

## 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. The Academic Board has delegated responsibility for managing the day-to-day administration of EIT's higher education courses to the Board of Studies. The key functions of the Board of Studies are to monitor higher education course outcomes by overseeing academic administration and benchmarking, monitoring student outcomes and results, and overseeing internal audits. The Board of Studies is to ensure that these functions are administered in a fair and transparent manner and that academic rigour is maintained. The Board of Studies may further delegate functions to another body or person to assist with fulfilling its role that have been approved by the Academic Board, such as an Examiners' sub-committee.

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.

### Functions and responsibilities

The Board of Studies is responsible for:

- Undertaking moderation of assessment to assure equivalence of assessment outcomes, and recommending student grades each semester to the Academic Board for approval.
- Monitoring and evaluating progress towards the achievement of approved learning and teaching objectives and reporting outcomes and recommendations to the Academic Board for consideration.
- Working with the Course Advisory Committee and Learning and Teaching Committee, as required, to review courses and implement course improvements.
- Monitoring and evaluating compliance with the Threshold Standards and the effectiveness of implementation of approved policies and procedures by conducting internal audits and

- providing recommendations for improvement.
- Monitoring administration of courses, including student data and processes relating to admissions, student attrition, progress and completion rates, academic integrity and misconduct, complaints, safety and wellbeing, student and staff feedback via surveys or other mechanisms, and providing reports with recommendations to the Academic Board for consideration.
- Undertaking benchmarking of student outcomes including student progress data, investigating trends that impact on student progress, and implementing improvements arising from benchmarking activities.
- Monitoring and evaluating student enrolment data and providing advice to the Academic Board on proposed discontinuation of any courses due to low numbers or other reasons.
- Monitoring and discussing cases of academic misconduct, and preparing reports for the Academic Board to conduct formal appeal hearings as required, which may result in directions for the Learning and Teaching Committee to investigate improvements to academic integrity.
- Reviewing graduand results and making recommendations to the Academic Board on students' eligibility to graduate.
- Advising the Marketing Team and reviewing website information, brochures and the like to ensure accuracy of information provided to students.
- Providing data and other reports to the Learning and Teaching Committee on any matters that may impact the quality of learning and teaching.
- Providing data and other reports to the Course Advisory Committees for consideration when course reviews are due.
- Advising the Academic Board of academic initiatives suitable for consideration and/or endorsement.
- Undertaking any work delegated from the Academic Board.
- Reporting regularly to the Academic Board.

## Membership

The members of the Board of Studies shall be appointed by the Academic Board. It will include internal representatives such as key teaching, administrative and support staff.

The membership will consist of:

- Chairperson (Deputy Dean) (1)
- Standing Members (ex-officio voting members):
  - Dean (1)
  - Course Coordinators
  - Full-time Academic teaching staff (maximum of 5)
  - Higher Education Manager (2)
  - ICT, resourcing and support staff (1)
  - Accreditation and Compliance Officer (1)
- Invited Members (non-voting members):
  - Unit Coordinators for assessment moderation, if required
  - Learning Support Officers for academic integrity and assessment, if required
- Secretariat

The term of office for standing members is usually for the duration of the member's employment in the ex-officio position listed. Other members may be appointed by the Academic Board from time to time, or as

invited by the Chair of the Board of Studies.

Casual vacancies will be filled by nominations from the Board of Studies membership, ensuring that the expertise from the outgoing member is filled. Persons appointed to fill a casual vacancy shall hold office from the time that person is appointed until the expiry of the term of that person's predecessor, and are eligible for re-election.

A list of current members of the Board of Studies is provided in 'EIT Organisational Structure – Personnel'.

## Meetings

The Board of Studies will meet after each teaching period according to a pre-determined schedule for the year. Meetings may be conducted face-to-face, by telephone, by videoconferencing or teleconferencing technologies including online via web conferencing or similar technology.

The secretariat will be the Accreditation & Compliance Manager (or a suitable delegate as approved by the Chair).

## Reporting

The Board of Studies shall provide a report to the Academic Board after each meeting in the form of meeting minutes and reports.

## Review

These terms of reference will be reviewed every 3 years. A governance review will be conducted at least every 7 years in accordance with the Higher Education Standards Framework.

## Standing Orders

Meetings are in accordance with the Standing Orders outlined in Appendix 1.

## APPENDIX 1: STANDING ORDERS

### Convening of meetings

1. The Board of Studies shall meet:
  - After each teaching period.
  - When specially called, at the direction of the Academic Board or the Chair of the Board of Studies.
  - When specially called, upon receipt of a written request from fifty percent of the voting membership of the Board of Studies, 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 signed resolution by all voting members of the Board of Studies (or a majority where all members aren't available).
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 signed resolution by all voting members of the Board (or a majority where all members aren't available).

### Meeting Conduct

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

- The Chair shall conduct the meeting according to the standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.
- The order of business shall follow the agenda unless agreed otherwise.
- Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.
- Voting shall be by show of hands unless a secret ballot is requested.
- Members may vote by proxy if they are unable to attend. Notice of proxy may be submitted at any time prior to the commencement of the meeting.

- Matters will be passed by a majority of members.
- The Chair shall have the deciding vote if there is a tie.
- Members may speak more than once at the discretion of the Chair.
- A motion may be amended or withdrawn with the consent of the members.
- When an amendment is before the Chair, discussion shall be confined to that amendment.
- No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.

## 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 voting members plus one. In the case of a tied vote, the Chair has the casting vote. See 6 above re non-quorate meeting procedure.

## Circulating resolution

A resolution in writing signed by all the members of a Board, in either case being at least a quorum, is as valid and effectual as if it had been passed at a meeting of the members duly called and constituted at the time the resolution was last signed and may consist of several documents in like form each signed by one or more of the members.

## The Minutes

The Minutes of all meetings will be recorded accurately and confirmed at a subsequent 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:

- Keep their comments to matters before the Board.
- Attend meetings and be punctual.
- Undertake review of documents prior to meetings, within timeframes requested.
- Act in the best interests of the Institute and not bring the Institute into disrepute.
- Exercise appropriate care and diligence.
- Not make false statements or falsify records.
- Act appropriately to not gain advantage for themselves or others.
- Not make offensive statements or comments or behave improperly.
- Shall cease speaking when called to order by the Chair.
- Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.
- Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of EIT.

## Dismissal of Members

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.

### **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.