

Academic Council Statement of Governance Principles

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Audience

Staff, Students, public

Introduction

Academic Council is a committee constituted by the Murdoch University Senate under Section 21 of the *Murdoch University Act 1973*. *University Statute No. 5* characterises Academic Council as “the principal academic body of the University”. On matters of academic policy it makes the final decision.

It is also the body which awards degrees, diplomas, and certificates of Murdoch University on behalf of the Senate.

In 2022 an opportunity was identified to clarify the roles and reorganise the subordinate committees of Academic Council and the subordinate management committees of the Senior Leadership Team of the University to provide an appropriate separation of governance and management. Committees with management functions were moved to Deputy Vice Chancellor and Pro Vice Chancellor portfolios to align with the core activities and strategic themes of the Murdoch University Strategy 2023-2030. Committees with significant governance functions were retained as Academic Council subordinate committees. The process further aimed to:

- strengthen governance functions through explicit reporting to and from management committees
- establish Boards of Studies aligned with new academic structure
- ensure continued alignment with HESF compliance obligations.

On matters that require changes to Statutes or Regulations, Academic Council must recommend to Senate - and in the history of the University its recommendations are rarely overturned.

The functions of Academic Council are more fully prescribed in the *Murdoch University Act 1973* [see s.1 herein], *Statute No. 5 - Academic Council, Academic Council Regulations* and Academic Council’s Statement of Purpose [see s.4 herein].

Academic Council has seven scheduled meetings per year, usually held on Wednesday afternoons commencing 12.30pm.

SECTION 1. MURDOCH UNIVERSITY ACT 1973

The *Murdoch University Act 1973*, section 21(4) states that: “the functions of the Academic Council shall include:

- a) the discussion and submission to the Senate of opinions and recommendations on academic policy, academic development, the admission of students,

instruction, studies and examinations, research, the admission to degrees, the discipline of the University and any other matters which in the opinion of the Academic Council are relevant to the objects of this Act;

- b) the furnishing to the Senate of reports on all matters referred to it by the Senate for consideration; and
- c) such other acts or matters as may be conferred or imposed by Statute, and the Academic Council shall have all such powers as may be necessary to discharge its functions.”

SECTION 2. STATUTE NO. 5 - ACADEMIC COUNCIL

This Statement of Governance Principles should be read in conjunction with [Statute No. 5 - Academic Council](#).

SECTION 3. ACADEMIC COUNCIL REGULATIONS

This Statement of Governance Principles should be read in conjunction with [Academic Council Regulations](#).

SECTION 4. ACADEMIC COUNCIL PURPOSE, TERMS OF REFERENCE AND MEMBERSHIP

4.1. Purpose:

Murdoch University Act 1973 provides at section 21 that “[i]t shall be the duty of the Senate to establish by Statute an Academic Council”. Section 21 sets out the membership and functions of Academic Council. *Statute no. 5 – Academic Council* is the governing statute. Academic Council is the principal body for academic governance at the University responsible for academic oversight, quality assurance and monitoring of learning and teaching, research and research training, academic and research integrity, risk, and educational innovations in line with the University’s strategic plan.

- (a) Academic Council provides advice, opinions, recommendations and information relevant to their terms of reference to Senate, other committees and officers of the University.
- (b) Subordinate committees provide advice, opinions, recommendations and information to their parent committee, other committees and officers of the University as relevant to their terms of reference, including in relation to policy frameworks. They may also refer relevant items to another committee in accordance with that committee’s terms of reference.
- (c) Academic Council and subordinate committees consider advice, opinions, information and recommendations provided by other committees and officers of the University, as the information relates to the committees’ terms of reference.
- (d) Academic Council and subordinate committees have delegated authority in

relation to functions specified in University policy documents and legislation, and by parent committees, in addition to their terms of reference.

- (e) Academic Courses and Admissions Committee, Quality and Standards Committee and Student Experience Committee have up to three co-opted members for the purposes of recruiting particular skills or balancing diversity and gender.

4.2. Committee oversight of HESF (2021) sub-domains

Oversight of all HESF sub-domains has been mapped across Academic Council and subordinate committees, see Appendix 1.

4.3. Terms of Reference:

- i. Consider matters related to the functions of Academic Council as set out in Statute No. 5 - Academic Council at Section (1).
- ii. Oversee the quality of the education and research at the University and report annually to Senate on matters within the scope of academic governance including, but not limited to, Higher Education Standards Framework compliance, academic and research quality, curriculum performance and student outcomes by cohort.
- iii. Oversee functions undertaken by subordinate committees.
- iv. Prescribe annual reporting requirements from subordinate committees.
- v. Consider and respond to reports from management and management committees regarding academic matters.

4.4. Membership:

The membership of Academic Council can be found in the Academic Council Regulations.

4.5. Appointment of Members to Vacant Elected Positions on Academic Council and its Subordinate Committees:

- 4.5.1. Statute 5 Academic Council (Clause 3) prescribes the method for filling casual vacancies on Academic Council.

For casual vacancies for an elected student member, the Guild Council is responsible for appointing a replacement from among those eligible for election to the position.

Casual vacancies for an elected academic or professional staff member should be filled via an election, however, where the vacancy cannot be filled via election, the Academic Council Regulations (Clause 2) allow Academic Council to appoint a member to that position.

- 4.5.2. Appointing a member to Academic Council or Subordinate Committee

Where it is necessary for Academic Council to appoint a member, the following procedures and responsibilities apply:

- i. It is the responsibility of the Chairs and Deputy Chairs of Academic Council and its subordinate committees, and the members of Academic Council, to identify suitably qualified Academic or

Professional staff candidates to be appointed to vacant elected positions on Academic Council and its subordinate committees by Academic Council.

- ii. The Chair and Deputy Chair of either Academic Council or the relevant subordinate committee (collectively and individually 'the Committee'), will consult with the Heads of Schools and Heads of Colleges (or non-College equivalent) to identify suitably qualified potential candidates with workload capacity and interest in joining the relevant Committee. Heads of School and Heads of College (or non-College equivalent) will, in turn, consult with relevant staff.
- iii. The University Secretary's Office (USO) will contact the members of Academic Council requesting them also to identify suitably qualified potential candidates to join the relevant Committee.
- iv. Potential candidates identified following the process set out above, who agree to provide an Expression of Interest, will be requested by USO to provide a biography, of no more than 400 words, and a brief statement describing their interest in joining the Committee, to be submitted to the relevant Committee Chair and Deputy Chair.
- v. Following identification of a vacant elected position on a committee, the process of identifying suitably qualified potential candidates and obtaining Expressions of Interest set out above, should be completed within two weeks.
- vi. The Chair and Deputy Chair of the relevant Committee will forward to Academic Council the biography and statement of interest for each suitably qualified candidate identified following the above process.
- vii. At the meeting following receipt of the documents as set out in (4.5.2.vi) above, (or via a decision by circular), Academic Council members will be asked to vote for their preferred candidate without debating the suitability of individual applicants.
- viii. If only one Expression of Interest is received for a vacant elected position, providing that the candidate is suitably qualified, that candidate will be forwarded to Academic Council by the Chair and Deputy Chair of the relevant Committee and appointed by Academic Council unopposed.
- ix. Appointments to elected positions by Academic Council following the process set out above are for a limited term of at least one year and thereafter until the conclusion of the elected term of the member who vacated the position.
- x. Where a vacancy occurs within six months of an election the process for filling the vacancy is stated in the Academic Council regulations (Clause 2.2).

SECTION 5. THE SENATE AND THE PRESIDENT OF ACADEMIC COUNCIL

- 5.1** The President of Academic Council is an ex officio member of the Senate of Murdoch University [Murdoch University Act 1973, s.12(1)(i)].
- 5.2** Academic Council meeting Minutes are included in Senate meeting papers, and the President of Academic Council may speak to those Minutes as requested and respond to questions arising from them at Senate. The President of Academic Council provides a written and verbal report to each regular meeting of Senate. The Vice Chancellor and President of Academic Council provide a joint assurance report covering all aspects of the University's academic governance and academic quality to Senate once a year.

SECTION 6. MEETINGS OF ACADEMIC COUNCIL

6.1 Frequency

There are approximately seven scheduled meetings of Academic Council per year, usually held on Wednesday afternoons commencing 12.30pm.

6.2 Agenda

6.2.1 Agenda deadline

The agenda deadline is ten days prior to the meeting date, although members are requested to submit items earlier than this if possible.

6.2.2 Agendas

About three weeks before each meeting, members are emailed to ask if they have any items or questions [see questions on notice] that they would like on the agenda. Members should feel free to discuss this with the Secretary of Academic Council if they are uncertain whether or not to raise something, or how to do so. If they would like to include an item on an agenda, a clear outline of what is to be discussed should be provided. A short position paper/cover sheet on the template available from the Secretary to Academic Council is also required to facilitate the discussion at Academic Council.

The Academic Council agenda is available electronically on the Wednesday or Thursday preceding the meeting. The electronic agenda and attachments are published at the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Agendas-and-minutes/>

Where unavoidable, additional information may be circulated in a Supplementary Agenda.

The agenda is not confidential and is available to all Murdoch University staff members and student members of Academic Council. Members may consult members of the Murdoch Community and seek whatever advice or information they want in preparing for the meeting. For this

reason, it is advisable to read the agenda well in advance of the actual meeting. If there are any confidential items, these will be clearly highlighted.

The agenda is in the following parts:

- Acknowledgement of Country.
- Confirmation of the minutes of the last meeting.
- Part A: Items for discussion and/or decision.
- Part B: Items for decision en bloc (including acceptance of any recommendations shown), unless any member requests that an item be reserved for discussion.
- Part C: Items for noting (taken en bloc unless any member requests that an item be reserved for discussion).

Items are listed in Part B because the recommendation is thought to be non-controversial. Items are listed in Part C because they are for information only. Given the large amount of business which Academic Council is required to transact, it is necessary to have most of the agenda in Parts B and C.

There is no such item as “other business”: any matter to be discussed must have three days’ notice (this is a requirement in the Standing Orders). Where less than three days’ notice has been given, Academic Council can consider other business only by agreement of an absolute majority of members.

Regular business includes reports on research grants; recommendations on the award of degrees and diplomas; reports on major decisions taken by sub-committees and consideration of recommendations for changes to regulations, policy or procedures.

6.2.3 Further information

If members would like further information concerning any item on the agenda, they are encouraged to obtain this in advance of the meeting (rather than hold up the meeting by straightforward requests for information). This can be obtained either from the body originating the agenda item, or from the Secretary of Academic Council.

6.2.4 Council briefing session

Members are encouraged to attend the Academic Council briefings, which are held on the Monday prior to the Academic Council meeting. The briefing is designed as an open forum for members, and to answer any questions about items on the agenda, so that members can be fully informed and contribute to debate. These are held from 12.30pm - 1.30pm and are informal.

6.2.5 Motions and resolutions

After the agenda is received, if a member wants to foreshadow a motion and resolution or suggest drafting changes, it is useful to advise the Secretary so that any drafting can be prepared before the meeting and, if appropriate, included with a supplementary agenda to be tabled at the meeting. The objective is to aim for more efficient meetings.

The Secretary and the President are happy to advise on the drafting of any motion being prepared.

6.2.6 Apologies

If a member is unable to attend a meeting of Academic Council, they should advise the Secretary beforehand. If they are an elected member and are absent from three consecutive meetings without the leave of the Academic Council the position will become vacant.

6.2.7 Proxy Voting

If a member is an ex officio member, they can nominate another person to attend in their place; this person acts in the ex officio role for the purpose of the meeting. All categories of elected and co-opted members of Academic Council can provide a proxy vote, when unable to attend a meeting, by giving their vote to another member - with the member to decide on how to vote after engaging in discussion at the meeting. There is no provision for proxy voting for members of subordinate committees of Academic Council.

6.3 Meeting Procedures

Members may sit anywhere they like at the Academic Council table, other than at the seats designated for the President, Secretary and Vice Chancellor.

6.3.1 Quorum

A quorum of one half of the membership plus one must be present before the meeting can start.

The meeting commences with an Acknowledgement of Country, the recording of any apologies, and approving the minutes of the last meeting. It then discusses the major issues for the meeting, which constitute Part A.

6.3.2 Part A

Part A includes a report by the Vice Chancellor. The written report is usually supplemented with an oral report on more recent or sensitive matters. Following this, members may ask questions or make comments.

6.3.3 Questions on notice

Members of Academic Council are also encouraged to put questions to the Vice Chancellor, Deputy Vice Chancellors, and the Guild President

and Guild Education Vice President. In order to manage the agenda, and allow provision of detailed answers, these questions should be provided on notice prior to the meeting.

6.3.4 Conduct at meetings

If a member wishes to speak, they should first attract the attention of the President (usually by raising a hand) and wait for the President's invitation to speak. This procedure allows the President to ensure that several members do not speak at once, and that everyone who wants to speak gets their turn.

There is no need to stand to speak; members should remain seated.

Academic Council meetings normally do not follow strict rules of debate (e.g. speakers alternating between those for and against the motion, no member being allowed to speak more than twice during a debate), unless the debate is complex or highly controversial, in which case the President may switch to a more formal debate. The President exercises a considerable amount of discretion in running the meeting, so as to facilitate resolution of issues.

Academic Council may reach agreement on a matter without having a formal motion moved and voted on: the President may simply summarise the mood of the meeting (e.g., "I take it that we are agreeing to...") and, unless anyone objects, the matter is passed and the meeting will move on to the next item. Academic Council may vote, via electronic ballot, at the meeting.

The President may request a member to move a motion, in order to focus debate. Every motion must be seconded by another member, except for motions moved by the President.

Often the Secretary, or the mover of the motion, will be asked to read it to the Committee prior to it being voted on.

An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment if the mover and seconder are prepared to modify their motion accordingly. If the amendment is the opposite of the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered.

When a motion is put, members can vote for or against or abstain. If they strongly disagree with the motion, they can ask that their dissent be recorded in the minutes.

Sometimes the drafting of a motion is left to the Secretary and/or the President to finalise after the meeting, once the intent of the meeting is clear.

Academic Council tries to get through the business of the meeting by about 3.30pm. However, Academic Council can sometimes run later if there is a lot of debate.

If members have any concerns with the way Academic Council is working, they may raise these with the President or the Secretary.

The Standing Orders for Academic Council and Subordinate Bodies, which govern meeting procedures, are set out at section 7 below. Members should familiarise themselves with the Standing Orders before their first meeting.

6.3.5 Recording of Votes

Academic Council will record abstentions and votes in favour and against a resolution for items:

- a) in part A of the agenda that request that Academic Council approve a proposal; and
- b) in other parts of the agenda that are reserved for discussion and request that Academic Council approve a proposal.

Where votes have been recorded, the vote count (for, against and abstain) will be included in the minutes.

Votes are not required to be recorded or entered in the minutes for subordinate committees.

6.4 Minutes

6.4.1 A staff announcement advises when the minutes are available. The minutes of Academic Council and Academic Council's subordinate committees (Academic Courses and Admissions Committee, Quality and Standards Committee, and Student Experience Committee) are published on the web after they have been confirmed at the subsequent meeting.

6.4.2 Websites

For Academic Council:

<http://our.murdoch.edu.au/Committees/Academic-Council/Agendas-and-minutes/>

For Academic Council's subordinate committees:

<http://our.murdoch.edu.au/Committees/Academic-Council-Subordinate-Committees/>

6.4.3 The minutes will be attached to the electronic version of the following agenda.

6.4.4 While all decisions are documented with reasons for the decisions apparent, minutes are not transcripts or verbatim records, and normally individuals are not identified (though sometimes the background of the speaker - e.g., "a student member", "the Dean of..." - is indicated where

this is significant).

- 6.4.5 Not all matters agreed upon at a meeting are recorded in the minutes as resolutions. Where it is a matter that does not require a resolution and a motion has not been moved, then often it will be recorded in the text of the minutes instead. Conversely, many resolutions do not record motions moved at the meeting: they instead are matters upon which agreement was reached, and on which a formal resolution is needed in order to recommend to Senate, satisfy legal requirements, or formally to approve or amend a policy.
- 6.4.6 Where pertinent information comes to light after the meeting, or clarification has been sought, this new information may be included in the minutes by way of a Secretary's Note.
- 6.4.7 The minutes are available to all Murdoch University staff and student members of Academic Council.
- 6.4.8 If members believe the minutes are inaccurate, they should raise concerns with the Secretary: often there will be a simple explanation, but if the minutes do need correcting, a proposed amendment will be drafted and discussed at the meeting where the minutes are presented for confirmation.
- 6.4.9 The Resolutions of Academic Council can be searched at:
<https://webapps7.murdoch.edu.au/pls/apex/f?p=2102:12:13801940724114>

SECTION 7. STANDING ORDERS FOR ACADEMIC COUNCIL AND SUBORDINATE BODIES

These Standing Orders apply to Academic Council and its subordinate committees.

7.1 Holding of Meetings

- 7.1.1 Each year Academic Council shall determine a schedule of its meetings for the following year and arrange for these to be published on the web. All subordinate bodies are expected to set a schedule of meeting dates for the coming year, either at the first meeting of the year or towards the end of the preceding year.
- 7.1.2 The minutes of each meeting shall include the date of the next meeting unless this has not yet been set.
- 7.1.3 Any meeting may be cancelled by the Chair if there is insufficient business. However, where cancellation would result in a Board or Committee not satisfying a statutory or regulatory requirement to meet within a certain period, an invitation to submit agenda items must be issued to members before a decision on cancellation is taken.
- 7.1.4 In addition to the scheduled meetings, a special meeting may be convened at any time by the Chair or the Vice Chancellor, or by a written request from at least three members outlining the proposed business of the meeting. If it has been requested by members, the meeting must be held within fourteen days [*Statute No. 5, s.5(3)*].
- 7.1.5 All members shall be given three working days written notice of a

meeting and of its business, with notice dispatched in time to be received by members at least three working days prior to the meeting. Shorter notice is permitted only where there is urgent business which must be transacted in a shorter period. Notice of meetings shall normally be given by circulation of an agenda, without requiring a separate notice in advance. Additional information about an item already on the agenda may be circulated with a supplementary agenda or be tabled at the meeting, so long as three days' notice has been given of the nature of the item [see 7.2.4 re consideration of items with less notice].

- 7.1.6 About three weeks before each meeting, members are emailed to ask if they have any items or questions [see questions on notice] that they would like on the agenda. Members should discuss this with the Secretary if they are uncertain whether to raise something, or how to do so. To include an item on an agenda, members will need to supply a clear outline of what will be discussed. Sometimes members will be asked to also provide a short position paper to facilitate the discussion. Members wishing to place an item on the agenda shall provide the Secretary with written notice at least ten days prior to the meeting. The Chair may exercise discretion as to whether or not to include it in the agenda. If any three members of Academic Council request that an item be placed on the agenda, it shall be included.
- 7.1.7 The quorum for Academic Council is one half of the membership plus one [*Statute No. 5, s.5(1)*]. The quorum for all other subsidiary bodies is also one half of the membership plus one. Staff who are on a Research Studies Program are not to be included in the calculation of a quorum.
- 7.1.8 Members serving ex officio may appoint someone to serve in their place [*Statute No. 8, s.5(d)*]. All categories of elected and co-opted members of Academic Council can provide a proxy vote, when unable to attend a meeting, by giving their vote to another member - with the member to decide on how to vote after engaging in discussion at the meeting. Elected members of subordinate committees of Academic Council cannot assign their voting rights to another member as proxy. When an appointed member of a Board or committee will be absent for six months or longer, the appointing body may appoint a replacement member for that period.
- 7.1.9 For Academic Council committees, the positions of elected and appointed members who are absent from three consecutive meetings without leave of that committee, shall become vacant.
- 7.1.10 Any member unable to attend a meeting may record their apology by advising the Secretary or Chair prior to the meeting.
- 7.1.11 Where a member anticipates being absent for two or more consecutive meetings, they should apply to Academic Council for leave of absence. Leave of absence may be granted only by resolution of Academic Council. Academic Council may grant leave of absence for reasons such as travel commitments, illness, bereavement (or similar compassionate grounds), or for any other reason Academic Council considers appropriate.
- 7.1.12 Where the President of Academic Council decides a meeting of

Academic Council is not feasible or is not warranted due to lack of sufficient business or decides that a matter is urgent and requires determination before the next meeting, they may authorise a matter to be determined by circulation. Any decision made by this means has the full authority of an Academic Council decision. The following procedural requirements apply:

- (a) The item will be circulated by email.
- (b) The proposal must contain adequate background information to explain the matter; an explicit recommendation on which all members are asked to vote; the name of the person or body making the recommendation; and a deadline for voting which is at least three working days. Members must be given the options of declaring an interest, voting yes or no, or suggesting an amendment or alternative, or requesting that the matter be considered at a meeting.
- (c) Voting can be by electronic ballot or email.
- (d) The majority needed for a decision is a majority of all members, i.e. an absolute majority.
- (e) Non-respondents are not counted; it is not permissible to treat silence as a vote for or against the proposal.
- (f) If an absolute majority vote in favour of the proposal prior to the deadline, then that can be taken as a decision and actioned then, rather than having to wait for the deadline.
- (g) If five members request that a meeting be held to decide the matter, then the item shall be held over to the next meeting or a special meeting convened.
- (h) If a member suggests a substantive amendment or alternative to the recommendation, the revised recommendation will be determined by an additional circulation.
- (i) The decision shall appear as an information item in the agenda of the next meeting ["Decisions taken by Circulation"] and be included as part of the minutes of that meeting, with a resolution number and the date the decision took effect.

7.1.13 In-person attendance is preferred, however, virtual attendance is possible, using standard University technology platforms. The Chair may decide that a meeting is held entirely online.

7.2 Conduct of Business

- 7.2.1 The Deputy President of Academic Council is elected for a one-year term [*Statute No. 5, s.4*]. Each other committee shall elect or appoint a Deputy Chair as set out in the Terms of Reference of each of the committees.
- 7.2.2 The terms of office for elected Staff members shall be for three years, and one year for elected Student members.
- 7.2.3 In the absence of the Chair, the Deputy Chair shall chair the meeting. If both are absent, the meeting shall elect a Chair for that meeting [*Statute No. 5, s.4*].

- 7.2.4 The meeting shall not consider any items of business of which three working days' notice has not been given, unless an absolute majority of the members agree.
- 7.2.5 The order of business outlined in the agenda may be altered by the agreement of a majority of members present.
- 7.2.6 Where an item of business is of a confidential nature, the meeting may move to discuss this in camera. If the meeting wishes to resolve upon a matter which was discussed in camera, it should first resolve to resume from camera and then resolve upon the matter. The minutes shall not record the discussion in camera.
- 7.2.7 A special meeting shall consider only the business specified in the agenda or notice of meeting, unless an absolute majority of members agree to consider another item or items.
- 7.2.8 A meeting may adjourn any business to a future meeting. An adjourned meeting shall consider only the uncompleted business of that meeting, unless an absolute majority of members agree to consider another item or items.
- 7.2.9 Except where these Standing Orders require an absolute majority (i.e. 50 per cent (50%) of the total membership at that time, whether or not all members are present), all decisions require only a simple majority (i.e. a majority of those present and voting).

7.3 Rules of Debate

- 7.3.1 The Chair exercises a considerable amount of discretion in running the meeting. The meeting is not required to follow strict rules of debate unless the meeting so resolves or the Chair so rules.
- 7.3.2 The Chair shall call speakers in the order which their intention to speak was noticed by the Chair, except that:
 - (a) precedence shall be given to the Vice Chancellor or any person acting in that position, if he or she so wishes;
 - (b) the Chair may call speakers in a different order if the Chair believes that this would facilitate resolution of the business before the meeting;
 - (c) members raising points of order, points of explanation or points of clarification take precedence over substantive debate.
- 7.3.3 Where a member is outlining a point of order, explanation or of clarification, the Chair may instruct the member to discontinue speaking if the Chair believes that the point is not valid or that sufficient explanation has been given.
- 7.3.4 A motion or amendment may be moved by any member, including the Chair. Except for motions or amendments moved by the Chair, every motion must be seconded by another member; any motion or amendment not seconded shall not be discussed further.
- 7.3.5 A motion may be amended or withdrawn by the mover. If the seconder does not agree to such an amendment of the motion, the amended

motion must find another seconder if it is to be considered by the meeting.

- 7.3.6 An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly. If the amendment negates the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered. If all amendments are defeated or withdrawn, the question shall be put as originally proposed.
- 7.3.7 At the discretion of the Chair, a “straw vote” may be conducted to test the feeling of the meeting, but such vote shall have no formal standing.
- 7.3.8 The Chair may rule that the meeting or a part of it follow strict rules of debate, or the meeting may so resolve. In such cases the meeting shall then follow these additional procedures:
- (a) a matter shall not be discussed unless there is a motion which has been moved and seconded;
 - (b) speakers shall alternate between those for and against the motion;
 - (c) no member shall speak twice during a debate;
 - (d) a procedural motion cannot be moved by a member who has already spoken on the matter under debate;
 - (e) the mover of the motion is entitled to a right of reply before the motion is put to a vote.
- 7.3.9 Any procedural motions, if seconded, shall be put to a vote immediately without amendment or debate, unless the Chair declines to accept the motion. The motions are:
- That debate on this item be limited to a further x minutes.
 - That the question be put (i.e. that the motion or amendment be put to an immediate vote).
 - That the speaker be no longer heard (i.e. that the member then speaking not be allowed to continue).
 - That the meeting proceed to the next item of business (i.e. that no further discussion or vote take place on the current item).
 - That the motion lie on the table (i.e. not be considered further at this meeting).
 - That the debate on this item be adjourned (i.e. to another date or indefinitely).
 - That the meeting do now adjourn (i.e. that the meeting finish and any unfinished business be postponed until an adjourned meeting).
- 7.3.10 Each resolution shall be decided on the voices or by a show of hands, unless the meeting resolves to conduct a ballot. Each member (including the Chair) shall have one deliberative vote. Where there are an equal number of votes recorded for and against, the Chair shall have the casting vote [*Statute No. 5, s.5(2)*]. Any member who voted against or who abstained from voting on a motion which was passed by the

meeting, may require that this be recorded in the Minutes.

- 7.3.11 No resolution may be rescinded or substantially amended within six months except by the agreement of an absolute majority of members, unless a higher body has referred the resolution back for reconsideration. A meeting shall not rescind a motion carried at an earlier stage of that meeting.
- 7.3.12 Any of these Standing Orders concerning rules of debate may be suspended for the time being if a motion to that effect is carried by a majority of members present. Should questions which are not dealt with in these Standing Orders arise at any meeting, the decision of the Chair shall be final.
- 7.3.13 A member can move dissent from a ruling of the Chair on whether or not to allow a motion or from a ruling not covered by Standing Orders, but not on matters of procedure or points of order. If such a motion is moved, the Chair shall vacate the chair while the motion is under consideration. The mover and the Chair shall have the opportunity to speak, after which the motion shall be put to the vote.

7.4 Observers

Members of the University are entitled to attend as non-participating observers, provided they advise the Secretary in advance and space is available. However, the meeting may resolve to exclude any or all observers for the discussion of particular items of business. The Chair may, at their discretion, invite an observer to participate in the discussion.

7.5 Co-opted members

Co-opted members refer to any person or persons co-opted under section 21(2)(d) of the Act by reason of their qualifications, interest or experience for the purpose of making a specific contribution to the deliberations of the committee. They may also be appointed for gender and equity balance, or to include additional student representation. Up to three individuals may be co-opted to Academic Council and each of its subordinate committees. They are elected for a period of one calendar year by members of the committee and are considered full members of the committee including voting rights.

7.6 Right of Attendance

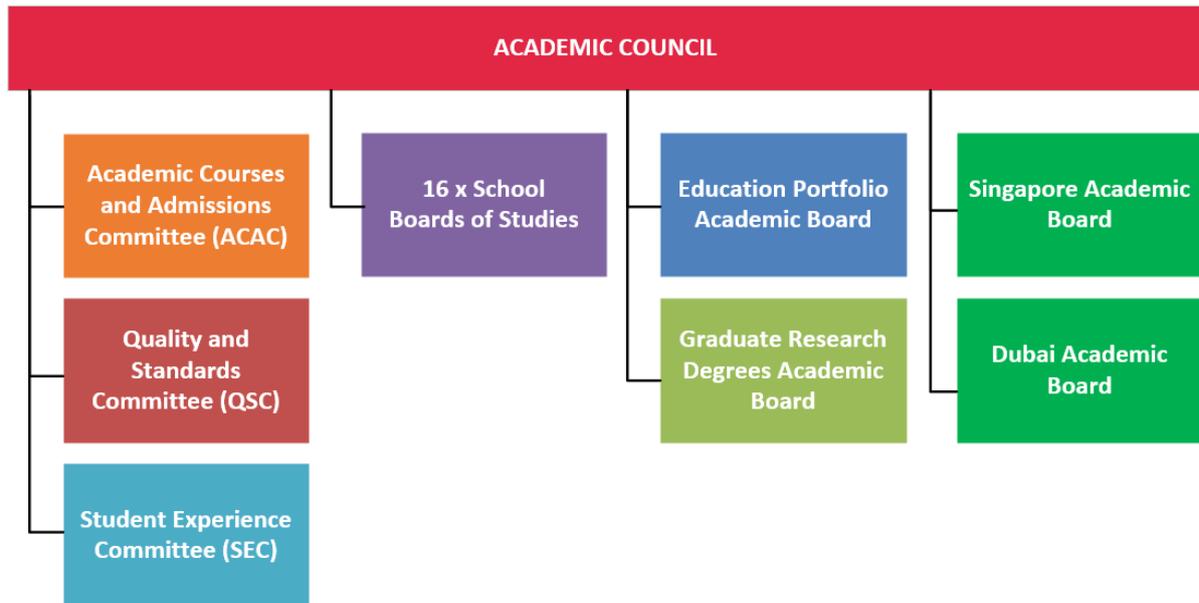
- 7.6.1 The President of Academic Council may attend any meeting of an Academic Council committee or working party and will be afforded full speaking rights.
- 7.6.2 Academic Council and each of its committees and working parties may decide who may attend and whether or not to afford these attendees speaking rights.

7.7 Subordinate Committees

A subordinate committee of Academic Council may establish a subordinate committee or working group to deal with aspects of the matters for which it holds responsibility. Where such subordinate committee or group is established, the parent committee will determine terms of reference and membership.

SECTION 8. SUBORDINATE COMMITTEES OF ACADEMIC COUNCIL

Academic Council deliberations are assisted by a number of subordinate committees:



- a) Academic Courses and Admissions Committee
- b) Quality and Standards Committee
- c) Student Experience Committee
- d) School Boards of Studies
- e) Education Portfolio Academic Board
- f) Graduate Research Degrees Academic Board
- g) Singapore Academic Board
- h) Dubai Academic Board

If at Academic Council issues are raised that fall within the responsibilities of a subordinate committee, normally Academic Council would refer the matter to the Committee for advice before reaching a decision.

The purpose, alignment with the Higher Education Standards Framework 2021, terms of reference and constitution of these committees are as follows:

8.1 Academic Courses and Admissions Committee

The Academic Courses and Admissions Committee is a subordinate committee of Academic Council.

8.1.1 Purpose:

The Academic Courses and Admissions Committee reviews courses of study independently of those involved in their delivery to assure rigorous academic scrutiny has been applied and approve or recommend to Academic Council for approval of curriculum items.

8.1.2 Alignment with Higher Education Standards Framework 2021:

1.1 Admission

1.2 Credit and Recognition of Prior Learning

1.4 Learning Outcomes and Assessment

3.1 Course Design

5.1 Course Approval and Accreditation

8.1.3 Terms of Reference:

- i. Approve and recommend to Academic Council on curriculum items in accordance with the Curriculum Policy and Curriculum Procedure.
- ii. Approve clear admission requirements for each course of study ensuring that requirements include appropriate academic preparation and English language proficiency.
- iii. Review and recommend to Academic Council on policies covering curriculum management, admissions, recognition of prior learning, access and enabling programs, and English language standards.
- iv. Oversee policies and practices relating to learning and teaching; including but not limited to, learning and teaching, fieldwork, work integrated learning, student evaluation of learning and teaching and assessment.
- v. Consider and report to Academic Council on any matter referred from other committees or management regarding academic curriculum.

8.1.4 Membership:

ACADEMIC COURSES AND ADMISSIONS COMMITTEE = 31 MEMBERS

Number	Category
1	Chair – Deputy President of Academic Council
1	Deputy Chair – Director Quality and Standards
16	Chairs of Board of Studies
1	Chair of Graduate Research Degrees Academic Board
1	Chair of Education Portfolio Academic Board
1	Chair of Singapore and Dubai Academic Boards
4	Academic members of Academic Council appointed by Academic Council

1	Deputy Vice Chancellor Education
1	Pro Vice Chancellor International
1	Manager Transnational Education
1	Director Student Administration
1	One undergraduate student elected by and from among the undergraduate students
1	One postgraduate student elected by and from among the postgraduate students

Co-Opted Members: Up to three co-opted members

Standing Observers:

Manager Admissions

Manager Curriculum Quality and Management

8.1.5 Terms of office:

The terms of appointed members shall be for three years, co-opted members shall be for one year, and student members shall be for one calendar year.

8.1.6 Standing observers:

The Committee may invite additional non-members to take part in discussion and provide advice from time to time.

8.1.7 Meetings:

At least ten meetings are held per year.

8.1.8 Quorum:

One half (50%) of the membership plus one.

8.1.9 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.2 Quality and Standards Committee

The Quality and Standards Committee (QSC) is a subordinate committee of Academic Council.

8.2.1 Purpose:

The Quality and Standards Committee monitors academic risk and assures compliance with relevant regulatory requirements. It provides oversight of quality and standards related to education and research, oversight of University review processes and related improvements in these areas.

8.2.2 Alignment with Higher Education Standards Framework 2021:

3.2 Staffing

4.1 Research

4.2 Research Training

5.2 Academic and Research Integrity

5.3 Monitoring, Review and Improvement

5.4 Delivery with Other Parties

7.1 Representation

7.2 Information for Prospective and Current Students

7.3 Information Management

8.2.3 Terms of Reference:

- i. Monitor compliance with the Higher Education Standards Framework 2021, Australian Qualifications Framework, Higher Education Support Act 2003, Education Services for Overseas Students Act 2000 and supporting legislative instruments as well as any other relevant regulatory requirements. Annually review the outcomes of quality review activities and provide guidance on the identification of academic risk and priorities for improvement. Report to Academic Council and refer items to other relevant committees.
- ii. Oversee the development and embedding of an institutional framework of continuous improvement.
- iii. Report and recommend to Academic Council on any academic quality assurance and compliance matter referred from governance committees or management.
- iv. Consider and recommend actions on compliance matters related to delivery with other parties, including transnational delivery, collaborative research arrangements, work-integrated learning and other partnerships.
- v. Assure compliance with HESF in relation to research and research training through annual reporting from relevant management and governance committees.
- vi. Assure compliance with HESF in relation to the staffing complement for each course of study and ensure it is sufficient to meet the educational, academic support and administrative needs of student cohorts undertaking the course.
- vii. Ensure University representation through publicly available information, agents and other parties is accurate and not misleading.
- viii. Monitor and advise Academic Council on trends in national and international compliance and regulatory developments.

8.2.4 Membership:

QUALITY AND STANDARDS COMMITTEE = 20 MEMBERS

Number	Category
1	Chair - elected by the members of the Academic Council from among the membership of Academic Council
1	Deputy Chair - President of Academic Council or Deputy President of Academic Council
1	Deputy Vice Chancellor Education
1	Deputy Vice Chancellor Research and Innovation
1	Chief Experience Office or nominee
1	Pro Vice Chancellor Transnational Education
1	Pro Vice Chancellor International
1	Dubai Dean
5	Heads of College
5	Academic members of Academic Council appointed by Academic Council.
1	Director Quality and Standards
1	One undergraduate student elected by and from among the undergraduate students
1	One postgraduate student elected by and from among the postgraduate students
Co-Opted Members: Up to three co-opted members	
Standing Observers: Associate Director Strategy, Quality and Analytics Director IT Services or nominee Manager International Compliance Manager Quality Assurance Manager Quality Improvement	

8.2.5 Terms of office:

The terms of appointed members shall be for three years, co-opted members shall be for one year, and student members shall be for one calendar year.

8.2.6 Standing observers:

The Committee may invite additional non-members to take part in discussion and provide advice from time to time.

8.2.7 Meetings:

Fifty per cent (50%) of the membership plus one.

8.2.8 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.3 Student Experience Committee

8.3.1 Purpose

The Student Experience Committee provides oversight of the student experience holistically and uses information from across the University to inform improvements to the student experience. This includes the oversight of student performance, student integrity, student appeals and complaints, student wellbeing and success.

8.3.2 Alignment with Higher Education Standards Framework 2021:

1.3 Orientation and Progression

2.1 Facilities and Infrastructure

2.2 Diversity and Equity

2.3 Wellbeing and Safety

2.4 Student Grievances and Complaints

3.3 Learning Resources and Educational Support

5.2 Academic and Research Integrity

8.3.3 Terms of Reference:

- i) Monitor and recommend to Academic Council and management on policies and practices relating to:
 - a. student success
 - b. student wellbeing and safety
 - c. student appeals
 - d. student complaints
 - e. academic integrity, including educative approaches to improve academic integrity and reduce incidences of misconduct.
- ii) Oversee implementation and impact of initiatives related to all activities identified above.
- iii) Monitor participation, progress, and completion by identified student subgroups and use the findings to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.
- iv) Make recommendations to inform strategic development of facilities and educational resources to enhance the student experience.
- v) Consider and report to Academic Council on any matter referred from other committees or management regarding the student experience.
- vi) Monitor national trends to inform improvements to the overall student experience.

8.3.4 Membership:

STUDENT EXPERIENCE COMMITTEE = 19 MEMBERS	
Number	Category
1	Chair - elected by the members of the Academic Council from among the membership of Academic Council
1	Pro Vice Chancellor First Nations (Deputy Chair) or nominee
1	Deputy Vice Chancellor Education
1	Director Access, Wellbeing & Equity
1	Chief Experience Officer or nominee
1	Pro Vice Chancellor International or nominee
1	Head of Support for Learning
1	Manager Transnational Education or nominee
1	Chair: Student Appeals Committee
1	Director Quality and Standards or nominee
1	Director Learning, Teaching and Technology
4	Academic members of Academic Council appointed by Academic Council.
1	Manager Guild Student Assist
1	One undergraduate student elected by and from among the undergraduate students
1	One postgraduate student elected by and from among the postgraduate students
Co-Opted Members:	Up to three co-opted members

8.3.5 Terms of office:

The terms of appointed members shall be for three years, co-opted members shall be for one year, and student members shall be for one calendar year.

8.3.6 Standing observers:

The Committee may invite additional non-members to take part in discussion and provide advice from time to time.

8.3.7 Meetings:

At least four meetings are held per year.

8.3.8 Quorum:

Fifty per cent (50%) of the membership plus one.

8.3.9 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.4 Boards of Studies

The Boards of Studies are subordinate to Academic Council.

8.4.1 Purpose:

The Boards of Studies manage school curriculum in accordance with the Curriculum Policy and Curriculum Procedure; provide academic quality assurance by considering relevant data related to student experience, student performance, course quality and student integrity; and maintain oversight of research and research training activities in the school.

For any of these activities, the Boards identify and allocate actions and monitor completion of activities related to academic quality. They surface academic risk and provide summary reporting to:

- Academic Courses and Admissions Committee on curriculum items
- Student Experience Committee on student-related matters
- Quality and Standards Committee on matters related to professional accreditation, compliance, quality, research and research training.

8.4.2 Alignment with Higher Education Standards Framework 2021

1.1 Admission

1.2 Credit and Recognition of Prior Learning

1.3 Orientation and Progression

1.4 Learning Outcomes and Assessment

3.1 Course Design

4.1 Research

4.2 Research Training

5.1 Course Approval and Accreditation

5.2 Academic and Research Integrity

5.3 Monitoring, Review and Improvement

5.4 Delivery with Other Parties

7.1 Representation

7.2 Information for Prospective and Current Students

7.3 Information Management

8.4.3 Terms of Reference:

- i) Assess the quality of curriculum proposals against the Australian Qualifications Framework and other relevant reference points, including professional standards and approve and recommend to Academic Courses and Admissions Committee on curriculum items in accordance with the *Curriculum Policy* and *Curriculum Procedure*.
- ii) Monitor professional accreditation activities where there are professionally accredited courses in the school.
- iii) Maintain a schedule of review activities as per the Quality Review Policy. Review relevant data and recommend actions relating to student experience, student performance, course quality and student integrity. Monitor implementation of actions from quality review processes and identify impact.
- iv) Oversee implementation of the University education strategy and respective policies and frameworks within the School.
- v) Oversee research and research training activities undertaken in the School in the context of the University research strategy.
- vi) Establish one or more Results Committees to approve unit and student outcomes at the end of each relevant teaching period. A Board of Studies must review any matters raised by the Results Committee.
- vii) Review teaching and learning activities delivered with other parties, (including transnational delivery, collaborative research arrangements, work-integrated learning and other partnerships).
- viii) Ensure that the published information for the courses offered by the school is accurate, including but not limited to, the accreditation status, qualification offered, AQF level, whether the course is authorised to be offered to international students, the duration of course and the credit and RPL that may apply to each course.
- ix) Report annually to Academic Council on the business of the Board of Studies

8.4.4 Membership:

Membership composition and number will vary according to size, number of sub-disciplines and focus of individual Schools. Members should include, at a minimum and where relevant, the following roles:

- a) Head of School (Chair) or nominee
- b) Deputy Chair appointed by the Board of Studies
- c) All Academic Chairs for courses and majors overseen by the Board of Studies
- d) Academic staff overseeing professional accreditation activities
- e) Staff as nominated by the Head of School

8.4.5 Standing Observers:

The Committee may invite additional non-members to take part in

discussion and provide advice from time to time.

8.4.6 Meetings:

At least four meetings are held per year.

8.4.7 Quorum:

Fifty per cent (50%) of the membership plus one.

8.5 Education Portfolio Academic Board

The Education Portfolio Academic Board is subordinate to Academic Council.

8.5.1 Purpose:

The Education Portfolio Academic Board contributes to the University education strategy and respective policies and frameworks at the course level. It provides academic quality assurance of portfolio courses and units by considering relevant data, identifying and allocating actions and monitoring completion. The Education Portfolio Academic Board surfaces academic risk and provides summary reporting to relevant committees including but not limited to:

- Academic Courses and Admissions Committee on curriculum items
- Student Experience Committee on student-related matters, and
- Quality and Standards Committee on matters related to compliance and quality.

8.5.2 Alignment with Higher Education Standards Framework 2021

1.1 Admission

1.2 Credit and Recognition of Prior Learning

1.3 Orientation and Progression

1.4 Learning Outcomes and Assessment

3.1 Course Design

5.1 Course Approval and Accreditation

5.2 Academic and Research Integrity

5.3 Monitoring, Review and Improvement.

8.5.3 Terms of Reference:

Curriculum owned by the Education Portfolio supports the strategic directions of the Education Portfolio. The Board has the following particular responsibilities:

- i) Advise on the development of a quality learning and teaching profile for the Education Portfolio.
- ii) Assess the quality of curriculum proposals against the Australian Qualifications Framework and other relevant reference points,

including professional standards and approve and recommend to Academic Courses and Admissions Committee on curriculum items in accordance with the Curriculum Policy and Curriculum Procedure.

- iii) Advise on matters pertaining to the Portfolio's course offerings, including student and course performance, professional accreditation, teaching quality and outcomes; academic risk, and action plans and progress reports.
- iv) Monitor the content, prerequisites, and assessment and teaching methods of individual units offered by the Portfolio.
- v) Analyse and report on the assessment statistics for units.
- vi) Ensure the curricula in the Education Portfolio are reviewed on a regular basis.
- vii) Establish a Results Committee that will act in accordance with the Results Procedure for a non-College portfolio.
- viii) Recommend to University committees and/or School Boards of Studies on matters of shared interest in the curriculum.
- ix) Approve curriculum reviews, evaluation of portfolio activities and resultant implementation plans within the Education Portfolio.
- x) Such other responsibilities as may be assigned by University legislation, Academic Council, the Vice Chancellor or the Deputy Vice Chancellor Education.

8.5.4 Membership:

EDUCATION PORTFOLIO ACADEMIC BOARD	
Number	Category
1	Deputy Vice-Chancellor, Education (Chair)
1	Head of University Preparation Pathways (Deputy Chair)
1	Director Learning, Teaching & Technology
1	Manager Kulbardi
1	Head of Support for Learning
1	Head of Professional Learning
1	Academic Chair – University Preparation Pathways
1	One student appointed by the Chair
	Up to three members elected by and from the members of academic staff based in the Deputy Vice Chancellor Education Portfolio.
Co-opted members	The Education Portfolio Academic Board may co-opt members from within or outside the University. The composition and membership of the Board are reported annually to Academic Council.

8.5.5 Meetings:

At least two meetings are held per year.

8.5.6 Quorum:

Fifty per cent (50%) of the membership plus one.

8.5.7 Terms of Office:

The term of the appointed student is one calendar year. The term of all other elected or co-opted members is three years.

8.5.8 Secretary:

Secretarial support to the Board will be provided by the Office of the Deputy Vice Chancellor Education.

8.5.9 The Education Portfolio Academic Board may establish Sub-Committees to undertake specified functions and to make recommendations to the Board.

8.6 Graduate Research Degrees Academic Board

The Graduate Research Degrees Academic Board (GRDAB) is subordinate to Academic Council.

8.6.1 Purpose:

The Graduate Research Degrees Academic Board provides academic quality assurance of graduate research training at an institutional level by considering relevant data, identifying and allocating actions and monitoring completion. The Graduate Research Academic Board surfaces academic risk and provides summary reporting to relevant committees including but not limited to:

- Academic Courses and Admissions Committee on curriculum items
- Student Experience Committee on student-related matters, and
- Quality and Standards Committee on matters related to compliance and quality.

8.6.2 Alignment with Higher Education Standards Framework 2021

1.3 Orientation and Progression

1.4 Learning Outcomes and Assessment

3.1 Course Design

4.2 Research Training

5.1 Course Approval and Accreditation

5.3 Monitoring, Review and Improvement

5.4 Delivery with Other Parties

8.6.3 Terms of Reference:

- i) Monitor and report on graduate research training at an institutional level to ensure alignment with the University strategy and compliance with regulatory obligations, including the Higher Education Standards Framework.
- ii) Recommend to relevant committees and management on policy and procedures to align graduate research training with university strategy.
- iii) Monitor student and course performance and identify areas for improving the HDR student experience.
- iv) Monitor and report on the implementation of actions identified through course quality review activities.
- v) Assess the quality of curriculum proposals against the Australian Qualifications Framework and other relevant reference points, including sector standards and approve and recommend to Academic Courses and Admissions Committee on curriculum items in accordance with the Curriculum Policy and Curriculum Procedure.
- vi) Approve outcomes for units delivered through the Graduate Research Office.
- vii) Consider and advise on recommended award outcomes as per Graduate Research Degrees Regulations and Procedures.
- viii) Decide on the allocation of Higher Degree by Research scholarships associated with funding directly from or after the acquittal of the Australian Government Research Training Program (RTP).
- ix) Monitor delivery with other parties inclusive of internships and joint degrees
- x) Report annually to Academic Council on the business of the Board

8.6.4 Membership:

Dean Graduate Research Office (Chair)

Membership of the GRDAB will consist of representatives of the schools, centres and institutes with the number of representatives not to exceed 10 with the appointment based on the proportional distribution of HDR candidates throughout the university.

8.6.5 Standing Observers:

Manager of Candidacy

Business Manger Graduate Research Office

The Committee may invite additional non-members to take part in discussion and provide advice from time to time.

8.6.6 Meetings:

At least four meetings are held per year.

8.6.7 Quorum:
Fifty per cent (50%) of the membership plus one.

8.6.8 The GRDAB will review the Terms of Reference on an annual basis along with the GRDAB membership.

8.7 Singapore Academic Board

The Singapore Academic Board is subordinate to Academic Council.

8.7.1 Purpose

The Singapore Academic Board supports curriculum delivered in Singapore in accordance with the Curriculum Policy and Curriculum Procedure; and provides academic quality assurance by considering relevant data related to student experience, student performance, course quality and student integrity.

For these activities, the Board identifies and allocates actions and monitors completion of activities related to academic quality. It will monitor academic risk and provide summary reporting to the:

- Academic Courses and Admissions Committee on curriculum items
- Student Experience Committee on student-related matters
- Quality and Standards Committee on matters related to professional accreditation, compliance, quality, research and research training.

8.7.2 Alignment with Higher Education Standards Framework 2021

1.1 Admission

1.2 Credit and Recognition of Prior Learning

1.3 Orientation and Progression

1.4 Learning Outcomes and Assessment

3.1 Course Design

4.1 Research

4.2 Research Training

5.1 Course Approval and Accreditation

5.2 Academic and Research Integrity

5.3 Monitoring, Review and Improvement

5.4 Delivery with Other Parties

8.7.3 Terms of Reference

- i. Review the existing course portfolio and assess the quality of new curriculum proposals, in conjunction with the Colleges, Schools, Disciplines, relevant Portfolios where equivalent and third-party providers, and support recommendations to the Academic

- Courses and Admissions Committee (ACAC) on curriculum items in accordance with the Curriculum Policy and Procedure.
- ii. Recommend admission requirements to Academic Courses and Admissions Committee.
 - iii. Monitor professional accreditation activities where there are professionally accredited courses offered through the Singapore campus.
 - iv. Maintain a schedule of review activities as per the Quality Review Policy. Review relevant data and recommend actions relating to student experience, learning and teaching.
 - v. In conjunction with the Colleges, Schools, Disciplines and relevant portfolios where equivalent undertake a regular course review process, to improve the quality of teaching through regular use and review of units/course evaluation surveys and report on any changes relating to the course structure or delivery methodology to the Quality and Standards Committee.
 - vi. Monitor higher education developments in Singapore education context.
 - vii. Monitor and review the student assessment validation, moderation, and examinations processes.
 - viii. Monitor and review professional learning for academic staff to ensure that professional and discipline-based expertise is current and culturally relevant; that teaching skills are maintained and updated; and that scholarly activity is undertaken.
 - ix. Receive and review regular reports on research activity at Murdoch Singapore.
 - x. Monitor and review the implementation of academic policies relating to all learning, teaching and assessment processes.
 - xi. Monitor and review support strategies implemented to ensure student success.

8.7.4 Membership:

SINGAPORE ACADEMIC BOARD = 19 MEMBERS

Number	Category
1	Pro Vice Chancellor Transnational Education & Singapore Dean (Chair)
1	Kaplan representative, appointed by the Chair
1	Deputy Vice Chancellor Research and Innovation
1	Pro Vice Chancellor International
1	Manager, Transnational Education
1	Singapore Assistant Dean, Learning and Teaching (ex-officio)
1	Academic staff member from College of Business

1	Academic staff member from College of Science, Technology, Engineering and Mathematics
1	Academic staff member from College Law, Arts and Social Sciences
1	Academic staff member from College Health and Education
2	Academic Chairs, each on a 4 meeting/18 months staggered rotation, appointed by the PVC TNE
1	Singapore Discipline Lead representative appointed by the PVC TNE, on a 4 meeting/18months staggered rotation
1	Affiliate lecturer team representative appointed by the PVCE TNE, on a 4 meeting/18 months staggered rotation
1	Professional Learning Team representative
1	Undergraduate Student Representative
1	Postgraduate Student Representative
2	Murdoch University Alumni (President) representative

8.7.5 Standing Observers:

The Committee may invite additional non-members to take part in discussion and provide advice from time to time.

8.7.6 Meetings:

Three meetings are held per year.

8.7.7 Quorum:

Fifty per cent (50%) of the membership plus one.

8.8 Dubai Academic Board

The Dubai Academic Board is subordinate to Academic Council.

8.8.1 Purpose

The Dubai Academic Board supports curriculum delivered in Dubai in accordance with the Curriculum Policy and Curriculum Procedure; and provides academic quality assurance by considering relevant data related to student experience, student performance, course quality and student integrity.

For these activities, the Board identifies and allocates actions and monitors completion of activities related to academic quality. It will monitor academic risk and provide summary reporting to the:

- Academic Courses and Admissions Committee on curriculum items
- Student Experience Committee on student-related matters
- Quality and Standards Committee on matters related to professional

accreditation, compliance, quality, research and research training.

8.8.2 Alignment with Higher Education Standards Framework 2021

1.1 Admission

1.2 Credit and Recognition of Prior Learning

1.3 Orientation and Progression

1.4 Learning Outcomes and Assessment

3.1 Course Design

4.1 Research

4.2 Research Training

5.1 Course Approval and Accreditation

5.2 Academic and Research Integrity

5.3 Monitoring, Review and Improvement

5.4 Delivery with Other Parties

8.8.3 Terms of Reference

- i. Review the existing course portfolio and assess the quality of new curriculum proposals, in conjunction with the Colleges, Schools, Disciplines, relevant Portfolios where equivalent and third-party providers, and support recommendations to the Academic Courses and Admissions Committee (ACAC) on curriculum items in accordance with the Curriculum Policy and Procedure.
- ii. Recommend admission requirements to Academic Courses and Admissions Committee.
- iii. Monitor professional accreditation activities where there are professionally accredited courses offered through the Dubai campus.
- iv. Maintain a schedule of review activities as per the Quality Review Policy. Review relevant data and recommend actions relating to student experience, learning and teaching.
- v. In conjunction with the Colleges, Schools, Disciplines and relevant portfolios where equivalent undertake a regular course review process, to improve the quality of teaching through regular use and review of units/course evaluation surveys and report on any changes relating to the course structure or delivery methodology to the Quality and Standards Committee.
- vi. Monitor higher education developments in Dubai education context.
- vii. Monitor and review the student assessment validation, moderation, and examinations processes.
- viii. Monitor and review professional learning for academic staff to ensure that professional and discipline-based expertise is current

and culturally relevant; that teaching skills are maintained and updated; and that scholarly activity is undertaken.

- ix. Receive and review regular reports on research activity at Murdoch Dubai.
- x. Monitor and review the implementation of academic policies relating to all learning, teaching and assessment processes.
- xi. Monitor and review support strategies implemented to ensure student success.

8.8.4 Membership:

DUBAI ACADEMIC BOARD = 18 MEMBERS	
Member	Category
1	Pro Vice Chancellor Transnational Education & Singapore Dean (Chair)
1	Dubai Dean (Deputy Chair)
1	Manager, Transnational Education
1	Navitas representative
1	Pro Vice Chancellor International
1	Academic staff member from College of Business
1	Academic staff member from College of Science, Technology, Engineering and Mathematics
1	Academic staff member from College Law, Arts and Social Sciences
1	Academic staff member from College Health and Education
1	Learning and Teaching representative Dubai
1	Professional Learning Team representative
1	Deputy Vice Chancellor Research & Innovation
1	Discipline Lead - IT
1	Discipline Lead - Business
1	Program Coordinator Communication
1	Undergraduate Student Representative
1	Postgraduate Student Representative
1	Murdoch University Alumni (President) representative

8.8.5 Standing Observers:

The Committee may invite additional non-members to take part in

discussion and provide advice from time to time.

8.8.6 Meetings:

Three meetings are held per year.

8.8.7 Quorum:

Fifty per cent (50%) of the membership plus one.

SECTION 9. REVIEW OF ACADEMIC COUNCIL AND ITS SUBORDINATE COMMITTEES

This Statement of Governance Principles should be read in conjunction with the [Quality Review Policy](#) and the [Governance Review Procedure](#).

SECTION 10. WORKING GROUPS OF ACADEMIC COUNCIL

Academic Council and its Subordinate Committees may establish Working Groups to advise or recommend on specific aspects of the University's activities that fall within their terms of reference.

10.1 Principles for Academic Council Working Groups.

Working Groups associated with Academic Council and its Subordinate Committees will:

- a) agree with the Parent Committee on the terms of reference, membership, including appointment of the Chair, reporting process and timelines. The Chair of the Working Group does not have to be a member of the parent committee; and
- b) in reaching recommendations identify and consult with key stakeholders as appropriate.

At the next meeting of the Parent Committee following the Working Group's establishment, it will provide an initial report to the parent committee that may:

- a) outline the nature of the issue being addressed by the Working Group and its preliminary thoughts on any core questions or options being considered (for the Parent Committee's early input);
- b) make recommendations on and seek approval for any additional detailed terms of reference which will describe the scope, purpose, list of actions to be taken, including consultation procedures and content for the report and the reporting process and timetable;
- c) identify and report on the likely key stakeholders in the area under consideration. This identification of likely key stakeholders will be made by the Working Group and/or by self-identification following a call for expressions of interest; and
- d) make recommendations on any change to the membership of the Working Group, possibly to provide expertise in a specific area.

The Working Group may provide an initial report, interim report and final report to the Parent Committee in accordance with the agreed timelines. The Parent Committee may at any time request an additional or partial report on particular aspects of the Working Group's deliberations or an overview of their progress.

- 10.2 Recommendations must be consistent with the Murdoch Act, or with Statutes, By-Laws, Rules, Regulations or Policies. If not, a proposal to amend the relevant Statute, By-Law, Rule, Regulation or Policy must also be presented to the Parent Committee for referral to the appropriate approval body(ies).
- 10.3 The Chair of the Parent Committee may invite key stakeholders to comment on the recommendations prior to their final consideration by the Parent Committee.
- 10.4 The final report will be made on the agreed date, unless an extension is provided by the Parent Committee or its Chair.
- 10.5 The Working Group's final report must include clear recommendations, together with the rationale supporting them. Where a draft Policy is recommended it should be presented as a separate attachment. When this involves revision of an existing Policy, it should further be presented with the changes highlighted (via bold for insertions and strikethroughs for deletions).
- 10.6 Where Working Group members and/or key stakeholders hold opposing views to the recommendations made in the report their perspective should be discussed in the report, and the reasons given why their position was not accepted by the Working Group.
- 10.7 The final report will contain an executive summary, and appendices that give:
 - a) membership of the Working Group;
 - b) names and positions of those key stakeholders whom the Working Group consulted, the nature of the consultation and the responses provided by the Working Group to feedback received;
 - c) a list of all reference materials, including University documents; and
 - d) must be presented to the Parent Committee over the signature of the Chair of the Working Group to confirm that the terms of reference have been followed and key stakeholders consulted.
- 10.8 The Working Group must provide feedback to all stakeholders who responded to requests for comment on draft documents after having these comments de-identified.

SECTION 11. CURRENT YEAR INFORMATION

11.1 Members of Academic Council

A table listing all current members of Academic Council, the basis of their membership, and their contact details is at the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Members/>

Those ex officio positions listed at the foot of the table under the header "Right of Attendance" have speaking but not voting rights.

11.2 Academic Council meeting dates

Academic Council normally meets from 12.30pm on Wednesday afternoons. The Council meeting dates for this year are recorded at the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Meeting-dates/>

It is advisable to record the time and dates in your diary/e-mail calendar.

11.3 Academic Council contact persons

There are three positions, namely:

- (a) The President of Academic Council
- (b) The Deputy President of Academic Council
- (c) The Secretary to Academic Council.

Names and contact details of the current holders of these positions are at the foot of the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Information-for-new-members/>

The Secretary to Academic Council is located in the University Secretary's Office on Level 4 of Building 330 – Chancellery and can be contacted via telephone on +61 8 9360 6839.

Governance

Approval Authority	Academic Council
Owner	University Secretary
Legislation mandating compliance	
Category	Primarily Governance
Related University Legislation and Policy Documents	<p><u>Academic Council Regulations</u></p> <p><u>Curriculum Procedure</u></p> <p><u>Statute No. 5 - Academic Council</u></p> <p><u>Statute No. 8 - Interpretation</u></p> <p><u>Governance Review Procedure</u></p>
Date effective	25/06/2025
Review date	22/11/2026

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	25/06/2025	AC64/2025
Approved	07/05/2025	AC/42/2025
Approved	19/03/2025	AC/23/2025
Approved	14/08/2024	AC/71/2024
Administrative Amendment	15/02/2024	
Approved	12/12/2023	S/47/2023(ii)
Recommended by AC	22/11/2023	AC/106/2023(ii)
Approved	22/11/2023	AC/102/2023 AC/100/2023
Administrative Amendment	08/02/2023	
Approved	11/10/2023	AC/86/2023 AC/83/2023
Approved	10/05/2023	AC/42/2023
Administrative Amendment	13/03/2023	
Administrative Amendment	15/02/2023	
Approved	02/02/2023	AC/03/2023
Administrative Amendment	16/01/2023	
Administrative Amendment	09/01/2023	
Approved	12/10/2022	AC/101/2022(ii)
DAB & SAB amended	19/09/2022	QSC/19/2022
Approved	17/08/2022	AC/86/2022
Approved	29/06/2022	AC/64/2022
EQDC amended	16/06/2022	EqDC/09/2022(ii)
EQDC amended	16/06/2022	EqDC/09/2022(iii)
EC amended	07/06/2022	EC/15/2022
EQDC amended	18/03/2022	EqDC/07/2022
GEMM & RAP amended	10/03/2022	EqDC/06/2022
EC amended	22/02/2022	EC/07/2022
Approved	17/11/2021	AC/96/2021

EQDC amended	09/09/2021	EqDC/22/2021
Administrative amendment	06/09/2021	
Amended to reflect new titles and changes to the College Executive Teams	11/08/2021	AC/66/2021
IC established	07/10/2020	AC/78/2020
EQDC amended	28/01/2021	AC/11/2021
Administrative amendments	22/10/2020	
Administrative amendments	19/10/2020	
AQC amended	24/09/2020	AQC/22/2020
Administrative amendments	30/07/2020	
Administrative amendments	27/07/2020	
UEC amended	24/06/2020	AC/61/2020
ATSIESC amended	24/06/2020	AC/62/2020
EqDC amended	24/06/2020	AC/63/2020
EQDC amended	05/12/2019	EqDC/10/2019
AQC amended	19/11/2019	AQC/27/2019
EqDC amended	01/10/2019	AC/86/2019
UEC amended	01/10/2019	AC/85/2019
ACAC amended	28/08/2019	AC/66/2019
RC amended	28/08/2019	AC/67/2019
AQC amended	28/08/2019	AC/68/2019
EqDC amended	12/09/2019	EqDC/13/2019
ACAC amended	18/06/2019	ACAC/26/2009
RC amended	26/06/2019	AC/38/2019(i)
EqDC amended	26/06/2019	AC/46/2019
SAGE Athena SWAN SAT ToR amended	12/04/2019	EqDC/03/2019

AQC amended	12/03/2019	AC/25/2019
PLC amended	28/02/2019	AQC/02/2019
Amendments to reflect new academic structure	26/11/2018	AC/106/2018
Amendments to add new subordinate committees of EqDC, RC and AQC	25/09/2018	AC/99/2018 EqDC/7/2018 EqDC/8/2018 AQC/7/2018 RC/05/2018
Amendments to reflect subcommittee changes	06/07/2018	AC/68/2018
EqDC, UEC, ATSIESC, ACAC, AQC, EPRC amended	06/07/2018	AC/68/2018
ACAC, AQC and EPRC amended	02/05/2018	AC/50/2018
EPRC amended	24/01/2018	AC/17/2018
UEC amended	14/03/2018	AC/39/2018(i)(ii)
EqDC amended	15/11/2017	AC/132/2017(i)
Amended to reflect subcommittee changes	08/08/2017	
IESC renamed to ATSIESC	05/07/2017	AC/73/2017(iv)
UEC, EPRC, AQC and ATSIESC ToR approved	05/07/2017	AC/73/2017 (i)(ii)(iii) and (v)
SAC no longer a subcommittee	15/03/2017	AC/31/2017(vii)
LTC and QuESC dis-established	15/03/2017	AC/31/2017(vi)
EqDC established	15/03/2017	AC/31/2017(v)
IESC established	15/03/2017	AC/31/2017(iv)
AQC established	15/03/2017	AC/31/2017(iii)
EPRC established	15/03/2017	AC/31/2017(ii)
UEC and ACAC established	15/03/2017	AC/31/2017(i)
LTC amended	31/01/2017	
LTC amended	02/11/2016	AC/141/2016

QuESC amended	17/08/2016	AC/97/2016
ACAC amended	17/08/2016	AC/96/2016
RDSC amended	15/06/2016	RC/06/2016(i)
RC administrative amendment	06/07/2016	
ACAC amendments approved by Senate	09/06/2016	S/17/2016
ACAC amendments subject to Senate	11/05/2016	AC/61/2016(ii)
RC amendments approved by Senate	09/06/2016	S/16/2016(i)
RC amendments subject to Senate	11/05/2016	AC/49/2016(iv)
ACAC amended	11/05/2016	AC/62/2016
RC amended	11/05/2016	AC/61/2016
CAG amended	23/02/2016	ACAC/13/2016
ACAC amended	09/03/2016	AC/44/2016
ELEAEG established	24/01/2016	ACAC/04/2016
CAG established	24/01/2016	ACAC/03/2016
QuESC amended	24/06/2015	AC/84/2015
RC amended	24/06/2015	AC/83/2015
RC amended	24/06/2015	AC/82/2015
ACAC, QuESC, LTC, RC amended	29/04/2015	AC/54/2015
LTC amended	04/03/2015	AC/36/2015
Academic Council and committees established by Senate	08/10/2014	S/29/2014(iii)

Note: All enquiries relating to Legislation should be referred to the University Secretary's Office.

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.

Appendices

Appendix 1: Committee oversight of HESF sub-domains

	HESF Sub-domain	Academic Council	Academic Courses and Admissions Committee	Quality and Standards Committee	Student Experience Committee	School Boards of Studies	Education Portfolio Academic Board	Graduate Research Degrees Academic Board	Singapore and Dubai Academic Boards
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								
2.1	Facilities and Infrastructure								
2.2	Diversity and Equity								
2.3	Wellbeing and Safety								
2.4	Student Grievances and Complaints								
3.1	Course Design								
3.2	Staffing								
3.3	Learning Resources and Educational Support								
4.1	Research								
4.2	Research Training								
5.1	Course Approval and Accreditation								
5.2	Academic and Research Integrity								
5.3	Monitoring, Review and Improvement								
5.4	Delivery with Other Parties								
6.1	Corporate Governance								
6.2	Corporate Monitoring and Accountability								
6.3	Academic Governance								
7.1	Representation								
7.2	Information for Prospective and Current Students								
7.3	Information Management								