

University of Canberra

University of Canberra Academic Board Rules 2011

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 2011*.

2. Commencement

These rules commence on the date of commencement of the *University of Canberra (Academic Board) Statute 2011*.

3. Definitions

“**Academic Board**” means the Academic Board established by section 19 of the Act;

“**Act**” means the *University of Canberra Act 1989 (ACT)*;

“**Board**” means the Academic Board established by section 19 of the Act;

“**designated body**” means a body designated by the Council under paragraph 20(d) of the Act;

“**faculty**” means a faculty determined by the Council under section 8 of the Act;

“**Faculty Board**” means a Faculty Board appointed under paragraph 8(1)(e) of this Rule;

“**Secretary to the Board**” means the officer of the University appointed under subsection 9(1) of this Rule;

“**student**” means a person (including a person employed by the University) who is enrolled in a course of study at the University.

4. Membership of Board

(1) The Board consists of the following members:

(a) the Vice-Chancellor or his or her nominee;

(b) the Chairperson appointed by Council under section 21 of the Act;

(c) the heads of faculties determined by Council under section 8 of the Act;

- (d) the heads of other bodies designated by Council under paragraph 20(d) of the Act;
- (e) the Deputy Vice-Chancellors appointed by Council under paragraph 10(3) of the Act;
- (f) up to four professors, who are not members of the Board under another paragraph of this subsection, elected by the members of the academic staff who have been appointed as professor by the Council, under rules made under this Statute;
- (g) one member of the academic staff of each academic faculty elected by the academic staff members of that faculty, under rules made under this Statute;
- (h) the member of the general staff elected by members of that staff to be the member of Council under paragraph 11(1)(f) of the Act and appointed to Academic Board by Council under paragraph 20(g) of the Act;
- (i) one member of the academic staff elected by members of that staff to be a member of the Council, under paragraph 11(1)(e) of the Act;
- (j) one undergraduate and one postgraduate student elected from among their number by the students of the University, under rules made under this Statute; and
- (k) the person or persons (if any) appointed by the Council after receiving the advice of the Board, under paragraph 20(g) of the Act.

- (2) Not more than six people (including any appointment made under paragraph 4(1)(h) of this Rule) may hold appointments under paragraph 20(g) of the Act at any one time.

5. Terms of Office

- (1) A member of the Board appointed under paragraph 4(1)(k) is not to be appointed for a period that exceeds 2 years.
- (2) The office of a member of the Board referred to in paragraph 4 (1) (k) becomes vacant if the member:
 - (a) dies; or
 - (b) resigns from the Board; or
 - (c) the Council revokes the member's appointment.

- (3) Subject to this Statute, a member of the Board is eligible for re-election or re-appointment.

6. Responsibilities of Board

- (1) Subject to the Act and Statutes, the Board is responsible to the Council for all academic matters relating to the University and, in particular, is responsible for:
- (a) the admission of students to courses and parts of courses, and the enrolment of students;
 - (b) the granting of advanced standing towards courses;
 - (c) the assessment and examination of students enrolled in courses or parts of courses;
 - (d) the academic progress of students enrolled in courses or parts of courses;
 - (e) the certification of course completion and the granting of degrees, diplomas and certificates;
 - (f) the granting of scholarships and the awarding of University medals and prizes, and of other prizes of the University;
 - (g) the content, structure and assessment of courses of study approved for introduction by the Council;
 - (h) the monitoring of masters and doctoral degree programmes;
 - (i) research priorities and activities; and
 - (j) the providing of advice to the Vice-Chancellor and Council on the University's strategic planning, especially its academic aspects, and on new academic developments and the academic priorities of the University.
- (2) Subject to the Act and Statutes, the Board is responsible to the Council for the quality assurance of the University's academic program, including but not limited to, the teaching and learning strategies, curriculum and programs, learning support services and the University's research and research training strategies and programs.

7. Powers of Board to advise Council

Subject to the Act and the Statutes, the Board may advise the Council on all matters of academic policy and the formulation of the academic objectives of the University and the actions necessary to sustain and develop such objectives and any other matter relating to education, learning, research or the academic work of the University and, in particular, may make recommendations with respect to:

- (a) academic development in the University;
- (b) the promotion and extension of University teaching;

- (c) the establishment, abolition, combination and subdivision of faculties, and of other designated bodies;
- (d) the introduction, accreditation and cessation of courses of study, and the approval of the category of degree, diploma or certificate to which such courses lead;
- (e) the establishment of fellowships, scholarships, exhibitions and bursaries for courses of study and for research;
- (f) the establishment of University medals and prizes and of other prizes of the University;
- (g) the conferring of degrees, diplomas and certificates, and of honorary degrees and fellowships;
- (h) the discipline of students in the University;
- (i) the identification of research objectives and strategies of the University, and the encouragement and development of research within these objectives and strategies; and
- (j) faculty reviews.

8. Procedures of Board

- (1) The Board may, by resolution, make determinations, 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;
 - (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 conduct of the business at a meeting of the Board;
 - (e) the appointment of committees of the Board, including Faculty Boards; and
 - (f) 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.

9. Secretary to the Board

- (1) The Vice-Chancellor may appoint an officer of the University to be the Secretary of the Board.

(2) The Secretary to the Board is to maintain a record of the Board's proceedings.

Notes:

Rules approved at Council meeting No. 139 on 3 December 2010.

Date of commencement: 11 February 2011

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