

# University of Canberra Academic Board Rules 2021

made under the

University of Canberra (Academic Board) Statute 2011, s6

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## 1. Name of Instrument

These Rules may be cited as the University of Canberra Academic Board Rules 2021.

## 2. Commencement

(1) These Rules commence on the following dates:

- (a) for all Rules except for Rule 5 (Membership of Board) – on 1 January 2022; and (b) for Rule 5 (Membership of Board) – on 1 January 2023.

## 3. Repeal

(1) These Rules repeal the University of Canberra Academic Board Rules 2011 on the following dates:

- (a) for all Rules except for Rule 4 (Membership of Board) – on 31 December 2021; and (b) for Rule 4 (Membership of Board) – on 31 December 2022.

## 4. Definitions

**academic staff** has the meaning set out in the Enterprise Agreement and may include a person who is a Senior Manager.

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

**Board** means the Academic Board established by section 19 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 2020*, or other rules relating to the election of members to the Board as amended from time to time.

**Enterprise Agreement** means the University's Enterprise Agreement as updated 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 subsection 8(1)(e) of these Rules.

**general staff** means a person who is appointed by the University on a permanent or contract basis as a member of general staff other than academic staff and the Vice-Chancellor.

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

**postgraduate student** means a student enrolled as a postgraduate student in a course leading to a degree of doctoral degree, masters degree, graduate diploma or graduate certificate.

**professional staff** has the meaning set out in the Enterprise Agreement and may include a person who is a Senior Manager.

**Rules** means these *University of Canberra Academic Board Rules 2021*.

**Secretary** means the officer of the University appointed under subsection 9(1) of these Rules.

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

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

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

**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; or
- (b) enrolled as a student of the University.

**undergraduate student** means a student enrolled as an undergraduate student in a course of the University leading to a bachelors degree, diploma or certificate of the University other than a postgraduate student.

## 5. Membership of Board

- (1) The Board consists of the following members:
  - (a) the Chairperson appointed by Council under section 21 of the Act;
  - (b) the Vice-Chancellor or their nominee;
  - (c) the Deputy Vice-Chancellors appointed by Council under section 10(3) of the Act;
  - (d) the Pro Vice-Chancellor – Indigenous appointed by Council under section 10(3) of the Act;

- (e) the executive deans of faculties determined by Council under section 8 of the Act;
  - (f) the heads of other bodies designated by Council under section 20(d) of the Act;
  - (g) two academic staff members at Levels A to C who are not members of the Board under another paragraph of section 5(1) and who are elected by members of the academic staff under the Election Rules;
  - (h) three academic staff members at Level D who are not members of the Board under another paragraph of section 5(1) and who are elected by members of the academic staff under the Election Rules;
  - (i) one academic staff member at Level E who is not a member of the Board under another paragraph of section 5(1) and who is elected by members of the academic staff under the Election Rules
  - (j) the chair of each faculty board who are elected by the academic staff members of that faculty under the Election Rules;
  - (k) one academic staff member of a research centre or institute of the University who is a not member of the Board under another paragraph of section 5(1) and who is elected by members of the academic staff under the Election Rules;
  - (l) either:
    - (i) one member of the academic staff who is not otherwise eligible as a member of the Board under another paragraph of section 5(1); or
    - (ii) one member of the professional staff at Level 9 or above who is not otherwise eligible as a member of the Board under another paragraph of section 5(1),
 elected by the staff under the Election Rules;
  - (m) 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;
  - (n) 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;
  - (o) one undergraduate and one postgraduate student 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 at Level D or above.
  - (3) The Board may advise Council that additional members should be appointed to the Board as reasonably necessary to ensure diverse representation on the Board, consistent with

the University's broader diversity initiatives, including but not limited to ensuring that no one gender will hold more than 60% 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;
  - (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;
  - (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 and feedback relevant information with the area the member represents.

## **7. Removal of members**

- (1) The Board may remove an elected member from office by resolution passed by two thirds of the members of the Board if:
  - (a) the member fails to comply with a duty under as identified in section 6; or
  - (b) the member fails to attend more than three consecutive meetings of Board without an approved leave of absence.

## **8. Expert advisors**

- (1) The Board may appoint a maximum of eight internal and external expert advisors who will have a right of audience and the right of debate at meetings.

## **9. Terms of office**

- (1) The term for each staff member will be two years. The term for each student member will be two years. Members may serve for a maximum of three terms.
- (2) Subject to the Statute, a member of the Board is eligible for re-election or re-appointment.

## **10. 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) 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*;
  - (b) the approval of University policy, and the effective exercise of delegated authority, 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, those policies and delegations referred to in section 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 the award to which the course leads;

- (g) maintaining oversight of current and emerging risks to academic integrity and academic quality, and monitoring the effectiveness of controls and treatment actions to ensure risks are being managed appropriately;
- (h) monitoring the quality of teaching and learning, courses, unit sets, and units and the student experience including where third party partnership arrangements are in place;
- (i) monitoring the quality of the University's academic program, including where third party partnership arrangements are in place, for matters including but not limited to:
  - (i) the teaching and learning strategies;
  - (ii) curriculum and programs;
  - (iii) learning support services;
  - (iv) the University's research and research training strategies and programs; and
  - (v) fostering the development and maintenance of high standards;
- (j) 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 and research;
- (k) evaluating the effectiveness of processes, structures, and responsibilities that support the academic activity and institutional monitoring, review and improvement of academic activities;
- (l) evaluating the quality and effectiveness of educational innovations or proposals for innovations;
- (m) competently advising the Council and 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;
  - (iii) academic implications of changes to organisational structures;
  - (iv) the conferring of degrees, diplomas and certificates;
  - (v) the discipline of students in the University, as relevant to academic misconduct; and
  - (vi) academic freedom; and
- (n) undertaking other responsibilities as directed by Council.

## **11. 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.

## **12. 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 is to maintain a record of the Board's proceedings.

### **Notes:**

Rules approved at Council meeting C224 – 17 December 2021.

Minor amendment to clause 9(1) approved by Council on 15 August 2024.

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