UNSW SYDNEY

University of New South Wales Rules

Current as at 2 December 2024

These rules are made by Council under the *University of New South Wales Act 1989* ("The Act") and in particular under section 28 (the general power to make rules) and clause 64 (the general power of Council to make rules) of the University of New South Wales By-law ("By-law").

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1. The Council

Meetings and Rules of Procedure

1.1 The Council must ordinarily meet on at least 6 occasions in each year, on dates to be determined by the Council and on such other days as may be necessary.

1.2 The Chancellor or, in the absence of the Chancellor, the Deputy Chancellor or, in the absence of both, the Vice-Chancellor may call a special meeting of the Council to meet at any time in the interval between ordinary meetings.

1.3 Upon the written request of any 5 members of the Council, the Chancellor, Deputy Chancellor or Vice-Chancellor or, in their absence, the University Secretary must convene a special meeting of the Council to be held within 14 days after the receipt of the request. The written request must specify the matters which the 5 members wish the Council to consider.

1.4 Any meeting of the Council may be adjourned to a later date.

1.5 The University Secretary must provide each member of the Council a notice of meeting specifying the date of the next meeting of the Council and whether the meeting is an ordinary or special meeting. The notice of meeting must, so far as practicable, be provided 7 days prior to the date of the meeting. All matters to be considered at any meeting must be stated in the notice of meeting or in a supplementary notice of meeting which must be provided to each member of the Council, so far as practicable, 3 days before the meeting. Where practicable, the notice of meeting or supplementary notice of meeting must be accompanied by supporting statements in sufficient detail to allow members the opportunity to consider the matters prior to the meeting.

1.6

(a) At ordinary meetings, unless otherwise decided by the Council, no motion initiating any subject for discussion must be made except in pursuance of a notice of motion given to the University Secretary 10 days before the meeting of the Council at which the motion is to be moved.

(b) At special meetings, unless otherwise decided by the Council, no motion must be made on any matters other than those listed in the notice of meeting or supplementary notice of meeting.

1.7 If a quorum of the Council is not present within half an hour after the time set for any meeting, the members then present may set a convenient future day as the day on which the meeting must be held. The day set may be the day of the next ordinary meeting of the Council but in any case must be such as to enable the University Secretary to give all members 7 days' notice of the meeting, in accordance with Rule 1.5. Where the set day is the day of the next ordinary meeting of the Council, the business which was to have been dealt with at the meeting lacking a quorum must take precedence over the business of the ordinary meeting of the Council.

1.8 The minutes of any meeting of the Council which have not been approved as being a true record must be circulated to members prior to the next ordinary meeting of the Council. Upon being approved as correct, such minutes must be signed by the Presiding Member as being the true record.

Conduct of elections for Council Members

1.9 The following Council elections are to be held in accordance with the procedures detailed in Section 5:

(a) Elections to elect 2 members of the academic staff of the University and a member of the non-academic staff of the University to the Council are to be held on such day as the Council may from time to time appoint.

(b) Elections to elect an undergraduate student of the University and a postgraduate student of the University to the Council are to be held on such day as the Council may from time to time appoint.

Casual vacancy in office of elected member

1.10 If there is a casual vacancy in the office of an elected member of the Council and 12 months or more of the former elected member's term remains from the date of commencement of the vacancy, the Returning Officer is to conduct a new election for the vacant office in accordance with the provisions of these Rules.

1.11 If the office remains vacant after that election, the Council is to resolve either:

(a) to fill the vacancy in such manner as the Council determines after appropriate consultation, or

(b) not to fill the vacancy.

1.12 If there is a casual vacancy in the office of an elected member of the Council and less than 12 months of the former member's term remains from the date of commencement of the vacancy, the Council is to resolve either:

(a) to fill the vacancy in such manner as the Council determines after appropriate consultation, or

(b) not to fill the vacancy.

1.13 In this section:

casual vacancy, means a vacancy referred to in clause 2 of Schedule 1 to the Act.

2. The Academic Board

Role of Academic Board

2.1 The Academic Board is the principal academic body of the University, established under Section 14 of the University of New South Wales Act 1989. As the principal academic body of the University, the Academic Board's role is to:

(a) promote excellence and oversee maintenance of high standards in the University's teaching and learning, research and research training;

(b) oversee the University's academic policy and programs, in accordance with statutes and regulations;

(c) oversee quality assurance and quality implementation in relation to the academic functions of the University, as per the Higher Education Standards Framework, including academic and research integrity, academic and research risk, academic leadership, educational innovation and benchmarking; and

(d) contribute to the delivery of the University's Strategy in regard to the academic matters of the University, including through effective communication with the University community.

Functions of Academic Board

2.2 The functions of the Academic Board set out in Clause 56 of the *University of New South Wales By-law 2005* are:

(a) to be the principal academic body of the University;

(b) to oversee academic governance and the maintenance of academic standards;

(c) to advise the Vice-Chancellor and Council on matters relating to the conduct and standards of teaching, scholarship and research within the University;

(d) to consider and report on matters referred to it by the Council or by the Vice-Chancellor;

(e) any functions delegated to it by the Council; and

(f) any other functions as may be prescribed by the Rules.

2.3 Subject to the functions of the Academic Board and to any resolution of the Council, the Academic Board:

(a) may request, consider and act on reports relating to academic matters from faculties and boards of studies, university committees and divisions, and

(b) may refer academic matters to faculties, boards of studies, university committees and divisions for consideration and report, and

(c) may submit recommendations to the Council with respect to the selection of academic, teaching and research staff, and

(d) is to submit a report on its proceedings to the meeting of the Council next following that of the Academic Board and an annual report on actions by the Academic Board and its committees and the university committees.

Members of Academic Board

2.4 The members of the Academic Board are as follows:

(a) the Vice-Chancellor,

(b) such Deputy Vice-Chancellors and Vice-Presidents as nominated by the Vice-Chancellor in consultation with the President of the Academic Board,

(c) the persons appointed to be:

(i) the Provost,
(ii) the Deans of the faculties, including the Dean & Rector of UNSW Canberra,
(iii) the Dean of Graduate Research,
(iv) the Dean of Lifelong Learning,
(v) such Pro-Vice-Chancellors and Directors as nominated by the Deputy Vice-Chancellors or Vice-Presidents in consultation with the President of the Academic Board,
(vi) the Chairs of Academic Board Committees, University Committees, the Undergraduate Re-enrolment Appeals Committee and the Postgraduate Re-enrolment Appeals Committee – if not already included in the membership of the Academic Board by virtue of another role,

(d) 2 persons per Faculty elected by and from the eligible professors of the University,

(e) 2 persons per Faculty elected by and from the eligible non-professorial members of the University,

(f) 2 persons, elected by and from the enrolled undergraduate students,

(g) 2 persons, elected by and from the enrolled postgraduate coursework students,

(h) 2 persons, elected by and from the enrolled Higher Degree Research candidates,

(i) the President of the UNSW Student Representative Council (SRC),

(j) the Chair of the Arc@UNSW Board,

(k) the President of the UNSW Postgraduate Council (PGC),

(l) 1 UNSW Canberra undergraduate student who is a Trainee Officer (TO) of the Australian Defence Force Academy (ADFA), appointed by the Academic Board President in consultation with UNSW Canberra,

(m) 1 Indigenous student, appointed by the Academic Board President, in consultation with the Pro-Vice-Chancellor, Indigenous, and

(n) up to 5 such other persons as nominated by the Academic Board Advisory Committee (ABAC) and appointed by the Academic Board.

Terms of Office

2.5 A member of the Academic Board holds office as follows:

(a) in the case of members appointed in accordance with Rules 2.4 (a), (b), (c), (i), (j) and (k), while the member holds the office by virtue of which they are a member,

(b) in the case of members appointed and nominated in accordance with Rules 2.4 (l) - (n), for such term as may be specified in the member's instrument of nomination or appointment not exceeding 2 years,

(c) in the case of members elected in accordance with Rules 2.4 (d - h), for a term not exceeding 2 years commencing on 1 January following the member's election,

(d) the Council may, by majority decision, determine to remove a member from the Academic Board who has been found to have breached a University Code of Conduct and Values,

(e) appointments and nominations are renewable up to 3 times, and

(f) elected members may serve up to 3 consecutive terms of office.

2.6

(a) The President and the Deputy Presidents hold office for a term not exceeding 2 years commencing on 1 January following their election.

(b) A President or a Deputy President may serve up to 3 consecutive terms in the office of President or Deputy President.

Election of Staff Members

2.7

(a) The elections provided for in Rule 2.4 (d) and (e) must be held in odd-numbered years and must be conducted in the manner set out in section 5 of these Rules.

(b) For the purposes of the election to Academic Board, each eligible professorial and eligible non-professorial academic staff member of the University must belong to one of the Faculties of the University, each of which is an electorate.

(c) For each electorate, the number of persons to be elected by and from the eligible professorial members of the academic staff of each electorate is 2.

(d) For each electorate, the number of persons to be elected by and from the eligible non-professorial members of the academic staff of each electorate is 2.

(e) Each eligible professorial and eligible non-professorial academic staff member of the University will belong to the electorate where their professional time is occupied, subject to Rule 2.7(f).

(f) Where a member of the academic staff is employed to undertake duties in more than one faculty or program, they will be included on the roll of electors for the electorate where the greater amount of their professional time is occupied. In the event that equal time is spent in more than one faculty, that person must self-nominate to the electorate in which they wish to belong.

(g) The Returning Officer will determine the appropriate electorate for an eligible professorial or eligible non-professorial academic staff member who does not belong to an electorate by the operation of 2.7 (e) and (f).

(h) Eligible professorial and non-professorial academic staff are those who have an appointment equal to or greater than 0.5 FTE.

(i) Those eligible professorial and non-professorial academic staff who are members of an electorate on the last day for receipt of self-nominations for the election will be eligible to stand for election and vote.

Election of Student Members

2.8

(a) The elections provided for in Rule 2.4 (f), (g) and (h) must be held annually and must be conducted in the manner set out in section 5 of these Rules. One student member in each of the cohorts specified in Rule 2.4 (f), (g) and (h) must be elected annually for a term not exceeding 2 years.

(b) Undergraduate students are enrolled students proceeding towards a bachelor's degree or non-graduate diploma.

(c) Postgraduate coursework students are enrolled students proceeding towards a degree (other than a bachelor's degree, or a Doctoral or Masters Degree by Research), graduate diploma or graduate certificate.

(d) Higher Degree Research candidates are enrolled students proceeding towards a Doctoral or Masters Degree by Research.

(e) A person who is eligible as a staff member to stand for election and vote under Rule 2.7 must not be eligible as a student member under Rule 2.8.

(f) A student who is eligible to stand for election in more than one electorate may only stand in one electorate and must identify the relevant electorate in their self-nomination.

(g) Those undergraduate students, postgraduate coursework students and Higher Degree Research candidates who are enrolled on the last day for receipt of self-nominations for the election will be eligible to stand for election and vote.

(h) For the purpose of this rule 2.8, a student ceases to be enrolled:

(i) on the date their withdrawal from their enrolled program becomes effective (provided they do not immediately enrol in another degree of the type for which they were elected); or
(ii) by not re-enrolling by the deadline for re-enrolment (for the relevant teaching period); or
(iii) on the date their application for program leave becomes effective or on the date they commence enforced medical or other leave; or
(iv) on the date they are suspended or excluded from enrolment by the University; or
(v) on their Completion Date, being the date recorded within the UNSW student information system and on their Academic Transcript indicating that they have satisfied all requirements for the award of the degree, diploma or certificate.

Appointed and Nominated Members

2.9 The term of office of appointed and nominated members of the Academic Board will be as the Academic Board determines. Appointments and nominations may be renewed.

Election of President and Deputy Presidents

2.10

(a) In accordance with clause 57(1) of the By-law the members of the Academic Board are to elect from their number a President and up to two Deputy Presidents immediately following the elections held in accordance with Rules 2.7, 2.8 and 2.10(b), and must be conducted in the manner set out in section 5 of these Rules.

(b) As soon as practicable after the ballot has been declared in the elections held in accordance with Rules 2.7 and 2.8 the Returning Officer must issue a notice calling for self-nominations to the positions of President and Deputy President. The notice must be issued to ex-officio members of the Academic Board, appointed and nominated members who will continue in or take office, elected members who will continue in office, and to the members-elect who will take office on 1 January following that election.

(c) Persons who are to take office in the Academic Board on 1 January following the election will be eligible to stand for election and vote.

(d) Candidates may self-nominate for one position or both positions on the understanding that the election of the President will be determined first.

(e) Where a ballot is being conducted for both offices the votes for the President will be counted before the votes for the Deputy Presidents. If one of the candidates for the offices of Deputy President has already been declared elected as President, that candidate will then be excluded from the election for Deputy President and any ballot for that election in which such candidate receives a vote will be counted as though the candidate's name did not appear on the ballot.

Casual vacancies of members and leave of absence

2.11 A member of the Academic Board is deemed to have vacated office if they:

(a) being an ex-officio member, cease to hold the office entitling them to be a member of the Academic Board;

(b) are excluded from the Academic Board by virtue of rule 2.5(d);

(c) being a member elected by and from the academic staff who have an appointment equal to or greater than 0.5 FTE:
  (i) die;
  (ii) resign office by letter addressed to the Vice-Chancellor;
  (iii) leave the service of the University; or
  (iv) are absent without leave of the Academic Board from 3 consecutive meetings of the Academic Board;

(d) being a student member:
  (i) die;
  (ii) resign office by letter addressed to the President of the Academic Board;
  (iii) discontinue their enrolment or are excluded from the University; or
  (iv) are absent without leave of the Academic Board from 3 consecutive meetings of the Academic Board; or

(e) being an appointed member:
  (i) die;
  (ii) resign office by letter addressed to the President of the Academic Board; or
  (iii) are absent without leave of the Academic Board from 3 consecutive meetings of the Academic Board.

2.12 When a casual vacancy occurs in the office of an elected member of the Academic Board, the remaining members of the Academic Board must appoint a person to fill the vacancy by co-opting to membership from the appropriate electorate, a member of the eligible professorial or eligible non-professorial academic staff or a student, as the case may be.

2.13 A co-option to fill a casual vacancy in the office of an elected member will be conducted in the following manner:

(a) Where twelve months or more of the former member's term remains from the date of the commencement of the vacancy, the candidate with the second highest number of votes at the previous election be offered the position. Should that person decline, then the Academic Board must fill the vacancy in such manner as the Academic Board determines.

(b) Where less than twelve months of the former member's term remains from the date of the commencement of the vacancy, the Academic Board must fill the vacancy in such manner as the Academic Board determines.

2.14 Elected non-professorial staff members, as provided in rule 2.4 (e), who are promoted to a professor of the University during their elected term of office will remain eligible for membership of the electorate which elected them to the Academic Board, other than as provided in rule 2.11 (b) or (c).

2.15 Where an elected member is granted a leave of absence from the Academic Board for a period in excess of 3 months, their position may be filled from the relevant electorate by the President of the Academic Board on advice of the Dean of the Faculty (for academic staff members) or the student organisations for student members.

Casual vacancy in office of President or Deputy President

2.16

(a) The Academic Board will fill a casual vacancy in the office of the President by co-opting a Deputy President to the position of President:
  (i) by mutual agreement of the Deputy Presidents, or
  (ii) failing agreement on (i), the Academic Board will co-opt a Deputy President unless the matter is urgent and cannot wait until the next scheduled Academic Board meeting, in which case ABAC will co-opt the Deputy President and report the outcome to the next Academic Board meeting, or
  (iii) if neither of the Deputy Presidents is available or willing to be co-opted to the position of President of the Academic Board, the casual vacancy in the office of the President will be filled by the Academic Board by co-opting a member of the Academic Board on the advice of ABAC, unless the matter is urgent, in which case ABAC will co-opt a member of the Academic Board on the advice of ABAC and report the outcome to the next Academic Board meeting.

(b) The Academic Board will fill a casual vacancy in the office of Deputy President by co-opting a member of the Academic Board nominated by the President of the Academic Board to the position of Deputy President on the advice of ABAC, unless the matter is urgent and cannot wait until the next scheduled Academic Board meeting, in which case ABAC will co-opt a member of the Academic Board nominated by the President of the Academic Board to the position of Deputy President on the advice of ABAC, and report the outcome to the next Academic Board meeting.

(c) Any person filling a casual vacancy is to hold office with the same rights and powers as, and for the balance of the term of, the President or Deputy President whose place that member has filled.

(d) There is a casual vacancy in the office of President or of a Deputy President if the President or Deputy President concerned:
  (i) dies, or
  (ii) resigns the office by letter addressed to the Vice-Chancellor, or
  (iii) leaves the service of the University, or
  (iv) for any other reason ceases to be a member of the Academic Board, or
  (v) if a Deputy President has been co-opted to the office of President of the Academic Board.

2.17 If a person is co-opted to fill a casual vacancy in an office in which less than 1 year of the term of office remains, then that term of office is not to be counted as a term of office for the purpose of Rule 2.6.

Leave of Absence of the President or Deputy President

2.18

(a) The President or a Deputy President of the Academic Board must request a leave of absence from the Academic Board if the leave is expected to exceed a period of 3 months. The request must be in writing as follows:
  (i) The President must request the leave of absence from the Vice-Chancellor.
  (ii) The Deputy President must request the leave of absence from the President of the Academic Board.

(b) The leave of absence request must state the expected start and end dates for the leave of absence.

(c) A leave of absence may be extended, if necessary.

(d) A leave of absence vacancy will be filled as per 2.16 (a) to (c), except that the co-option will be to the position of Acting President or Acting Deputy President of the Academic Board.

(e) If a person is co-opted to fill a leave of absence vacancy in an office in which less than 1 year of the term of office remains, then that term of office is not to be counted as a term of office for the purpose of Rule 2.6.

Proceedings of the Academic Board

2.19

(a) The Academic Board must meet at the discretion of the President or upon the written request of the Chancellor or Vice-Chancellor or any 10 members of the Academic Board.

(b) All questions which come before the Academic Board at which a quorum is present, except where otherwise provided by these Rules, must be decided by the majority of members present and voting, and the President must have a vote and, in the case of an equality of votes, a casting vote.

(c) The number of Academic Board members that constitutes a quorum is 20.

(d) All meetings of the Academic Board must be convened by a notice from the Academic Board Secretary specifying the time, place and agenda of the meeting.

(e) A report of the proceedings of the Academic Board must be circulated to members of the Council with the notice or supplementary notice of matters to be considered at the meeting of the Council next following that of the Academic Board.

2.20

(a) The Academic Board will issue Academic Board Standing Orders consistent with these Rules to govern the conduct of its meetings.

(b) The Academic Board may act notwithstanding that there may be a vacancy or vacancies in the office of any member or members of the Academic Board or a committee.

2.21 If the Academic Board does not approve without amendment any recommendation made by a faculty or a board of studies, the Academic Board is to, if requested to do so by the faculty or board of studies, transmit the recommendation to the Council for final decision.

2.22 The Council may at any time, of its own motion or at the request of a faculty or a board of studies, review any decision of the Academic Board.

Review

2.23 The Academic Board will undertake a self-review every 2 years to ensure consistency with its role, objectives and responsibilities, and effectiveness of its operation and governance processes, including compliance with terms of reference and the Higher Education Standards Framework (HESF) 2021. The Academic Board will report on the self-review outcomes to Council.

2.24 At least every 7 years, the University will organise an independent review of the effectiveness of the operation of the Academic Board and academic governance processes, including compliance with terms of reference and the Higher Education Standards Framework (HESF) 2021.

3 University and Academic Board Committees

3.1 There are to be the following University Committees:

(a) University Academic Quality Committee;
(b) University Research Committee; and
(c) University Higher Degree Research Committee.

3.2 Schedules 4-6 will have effect as the Terms of Reference for the University Committees.

3.3 There are to be the following standing Committees of the Academic Board:

(a) Academic Board Advisory Committee;
(b) Academic Board Programs Committee; and
(c) Program Review Committee.

3.4 Schedules 1-3 will have effect as the Terms of Reference for the standing Committees of the Academic Board.

4 The Faculties

Interpretation

4.1 For the purpose of section 4 of these Rules:

(a) a reference to a faculty is to be interpreted to include UNSW Canberra;

(b) a reference to a Dean is to be interpreted to include the Rector, UNSW Canberra.

Functions of Faculties

4.2 Each faculty is:

(a) to supervise the teaching, research student supervision and assessment with which the faculty is concerned, and

(b) to support and encourage scholarship and research, and

(c) to consider and report on all matters referred to it by Council, the Vice-Chancellor or the Academic Board, and

(d) to act on matters as directed by Academic Board under the Delegations to Academic Board.

4.3 Each faculty is to consider and report to the Academic Board, through the Faculty Board on matters relating to teaching and learning, research, research training and other academic matters in the faculty.

4.4 Each faculty is to have such other delegations and duties as may from time to time be assigned to it by Council.

Deans

4.5

(a) The Council is to appoint a Dean to each faculty to serve for such periods as the Council may determine.

(b) The Council may appoint Deans in areas other than faculties, and those Deans are also to serve for such periods as Council may determine.

(c) The Dean appointed to any faculty is a member of the faculty and of any committee within the faculty, and may, if they so desire, preside at any meeting of such faculty or committee.

The Faculty Board

4.6

(a) Each faculty must have a Faculty Board.

(b) Schedule 7 is to have effect as the Terms of Reference for each Faculty Board.

(c) A board of studies established by Council is authorised to act as a Faculty Board to the extent required to discharge functions in relation to the academic administration of the courses and programs governed through the board of studies.

(i) Council has established a Deputy Vice-Chancellor (Academic) Board of Studies. Schedule 8 is to have effect as the Terms of Reference for the Deputy Vice-Chancellor (Academic) Board of Studies.

Election of staff members to Faculty Boards

4.7

(a) Any academic staff member who has an appointment equal to or greater than 0.5 within that Faculty, on the last day for receipt of self-nominations for an election, shall be eligible to stand for, and vote in an election for membership of that Faculty Board.

(b) Elections for staff members of Faculty Boards will be conducted by the Returning Officer in the manner set out in section 5 of these Rules. The term of office of a member elected at any such election shall be for a term of two years commencing on 1 January next following their election.

(c) When a casual vacancy occurs, the Returning Officer is to appoint to the vacancy for the remainder of the period of membership the candidate, if any, who polled the greatest number of votes of the unsuccessful candidates at the most recent election. Where the casual vacancy cannot be filled in accordance with this section the relevant Faculty Board is to be empowered to nominate an eligible staff member for appointment to the vacancy.

(d) Where an academic staff member is employed to undertake duties in more than one Faculty or program that person must be included on the roll of electors for the Faculty where the greater amount of that person's professional time is occupied. In the event that equal time is spent in more than one faculty, that person must self-nominate to the faculty in which they wish to belong.

Election of student members to Faculty Boards

4.8

(a) Any student enrolled in a program leading to a degree, diploma or certificate awarded by a faculty, at the date on which self-nominations close, will be eligible to stand for election and vote in an election for membership of that Faculty Board.

(b) Any student enrolled in a program leading to degrees, diplomas or certificates awarded by more than one faculty at the date on which self-nominations close, will be eligible to stand for election, and vote in an election for membership of each such Faculty Board, provided that the student is enrolled in a course controlled by that faculty in that year.

(c) Subject to the requirements of this rule 4.8, and so far as is applicable, student member elections will be conducted annually by the Returning Officer in the manner set out in section 5 of these Rules. The term of office of a member elected at any such election will be for a term of twelve months commencing on 1 January next following their election.

(d) When a casual vacancy occurs, the Returning Officer must appoint to the vacancy for the remainder of the period of membership the candidate, if any, who polled the greatest number of votes of the unsuccessful candidates at the most recent election. Where the casual vacancy cannot be filled in accordance with this section the relevant Faculty Board must be empowered to nominate a student for appointment to the vacancy.

(e) A casual vacancy will be deemed to occur where a student member of a Faculty Board ceases to be enrolled, and it is likely that they will not be enrolled for a significant period of their elected term.

Faculty Committees

4.9 Each faculty must establish the following Faculty committees to ensure oversight of the following functions:

(i) the quality of the Faculty's teaching and learning;
(ii) the assessment and progress of students;
(iii) the research activities in or associated with the Faculty;
(iv) Higher Degree Research (HDR) matters, and
(v) proposals for the establishment, revision or discontinuation and review of academic offerings.

(a) Faculty Academic Committee;

(i) The members of a committee established under this section will be the Dean (or their nominee), relevant Associate Dean(s) (for example Education), at least 1 representative of each school of the Faculty (nominated by that School), and such other persons as the Dean appoints (which must include at least one student enrolled in coursework programs of the Faculty).
(ii) The Dean must nominate the Chair from amongst the members of the committee.

(b) Faculty Research Committee

(i) The members of a committee established under this section are to include the Dean (or their nominee), the relevant Associate Dean(s) (for example, Research and Research Training), at least 1 representative of each school of the Faculty (nominated by that School), and such other persons as the Dean appoints (which must include at least one student enrolled in HDR programs delivered by or through the Faculty).
(ii) The Dean must nominate the Chair from amongst the members of the committee.

4.10

(a) The Faculty Board may determine to split the Faculty Academic Committee into such committee as will fulfil the functions of the Rules (for example, this could be a Faculty Academic Quality Committee and a Faculty Academic Programs Committee).

(b) The Faculty Board may determine to split the Faculty Research Committee into such committees as will fulfil the functions of the Rules (for example, this could be a Faculty Research Committee and a Faculty Higher Degree Research Committee).

4.11 The quorum for each Faculty Committee will be a simple majority of the membership.

4.12

(a) Two or more Faculties may establish a Cross-Faculty Standing Committee or Committees to exercise such duties and powers in relation to cross-faculty interdisciplinary programs as may be assigned to them by Council on the recommendation of the participating Faculty Boards through the Academic Board.

(b) The members of a Cross-Faculty Standing Committee must be determined by the Academic Board on the recommendation of those Faculties establishing the committee.

(c) Except as specifically provided for in this Rule, a Cross-Faculty Standing Committee must be dealt with and treated as if it were a Faculty Committee.

4.13 Except where otherwise provided by these Rules all questions which come before a meeting of a Faculty Board or Faculty Committee at which a quorum is present must be decided by the majority of the members present and voting and the Chair will have a vote, and in the case of an equality of votes, a casting vote.

4.14 Nothing in these Rules affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

The School Board

4.15

(a) Each School is to have a School Board.

(b) The requirement in 4.15 (a) to have a School Board does not apply to schools within a faculty with only one school.

(c) Schedule 9 is to have effect as the Terms of Reference for each School Board.

4.16 Centres that enrol students and run programs, and are not aligned to a School, will be required to comply with the requirements of rule 4.15 (a) and (c).

5 Election Procedures

Application of these procedures

5.1 Except as otherwise provided in the Act, the By-law and other sections of these Rules, the election procedures ("Election Procedures") set out in this section 5 are prescribed for the conduct of elections to Council, Academic Board, Faculty Boards and offices within those boards. These procedures shall not apply to Council elections for the offices of Chancellor and Deputy Chancellor, which will be conducted in accordance with procedures approved by Council from time to time.

Returning Officer

5.2

(a) An election referred to in this section 5 is to be conducted by the University Secretary, who is to be the Returning Officer for the election.

(b) The Returning Officer may appoint a Deputy Returning Officer and delegate to the Deputy Returning Officer any one or more of the Returning Officer's powers and functions under these Rules. References in this section 5 to the Returning Officer will include the Deputy Returning Officer exercising the relevant power or function under delegation.

(c) The Returning Officer may prescribe any necessary procedures or forms for the conduct of the election, provided they are not inconsistent with these Election Procedures or any other instruments under which the election is conducted.

(d) The Returning Officer's decision is final on all matters affecting the eligibility of candidates, the conduct and results of an election and such other matters as may from time to time affect the conduct of an election.

Eligibility

5.3 Eligibility criteria to stand for election and vote in an election must be as prescribed in any applicable By-law, Rule or resolution of the Council or Academic Board.

Timing of Elections

5.4

(a) Elections to elect members of the Boards are to be held at times specified in these Rules.

(b) The Election process will be conducted within the timeframes set out in the table below:

Event	Minimum Number of Days prior to Close of Ballot
Issue of Notice of Election and Call for Self-nominations	21
Closing Date for Self-nomination of Candidates	14
Notification by email (pursuant to cl.5.18 (a) to eligible voters of ballot details	7

Notice of Elections

5.5

(a) The Returning Officer must issue a notice. The notice must be:

(i) published on the University website, and
(ii) published in such other places as the Returning Officer may determine.

(b) For the purposes of rule 5.5(a), the notice must:

(i) state that an election is to be held to fill the position or positions concerned;
(ii) specify the time and date appointed for the conduct of the election;
(iii) invite eligible persons to self-nominate to be a candidate for the election;
(iv) specify the way in which self-nominations are to be made;
(v) specify the date and time by which self-nominations must reach the Returning Officer (being a date that is at least 14 days before the close of ballot);
(vi) state how voters may cast a vote;
(vii) give details of the number of positions to be filled and of their respective terms, and
(viii) contain such other information relating to the election as the Returning Officer may determine.

Self-nominations

5.6

(a) Self-nominations are to be made personally by eligible candidates who wish to stand for election.

(b) Self-nominations are made by sending a self-nomination in the form prescribed under rule 5.5(b)(iv) to the Returning Officer no later than the time and date specified in the notice under rule 5.5(b)(v). A self-nomination will not be valid unless it is received by the Returning Officer before the close of self-nominations.

5.7

(a) A candidate may provide with the self-nomination a recent photograph and a statement of not more than 150 words containing information relating to the candidate that they wish to supply ("**Candidate Statement')**.

(b) The Returning Officer may issue guidelines that regulate the conduct of candidates during an election period (being the period from the close of self-nominations to the close of ballot).

(c) Each candidate must comply with any guidelines issued by the Returning Officer from time to time pursuant to rule 5.7 (b).

5.8 The Returning Officer may edit any Candidate Statement for the purpose of correcting obvious errors or to ensure that a Candidate Statement contains no more than 150 words.

5.9 The Returning Officer is to reject a self-nomination if satisfied that:

(a) the self-nomination is not made in accordance with these Rules; or

(b) the person self-nominated is not eligible to be elected.

5.10 Prior to the expiration of the time for receiving self-nominations the Returning Officer must keep confidential information concerning particular nominations, but nothing in this rule 5.10 will prevent the Returning Officer from disclosing to the presiding member or officer of the relevant body whether sufficient self-nominations have been received.

5.11 A person may withdraw their self-nomination at any time prior to the date on which a notice under clause 5.18(a) is emailed to voters.

Notification of Candidates

5.12 As soon as practicable after the close of self-nominations, in such places and in such manner as the Returning Officer determines:

(a) the Returning Officer will publish by notice a list of the candidates;

(b) where the number of candidates in any electorate is the same as the number of vacancies, the Returning Officer will publish by notice a declaration that the candidates are elected;

(c) where the number of candidates in any electorate exceeds the number of vacancies in that electorate, the Returning Officer will publish by notice the date upon which an election will be held.

(d) where the number of candidates in any electorate is less than the number of vacancies, the Returning Officer will:

(i) publish by notice a declaration that all of the candidates are elected, and

(ii) at the same time or after the publication of the notice referred to in Rule 5.12 (d)(i), publish by notice a declaration that the persons appointed in accordance with Rule are deemed to be elected.

(e) Where no, or insufficient, self-nominations are received in respect of an electorate, the Returning Officer will:

(i) notify the Vice-Chancellor, President of the Academic Board, and the Dean of the Faculty involved of that fact; and

(ii) request that the applicable Appointor set out in the Table below, following consultation, select and appoint a person in respect of each vacancy:

BODY	ELECTED POSITION/VACANCY	APPOINTER	CONSULTATION
University Council	Academic Staff Non-Academic Staff	University Council	
	Undergraduate Student Postgraduate Student		Relevant student bodies
Academic Board	Professorial Member Non-Professorial Member	Academic Board President	Relevant Faculty Dean
	Undergraduate Student Postgraduate Student HDR Candidate		Relevant student bodies
Faculty Board (s) – including UNSW Canberra at ADFA	Faculty Staff	Faculty Dean	
	Student		Relevant student bodies

5.13 Where an election is required to be held, the Returning Officer will, in such manner as the Returning Officer determines:

(a) Prepare a roll of eligible voters, for each relevant electorate, as at the close of self-nominations; and

(b) provide a list of the names on the relevant roll available for inspection by any person eligible to vote in the election during the period from the close of self-nominations to the close of ballot.

5.14 Notices required under clause 5.12 concerning candidates may be made by way of email notification. The notice must specify the date of any election to be held.

Ballots

5.15 Ballots are to be conducted by way of an electronic voting program which has been approved for use by the Returning Officer, based on the independent assurance referred to in Rule 5.16.

In this Rule 5 a reference to “ballot paper” includes, where the context requires, a document upon or through the medium of which a person may cast a vote.

5.16 The Returning Officer may approve an electronic voting program for use where they have received independent assurance from an appropriately qualified person that the program:

(a) will provide a voter with instructions on how to vote;

(b) will allow a voter to indicate their choice of candidate(s);

(c) gives a voter an opportunity to correct any mistakes before submitting their vote;

(d) will allow a voter to make an informal vote;

(e) will not allow a person to find out how a particular voter cast their vote;

(f) will not allow a voter to vote more than once for any ballot;

(g) will only allow a voter to vote in an election for which they are eligible to vote, and

(h) is designed to give the same result as would be obtained if the ballot were conducted by post or by personal voting.

The Returning Officer may from time to time commission a security and integrity review of an approved electronic voting program.

5.17 The order of candidates on the ballot is to be determined randomly by the Returning Officer.

5.18 For an electronic ballot:

(a) Each voter is to be emailed (at least 7 days prior to the close of ballot) a notice detailing the nature of the election, a list of the candidates, and setting out instructions on how to access the electronic voting program, and the closing date and time by which a vote can be submitted.

(b) The fact that a person whose name is on the relevant Roll of the University did not receive the email notice described in rule 5.18(a) does not invalidate an election.

(c) Each candidate statement and a copy of any photograph supplied are to be published online and accessible by way of a link included in the email sent to each voter in accordance with rule 5.18(a).

(d) Voters are to submit their vote in accordance with the instructions provided in the electronic voting program.

5.19 All formal ballots received by the Returning Officer before the close of ballot are to be counted in the ballot.

5.20 No voter may vote more than once in any election.

5.21 No ballot will be issued or accepted after the close of ballot.

Procedure on close of ballot

5.22 As soon as practicable after the close of ballot, the Returning Officer is to count the votes and ascertain the results of the ballot in the manner set out below.

5.23 The Returning Officer is to reject any informal ballots and count the formal ballots.

5.24 A ballot will be informal if:

(a) marked other than in accordance with the voting instructions accompanying the ballot;

(b) no vote for any candidate on the ballot has been indicated;

(c) votes for more candidates than are to be elected are indicated on the ballot.

5.25 The Returning Officer is to count the number of votes for each candidate.

5.26 The candidates having the highest numbers of votes, being a number of candidates equal to the number of positions to be filled, will be declared elected.

5.27 If an equity of votes between two or more candidates prevents the declaration of elected candidates, the vote count will proceed as follows:

(a) the names of those candidates with such an equality of votes will be written on separate and similar slips of paper,

(b) the slips must be folded so as to prevent identification and mixed and drawn at random,

(c) the candidate whose name is first drawn will be declared elected, and

(d) this process is to continue until all remaining positions are filled.

5.28 The Returning Officer will make available details of the most recent vote count to any student or staff member of the University. The Returning Officer may, in their absolute discretion, provide in writing details of the most recent vote count upon written request of a person standing for election.

5.29

(a) The result of the count must remain confidential until the declaration of the result of the ballot by the Returning Officer.

(b) The Returning Officer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

6 Miscellaneous

Membership of the Body Corporate

6.1 For the purposes of section 4 (b) of the Act, and in accordance with Clause 65 of the By-law 2005, the persons appointed to the offices of Vice-President; Director, Estate Management; Associate Director, Development, Estate Management; and Director of Business and Campus Services are prescribed to be members of the body corporate of the University in addition to those persons prescribed by section 4 (b) of the Act and Clause 65 of the By-law.

Special Provisions for 2025 Academic Board and Faculty Board elections

6.2 To align all staff and student elections for the Academic Board and Faculty Boards, the terms of office for the following members, which were due to expire on 30 June 2025, will be extended until 31 December 2025:

(a) Elected professorial and non-professorial academic staff members on the Academic Board
(b) Members of the Academic Board nominated to fill an elected position that became vacant during the current two-year term of the previously elected member
(c) The President and Deputy Presidents of the Academic Board
(d) Elected academic staff members on Faculty Boards and staff members nominated to fill an elected staff member position that became vacant during the current two-year term of the previously elected member

SCHEDULE 1

Terms of Reference – Academic Board Advisory Committee (ABAC)

1. Purpose of this Committee

1.1 ABAC is a committee of the Academic Board, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of ABAC.

2. Roles and responsibilities

2.1 ABAC is responsible for the management of the business of the Academic Board, to advise the President of the Academic Board, to coordinate the work of the Academic Board and University Committees, to respond to matters referred to it by the Academic Board and to consult with the relevant formulators of academic policy.

2.2 ABAC is responsible for resolving urgent items of business relevant to the Academic Board's functions which cannot be managed within the Academic Board's regular schedule of meetings or via electronic circulation. The President of the Academic Board shall determine the relevance of the item and whether it is impracticable in the circumstances for the item to be considered at a scheduled or electronic meeting of the Academic Board. All actions undertaken by ABAC will be reported to the next Academic Board meeting for noting.

2.3 ABAC will address the Higher Education Standards Framework relevant to its functions, including academic policy, academic and research integrity, academic and research risk, academic leadership, educational innovation and benchmarking.

2.4 Nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 ABAC will comprise the following members:

(a) the President of the Academic Board;

(b) the Deputy Presidents of the Academic Board;

(c) the Deputy Vice-Chancellor, Education and Student Experience (DVCESE);

(d) the Provost;

(e) the Chairs of each of the Academic Board and University Committees; and

(f) the Director of Governance.

3.2 The ABAC Chair will be the President of the Academic Board.

4. Meetings and attendance

4.1 Quorum will be 6 of the members.

4.2 ABAC will meet at least 6 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the ABAC Chair be absent from the meeting, a Deputy President of the Academic Board will chair that meeting.

4.5 The ABAC secretary will be a representative from Governance.

4.6 The agenda will be set by the Chair in consultation with the members and any supporting papers and minutes of the previous meeting will be delivered to ABAC members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Minutes of all meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.

4.8 Meetings may be held in person or by electronic means.

4.9 Matters before ABAC are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.10 The ABAC Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of ABAC members vote in favour of the motion and there are no dissenting votes.

4.11 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

4.12 The Academic Board Standing Orders provide a guide to meeting procedures.

4.13 It is incumbent on ABAC members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

5.1 ABAC reports to the Academic Board, as required.

5.2 Periodically, as requested by the Academic Board, ABAC will provide to the Academic Board a summary report on academic and research risks identified and managed by the Academic Board and University Committees, and Faculty Boards.

6. Review

6.1 ABAC will review its Terms of Reference at least every 2 years to ensure consistency with the Committee's role, objectives and responsibilities. The Academic Board will make recommendations for any amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of ABAC will be reviewed every five years. The review will include appropriateness of the Committee's membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up.

SCHEDULE 2

Terms of Reference – Academic Board Programs Committee (ABPC)

1. Purpose of this Committee

1.1 The ABPC is a committee of the Academic Board, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the ABPC.

2. Roles and responsibilities

2.1 The ABPC has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below, and to report to and make recommendations on relevant matters to the Academic Board.

2.2 The ABPC is responsible for the following matters:

(a) contributing to the delivery of the UNSW Strategy relevant to academic coursework offerings;

(b) considering and recommending to the Academic Board for approval the establishment or major revision of university coursework offerings, including program rules and other academic requirements.

(c) considering and providing advice to the Academic Board on broad issues relating to the quality and standards of academic coursework offerings;

(d) responding to matters referred to it by the Academic Board;

(e) identifying, managing and reporting on academic risks related to academic program proposals to the Academic Board; and

(f) performing such functions as delegated to it by Council.

2.3 The ABPC will address the Higher Education Standards Framework relevant to its functions, including academic policy, academic integrity, academic leadership, educational innovation and benchmarking.

2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The ABPC will comprise the following members:

(a) Pro-Vice-Chancellor, Education – or nominee of the Deputy Vice-Chancellor, Education & Student Experience – who is the ABPC Chair;

(b) Deputy Vice-Chancellor, Academic Quality or nominee;

(c) Deputy Vice-Chancellor, Education and Student Experience or nominee;

(d) Deputy Vice-Chancellor, Global or nominee;

(e) Dean of Lifelong Learning (LLL) or nominee;

(f) Registrar and Director, Student Services or nominee;

(g) 1 nominated member of each Faculty (typically the Associate Dean, Education or program director);

(h) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the President of the Academic Board;

(i) 3 undergraduate students (1 who is a member of the Academic Board and 2 nominated by the President of the Academic Board on advice of the student members of the Academic Board);

(j) 2 postgraduate coursework students (1 who is a member of the Academic Board and 1 nominated by the President of the Academic Board on advice of the student members of the Academic Board); and

(k) Up to 5 such other persons nominated by the Chair (for example this may include but is not limited to senior academics, heads of school, centre directors and relevant professional staff).

3.2 The ABPC Chair will appoint two Deputy Chairs from the ABPC members.

3.3 Nominations and appointments must be for a two-year period, except for student members who must be for a one-year period. Nominations and appointments are renewable.

4. Meetings and attendance

4.1 Quorum will be 9 of the members.

4.2 The ABPC will meet at least 6 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the ABPC Chair be absent from the meeting, a Deputy Chair will chair that meeting.

4.5 The ABPC secretary will be a representative from Governance.

4.6 The agenda will be set by the ABPC Chair in consultation with the members and minutes of the previous meeting. Supporting papers will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the ABPC are expected to be resolved on a consensus basis. However, if there is a need for a vote, the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The ABPC Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings must be approved by the ABPC and signed by the Chair of the next ABPC meeting.

4.10 Meetings may be held in person or by electronic means.

4.11 The ABPC may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

4.14 The Academic Board Standing Orders provide a guide to meeting procedures.

4.15 It is incumbent on ABPC members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

5.1 The ABPC will provide reports and minutes of meetings for noting, and an annual report on activities to the Academic Board. Periodically, as requested by the Academic Board, the ABPC will provide to the Academic Board a summary report on the academic risks identified and managed by the ABPC.

5.2 The ABPC will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Review

6.1 The ABPC will review its Terms of Reference at least every two years to ensure consistency with its role, objectives and responsibilities. The Academic Board will make recommendations for amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the ABPC will be reviewed every five years. The review will include appropriateness of the Committee's membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with academic policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up.

SCHEDULE 3

Terms of Reference – Program Review Committee (PRC)

1. Purpose of this Committee

1.1 The Program Review Committee (PRC) is a committee of the Academic Board, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the PRC.

2. Roles and Responsibilities

2.1 The PRC has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below, and to report to and make recommendations on relevant matters to the Academic Board, ABPC, UAQC, UHDRC, the Deputy Vice-Chancellor, Education and Student Experience, the Deputy Vice-Chancellor, Academic Quality, and the Pro-Vice-Chancellor, Research Training and Dean of Graduate Research.

2.2 The Committee is responsible for the following matters:

(a) overseeing the program review process;

(b) monitoring compliance with the program review policy and procedures;

(c) reporting to the Academic Board on program review compliance, outcomes and the implementation of recommendations and academic risk;

(d) making recommendations to the Academic Board that a program be reviewed early;

(e) considering and providing advice to the Academic Board, UAQC, ABPC and UHDRC on policy, procedures and matters related to program reviews;

(f) engaging with stakeholders across the University to support the quality and standards of the program review process;

(g) responding to matters referred to it by the Academic Board;

(h) identifying, and reporting on academic risks related to the program review process to the Academic Board; and

(i) performing such functions as delegated to it by Council.

2.3 The PRC will address the Higher Education Standards Framework (HESF) standards relevant to its functions, including monitoring, review and improvement, academic policy, academic integrity, academic leadership, educational innovation and benchmarking.

2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The PRC will comprise the following members:

(a) President of the Academic Board or nominee;

(b) Deputy Vice-Chancellor, Education & Student Experience or nominee;

(c) Deputy Vice-Chancellor, Academic Quality or nominee;

(d) Pro-Vice-Chancellor, Research Training, and Dean of Graduate Research or nominee;

(e) two nominated members of each Faculty (one academic and one professional staff member);

(f) two students nominated by the President of the Academic Board on advice of the student members of the Academic Board; and

(g) up to 5 such other persons nominated by the President of the Academic Board.

3.2 The President of the Academic Board will appoint a Chair from among the members, except for 3.1(a) above.

3.3 The PRC Chair will appoint two Deputy Chairs from among the PRC members.

3.4 Nominations and appointments must be for a two-year period, except for student members who must be for a one-year period. Nominations and appointments are renewable.

4. Meeting and Attendance

4.1 Quorum will be 7 of the members.

4.2 The PRC will meet at least 4 times per annum and the schedule of meetings for each year will be circulated after it has been confirmed.

4.3 The PRC Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the PRC Chair be absent from a meeting, a Deputy Chair will chair the meeting.

4.5 The PRC Secretary will be nominated by the Chair.

4.6 The agenda will be set by the Chair in consultation with the members. The minutes of the previous meeting and any supporting papers will be distributed to PRC members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the PRC are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The PRC Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of the PRC members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings will be approved by the PRC and signed by the Chair of the next PRC meeting.

4.10 Meetings may be held in person or by electronic means.

4.11 The PRC may establish working groups to consider aspects of its business and to advise the PRC on those matters.

4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

4.14 The Academic Board Standing Orders provide a guide to meeting procedures.

4.15 It is incumbent on PRC members to attend meetings unless absent from the University or otherwise prevented from attending. The PRC Secretary should be notified of intended absences ahead of the meeting. The PRC Secretary will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

5.1 The PRC will provide reports and minutes of meetings and an annual report on activities to the Academic Board. Periodically, as requested by the Academic Board, PRC will provide to the Academic Board a summary report on the academic risks identified and managed by PRC.

5.2 The PRC will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Review

6.1 The PRC will review its Terms of Reference at least every two years to ensure consistency with its role, objectives and responsibilities. The Academic Board will recommend amendments to Council.

6.2 Amendments to the PRC Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the PRC will be reviewed every five years. The review will include appropriateness of its membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with academic and research policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up.

SCHEDULE 4

Terms of Reference – University Academic Quality Committee (UAQC)

1. Purpose of this Committee

1.1 The UAQC is a University-wide committee, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the UAQC.

2. Roles and responsibilities

2.1 The UAQC has responsibility to conduct detailed examination of matters set out in 2.2 and 2.3 below, and to report to and make recommendations on relevant matters to the Academic Board.

2.2 The UAQC is responsible for the following matters:

(a) contributing to the delivery of the UNSW Strategy as it relates to the academic quality of learning and teaching activities;

(b) receiving and considering reports on learning and teaching quality, and other matters that relate to academic quality and standards.

(c) considering and recommending action to the Academic Board and faculties based on the review of coursework programs;

(d) monitoring student academic conduct and academic integrity;

(e) recommending student admission criteria and admission schemes;

(f) recommending policy relating to academic quality matters to the Academic Board for its consideration and endorsement;

(g) responding to matters referred to it by the Academic Board;

(h) identifying, managing and reporting on academic risks related to academic quality to the Academic Board; and

(i) performing such functions as delegated to it by Council.

2.3 The UAQC will address the Higher Education Standards Framework relevant to its functions, including academic policy, academic leadership, educational innovation and benchmarking.

2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The UAQC will comprise the following members:

(a) Deputy Vice-Chancellor, Academic Quality, who is the Committee Chair;

(b) Deputy Vice-Chancellor, Education and Student Experience or nominee;

(c) Pro-Vice-Chancellor, Education and/or Pro-Vice-Chancellor, Student Success, as nominated by the Deputy Vice-Chancellor, Education & Student Experience;

(d) Provost or nominee;

(e) Deputy Vice-Chancellor, Global or nominee;

(f) Registrar and Director, Student Services or nominee;

(g) Director & University Librarian;

(h) 1 nominated member of each Faculty (this may typically be the Associate Dean, Education);

(i) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the Academic Board President;

(j) 3 undergraduate students (1 who is a member of the Academic Board and 2 nominated by the Academic Board President on advice of the student members of Academic Board);

(k) 2 postgraduate coursework students (1 who is a member of the Academic Board and 1 nominated by the Academic Board President on advice of the student members of Academic Board); and

(l) up to 5 such other persons nominated by the Chair (for example, this may include but is not limited to senior academics, Heads of School or centre directors and relevant professional staff).

3.2 The UAQC Chair will appoint two Deputy Chairs from its members.

3.3 Nominations and appointments must be for a two-year period, except for student members who must be for a one-year period. Nominations and appointments are renewable.

4. Meetings and attendance

4.1 Quorum will be 9 of the members.

4.2 The UAQC will meet at least 6 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.

4.3 The UAQC Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the UAQC Chair be absent from the meeting, a Deputy Chair will chair that meeting.

4.5 The secretary of the UAQC will be a representative from Governance.

4.6 The agenda will be set by the UAQC Chair in consultation with the members. Supporting papers and minutes of the previous meeting will be delivered to UAQC members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the UAQC are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The UAQC Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of UAQC members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all UAQC meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.

4.10 Meetings may be held in person or by electronic means.

4.11 The UAQC may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

4.12 The UAQC Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.13 The UAQC Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

4.14 The Academic Board Standing Orders provide a guide to meeting procedures.

4.15 It is incumbent on UAQC members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

5.1 The UAQC will provide reports and minutes of meetings for noting and an annual report on activities to the Academic Board.

5.2 The UAQC will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

5.3 Periodically, as requested by the Academic Board, the UAQC will provide to the Academic Board a summary report on the academic risks identified and managed by the Committee.

6. Review

6.1 The UAQC will review its Terms of Reference at least every 2 years to ensure consistency with its role, objectives and responsibilities. The Academic Board will recommend amendments to Council.

6.2 Amendments to the UAQC Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the UAQC will be reviewed every five years. The review will include appropriateness of the Committee's membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with academic policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up.

SCHEDULE 5

Terms of Reference – University Research Committee (URC)

1. Purpose of this Committee

1.1 The University Research Committee is a University-wide committee, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the Committee.

2. Roles and responsibilities

2.1 The Committee has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below and to report to and make recommendations on relevant matters to the Academic Board.

2.2 The Committee is responsible for the following matters:

(a) contributing to the delivery of the UNSW Strategy relevant to research matters;

(b) considering matters relevant to research quality and integrity;

(c) considering matters relevant to research operations;

(d) recommending policy and procedures relating to research matters to the Academic Board for its consideration and endorsement;

(e) responding to matters referred to it by the Academic Board;

(f) identifying, managing and reporting on research risks to the Academic Board; and

(g) performing such functions as delegated to it by Council.

2.3 The Committee will address the Higher Education Standards Framework relevant to its functions.

2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The Committee will comprise the following members:

(a) Deputy Vice-Chancellor, Research & Enterprise, who is the Committee Chair;

(b) Deputy Vice-Chancellor, Global or nominee;

(c) Pro-Vice-Chancellor, Research or nominee;

(d) Pro-Vice-Chancellor, Research Infrastructure or nominee;

(e) Pro-Vice-Chancellor, Research Training, and Dean of Graduate Research or nominee;

(f) Pro-Vice-Chancellor, Industry & Innovation or nominee;

(g) Provost or nominee;

(h) Executive Director Research & Enterprise;

(i) Director Knowledge Exchange;

(j) Director Entrepreneurship;

(k) Director & University Librarian;

(l) 2 nominated members of each Faculty (typically the Associate Dean, Research, and either Associate Dean, Enterprise, or Deputy Associate Dean, Research);

(m) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the President of the Academic Board;

(n) 1 Early Career Academic nominated by the Chair;

(o) 2 Higher Degree Research candidates (1 who is a member of the Academic Board and 1 nominated by the President of the Academic Board on advice of the student members of Academic Board); and

(p) up to 5 such other persons nominated by the Chair (this may include but is not limited to senior academics, Heads of School and centre directors, and relevant professional staff).

3.2 The Committee Chair will appoint two Deputy Chairs from the Committee members.

3.3 Nominations and appointments must be for a two-year period, except for student members who must be for a one-year period. Nominations and appointments are renewable.

4. Meetings and attendance

4.1 Quorum will be 12 of the members.

4.2 The Committee will meet at least 4 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the Committee Chair be absent from the meeting, a Deputy Chair will chair that meeting.

4.5 The secretary of the Committee will be a representative from Governance.

4.6 The agenda will be set by the Committee Chair in consultation with the members and supporting papers and minutes of the previous meeting will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the Committee are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The Committee Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.

4.10 Meetings may be held in person or by electronic means.

4.11 The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

4.14 The Academic Board Standing Orders provide a guide to meeting procedures.

4.15 It is incumbent on Committee members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

5.1 The Committee will provide reports and minutes of meetings for noting and an annual report on activities to the Academic Board.

5.2 The Committee will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Review

6.1 The Committee will review its Terms of Reference at least every 2 years to ensure consistency with the Committee's role, objectives and responsibilities. The Academic Board will recommend amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the Committee will be reviewed every five years. The review will include appropriateness of the Committee's membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with research policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up.

SCHEDULE 6

Terms of Reference – University Higher Degree Research Committee (UHDRC)

1. Purpose of this Committee

1.1 The UHDRC is a University-wide committee, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the UHDRC.

1.3 These terms of reference fulfil the functions of a Faculty Board in relation to courses, specialisations and programs (academic offerings), which are not the direct responsibility of a Faculty.

2. Roles and responsibilities

2.1 The UHDRC has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below and to report to and make recommendations on relevant matters to the Academic Board.

2.2 The UHDRC is responsible for the following matters:

(a) contributing to the delivery of the UNSW Strategy as it relates to Higher Degree Research;

(b) considering and providing advice to the Academic Board on broad issues relating to the quality and standards of Higher Degree Research programs, including admissions to programs, candidature, supervision and thesis examination;

(c) in relation to Higher Degree Research programs and higher doctorates, considering and recommending to the Academic Board for approval the establishment, revision or disestablishment of all award programs, streams and courses (academic offerings), including program rules and other academic requirements;

(d) considering and recommending actions to the Academic Board and Faculties based upon the review of research programs;

(e) recommending to the Academic Board candidates for award of Higher Doctorates;

(f) recommending policy relating to all Higher Degree Research and higher doctorate matters under the Research Training Policy Framework to the Academic Board for its consideration and endorsement;

(g) responding to matters referred to it by the Academic Board;

(h) identifying, managing and reporting on Higher Degree Research risks to the Academic Board; and

(i) performing such functions as delegated to it by Council.

2.3 The UHDRC will address the Higher Education Standards Framework relevant to its functions, including Higher Degree Research integrity, academic policy, academic leadership, educational innovation and benchmarking.

2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The UHDRC will comprise the following members:

(a) Deputy Vice-Chancellor, Research & Enterprise, or their nominee, who will be the UHDRC Chair;

(b) Deputy Vice-Chancellor, Global or nominee;

(c) The Pro-Vice-Chancellor, Research Training and Dean of Graduate Research or their nominee;

(d) 1 nominated member of each Faculty (this may be the Associate Dean, Research Training, or Associate Dean, Postgraduate Research, or similar;

(e) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the President of the Academic Board;

(f) 2 Higher Degree Research candidates (1 who is a member of the Academic Board and 1 nominated by the President of the Academic Board on advice of the student members of the Academic Board);

(g) 1 Early Career Academic nominated by the Chair;

(h) 1 Library representative nominated by the Chair; and

(i) up to 5 such other persons nominated by the Chair (this may include but is not limited to senior academics, Heads of School or centre directors, and relevant professional staff).

3.2 The UHDRC Chair will appoint two Deputy Chairs from the UHDRC members.

3.3 Nominations and appointments must be for a 2-year period, except for student members who must be for a one-year period. Nominations and appointments are renewable.

4. Meeting and attendance

4.1 Quorum will be 9 of the members.

4.2 The UHDRC will normally meet at least 4 times per annum, and the schedule of meetings will be agreed in advance.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the UHDRC Chair be absent from the meeting, a Deputy Chair will chair that meeting.

4.5 The UHDRC secretary will be a representative from Governance.

4.6 The agenda will be set by the UHDRC Chair in consultation with the members, and supporting papers and minutes of the previous meeting will be delivered to committee

members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the UHDRC are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The UHDRC Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of UHDRC members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings must be approved by the UHDRC and signed by the Chair of the next UHDRC meeting.

4.10 Meetings may be held in person or by electronic means.

4.11 The UHDRC may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

4.14 The Academic Board Standing Orders provide a guide to meeting procedures.

4.15 It is incumbent on UHDRC members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

5.1 The UHDRC will provide reports and minutes of meetings for noting and an annual report on activities to the Academic Board.

5.2 The UHDRC will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

5.3 Periodically, as requested by the Academic Board, the UHDRC will provide to the Academic Board a summary report on the Higher Degree Research risks identified and managed by the Committee.

6. Review

6.1 The UHDRC will review its Terms of Reference at least every 2 years to ensure consistency with the Committee's role, objectives and responsibilities. The Academic Board will recommend amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the UHDRC will be reviewed every five years. The review will include appropriateness of the Committee's membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with academic and research policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up.

SCHEDULE 7

Terms of Reference – Faculty Board

1. Purpose of this Committee

1.1 A Faculty Board is a governance body, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition and structure of a Faculty Board.

2. Roles and responsibilities

2.1 A Faculty Board is responsible for the following matters:

(a) considering and providing advice to the Dean regarding the academic governance arrangements and oversight appropriate for the Faculty, which include:

(i) the quality of the Faculty's teaching and learning;
(ii) assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
(iii) research activities in or associated with the Faculty;
(iv) matters associated with Higher Degree Research programs;
(v) proposals for the establishment, revision or discontinuation of the Faculty's academic offerings;
(vi) reviews of academic programs offered by the Faculty
(vii) the academic governance arrangements of schools of the Faculty; and
(viii) any other academic matter related to the activities of the Faculty;

(b) providing advice to the Dean about the Faculty Committee structure in accordance with Part 4 of the Rules, and considering such structure on an annual basis;

(c) recommending to the Dean the appointment of persons to the Faculty Committees in accordance with Part 4 of the Rules;

(d) responding to matters referred to it by the Academic Board;

(e) identifying, managing and reporting on academic and research risks to the Academic Board; and

(f) performing such functions as delegated to it by the Council;

(g) contributing to the delivery of UNSW strategic initiatives.

2.2 The Faculty Board will address the Higher Education Standards framework relevant to its functions, including academic and research integrity, academic leadership, educational innovation and benchmarking.

2.3 The Faculty Board or relevant Faculty Committee may undertake the detailed examination of the matters referred to in 2.1 and 2.2 above and make recommendations to the relevant School, Faculty or University Committee. This may include recommendations relating to academic quality program matters.

2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The membership of a Faculty Board must be approved by the Dean and must comprise:

(a) the Dean of the Faculty;

(b) the Deputy and Associate Deans of the Faculty;

(c) the Heads of Schools of the Faculty;

(d) the Faculty Executive Director (or equivalent);

(e) at least 4 persons elected by and from the academic staff of the Faculty in accordance with Rule 4.7 (unless the Dean determines that all academic staff must be members, in which case no elections are required);

(f) at least 3 persons elected by and from the students enrolled in Faculty programs, in accordance with Rule 4.8, including at least 1 undergraduate, 1 postgraduate coursework and 1 Higher Degree Research candidate; and

(g) such other persons as the Dean appoints.

3.2 Each Faculty Board must be chaired by the Dean or the nominee of the Dean.

4. Meetings and attendance

4.1 Quorum will be a simple majority of the membership, except where the Dean determines that all academic staff in the Faculty are members of the Faculty Board, in which case the quorum shall be 20, consistent with the quorum for the Academic Board.

4.2 Each Faculty Board will meet at least 4 times per annum and the schedule of meetings for each year will be agreed in the preceding year.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the Chair be absent from the meeting, another nominee of the Dean will chair the meeting.

4.5 The agenda will be set by the Chair in consultation with the members and minutes of the previous meeting, and supporting papers will be delivered to Board members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.6 Matters before the Faculty Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter must be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair is to have the casting vote. The Dean may approve voting on motions by email circulation.

4.7 The secretary of a Faculty Board will be a representative from Governance.

4.8 Minutes of all meetings must be approved by the Board and signed by the Chair of the next Board meeting.

4.9 Meetings may be held in person or by electronic means.

4.10 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.11 The Academic Board Standing Orders provide a guide to meeting procedures.

5. Reporting

5.1 The minutes of each Faculty Board meeting must be tabled with the Academic Board.

5.2 Periodically, as requested by the Academic Board, a Faculty Report will be provided to the Academic Board in addition to the minutes. The Faculty Report will include a summary report on the academic and research risks identified and managed by the Faculty.

6. Review

6.1 The Academic Board, in consultation with the Deans, will review these Terms of Reference at least every 2 years to ensure consistency with the Faculty Board's role, objectives and responsibilities. The Academic Board may make recommendations for any amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the Faculty Board will be reviewed every five years. The review will include appropriateness of the Faculty Board's membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with academic and research policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up.

SCHEDULE 8

Terms of Reference – University Board of Studies (BoS)

1. Purpose of the BoS

1.1 These terms of reference set out the roles and responsibilities, composition and structure of the BoS, which is a governance body, established by Council under the UNSW Rules.

1.2 The BoS fulfils the functions of a Faculty Board (Schedule 7 of the UNSW Rules), as detailed specifically under 2 below, in relation to academic offerings (courses, specialisations and programs), which are not the direct responsibility of a Faculty and include enabling as well as pre-University and alternative entry academic offerings.

2. Roles and responsibilities

2.1 The functions of the BoS are to:

(a) contribute to the delivery of the UNSW strategic initiatives;

(b) consider and provide advice to the BoS Chair, regarding the governance arrangements and oversight appropriate for the BoS, which include:

(i) proposals for the establishment, disestablishment and major change relating to academic offerings for which it is responsible;
(ii) proposals arising from program reviews;
(iii) the quality of teaching and learning in relation to academic offerings for which it is responsible;
(iv) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations; and
(v) any other academic matter related to the activities of the BoS;

(c) provide advice to the BoS Chair, about the structure of the BoS in accordance with Part 4 of the Rules, and to consider such structure on an annual basis;

(d) provide recommendations to the BoS Chair about the appointment of persons to the BoS in accordance with Part 4 of the UNSW Rules;

(e) address the Higher Education Standards framework relevant to its functions, including academic integrity, academic leadership, educational innovation and benchmarking;

(f) identify, manage and report on academic risks to the Academic Board; and

(g) perform such functions as delegated to it by the Council.

2.2 The BoS may undertake the detailed examination of the matters referred to in 2.1 above and make recommendations to the relevant School, Faculty or University Committee or Academic Board in relation to matters referred to in 2.1 above. This may include recommendations relating to academic quality and academic program matters.

2.3 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The membership of the BoS must be approved by the BoS Chair, and comprise:

(a) the Pro-Vice-Chancellor, Education or nominee of the Deputy Vice-Chancellor, Education & Student Experience;

(b) relevant program directors;

(c) at least one member from each Faculty who is either an Associate Dean, Education, or a Deputy Dean, Education, or nominee appointed by the BoS Chair;

(d) at least one elected staff member of the Academic Board;

(e) one student member from each of the following categories:
- student member of the Academic Board; and
- student member nominated by the BoS Chair;

(f) such other persons as the BoS Chair appoints.

3.2 The BoS must be chaired by the Pro-Vice-Chancellor, Education or nominee of the Deputy Vice-Chancellor, Education & Student Experience.

3.3 The BoS Chair will appoint a Deputy Chair from the BoS members.

3.4 Nominations and appointments must be for a two-year period, except for student members who must be for a one-year period. Nominations and appointments are renewable.

3.5 A BoS member may appoint a person to be an Alternate Member in their absence. The appointment must be approved by the BoS Chair. An Alternate Member is entitled to participate and vote in the member's absence.

4. Meetings and Attendance

4.1 Quorum will be a simple majority of membership.

4.2 The BoS will meet at least four times per annum and the schedule of meetings will be agreed in advance.

4.3 The BoS Chair may convene additional meetings at any time on reasonable notice.

4.4 Should the BoS Chair be absent from the meeting, the Deputy Chair will chair the meeting.

4.5 The agenda will be set by the BoS Chair and supporting papers will be delivered to BoS members in advance of the meeting. At the discretion of the BoS Chair of the meeting, additional papers may be tabled for discussion at the meeting.

4.6 Matters before the BoS are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter must be decided by the majority of the members present; and in the case of an equality of votes, the BoS Chair must have a casting vote.

4.7 The secretary of the BoS will be a representative from Governance.

4.8 Minutes of all BoS meetings must be approved by the BoS and signed by the Chair of the next BoS meeting.

4.9 Meetings may be held in person or by electronic means.

4.10 The BoS Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable students.

4.11 The Academic Board Standing Orders provide a guide to meeting procedures.

5. Reporting

5.1 The minutes of each BoS meeting must be tabled with the Academic Board.

5.2 Periodically, as requested by the Academic Board, a report will be provided to the Academic Board in addition to the minutes. The Report will include a summary report on the academic and research risks identified and managed by the Board.

6. Review

6.1 The BoS will review its Terms of Reference at least every two years to keep it up to date and consistent with its authority, objectives and responsibilities. The Academic Board will make recommendations for any amendments to Council.

6.2 Amendments to the BoS Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the BoS will be reviewed every five years. The review will include appropriateness of the BoS membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with academic and research policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Academic Board and recommendations followed up

SCHEDULE 9

Terms of Reference – School Board

1. Purpose of this Committee

1.1 A School Board is a governance body, established by Council under the Rules.

1.2 These terms of reference set out the roles and responsibilities, composition and structure of a School Board.

2. Roles and responsibilities

2.1 A School Board is responsible for the following matters:

(a) contributing to the delivery of UNSW strategic initiatives;

(b) considering and providing advice to the Head of School regarding the academic governance arrangement and oversight appropriate for the School, which include:

(i) the quality of the School's learning and teaching;
(ii) the research activities in or associated with the School;
(iii) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
(iv) matters associated with Higher Degree Research programs;
(v) proposals for the establishment, revision or discontinuation of academic offerings; and
(vi) any other academic matter related to the activities of the School.

(c) providing advice to the Head of School regarding the School Committee structure, and considering such structure on an annual basis;

(d) recommending to the Head of School the appointment of persons to the School Committees;

(e) addressing the Higher Education Standards framework relevant to its functions, including academic and research integrity, academic leadership, educational innovation and benchmarking;

(f) identifying, managing and reporting on academic and research risks; and

(g) performing such functions as delegated to it by Council.

2.2 A School Board or relevant committee established by the Head of School may undertake the detailed examination of the matters referred to in 2.1 above and make recommendations to the relevant Faculty Board or Committee.

2.3 At its final meeting for the year, the School Board must consider the committee structure recommended under 2.1 and make recommendations to the Head of School regarding any changes.

2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

2.5 Nothing in these Terms of Reference affects the precedence or authority of the Head of School.

3. Composition and Structure

3.1 The membership of a School Board must comprise:

(a) the Head of School;

(b) all academic staff holding an appointment equal to or greater than 0.5 within the School of one or more year's duration;

(c) the School Manager or equivalent;

(d) at least 3 students, elected or appointed (as determined by the Head of School); and

(e) such other persons as determined by the Head of School.

3.2 The Head of School or their nominee will be the Chair of the School Board.

4. Meetings and attendance

4.1 There will be no quorum requirements.

4.2 A School Board must meet at least twice per annum. The School Board may choose to meet more frequently.

4.3 The Chair may convene meetings or alter meeting dates and times at any time, on reasonable notice.

4.4 Should the Chair be absent from the meeting, a Deputy Head of School (or equivalent) will chair the meeting.

4.5 The secretary of a School Board will be appointed by the Head of School.

4.6 The agenda will be set by the Chair in consultation with the members and any supporting papers, and minutes of the previous meeting will be delivered to School Board members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Minutes of all meetings must be approved by the Board and signed by the Chair of the next Board meeting.

4.8 Matters before the School Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter must be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair is to have the casting vote. The Head of School may approve voting on motions by email circulation.

4.9 Meetings may be held in person or by electronic means.

4.10 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.11 The Academic Board Standing Orders provide a guide to meeting procedures.

5. Reporting

5.1 The minutes of each School Board meeting must be tabled with the Faculty Board.

5.2 The School Board must report on its governance arrangements to the Faculty Board within the final minutes of the year.

6. Review

6.1 The Academic Board, in consultation with the Deans, will review these Terms of Reference at least every 2 years to ensure consistency with the School Board's role, objectives and responsibilities, and may recommend amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.

6.3 The operation and governance processes of the School Board will be reviewed by the Faculty every five years. The review will include appropriateness of the School Board's membership structure, conflict of interest management, clarity and appropriateness of the Terms of Reference, application of the Register of Delegations, compliance with academic and research policies and procedures; and risk assessment and monitoring processes. The outcomes of the review will be reported to the Faculty Board and recommendations followed up.