ineligible to sit as members of the Committee convened to hear an appeal by that student.

(51) Each time the Academic Appeals and Integrity Committee is convened, it will have at least one member of each gender.

(52) A quorum of the Academic Appeals and Integrity Committee is three members, two of whom must be academic staff.

Part B - School Committees

School / Badanami Academic Committees

Role

(53) The School/Badanami Academic Committees are standing committees of Academic Senate that report to Senate and provide advice to its other standing committees. They monitor and assure the academic quality of the School's

courses and units, approve academic results for coursework units, authorise the conferral of coursework degrees and awards, and make recommendations about proposals for new or amended courses, unit sets and coursework units.

Terms of Reference

(54) The Committee is the main academic business committee for the School or Badanami. The Committee meets a minimum of four times per year face-to-face and may conduct other face-to-face or technology mediated meetings at the discretion of the Chair.

(55) The Committee has a considerable work load, and may establish working parties or sub-committees to assist it with some tasks.

(56) The Committee supports Academic Senate by undertaking the following tasks.

- a. Oversee the School/Badanami's review, evaluation and quality assurance of its teaching activities and of its units and courses, within the UWS Academic Standards and Assessment Framework for Learning & Teaching.
- b. Monitor the operations of the University's academic policies in the School/Badanami and, as appropriate, make recommendations to Academic Senate's Education Committee to create or amend policies and the associated procedures or guidelines.
- c. Assess proposals for new and amended courses, unit sets, units and proposals for articulation arrangements, and make recommendations to Academic Senate's Academic Planning and Courses Approvals Committee. Coursework units in research programs are also referred to the Academic Senate's Research Studies Committee. Proposals may be referred back to the proposing staff members, when appropriate.
- d. Approve proposals for minor course and unit variations.
- e. Have oversight of the assessment and examination of students in the School/Badanami, and matters relating to the awarding of degrees, medals and prizes.
- f. Following all teaching sessions, approve and/or modify recommendations for the awarding or reviewing of results in undergraduate, honours, and all postgraduate coursework units, including coursework units taken as part of postgraduate research programs.
- g. Following teaching sessions, provide a written report to the Senate Education Committee, in a format approved by Senate Assessment Committee, including a summary of the approved results for units, identifying any significant variability, anomalies and trends, and any recommendations about assessment policies and practices.
- h. Confirm or review recommendations regarding the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.

[Note - the Committee does not have responsibility for the awards of research higher degrees. These are within the jurisdiction of the Academic Senate's Research Studies Committee and the Senate.]

[Note - the authority to approve degrees cannot be delegated by the Committee. In exceptional circumstances, the Chair, Academic Senate may also approve the conferral of awards on behalf of the Academic Senate.]

- i. Monitor trends in the number and outcomes of applications for review of grade.
- j. Monitor trends in the number and outcomes of applications for a supplementary assessment from students who failed in a final unit.
- k. Monitor the number, types and outcomes of applications for advanced standing, and identify any opportunities for new articulation pathways.
- l. Develop strategies for supporting ethical scholarship in the School/Badanami, particularly in relation to instances of poor scholarship, and academic misconduct.
- m. Monitor and assure quality for the following within the School/Badanami:

- i. the operation of academic integration plans, subject to the confidentiality associated with individual plans;
 - ii. admission of honours students;
 - iii. processes for ensuring consistent decisions relating to special consideration; and
 - iv. strategies for students at risk.
- n. Develop good teaching, learning and research training practice in the School/Badanami.
- o. Respond to academic matters or processes referred by the Academic Senate or Chair, Academic Senate, such as reviews of academic policies, convening related academic forums within the School, as necessary.

Membership

(57) Membership is as follows:

- a. Dean of the School (for Badanami Centre: Dean of Indigenous Education), or nominee;
 - b. Deputy Dean of the School;
 - c. Directors of School Portfolios (e.g., Research and Higher Degrees, Engagement and International);
 - d. Directors of Academic Programs who are members of the School;
 - e. Up to five Academic Course Advisors who are members of the School, chosen by the Dean in consultation with the relevant Associate Pro Vice-Chancellor (Education) to ensure appropriate representation for academic disciplines within the School;
 - f. The elected School members of Academic Senate;
 - g. A currently employed casual staff member appointed by the Dean (paid for meeting attendance and preparation, in keeping with casual employment arrangements);
 - h. Up to three nominees from cognate schools, Badanami or UWS research institutes, nominated by the Deans of those schools, or Directors of those institutes, where the schools, Badanami or institutes are chosen by the Dean in consultation with the Pro Vice-Chancellor (Education);
 - i. One Associate Pro Vice-Chancellor (Education), nominated by the Pro Vice-Chancellor (Education);
 - j. The University Librarian, or nominee;
 - k. One undergraduate student *, elected by and from the undergraduate students of the School and
 - l. One postgraduate student*, elected by and from the postgraduate students of the School.
- * [Student members will be excluded from the meeting whenever the Committee is processing or reviewing results for named, individual students.]

(58) The Chair of the School Academic Committee will be the Dean of the School, or a nominee chosen by the Dean from among the membership of the Committee.

(59) The Chair may appoint a Deputy Chair from among the membership of the Committee.

(60) The Chair will invite the School Manager and, where appropriate, other senior members of the school's professional staff with specialist technical expertise (e.g. Technical Manager) to attend meetings.

(61) The membership of the Committee must include at least one staff member (e.g. a Director or Academic Course Advisor) who has responsibility for HDR candidatures, and one who has responsibility for Bachelor (Honours) candidates.

(62) The Chair may co-opt non-voting advisors from other Schools, UWSCollege and other units within the University, where required and available. Staff from the Academic Registrar's Office will be available to attend meetings.

(63) Whenever the Committee is processing or reviewing student results, additional academic staff, as selected by the

Dean, may be required to attend, so that all unit results can be processed expeditiously.

Executive Committee of School (or Badanami) Academic Committee

Role

(64) The Executive Committee of the School or Badanami Academic Committee determines urgent matters on behalf of School/Badanami Academic Committee, between meetings of that Committee. All decisions made and actions taken by the Executive Committee are reported to the next meeting of the School Academic Committee.

Membership

(65) Membership is as follows:

- a. The Chair of the relevant School / Badanami Academic Committee;
- b. Dean of the School;
- c. One of the elected School Members of Academic Senate, chosen by the School Academic Committee;
- d. Deputy Dean of the School;
- e. One of the Directors of Academic Programs within the School, nominated by the Chair;
- f. One additional member of the School / Badanami Academic Committee, nominated by the Chair.

School Research and Higher Degrees Committees

Role

(66) The School Research and Higher Degrees Committee of Academic Senate tenders reports to Academic Senate's Research Committee and Research Studies Committee, as required and as relevant.

Terms of Reference

(67) The Committee meets a minimum of six times per year face-to-face and may conduct other face-to-face or technology mediated meetings at the discretion of the Chair. It is anticipated that Schools with large HDR student loads may need to meet more frequently.

(68) The Committee is responsible for assisting the School in assuring the quality of the School's research activities and research training and for making recommendations regarding the admission and assessment of higher degree candidates.

(69) The Committee will make recommendations to the Dean of the School concerning the development of the School's three- or five-year research strategy including plans and performance targets and will play a role in monitoring the performance against milestones annually and making recommendations concerning budget and other support for research areas.

(70) The Committee oversees activities associated with candidature such as Confirmation of Candidatures, Annual Progress Reports, examiners and submitting of theses.

(71) The Committee will:

- a. Consider and advise on matters referred to it by the Dean; this may include matters that are related to the allocation of resources for research.
- b. In accordance with the University's rules for Masters (Honours) degrees, and PhD, Professional Doctorate, and other doctoral programs with research components:
 - i. recommend candidates to be admitted to higher degree research programs;

- ii. recommend candidates who should be awarded stipend scholarships;
 - iii. recommend variations to candidatures for higher degree research programs;
 - iv. appoint supervisory panels for higher degree research programs;
 - v. approve confirmation of candidature;
 - vi. review annual reports;
 - vii. appoint examiners;
 - viii. review examiners' reports; and,
 - ix. recommend the awarding of degrees for higher degree research programs other than higher doctorate degrees of Doctor of Letters and Doctor of Science.
- c. Provide advice and make recommendations to the Academic Senate's Research Committee and Research Studies Committee regarding the development of good practice in research and research training in the schools, and other research entities of the School;
 - d. As required by the School Academic Committee, or its Executive Committee, provide advice to those Committees about proposals for new and amended higher degree programs and associated units;
 - e. Regularly review the research profile of the School, identify key research areas and research links with external agencies and industry for development in the School and provide advice to the Academic Senate Research Committee and Research Studies Committee regarding such development, and to the Pro Vice-Chancellor (Research);
 - f. Monitor research performance in the School against performance indicators in the University's and the School's Academic and Research Management Plans and provide related analysis to the School and to Academic Senate's Research Committee and its Research Studies Committee, and to the Pro Vice-Chancellor (Research);
 - g. Make recommendations to the Research Studies Committee of Academic Senate regarding academic progress of higher degree research candidates, the confirmation of their academic results and their eligibility for awards and prizes;
 - h. Provide advice to the Dean in dealing with all matters of conflict between and among HDR students and supervisors;

Membership

(72) Membership is as follows:

- a. The Dean of the School or nominee (Chair) - the nominee must be a senior academic who is both research active and who has supervisory experience;
- b. The School HDR Director;
- c. Two senior researchers nominated by the Dean in consultation with the Pro Vice-Chancellor (Research);
- d. Two other researchers nominated by the Dean in consultation with the Pro Vice-Chancellor (Research), including at least one early-career researcher;
- e. The Head of each Research Centre or Group within the School;
- f. One Associate Pro Vice-Chancellor (Research), nominated by the Pro Vice-Chancellor (Research);
- g. School Honours Coordinator (or equivalent);
- h. One higher degree research candidate.

(73) The Dean of the School may appoint a Deputy Chair from the membership of the committee.

(74) The Chair of the Committee will invite representatives from external units such as Innovation and Consulting, Office of Research Services and the eResearch Team to attend from time to time to ensure good communication.

Section 4 - Procedures

(75) Nil.

Section 5 - Guidelines

(76) Nil.

Status and Details

Status	Historic
Effective Date	1st January 2012
Review Date	1st September 2012
Approval Authority	Academic Senate
Approval Date	22nd December 2011
Expiry Date	12th June 2012
Unit Head	Sophie Buck Director, Governance Services 45701415
Author	Martin Derby
Enquiries Contact	Sophie Buck Director, Governance Services 45701415