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## Board of Studies - Terms of Reference

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### Role

The Board of Studies is established by the Academic Board, under its powers of delegation. Its key function is to manage the day-to-day administration of higher education courses, including teaching and learning, academic administration and academic monitoring of students.

The Board of Studies reports to the Academic Board on all academic matters under its authority and any other matters referred to it by the Academic Board from time to time. The Chair shall ensure the Board fulfills its responsibilities and that matters are followed through and action taken where appropriate.

### Functions and responsibilities

The Board of Studies may be required to fulfill the following roles to support the Academic Board:

- Monitor and advise on the implementation, evaluation and improvement of higher education courses.
- Respond to matters referred to it by the Academic Board.
- Monitor and ensure the effective implementation of approved policies and procedures.
- Assure the quality of all assessment by reviewing and endorsing results across all higher education courses.
- Monitor progress towards the achievement of approved teaching and learning objectives and report outcomes to the Academic Board for consideration.
- Monitor course review processes and data (including moderation), and make recommendations to the Academic Board to effect continuous improvement of higher education courses.
- Monitor staff scholarship activities and encourage and support a culture of scholarship amongst academic staff.
- To provide advice to the Academic Board on academic matters that relate to and affect the Institution's teaching activities for its higher education courses, including advice on academic priorities and policies.
- Recommend to the Academic Board those students eligible for graduation.
- Conduct formal hearings in cases of academic and general misconduct and recommend and implement actions arising from such hearings.
- Provide general feedback from the student body including morale, complaints, challenges with assignments and assessments, remote lab activities, challenges with lecturers, personal issues and issues relating to the IT infrastructure in delivering online courses on a global basis.
- Advise the Academic Board of academic initiatives suitable for consideration and/or endorsement.

### Membership

The members of the Board of Studies shall be appointed by the Academic Board. It will include key teaching and support staff and student representation.

The membership will consist of:

- Chairperson (Deputy Dean) (1)
- Dean
- Academic teaching staff
- ICT, resourcing and support staff
- Higher education student representative, elected by student community (1)



Members will serve terms of three (3) years. They may seek re-appointment at the end of each term.

If a casual vacancy occurs, a replacement will be nominated by the Chair and members of the Board of Studies. A person appointed to fill a casual vacancy shall hold office for the remainder of the term of office of the person's predecessor.

Members of each Board or committee appointed or overseen by the Governance Board or Academic Board may be appointed and removed by the Board/Committee Chairperson, with the approval of the Governance Board.

The dismissal of a member for misconduct is based on the following three-step procedure which includes:

- First formal notice in writing
- Second formal notice in writing
- Notice of dismissal from duties.

For issues that are considered minor a conversation with the member may be appropriate; however this will not be considered part of the formal disciplinary action (although it may be referred to in a later action).

Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint.

Further disciplinary actions, such as a suspension of duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing. Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time. Notice of a disciplinary measure will be given by a designated Governance Board member

The member will be provided with an opportunity to lodge an appeal against the action. This may take the form of a meeting with the appropriate Governance Board member or a representation in person and/or in writing to the Board. The member may bring a representative to any such meeting.

Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the member.

Conduct which may lead to disciplinary action includes, but is not limited to:

- Failing to follow the existing rules of conduct
- Rudeness or hostility towards other members
- Poor timekeeping and unreliability
- Publicly bringing the name of the EIT into disrepute
- Falsifications of any of the EIT's records for personal gain
- Having a criminal record
- Commercial misrepresentation of the EIT.

A list of current members of the Board of Studies is provided in Appendix 1.



### **Meetings**

The Board of Studies will normally meet at least four times per year in accordance with the schedule at a venue to be decided by the Chair in consultation with the Board of Studies' members.

The secretariat will be the Accreditation Manager.

### **Reporting**

The Board of Studies shall provide a report to the Academic Board after each meeting.

### **Standing Orders**

Meetings are in accordance with the Standing Orders outlined in Appendix 2.

### **Review**

3 years after commencement. The Board of Studies will provide an annual report on its performance to the Academic Board.



### Appendix 1: Current Membership

The proposed membership of the EIT Board of Studies is listed below.

BOARD OF STUDIES COMMITTEE				
Role/ Position	Name	Qualifications	Experience	Internal/ External
Chair/ Deputy Dean	Steve M. Steyn	MEng, BEng, PrEng, PMP	Steve is a Professional Engineer and certified Project Manager with nearly a decade of experience in the process control, automation, GIS, product development and project management. He has full turnkey business management, financial management and product development experience from running his own business for a while. He is also a specialist in robust control and modelling, having a Masters degree in Engineering on Advanced Mathematical Control Systems. He later worked as a Senior Engineer in a large international electric utility company, in charge of and project managing cutting edge MES, Transmission & Distribution Asset management rollout, GIS, as well as R&D product and software development teams. Steve is currently with EIT and IDC technologies, consulting and developing new academic courses, working on new business and product development avenues, and creating new streams of revenue and product ventures."	Internal



### BOARD OF STUDIES COMMITTEE

Role/ Position	Name	Qualifications	Experience	Internal/ External
Member/ Sessional Lecturer	Mr Deon Reynders	Pr Eng - B Sc Eng Hons; MBA  MBA, Graduate School of Business, University of Cape Town (1989)  Dip Fin (Diploma in Financial Management) Damelin Management School (1988)  B Sc Eng (Hons)(Electronic Engineering) University of Pretoria (1979)  B Sc B Eng (Electro-Technical Engineering) University of Stellenbosch (1972)	<p>IDC Technologies: Senior Engineer; August 1996 – February 1999, part-time; February 1999 – present, full-time.</p> <p>Deon Reynders has been working in online delivery and instructional design area for the past six years for EIT. He has spent three years assisting in the design of effective online labs (both remote and virtual) in the electrical engineering, industrial data communications and industrial automation areas with a focus on mining. Although his focus in online delivery of courses has mainly been in synchronous delivery (using Blackboard Collaborate) he has spent considerable time in the asynchronous areas using the Moodle Learning Management System and other products such as Camtasia for creation of high quality videos.</p> <p>Registered with the Engineering Council of South Africa (ECSA) as a Professional Engineer (no 77005B).</p> <p>Member of IEEE (Institute of Electrical and Electronic Engineers) Professional engineer/general manager with 30 years postgraduate experience encompassing middle management, engineering consulting, management consulting, client liaison, hardware and software development, manufacturing, systems engineering, project management, marketing, public relations and direct selling. Experience of both large and small business environments.</p> <p>Current areas of specialisation include Information Technology (IT) with an industrial focus, Industrial Networking (LAN technology), and Internet technologies and applications including TCP/IP, Voice over IP, the use of Web technologies for Process Control, OPC, Industrial Data Communications and Project and Financial Management.</p>	Internal



### BOARD OF STUDIES COMMITTEE

Role/ Position	Name	Qualifications	Experience	Internal/ External
Member/ Sessional lecturer	John Piperides	Bachelor of Engineering (Electrical) - University of Technology Sydney (Sydney), Cert 4 Workplace training and assessment - TAFE – NSW	<p>John is a professional electrical engineer with over 25 years experience in industrial maintenance, production, management, sales and improvement. He has held management positions in several manufacturing and sales companies. His diverse responsibilities have included contract negotiation, authoring and responsibility of departmental budgets, daily management of over 20 reports, practice of cGMP, auditing in a pharmaceutical plant, and system administration and programming of diverse IT and embedded systems. He has been directly involved with industries including building management, pest control, mining, power utilities, food, pharmaceutical, steel, building products, sugar, paper and pulp, rail and airports.</p> <p>John has completed many years of further education including developing, writing and delivering many work based courses and seminars. He has spent 10 years as a part time teacher at TAFE in electrical engineering, and 15 years delivering structured courses in thermography, power quality, instrument safety, motor drive theory, PLC, SCADA, and pest inspection.</p>	Internal



### BOARD OF STUDIES COMMITTEE

Role/ Position	Name	Qualifications	Experience	Internal/ External
Member/ Sessional lecturer	Mr John Lawrence	B Sc (Hons), University of Cape Town (1978)  M Sc, University of Cape Town (1988)  B Com (Hons), University of Cape Town (1991)	IDC Technologies: Senior Engineer June 2002 – present, part-time  Project Manager / General Manager with over 25 years of postgraduate experience encompassing middle management, consulting, management consulting, client liaison, software development, systems engineering, project management. Experience of both large and small business environments.  Duties involve industrial training and consulting work, focusing on Data Communications and Information Technology type applications for Engineers and Technicians. These include networking (including intranet) design, installation and troubleshooting (including Cisco Routers). John has been involved in the planning design and construction of Data Networks, Telecommunications systems, and SCADA systems.  Current areas of specialisation include Information Technology (IT) with an industrial focus, Industrial Networking (LAN technology) including TCP/IP, OPC, and Industrial Data Communications.	Internal



### BOARD OF STUDIES COMMITTEE

Role/ Position	Name	Qualifications	Experience	Internal/ External
Member/ Staff Leader	Prof. Ahktar Kalam	PhD, MS, BSc, BScEng	<p>Professor Akhtar Kalam has been at Victoria University of Technology, Melbourne since 1985 and a former Deputy Dean of the Faculty of Health, Engineering and Science for 7 years.</p> <p>He has wide experience in educational institutions and industry across four continents. He received his B.Sc. and B.Sc. Engineering from Calcutta University and Aligarh Muslim University, India in 1969 and 1973 respectively. He completed his MS and Ph.D. at the University of Oklahoma, USA and the University of Bath, UK in 1975 and 1981 respectively. He has worked with Ingersoll Rand and other electrical manufacturers. He has held teaching appointments at the University of Technology, Baghdad, Iraq and Capricornia Institute of Advanced Education, Rockhampton, Queensland.</p> <p>He is regularly invited to deliver lectures, work on industrial projects and examine external thesis overseas. His major areas of interests are power system analysis, communication, control, protection and cogeneration systems. He has been actively engaged in the teaching of Energy Systems to undergraduates, postgraduates and providing professional courses to the industry both in Australia and overseas. He regularly offers professional development courses on Power System Protection, Renewable Energy and Cogeneration &amp; Gas Turbine Operation to the Energy Supply Association of Australia (ESAA) and Australian Power Institute (API). He also runs postgraduate distance education programme on Power System Protection for the ESAA. He has conducted research, provided industrial consultancy and published over three hundred and twenty publications on his area of expertise and written over 27 books in the area. Professor Kalam is a Fellow of EA, IET and a member of IEEE.</p>	Internal





<b>BOARD OF STUDIES COMMITTEE</b>				
<b>Role/ Position</b>	<b>Name</b>	<b>Qualifications</b>	<b>Experience</b>	<b>Internal/ External</b>
Member/ Dean	Dr S. Mackay	PhD (Business and Education), CP Eng, FIE (Aust) BSc(ElecEng), BSc(Hons), MBA, MMR	<p>Steve has worked in engineering throughout Australia, Europe, Africa and North America for the past 30 years. He has presented numerous industrial automation and industrial data communications courses world-wide to over 18,000 engineers and technicians, and has a particular interest in practical and leading edge aspects of marketing, business and engineering practice.</p> <p>PhD - The Impact of Blended Learning in Improving the Reaction, Achievement and Return on Investment of Industrial Automation Training. Awarded in 2009 by Curtin University.</p> <p>He is a fellow of Engineers Australia and the technical director and founder of Engineering Institute of Technology and IDC Technologies. IDC is a growing engineering training and publishing firm which has been operating from offices throughout the world since 1992. He has also acted as the author or editor of over 30 engineering textbooks sold throughout the world. He feels that all engineering businesses need to think global and to keep experimenting with new approaches. He is currently leading a team of two design engineers and four programmers in creating a new video conferencing software package with remote labs which he believes will make a marked impact on engineering training.</p>	Internal
Member/ Staff Leader	Dr Ivan Fair	PhD (Electrical Eng), M.Sc (ElectEng)	20 years in academia. Member of the Canadian Professional Engineers Course Accreditation Committee. Part-time EIT lecturer and Professor in the Dept of Electrical and Computer Engineering at the University of Alberta, Edmonton.	Internal



<b>BOARD OF STUDIES COMMITTEE</b>				
<b>Role/ Position</b>	<b>Name</b>	<b>Qualifications</b>	<b>Experience</b>	<b>Internal/ External</b>
Member/ Staff leader	Dr S. Shastri	BE, MS, PhD, MBA	<p>Engineering consultant – GHD, Perth. Senior Lecturer (Tenured), School of Engineering Science, Murdoch University May 2001 to June 2007. Portfolios included:</p> <ol style="list-style-type: none"> <li>1. Teaching Engineering at both the undergraduate and postgraduate levels</li> <li>2. Research: Established research links with industry and particularly in the area of alarm management.</li> <li>3. Program Chair of Engineering (responsible for all academic matters within the discipline area)</li> <li>4. Member of University Occupational Safety and Health Policy Committee</li> <li>5. Business Development</li> </ol> <p>Srinivas is a process engineer with nearly twenty years experience spanning both oil &amp; gas and academia.</p> <p>As a Research Engineer, he has worked on an optimization solution for a refinery in Singapore before embarking on research into Alarm Management. In a faculty role, he had the pleasure of mentoring and developing young engineers while he continued to build strong links with industry. Entering the alternative energy industry, Dr Shastri led the modelling effort of the Shale to Liquid process and significantly contributed to the design of a 115,000 bpd commercial facility. In his current role, in addition to traditional process engineering support, he is developing areas of alternative energy technologies, scoping studies, and actively involved in Business Development.</p> <ol style="list-style-type: none"> <li>1. I have taught a variety of subjects to engineering students. These subjects include thermodynamics, industrial control systems and engineering management. I have been a teacher and a mentor to them.</li> <li>2. I also deliver HAZOP training to organisations such as TIWEST</li> <li>3. I have successfully mentored junior engineers making them performing members of the team both at QER and now in GHD</li> <li>4. Have very recently developed training programs in Leadership and Gasification</li> </ol>	Internal



### BOARD OF STUDIES COMMITTEE

Role/ Position	Name	Qualifications	Experience	Internal/ External
			<p>5. I provide research advice to PhD students</p> <p>Research Fellow, Centre for Excellence in Intelligent Process Operation and Management (iPOM) Murdoch University, October 2000 to May 2001 and May 2001 to December 2004 as an associate of iPOM</p>	
Member, professional expertise	Mr Terry Cousins	MBA, BSc (Elec Eng)	<p>Terry completed a BSc (Electrical Engineering) degree in 1977 and since then has also attained a Bachelor of commerce and Masters of Business Leadership degrees from the University of South Africa. Terry's first job was as an engineer-in-training with the electrical systems division of the South African Iron and Steel Corporation (ISCOR). In 1981 he joined the systems engineering branch of the Chamber of Mines Research Organisation. In 1986 he became chief of the engineering systems division and was made acting Manager of the Engineering Branch the following year.</p> <p>In 1988 Terry co-founded TLC Software with two colleagues. The company's objective was to develop and sell engineering software solutions for the industrial market. Terry is on the South African Bureau of Standards committee for power quality instruments (SABS 1816:2000), which is revising the current South African national power quality standard. As a senior member of the South African Institute of Electrical Engineers, Terry has authored several papers on power distribution and power quality for local and international magazines. Terry has been an external examiner for a number of undergraduate courses and MSc projects with the School of Electrical and Information Engineering University of the Witwatersrand, Johannesburg.</p>	Internal



### BOARD OF STUDIES COMMITTEE

Role/ Position	Name	Qualifications	Experience	Internal/ External
Member/ E-Learning Manager/College Manager	Mr Paul Celenza	BBusiness, Edith Cowan Univ; Grad Dip.BusAdmin Edith Cowan Univ; Cert IV in Training & Assessment	E-Learning Manager - responsible for Day to day management of the E-learning department at the EIT.  14 years experience in administrative roles. Manager Goodyear Tyre Centres for 4 years. Administrative Officer – Australian Bureau of Statistics for 2 years.  Block Trainer in Japan for 6 ½ years. Admin Manager – Lakis Constructions Pty Ltd for 2 years.	Internal
Course Coordinator	Ms Georgina Story	Cert IV in Training and Assessment	Previously worked for the State Training Authority in the Northern Territory as a Training Coordinator for 3 years, prior to that was in the Public Service in Financial services.	Internal
Member, and Secretariat	Ms Jess Adair		Over 7 years administration experience and 1.5 years experience as a Compliance Officer. Administrative Assistant at IDC/EIT since October 2014.	Internal
Member, and Secretariat	Ms C. Patterson (on maternity leave)	"Cert III in Frontline Management, Cert IV in Training & Assessment	Admin Systems Coordinator for MPA Skills (RTO) for 5 years. Office Manager at IDC Technologies for 4 years and Accreditation & Publishing Manager for IDC/EIT for 2 years. 15 years administration experience.	Internal
Student Rep	To be elected		Higher education student representative to be elected from student community each year.	Internal



## Appendix 2: Standing Orders

### Convening of meetings

1. The Board of Studies shall meet:

- At the times indicated in the organisation's schedule.
- When specially called, at the direction of the Academic Board or the Chair of the Board of Studies.
- When specially called, upon receipt from six members of the Board of Studies of a written request containing a description of the business to be discussed.

2. The notice of meeting and a copy of the business papers shall be circulated to each member normally at least five clear working days before the meeting. The Chair may permit additional business to be tabled at the meeting.

3. Where urgent action is required between scheduled meetings of the Board of Studies, the Chair of the Board may act on behalf of the Board, but will report all such actions to the next scheduled meeting of the Board. Non-urgent items between scheduled meetings may also be dealt with by flying minute to members of the Board of Studies.

4. Any notice of motion, report or other business must be submitted in writing seven (7) clear working days before the meeting. Matters submitted after this time may be accepted at the discretion of the Chair.

5. If the Chair is of the opinion that there is insufficient business to warrant holding a normal meeting, the Chair may cancel the meeting and inform members normally at least three (3) days before the scheduled date of the meeting.

6. If after fifteen minutes of the scheduled starting time, a quorum is not present, the Chair may exercise discretion and allow the meeting to proceed, but any decisions from that meeting shall be confirmed by flying minutes to all members of the Board.

### Order of Business

The normal order of business at each ordinary meeting shall be:

- Welcome and confirmation of agenda items
- Confirmation of the minutes after any amendments
- Business arising from the minutes
- Correspondence
- Report from the Chair
- Reports from Officers
- Motions for which notice has been given
- Other business
- Confirmation of next meeting date and time.



### **Rules of Debate**

Unless ruled otherwise by the Chair or resolved by the Board of Studies, the Board of Studies will conduct its business in committee as follows:

- A member may speak more than once on any matter at the discretion of the Chair
- The proposer of a motion can give it in writing, but may explain its sense orally
- Debate shall occur only on a formal motion before the Chair, or an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the Chair but may be seconded orally
- The Chair may participate in debate before the right of reply has been exercised
- The mover of a motion, but not an amendment, shall have the right of reply. This right of reply normally closes the debate
- The Chair will put any motion or amendment by show of hands or ballot once they are of the opinion that it has been discussed fully
- No member may speak to a motion, except to raise a point of order, after it has been put by the Chair and the show of hands or ballot has been taken
- In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it
- A motion shall be amended or withdrawn by the mover with the consent of the meeting
- Any motion or amendment not seconded shall not be debated, except for a motion from the Chair
- An amendment that is a direct negative of the motion shall not be allowed
- Only one amendment may normally be accepted at one time
- If an amendment is carried, an amendment which is substantially the same as the original motion is out of order
- If an amendment is defeated, an amendment that is substantially the same as the original motion is out of order

### **The Chair**

The Chair shall:

- Conduct meetings of the Board of Studies in the manner indicated by the Standing Orders and give all members present an opportunity to speak and vote on the business of the meeting
- Take care that the sense of the meeting is properly followed in regard to the business before the meeting
- Put motions and amendments to the vote and report the result of the vote
- Maintain order in the discussions and debate of motions and amendments
- Refuse to accept motions and amendments which are not expressed clearly
- Not refuse any amendments that are presented in proper form and relate to the motion under discussion
- Not adjourn a meeting to prevent it from coming to a decision
- Exercise discretion in all matters not elsewhere covered in these standing orders.



### **Quorum**

A quorum will be a minimum of half the appointed members plus 1. In the case of a tied vote, the Chair has the casting vote. See 6 above re non-quorate meeting procedure.

### **The Minutes**

The Minutes of all meetings will be recorded accurately and distributed to members normally within two (2) weeks of the specific meeting

The Minutes will normally record the following details from each meeting:

- The date, time and place of the meeting
- The nature of the meeting – ordinary, adjourned or special meeting
- The names of the Chair, members present, apologies and any persons invited to the meeting
- A summary of the business conducted, including motions and amendments put, together with the result of each vote
- The date, time and place for the next meeting.

The Minutes of each meeting shall be submitted to the following meeting for confirmation in terms of their accuracy. Any corrections must be agreed by the meeting before the Minutes are confirmed.

The confirmed Minutes shall be signed by the Chair as a true record of the proceedings of the previous meeting.

### **Conduct of Members**

A member shall:

- Speak only to the matter before the Board of Studies
- Not make offensive statements
- Obey the Chair on questions of order during the meeting
- Not disclose how other members have voted on specific motions or amendments
- Disclose to the Chair any potential, perceived or actual conflict of interest and normally vacate the meeting when any matter relating to them personally is under consideration by the meeting.
- Not release to the general public or any form of the media any specific information concerning the business of the Board of Studies.
- Observe the Statement of Principles for Members of the Board of Studies.

### **Statement of Principles for Members of the Board of Studies**

A member of the Board of Studies may not, without the approval of the Chair, discuss with or disclose to a person not a member of the Board of Studies:

- Any matter listed as confidential on the business papers or in the Minutes of the Board of Studies
- Any personal matter affecting the individual



- Any business negotiation or other financial matter which might allow a person to profit
- Any matter concerning the promotion of another member of the Institution
- Any proposal that any person will be granted an honorary degree
- Other matters which the Board or the Chair may decide are sensitive to the image, reputation or the interests of the Institution.

#### **Amendment of Standing Orders**

These Standing Orders may be amended by a motion which has been presented with due notice to all members. An absolute majority of members is required for a proposal of these orders to be changed, and submitted to the Academic Board for approval.