



## Terms of Reference: Academic Board

Version	1.0
Status	Approved by Board of Directors
Date	21 January 2013
Communication	To Academic Board Members

Australian Graduate School  
of Leadership Pty Ltd

IMIA Centre for Strategic  
Business Studies Pty Ltd

31/88 Phillip Street  
Sydney NSW 2000

f: +61 2 8211 0637

t: +61 2 9233 4200

frontdesk@imia.edu.au

abn: 92 001 268 659

95 000 855 578

Printing this document may render it out of date. Please refer to the latest online version of this document available from

<http://imia.edu.au/reference>

The Academic Board is AGSL's principal academic authority and is responsible for approving academic proposals and for providing advice on academic policies, academic strategy and academic standards. It has been delegated by AGSL's Board of Directors responsibility for maintaining the highest standards in teaching and research and for formulating, implementing and monitoring academic policy. The Academic Board may form ad hoc or standing committees to assist it to carry out its obligations under these terms of reference.

The Company Secretary nominated by the Board of Directors will act as Secretary to the Academic Board.

The Academic Board's primary responsibilities are to:

1. Provide advice to the Board of Directors and other appropriate staff on all matters relating to teaching, learning, quality assurance, scholarship and research and on academic aspects of the organisation's strategic development.
2. Review courses (both existing courses and new courses), with particular responsibility for assessing the need and capability of delivering a course, course content, course structure and assessment requirements of each course.
3. Formulate and review regulations on academic matters, including regulations applying to admission, enrolment and credit transfer, recognition of prior learning, assessment, examination, exclusion and graduation.
4. Ensure reviews are undertaken at appropriate intervals. Reviews will include consideration of new knowledge, student feedback, Advisory Council advice, and course outcomes;
5. Provide guidelines regarding qualification requirements for academic staff, including approving the appointment of research supervisors and external examiners;
6. Approve the list of awards to be offered;
7. Determine the list of graduands and specify the award each graduand is to receive; and



8. Monitor the implementation of all academic policies, teaching, scholarship and research and initiate regular reviews of all academic activities.
9. Undertake an assessment of potential academic risks to the organisation and maintain a risk matrix that shall be reviewed at least annually.

The Academic Board will meet quarterly but may meet less or more regularly, as required. At any time the Board of Directors may seek specific advice from the Academic Board.

The Academic Board shall consist of at least three members and up to five members. The appointment of members to the Academic Board shall be in accordance with the EEO provisions contained in AGSL's Human Resources policy.

Decisions of the Academic Board are carried by a majority of votes, with the Presiding Officer having a casting vote in the case of a deadlock. Should the Presiding Officer decline to exercise their casting vote in the case of a deadlock, the motion shall lapse.

A quorum of the Academic Board shall be 50% of its membership. Appointments are for a three year term. Appointments may be renewed for one further three year term. Appointments to the Academic Board are made by the Board of Directors.