

ACADEMIC PROGRAM COMMITTEE

TERMS OF REFERENCE

Advisory

- 1 To review the academic merit of the University's schedule of courses (excluding higher degree by research courses) and units, including:
 - a. proposals for new and amended courses and units;
 - b. withdrawal of courses and units, and
 - c. advanced standing agreements with other education providers.
- 2 To ensure courses are compliant with TEQSA's Qualification Standards.
- 3 To monitor and review the application of advanced standing policy and procedures relating to inter-institutional agreements and make recommendations on them to the Academic Board and, where appropriate, the Vice-Chancellor.
- 4 To provide advice to assist faculties and schools in the development of courses and units.
- 5 To ensure that recommendations and/or decisions of the Committee embody appropriate attention to quality assurance and maintenance of academic excellence, and are consistent with the UNE Strategic Plan and all relevant UNE plans and policies.
- 6 To provide broad oversight on behalf of the Academic Board of the conduct of unit and course monitoring activities.
- 7 To consider and report on any matter referred to the Committee by the Academic Board or the Vice-Chancellor.

Reports to

Academic Board

Chaired by

Pro Vice-Chancellor (Students and Social Inclusion)

Membership

Core:

A Deputy Chair of the Academic Board or senior academic elected from the Academic Board

The Faculty Academic Directors or nominee of the PVC/Dean

A coursework postgraduate student representative

An undergraduate student representative

Two members elected by the Academic Board from its elected members

Pro Vice-Chancellor for Educational Innovation and International or nominee

Additional (Non –Voting):

The Chairs of School Teaching and Learning Committees (or equivalents)

The Faculty Academic Managers (or equivalents)

Director of Student Administration and Services (or nominee)

Manager of Information Management, Student Administration and Services

Frequency of Meetings

The Committee will meet at least eight times per year.

Co-option

The Committee can co-opt where needed any members required to achieve or maintain gender balance, where the membership does not include at least two women and two men. The Committee can also invite individuals as observers to provide additional appropriate expertise as necessary.

Self-Review

Once in every 12-month period, the Committee shall devote at least part of one meeting to a review of its work and practices over the previous 12 months.

Support

The Directorate of Student Administration and Services will provide support.