

University of Canberra Academic Board Rules 2026

made under the

University of Canberra (Academic Board) Statute 2011, s6

1 Name of Instrument

These Rules may be cited as the *University of Canberra Academic Board Rules 2026*.

2 Commencement

These Rules commence on the day they are made.

3 Repeal

The *University of Canberra (Academic Board) Rules 2021* are repealed. All decisions made under the repealed Rules are taken to be made under these Rules.

4 Definitions

Academic Board Statute means the *University of Canberra (Academic Board) Statute 2011*.

academic staff has the meaning set out in section 2 of the Act and the Enterprise Agreement.

antisemitism is a perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed towards Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

Act means the *University of Canberra Act 1989 (ACT)*.

approved leave of absence means a period of time that must not be exceeded during which a member of the Board is authorised by the Board to temporarily cease their duties and, upon the conclusion of which, the member of the Board is entitled to return to their position on the Board.

Board means the Academic Board established by section 19 of the Act.

Chair of the Board (or Chair) means the Chairperson appointed by Council under section 21 of the Act.

Council means the Council of the University established by section 9 of the Act.

designated body means a body designated by the Council under section 20(d) of the Act.

Election Rules means the *University of Canberra (Election of Staff and Student Members to Academic Board and Council) Rules 2024*, as amended from time to time.

Enterprise Agreement means the University's Enterprise Agreement as amended from time to time.

faculty means a faculty determined by the Council under section 8 of the Act.

Faculty Board means a Faculty Board appointed under subrule 11(1)(f) of these Rules.

gender means a person's social, personal and legal identity as male, female, non-binary, another diverse gender, or no gender, whether or not that identity is the same as the person's sex recorded at birth.

general staff has the meaning set out in section 2 the Act, and includes professional staff as defined in the Enterprise Agreement.

Level refers to the levels for academic and professional staff as set out in the Enterprise Agreement.

microcredential has the meaning given to it by the *University of Canberra Admission Rules 2026*.

non-award has the meaning given to it by the *University of Canberra Admission Rules 2026*.

participant has the meaning given to it by the *University of Canberra Admission Rules 2026*.

postgraduate student means a student undertaking a postgraduate course leading to an award of a degree of doctoral degree, master's degree, graduate diploma or graduate certificate.

Rules means these *University of Canberra Academic Board Rules 2026*.

Secretary means the officer of the University appointed under rule 12(1)

Senior Manager has the meaning given to it in the Enterprise Agreement.

short course has the meaning given to it by the *University of Canberra Admission Rules 2026*.

Statute means a statute of the University made by Council under the Act.

student means a person (including a member of staff employed by the University) who is:

- (a) undertaking any course for higher education provided by the University, including:

- (i) any course leading to the award of a degree, diploma or certificate of the University; or
 - (ii) a unit forming part of such a course; or
 - (iii) any other course not leading to the award of a degree, diploma or certificate of the University, including non-award courses, but not including short courses; or
- (b) admitted to and enrolled with the University.

undergraduate student means a student undertaking an award course of the University leading to a bachelor degree (including bachelor Honours degree), diploma or undergraduate certificate of the University.

5 Membership of Board

- (1) The Board consists of the following members:
- (a) the Chair of the Board; the Vice-Chancellor or their nominee;
 - (b) a Deputy Vice-Chancellor appointed by Council under section 10(3) of the Act;
 - (c) the Pro Vice-Chancellor, Indigenous appointed by Council under section 10(3) of the Act;
 - (d) the executive deans of faculties determined by Council under section 8 of the Act;
 - (e) the heads of other designated bodies;
 - (f) two academic staff members at Levels A to C who are not members of the Board under another paragraph of rule 5(1) and who are elected by members of the academic staff under the Election Rules;
 - (g) four academic staff members at Level D or Level E who are not members of the Board under another paragraph of rule 5(1) and who are elected by members of the academic staff under the Election Rules.
 - (h) the chair of each faculty board who are elected by the academic staff members of that faculty under the Election Rules;
 - (i) one academic staff member of a research centre or institute of the University who is not a member of the Board under another paragraph of rule 5(1) and who is elected by members of the academic staff under the Election Rules;

- (j) one member of the general staff at Level 9 or above who is not otherwise eligible as a member of the Board under another paragraph of rule 5(1), elected by the staff under the *Election Rules*;
 - (k) one member of the general staff who is a member of Council under section 11(1)(f) of the Act and who is elected by members of the general staff under the *Election Rules*;
 - (l) one member of the academic staff who is a member of Council under section 11(1)(e) of the Act and who is elected by members of the academic staff under the *Election Rules*;
 - (m) one undergraduate student under 20(f) of the Act and one postgraduate student under 20(f) of the Act elected from among their number by the students of the University, under the *Election Rules*.
- (2) The Board will elect a Deputy Chair from its members. The Deputy Chair must be an academic staff member employed at Level D or above.
 - (3) The Board may advise Council that additional members should be appointed to the Board as reasonably necessary for the purposes of aiming to ensure that no one gender holds a majority of the Board's membership.
 - (4) In considering its advice to Council pursuant to rule 5(3), the Board may consider any factor it deems relevant, including but not limited to:
 - (a) the total number of members and broader composition of the Board at the time; and
 - (b) if considering a specific individual to be appointed:
 - (i) the benefit that their expertise, skills and position would bring to the Board; and
 - (ii) any previous election outcomes for the individual (if applicable).

6 Duties of members of the Board

- (1) In exercising the functions of a member of the Board, a member must:
 - (a) act in the best interests of the University;

- (b) exercise reasonable care and diligence, including ensuring appropriate preparation for meetings by reading the agenda and associated papers, offering their full attention during all proceedings, engaging in discussion, asking questions related to the responsibilities of Board and providing constructive feedback;
- (c) avoid conflicts of interest and disclose to the Board any conflict between the member's interests and the University's interests in accordance with relevant University policies, procedures or guidelines;
- (d) not improperly use their position, or information obtained because of their position, to gain an advantage for themselves or someone else, or cause detriment to the University or someone else;
- (e) contribute to decision making through active participation, exchange of ideas, and provision of expert insights into topical discussions;
- (f) be the point of contact between the area they represent and the Board; and
- (g) share relevant information and provide feedback to the area the member represents.

7 Removal of members

- (1) The Board may, by a 2/3rd majority vote, remove an elected member from office if:
 - (a) the member fails to comply with a duty under as identified in rule 6; or
 - (b) the member fails to attend more than three Board meetings in a 12-month period without an approved leave of absence and notwithstanding whether the member has provided the Board with apologies.
- (2) If a member fails to attend more than two consecutive meetings of the Board without an approved leave of absence, the Chair of the Board may offer an approved leave of absence to the member.
- (3) If a member is approved for a leave of absence, and the member's absence from the Board exceeds the total period of time the Board had approved for the leave of absence, the member will lose their entitlement to return to their position on the Board, and the member's position will be taken to become vacant.
- (4) An approved leave of absence may be approved:
 - (a) by the Chair of the Board acting on behalf of the Board; or

- (b) if the approved leave of absence relates to the Chair of the Board, by resolution of the Board.

8 Expert advisors

- (1) The Board may appoint by resolution a maximum of four internal and external expert advisors to the Board.
- (2) Appointments will be reviewed by the Board not more than 18 months after the date the initial appointment is made.
- (3) The Board may revoke, by resolution, the appointment of an expert advisor at any time and at its absolute discretion.
- (4) Expert advisors will have a right to attend meetings of the Board, and may:
 - (a) address the meeting on a matter before the Board where the matter relates to their area of expertise;
 - (b) be heard and advise the Board on matters and items relevant to their area of expertise, and otherwise at the request of the Board;
 - (c) participate in debate on a matter before the Board where it relates to their area of expertise; and
 - (d) speak for or against a motion that relates to their area of expertise.
- (5) Expert advisors:
 - (a) will not be considered a member of the Board;
 - (b) must not vote on a question, issue or flying minute before the Board; and
 - (c) will not be counted for the purpose of quorum.
- (6) In exercising their functions as expert advisors to the Board, expert advisors must:
 - (a) act in the best interests of the University and exercise reasonable care and diligence;
 - (b) avoid conflicts of interest and disclose to the Board any conflict between the advisor's interests and the University's interests;
 - (c) not improperly use their position, or information obtained because of their position, to gain an advantage for themselves or someone else, or cause detriment to the University or someone else;

- (d) contribute to discussion relating to their area of expertise through active participation, exchange of ideas, and provision of expert insights; and
- (e) be the point of contact between the area of their expertise and the Board.

9 Terms of office for elected members

- (1) The term for the Chair will be three years.
- (2) The term for each elected staff member will be two years.
- (3) The term for each elected student member will be two years.
- (4) Elected members, including the Chair, may serve for a maximum of three terms.
- (5) Subject to the Academic Board Statute and rule 9(4), a member of the Board is eligible for re-election or re-appointment.

10 Responsibilities of Board

- (1) Subject to the Act, the Statutes and Rules made under Statutes, the Board is responsible to the Council for the effective exercise of delegated authority for all academic matters relating to the University and, in particular, is responsible for:
 - (a) providing oversight and monitoring of the University's compliance with legislation relevant to the provision of higher education as related to matters of academic governance, quality and risk, including (but not limited to) the *Higher Education Standards Framework (Threshold Standards) 2021* and the *Education for Overseas Students Act 2000*;
 - (b) the approval of University policy related to academic matters, including:
 - (i) teaching and learning;
 - (ii) admission of students;
 - (iii) assessment;
 - (iv) credit for prior learning;
 - (v) academic progress;
 - (vi) research;
 - (vii) research training; and

- (viii) approving policies and principles for the granting of medals, awards, prizes, scholarships that are not solely based on academic merit or as designated by the Council;
- (c) monitoring the effectiveness of, and compliance with, applicable legislative standards as relevant to the functions of the Board and in force from time to time, and those policies and delegations referred to in rule 10(1)(b);
- (d) establishing and monitoring institutional standards for academic quality and outcomes and the monitoring of improvement actions;
- (e) critically scrutinising and approving the accreditation and reaccreditation of all courses of study offered by the University and the award to which the course leads;
- (f) approving revisions to courses including changes to learning outcomes, admission standards, location of offering and any award to which the course leads;
- (g) maintaining oversight of current and emerging academic risks, including risks to academic integrity and academic quality, monitoring the effectiveness of controls and treatment actions to ensure risks are being managed appropriately and with adherence to the risk appetite set by Council, and remediation of risks where they fall outside the risk appetite;
- (h) monitoring the quality of the University's academic program and the student experience, including where third party partnership arrangements are in place, for matters including but not limited to:
 - (i) the teaching and learning strategies and educational innovations;
 - (ii) educational offerings, courses and course components;
 - (iii) curriculum and programs;
 - (iv) learning support services;
 - (v) the University's research and research training strategies and programs;
and
 - (vi) fostering the development and maintenance of high standards;

- (i) providing a forum to facilitate communication on issues within the higher education sector, and encouraging discussion and dissemination of information within the University regarding good practices in scholarship, teaching and research;
- (j) evaluating the effectiveness of processes, structures, and responsibilities that support the academic activity and institutional monitoring, review and improvement of academic activities;
- (k) competently engaging with and advising the Council, subcommittees of Council, and the Vice-Chancellor on any matter relating to education, learning, research or the academic work of the University, including:
 - (i) the academic aspects of the University's strategic plans;
 - (ii) academic priorities and objectives, including academic performance and the quality of education and research;
 - (iii) academic implications of changes to organisational structures;
 - (iv) the conferring of degrees, diplomas and certificates for award courses;
 - (v) academic risk;
 - (vi) the discipline of students in the University, as relevant to academic misconduct; and
 - (vii) academic freedom;
- (l) sharing relevant information and providing feedback to the University community about the Board's activities; and
- (m) undertaking other responsibilities as directed by Council.

11 Procedures of Board

- (1) The Board may, by resolution, make determinations or Standing Orders, not inconsistent with the Statutes or Rules made under the Statutes, with respect to:
 - (a) the manner and time of convening, holding and adjourning a meeting of the Board, including a special meeting or urgent meeting;
 - (b) the voting at a meeting of the Board;
 - (c) the powers and duties of the person presiding at a meeting of the Board;

- (d) the powers and duties of the Secretary;
 - (e) the conduct of the business at a meeting of the Board, including the making and rescission of resolutions and disclosures of interest
 - (f) the appointment or establishment of committees of the Board, including Faculty Boards; and
 - (g) the quorum at meetings of committees of the Board and the powers and duties of committees of the Board.
- (2) A committee of the Board is to consist of:
- (a) members of the Board; or
 - (b) a member or members of the Board and other persons.
- (3) Subject to the Act, the Statutes and these Rules, the proceedings of the Board are to be conducted in accordance with any determination or Standing Order made by the Board.

12 Secretary to the Board, Chair of the Board and the Vice-Chancellor

Secretary

- (1) The Vice-Chancellor will appoint an officer of the University to be the Secretary of the Board.
- (2) The Secretary is responsible for the administrative operations of the Board, including carrying out the directions of the Chair and maintaining a record of the Board's proceedings.

Chair

- (3) The Chair of the Board is responsible for:
 - (a) the procedural operations of the Board and its meetings, including chairing meetings of the Board;
 - (b) convening special meetings of the Board either at the Chair's discretion, at the request of the Board, or otherwise in accordance with a request made under rule 12(6);

- (c) advising Council on the view of the Board in relation to all of the University's academic matters, including issues relating to teaching and learning and research;
 - (d) reporting to Council and the University community on significant matters considered or decided by the Board; and
 - (e) consulting with the Board with respect to matters relating to academic programs when requested by Council.
- (4) Subject to the Act, Statutes and this Rule, the Chair may exercise on behalf of the Board, any powers of the Board which are of a routine or minor nature.
 - (5) Where the Chair exercises the power in rule 12(4), the Chair must notify the next meeting of the Board about the exercise of the power.

Vice-Chancellor

- (6) The Vice-Chancellor may request that the Chair convene a special meeting of the Board.

13 Delegation

- (1) The Board may, by written instrument:
 - (a) delegate its functions and powers under this Rule, except for its power to delegate to:
 - (i) a member of the academic or general staff of the University;
 - (ii) a body appointed or established by the Board under rule 11(1)(f) of these Rules;
 - (iii) a body appointed or established by Council.
 - (b) specify any circumstances or conditions, limitations or directions which affect the exercise of the delegation.
- (2) When making a delegation, the Board:
 - (a) must maintain a register of current delegations;
 - (b) may, at any time and at its absolute discretion, amend or revoke the delegation completely or in part; and

- (c) will not be relieved of its obligation to ensure that the function is properly exercised, and otherwise will be accountable for the exercise of the functions and powers as though they were performed by the Academic Board.
- (3) The delegate must exercise the delegated functions and powers subject to any conditions, limitations or directions in the delegating instrument, and otherwise in accordance with this Rule and the *Legislation Act 2001 (ACT)*.

Rules approved at Council meeting C264, 23 July 2026

In making these Rules the University had regard to the provisions of section 40B(1)(b) of the *Human Rights Act 2004 (ACT)*.