

**TERMS OF REFERENCE**

COMMITTEE	<b>ACADEMIC STANDARDS AND POLICY COMMITTEE</b>
PURPOSE	The Academic Standards and Policy Committee assists and advises the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research in the University of Sydney.
TERMS OF REFERENCE	<p>The purpose of the Academic Standards and Policy Committee is to:</p> <ol style="list-style-type: none"> <li>1. play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree resolutions are internally consistent, incorporate the best ideas and are aligned with the strategic goals of the University.</li> <li>2. formulate, review and, as appropriate, recommend policies, guidelines and procedures relating to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.</li> <li>3. recommend to the Academic Board policy concerning the programs of study or examinations in any Faculty, University School or Board of Studies.</li> <li>4. advise the Academic Board and Vice-Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.</li> <li>5. provide academic oversight of admissions, credit and recognition of prior learning, and diversity and equity in relation to domains 1.1, 1.2, and 2.1.</li> <li>6. provide academic oversight of policy and standards in relation to 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.2.4, 6.3.1 (a), (b), (d), 6.3.2 (a), (d), (e), of the <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>.</li> <li>7. provide academic oversight of research training in relation to domains 4.2.1 (a) – (e), and 6.3.1 (a), (b), (d), 6.3.2 (a), (d), (e), of the <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>.</li> <li>8. actively seek and evaluate opportunities to improve the University's pursuit of high standards in all academic activities.</li> <li>9. ensure proper communication channels are established with other committees of the Academic Board and the University Executive to promote cross-referencing and discussion of matters relating to academic standards and policy.</li> <li>10. receive reports from, and provide advice to, the Deputy Vice Chancellors relating to the operation and effectiveness of policy in the areas of teaching, scholarship and research.</li> <li>11. exercise all reasonable means to provide and receive advice from the University Executive and its relevant subcommittees.</li> <li>12. provide regular reports on its activities under its terms of reference to the Academic Board.</li> <li>13. consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Deputy Vice-Chancellors.</li> </ol>
CHAIR	Professor Tim Wilkinson
MEMBERSHIP	<p><i>Ex Officio Members</i></p> <p>the Chair of the Committee</p> <p>the Chair of the Academic Board, or nominee</p> <p>the Deputy Vice-Chancellor (Education), or nominee</p> <p>the Registrar and Academic Director (Education)</p>



	<p>the Chair of the Graduate Studies Committee</p> <p>the Chair of the Undergraduate Studies Committee</p> <p>the Pro Vice-Chancellor (Educational Innovation), or nominee</p> <p>the President of the Students' Representative Council, or nominee</p> <p>the President of the Sydney University Postgraduate Representative Association, or nominee</p> <p><i>Appointed members</i></p> <p>The Academic Board shall, on nomination by members of the Academic Board, appoint:</p> <ul style="list-style-type: none"> <li>• one member from each Faculty and University School;</li> <li>• one undergraduate student member;</li> <li>• one postgraduate coursework student member; and</li> <li>• one postgraduate research student member.</li> </ul> <p>The Academic Board shall, on the recommendation of the Chair of the Academic Board, appoint as its representatives three elected staff members of the 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.</p> <p><i>Deputy Chair</i></p> <p>The Committee may, on the nomination of its Chair, appoint one member to act as Deputy Chair.</p> <p><i>Co-opted members</i></p> <p>On the recommendation of the Committee, the Academic Board may co-opt additional members. Co-opted members may be selected from the University community or be external to the University of Sydney and 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.</p> <p><i>Assessors and Reviewers</i></p> <p>The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, from outside the University.</p>
ATTENDEES	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.
VOTING RIGHTS	Voting is restricted to ex-officio members, appointed members, and co-opted members.
QUORUM	A quorum for a meeting of the Committee shall be seven members.
SECRETARIAT	University Governance Office
MEETINGS	The Committee shall meet at least five times a year.
REPORTING	The AB Academic Standards and Policy Committee reports to the Academic Board.
MINUTES	Available on SharePoint: <a href="#">[link]</a>

## HESF Domains

The [\*Higher Education Standards Framework \(Threshold Standards\) 2021\*](#) domains relevant to this committee include:

### 1. Student Participation and Attainment

#### 1.1. Admission

1. Admissions policies, requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.
2. The admissions process ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:
  - a. all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies
  - b. policies, arrangements and potential eligibility for credit for prior learning, and
  - c. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.
3. Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

#### 1.2. Credit and Recognition of Prior Learning

1. Assessment of prior learning is undertaken for the purpose of granting credit for units of study within a course of study or toward the completion of a qualification, such assessment is conducted according to institutional policies, the result is recorded and students receive timely written advice of the outcome.
2. Credit through recognition of prior learning is granted only if:
  - a. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and
  - b. the integrity of the course of study and the qualification are maintained.

### 2. Learning Environment

#### 2.1 Diversity and Equity

1. Institutional policies, practices and approaches to teaching and learning are designed to accommodate student diversity, including the under-representation and/or disadvantage experienced by identified groups, and create equivalent opportunities for academic success regardless of students' backgrounds.
2. Specific consideration is given to the recruitment, admission, participation and completion of Aboriginal and Torres Strait Islander peoples.
3. Participation, progress, and completion by identified student subgroups are monitored and the findings are used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.

## 4 Research and Research Training

#### 4.2 Research Training

1. Research training is guided by an institutional research training policy framework that is designed to achieve:
  - a. definition and recognition of the rights and responsibilities of research students and supervisors
  - b. induction and orientation of research students and supervisors to their roles

- c. monitoring of the progress of research students
- d. assessment and examination of students' work
- e. independence of examiners

## **5 Institutional Quality Assurance**

### **5.1 Course Approval and Accreditation**

1. There are processes for internal approval of the delivery of a course of study, or, where a provider has authority to self-accredit, internal accreditation, of all courses of study leading to a higher education qualification.
2. Course approval and self-accreditation processes are overseen by peak institutional academic governance processes and they are applied consistently to all courses of study, before the courses are first offered and during re-approval or re-accreditation of the courses.

### **5.2 Academic and Research Integrity**

1. There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct.

## **6 Governance and Accountability**

### **6.3 Academic Governance**

1. Processes and structures are established and responsibilities are assigned that collectively:
  - a. achieve effective academic oversight of the quality of teaching, learning, research and research training
  - b. set and monitor institutional benchmarks for academic quality and outcomes
  - d. provide competent advice to the corporate governing body and management on academic matters, including advice on academic outcomes, policies and practices.
2. Academic oversight assures the quality of teaching, learning, research and research training effectively, including by:
  - a. developing, monitoring and reviewing academic policies and their effectiveness
  - d. maintaining oversight of academic and research integrity, including monitoring of potential risks
  - e. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes