



THE UNIVERSITY
of ADELAIDE

Academic Board Induction

July 2022



What is Governance?

Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance.

<https://www.governanceinstitute.com.au/resources/what-is-governance/>

University governance in Australia:

<https://ucc.edu.au/university-governance-in-australia>



UoA Governance

The University of Adelaide is governed by its Council which was established by the *University of Adelaide Act 1971 (the Act)*.

First established in 1883 as the Education Committee, Academic Board (renamed in 1993) is a standing committee of the University.

<https://www.adelaide.edu.au/governance/committees/academic-board>

Under the Act, Council has the power to make statutes or rules constituting and regulating Academic Board (as well as other boards or committees).

Council and its Standing Committees

Academic Board is one of seven Standing Committees of Council

- **Academic Board**
- Convenors' Committee
- Council Selection Committee
- Finance Committee
- People and Culture Committee
- Risk Committee
- Special Degrees Committee



Purpose of Academic Board

Academic Board is the peak committee for the development of academic policy and the oversight of academic operations. It contributes to the development of academic strategy and the oversight of academic operations. It is also responsible for advising Council on matters of academic policy in education, research and research training. In particular, Academic Board is concerned with the accreditation of the University's academic programs and assessment standards and practices. To assist it in these matters the Board has established a number of sub-committees. Many of these have further sub-committees which focus on specialised areas.

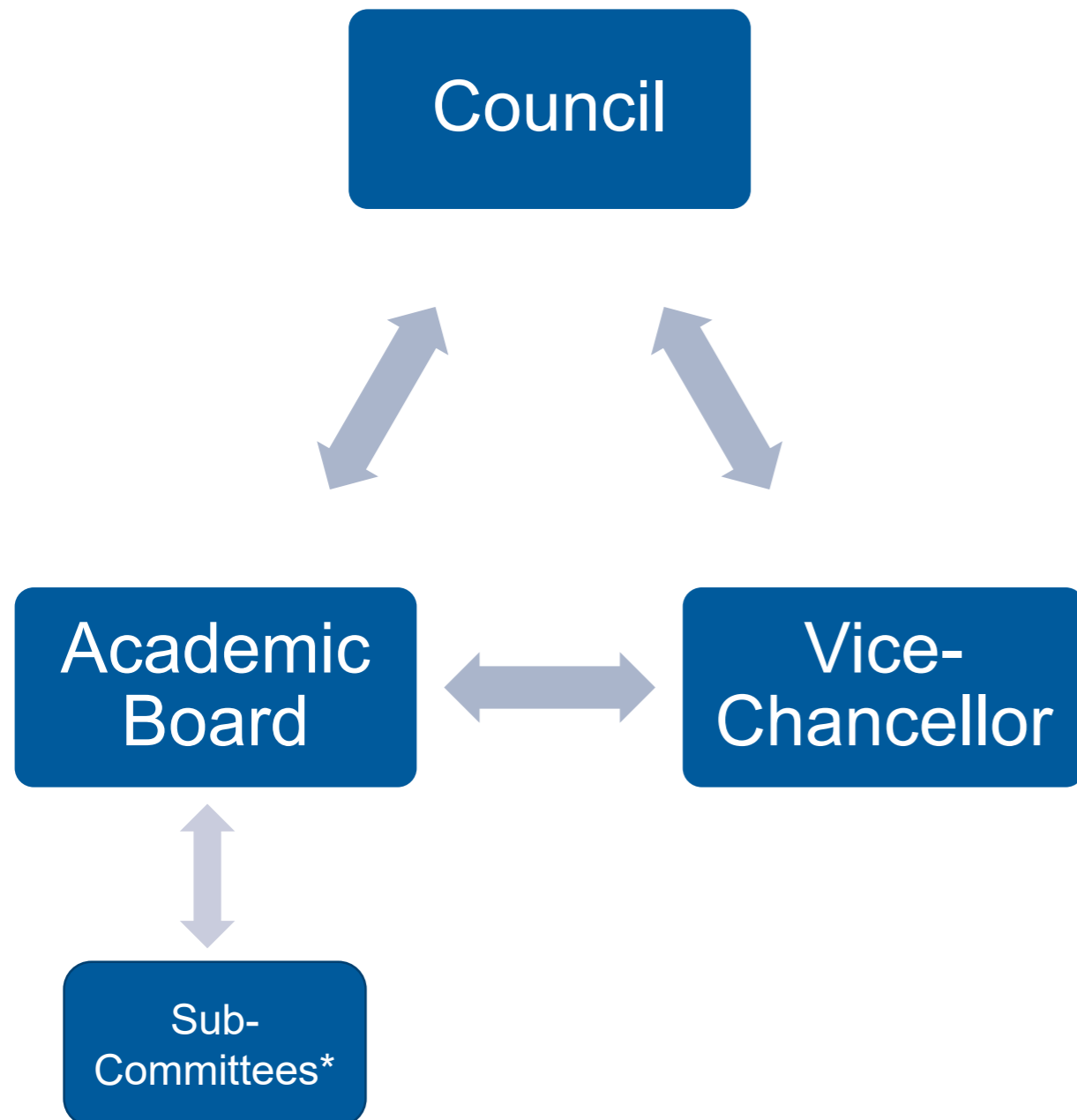


Sub-committees of Academic Board

- University Education Committee (UEC)
- University Research Committee (URC)
 - Graduate Scholarships Committee
 - Research Education and Development Committee
 - Animal Ethics Committee
 - Human Research Ethics Committee
 - Institutional Biosafety Committee
- Academic Program Entry and Approval Committee (APEAC)
- Faculty Boards
 - Faculty of Arts, Business Law and Economics (ABLE)
 - Faculty of Health and Medical Sciences (HMS)
 - Faculty of Sciences, Engineering and Technology (SET)



Relationship between Council, Management and Academic Board



The Chair of Academic Board is an ex officio member of Council. A meeting report of Academic Board is provided to each Council meeting.

Academic Board and its sub-committees assist the Council and Vice-Chancellor to fulfil their responsibilities for monitoring and managing academic standards.

The Vice-Chancellor is an ex officio member of Academic Board who consults with its Chair regarding items for meeting agendas.

Academic Board considers and reports on all matters referred to it by Council or by the Vice-Chancellor.

Academic Board's sub-committees provide reports and advice to it.

** The faculty boards provide reports and advice to both Academic Board and the Vice-Chancellor.*

Meetings

- Academic Board meets eight times per year, namely first Wednesday of each month from March through to November inclusive (excluding July) from 2:00pm until 4:00pm.
- Held on level 7, Conference Room 715, Ingkarni Wardli Building, North Terrace Campus or by Zoom.
- A quorum must be present to conduct business at the meeting (half the membership (ignoring any fraction) plus one).
- Apologies and proxies (as appropriate) should be notified to the Council Secretariat (council.secretary@adelaide.edu.au) prior to the meeting.
- An Out of Session Committee may be convened, for urgent matters that cannot be deferred to the next scheduled Academic Board meeting.



Membership (Elected and Appointed)

- Chair (*non ex officio professor elected from Academic Board*)
- Deputy Chair (*same criteria as Chair*)
- Heads of School (or proxies with Program responsibilities) (*4 appointed per faculty*)
- Professors (*2 elected per faculty*)
- Academic Staff (Levels A-D) (*2 elected per faculty*)
- Professional Staff (*2 elected from HEO7 and above*)
- Undergraduate Students (*2 appointed by the Adelaide University Union, AUU*)
- Postgraduate Students (*2 appointed by the AUU*)
- Members of the Adelaide Education Academy (AEA) (*2 appointed from the AEA*)



Membership Cont. (Ex officio)

- Vice-Chancellor and President
- Deputy Vice-Chancellors and Vice-Presidents
- Pro Vice-Chancellors
- Executive Deans
- University Librarian
- Chief Operating Officer
- Chair, Staff Gender Equity Committee



Terms of Reference

Academic Board's Terms of Reference (ToR) are approved by Council and set out the working arrangements for the Board. *ToR for Academic Board are available here:*

<https://www.adelaide.edu.au/policies/650/?dsn=policy.document;field=data;id=944;m=view>

The ToR lists information about the Board, such as its purpose and responsibilities, chair and membership, meeting schedule, and level of administrative support.

The ToR also sets out the Higher Education Standards Framework (HESF) to which the University must comply. <https://www.teqsa.gov.au/higher-education-standards-framework-2021>



Responsibility of Academic Board (as per TOR)

Academic Board will:

- a. Recommend to the Vice-Chancellor and President, the accreditation, re-accreditation or withdrawal of the University's academic programs.
- b. Exercise oversight of and recommend to the Vice-Chancellor and President policies, standards and practices in learning and teaching (including admission, recognition of prior learning, credit transfer, assessment, pedagogy, and student grievance processes).
- c. Exercise oversight of and recommend to the Vice-Chancellor and President policies, standards and practices in research and research training.



Responsibility of Academic Board (as per TOR) (*Cont.*)

Academic Board will:

- d. Assess and monitor risks to the academic activities and standards of the University and advise Council and the Vice-Chancellor and President about these risks.
- e. Provide advice to the Vice-Chancellor and President, and Council on the academic aspects of the University strategic plan.
- f. Consider and provide advice to the Vice-Chancellor and President on reports of the regular reviews of academic programs and academic organisational units.



Responsibility of Academic Board (as per TOR) (*Cont.*)

Academic Board will:

- g. Provide a forum to facilitate information flow and collegial discussion and debate on academic matters relevant to the University and the higher education sector.
- h. Receive and consider an annual report on the University of Adelaide's compliance with the Higher Education Standards Framework (Threshold Standards) current at the time – excluding matters of Corporate Governance and Corporate Monitoring and Accountability - and provide advice to the Vice-Chancellor and President, and Council on the University's compliance, including with regard to the activities of Academic Board and its sub-committees.



Responsibility of Academic Board (as per TOR) (*Cont.*)

Academic Board will:

- i. Consider an annual report of the performance of Academic Board and its sub-committees and a consolidated statement of outcomes against the Academic Board's Terms of Reference and provide this report to the Vice-Chancellor and President, and Council.
- j. Consider and report on all matters referred to it by the University Council or by the Vice-Chancellor and President.



Regulatory Framework

The legal framework which governs Australian higher education consists of the following:

TEQSA

Tertiary Education Quality and Standards Act 2011

National regulatory agency for Australian higher education which registers and evaluates the performance of higher education providers against the Higher Education Standards (HES) Framework. Each Australian university is reviewed every 5-7 years, prior to the renewal of their registration.

HES Framework

Higher Education Standards Framework (Threshold Standards) 2021

Sets the threshold standards the University must achieve to be registered as an Australian higher education provider. The HES Framework endorses the AQF.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework

The AQF is the national policy for regulated qualifications in Australian education and training. The AQF defines essential characteristics of qualifications such as required learning outcomes.

ESOS Act and National Code

Education Services for Overseas Students Act 2000

National Code of Practice for Providers of Education and Training to Overseas Students 2018

The University of Adelaide

The University of Adelaide operates under

The University of Adelaide Act 1974, its statutes, rules, policies and procedures.



Key Elements of TEQSA's Compliance Monitoring Cycle

TEQSA's Compliance Monitoring Framework supports the regulatory oversight of providers' compliance and enhances community confidence that the quality of Australian Higher education is maintained.



Higher Education Standards (HES) Framework Domains

Domain 1: Student Participation and Attainment

- 1.1 Admission
- 1.2 Credit and Recognition of Prior Learning
- 1.3 Orientation and Progression
- 1.4 Learning Outcomes and Assessment
- 1.5 Qualifications and Certification

Domain 2: Learning Environment

- 2.1 Facilities and Infrastructure
- 2.2 Diversity and Equity
- 2.3 Wellbeing and Safety
- 2.4 Student Grievances and Complaints

Domain 3: Teaching

- 3.1 Course Design
- 3.2 Staffing
- 3.3 Learning Resources and Educational Support

Domain 4: Research and Research Training

- 4.1 Research
- 4.2 Research Training

Domain 5: Institutional Quality Assurance

- 5.1 Course Approval and Accreditation
- 5.2 Academic and Research Integrity
- 5.3 Monitoring, Review and Improvement
- 5.4 Delivery with Other Parties

Domain 6: Governance and Accountability

- 6.3 Academic Governance
- [note – 6.1 and 6.2 are not in scope, namely Corporate Governance, Corporate Monitoring and Accountability]

Domain 7: Representation, Information and Information Management

- 7.1 Representation
- 7.2 Information for Prospective and Current Students
- 7.3 Information Management

<https://www.teqsa.gov.au/higher-education-standards-framework-2021>



Higher Education Standards (HES) Framework

Standard 6.3 – Academic Governance:

Processes and structures are established and responsibilities are assigned that collectively:

- Achieve effective academic oversight of the quality of teaching, learning, research and research training.
- Set and monitor institutional benchmarks for academic quality and outcomes.
- Provide competent advice to the corporate governing body and management on academic matters, including advice on academic outcomes, policies and practices.



Distribution of Agenda and Papers

- Calendar invites to the meeting along with the Agenda and Papers are distributed one week prior to the meeting.
- Agenda and papers are available as a PDF only and are accessible on the University website: <https://www.adelaide.edu.au/governance/committees/academic-board#meeting-dates-and-papers>
- The PDF can be navigated by use of bookmarks on the left-hand side of the document.
- Resolutions to be considered at the meeting are included on the Agenda.



Agenda Structure

The agenda includes standing items such as reports from the Chair/Deputy Chair, the Vice-Chancellor and minutes of Academic Board committees and faculty boards.

Committees and faculty boards report to Academic Board as necessary, and key staff members make presentations on priority issues. At each meeting, members agree if items on the Consent Agenda section can be approved/noted without discussion or if any items require more detailed debate and examination to ensure that business before the board is dealt with efficiently and effectively.

Procedures adopted for the conduct of meetings are included in the Standing Orders (<https://www.adelaide.edu.au/policies/650/?dsn=policy.document;field=data;id=1103;m=view>).



Meetings

All members of Academic Board in attendance are encouraged to actively participate in the meeting. It is through rich and robust discourse that agenda items can be thoroughly debated. Discipline experts will usually be called upon by the Chair to comment on agenda items.



Further information:

- [Academic Board Handbook](#)
- [Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](#)
- [University Chancellors Council \(UCC\)](#)
- [University Governance](#)
- [University Strategic Plan](#)
- [University Values](#)
- [Universities Australia](#)



Contacts

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(1 January 2022 – 31 December 2023)

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(1 January 2022 – 31 December 2023)

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