

This policy refers to the committee responsible for the academic governance of the higher education institute as is informed by best practice benchmarked against other private HE providers, the Threshold Standards 2015, and various TEQSA guidance notes, best practice papers and workshops.

Preamble

Academic governance including educational quality is under the general oversight of the Academic Board (AB) of the Academy of Information Technology (AIT), a group established to:

- provide advice and to make recommendations of an academic nature and in accordance with the relevant Threshold Standards,
- review academic reports including annual progression and benchmarking,
- approve applications for new courses, course renewals, and institutional accreditations,
- course reviews and material changes,
- industry sector insights,
- education sector best practice.

The Academic Board of AIT is delegated responsibility by the Governing Body of AIT for all matters relating to academic governance including quality and maintenance of accreditation.

The AB operates independently of the ownership and management of AIT to assure academic integrity. The Academic Board may, from time to time, authorise the formation of sub-committees to which it may delegate responsibility to support processes and compliance of an academic or co-dependent nature.

Responsibilities

Although independent of the ownership and management of AIT, The Academic Board will make regular reports to the Governing Body of AIT regarding the matters they have approved, implemented, reviewed, amended, advised, or otherwise acted.

Reports shall be made according to a period deemed appropriate by the Academic Board, but not less than once every Calendar year.

The Chair of the AB will be responsible for the development and provision of any reports.

Role of the Academic Board

Academic quality assurance and related regulatory compliance sits under the general oversight of the Academic Board of AIT.

The AB is an independent group composed specifically of members representing a wide range of experience

directly relevant to the current and future courses offered by AIT and to the Australian higher education sector.

Through its independence the AB is afforded the relative freedom to provide as necessary objective advice to AIT through AIT's governing body and key representatives.

Terms of Reference

The Terms of Reference outline the areas of responsibility of the AB as well as the scope of those responsibilities.

There are nine main areas of responsibility for the AB: Policy, Advice, Curricula, Assessment, Delegation, Governance, Approvals, confer degrees, and AB membership.

Policy

The AB will review and endorse academic policy relating to the courses delivered by AIT, prior to those policies to being operationalized.

The AB will regularly review the Charter of the AB and make modifications as necessary to maintain the Charter's integrity and purpose in good standing.

Advice

The AB will provide advice relating to current and ongoing policies, curricula, and assessment processes and accreditations within AIT's courses and will make that advice available to the Management of AIT and to the Governing Body of AIT.

Curricula

The AB will review, assess, and endorse current curricula to maintain and benchmark an appropriate quality standard that meets or exceeds equivalency with other institutions offering similar courses.

The AB will review and endorse new curricula, where relevant, ensuring that those courses will be of an appropriate quality standard and that they will meet or exceed equivalency with other institutions offering similar courses.

The AB will recommend the development of new subjects and additional curricula, where they consider it suitable, to maintain an appropriate high standard for the entire education operations of AIT, to maintain the relevancy and currency of courses and to maintain equivalency with other institutions offering similar courses.

Assessment

The AB will monitor assessment processes for AIT's courses.

The monitoring processes shall relate to the application of and adherence to the principles of assessment, quality of provision of subjects; to the alignment with subject learning outcomes; inconsideration of student, staff and industry feedback, and to the quality of AIT courses comparative to the expectations of the regulator and to other institutions offering similar courses.

The AB will monitor, review, and offer advice regarding the assessments that have been conducted.

The AB will monitor, review, and offer advice regarding academic delivery, including the quality of teaching and learning in the context of how that influences assessment design and implementation as well as in relation to data pertaining to student engagement, progression, retention, attrition and completion.

Delegation

The AB may, as it sees appropriate, form sub-committees, whether permanent or ad-hoc, to undertake its responsibilities and support the academic governance of the institution.

These sub-committees may include either members of the AB, or external appointees deemed suitable by the AB for the commission of any responsibilities.

These sub-committees may be delegated authority by the AB to act on its behalf, although those responsibilities will be clearly delineated by the AB.

Sub-Committees with authority delegated to them by the AB, must in all instances make regular reports to the AB regarding the matters they have implemented, reviewed, amended, or advised on, or on which they have otherwise acted.

Reports shall be made according to a period deemed appropriate by and in a form prescribed by the Academic Board, not less than once every term.

The Chair of the requisite committee will be responsible for the development and provision of any reports.

Governance

The AB is responsible for supporting and guiding the academic governance and its related academic framework for and on behalf of AITs academic and compliance teams.

Approvals

The AB will endorse and approve all applications for course accreditation, material change, and course re-accreditation prior to submission to the regulator.

Conferring of Degrees

The Executive Dean, Academic will present to the AB a list of students who have completed their degrees and

meet the criteria for the awarding of the qualification within 28 days of course completion.

The members of the AB will consider these students and vote to approve the recommendation and thus bestow upon the student the classification of graduate until such time as the student is conferred their degree and graduated.

Where the student is unable to attend graduation, the AB will confer the degree in absentia.

Membership of the Academic Board

The standard term of membership within the AB shall be for a period of 24 months commencing from date of appointment.

The AB will propose, review, and recommend new and replacement AB members; consider whether to re-appoint existing members; consider whether to replace members due to either natural or untimely attrition and consider whether to increase the number or to modify the composition of the AB, if requested by the Board of Directors or if the period of membership has expired.

The AB may review and recommend modifications to its own composition to improve its ability to effectively implement its Terms of Reference. Any such recommendations will be referred to the Governing Body of AIT for final endorsement.

Rules of the Academic Board

Authority

The Academy of Information Technology Academic Board is delegated responsibility by the Board of Directors of AIT for academic governance in accordance with the regulatory requirements for higher education institutions.

The AB operates independently of the ownership and management of AIT to assure integrity of governance. The AB may from time to time authorise the formation of committees to which it may delegate authority to achieve its objectives.

Review

The draft Charter was endorsed by the AIT Board of Directors, in 2009. The amended and modified Charter was reviewed and approved by the AB at its first meeting, in 2009. As part of its authority, the AB may continue to self-review this Charter and make modifications as necessary to maintain its integrity and purpose, in good standing.

It is recommended that the Charter be reviewed every two years for compliance with the Threshold Standards and any related legislation influencing the functions of the AB.

Any amendments agreed by the Academic Board will be recommended for ratification by the AIT Board of Directors.

Nature of the Academic Board

The Academic Board is comprised of:

- At least two (maximum four) academic staff from other higher education institutions, OR emeriti academic staff from other higher education institutions, OR retired academic staff from other higher education institutions
- At least two (maximum three) representatives from industry and/or community organisation’s with expertise relating to the courses offered by AIT
- A representative of the Board of Directors of AIT
- AIT’s Executive Dean, Academic
- RedHill Education’s General Manager/Pro Vice Chancellor Quality, Accreditation & Compliance

The total membership of the AB should be not less than seven and not more than ten. To maintain the independence of the AB, the composition of membership of the AB will be such that the total number of independent voting members shall at all times be greater than the number of voting members who are directly employed by AIT/RedHill Education.

The AB is and shall remain an independent group that is composed specifically of members representing a wide range of experience directly relevant to the courses offered by AIT. Its authority, while devolved from the Board of Directors allows freedom to report as necessary to the Board of Directors regarding the courses offered by AIT, and regarding any new or emerging issues that may arise.

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| Document Owner: | General Manager/ Pro Vice Chancellor, Quality, Accreditation & Compliance |
| Approved By: | Academy of Information Technology Board |
| Date Reviewed: | V1.1 16 June 2021 |
| Modification and Review History: | This version has <ul style="list-style-type: none"> ● updated the format ● updated reference to Threshold Standards 2015 ● updated the terms of reference ● updated the nature of the Board |
| Regulatory Requirements: | This policy is informed by the requirements of: <ul style="list-style-type: none"> ● standards 1.4, 1.5, 2.1, 2.4, 3.1, 3.2, 3.3, 5.1, 5.2, 5.3, 6.3, B1 |
| Related Documents: | TEQSA Threshold Standards 2015 |

Skills matrix of external members

External Academic

- Education management experience in HE and or VET
- Knowledge of current education practice both in delivery and management
- Solid knowledge of TEQSA and ASQA standards
- Demonstrated knowledge of current government and higher education regulator issues
- A diverse experience in education
- Hold a doctorate or professorship
- A demonstrated interest in workforce development in particular a detailed understanding of academic scholarship and scholarly activity

Industry Representative

- Senior Management experience in, or ownership of, a business in an industry related or complimentary to AIT
- Experience in, and extensive knowledge about one or more of AIT's disciplines
- Have a demonstrated interest in industry (Membership of industry organisations)
- A demonstrated interest in workforce development
- Extensive knowledge of current and emerging trends in AIT relevant industries and market sectors