



Federation University Australia Act 2010 (Vic)

Federation University Australia

**Federation University Australia (Academic)
Regulations 2022**

FEDERATION UNIVERSITY AUSTRALIA

Federation University Australia Act 2010

Federation University Australia (Academic) Regulations 2022

Dated: 16 August 2022

The Council makes the following Regulations:



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Part 1-Preliminary

1. Objectives

The objectives of these Regulations are-

- (a) in accordance with the Act and the Statute, to assure the quality of academic and vocational and training courses;
- (b) to provide for the membership of the Academic Board;
- (c) to provide for the establishment of working parties of the Academic Board and its committees;
- (d) to ensure that the Academic Board has suitable executive and administrative support;
- (e) to establish the Academic Board Steering Committee, the Curriculum Committee, the Learning and Teaching Quality Committee and the Research Committee and to provide for their membership, functions and powers;
- (f) to facilitate processes in which overarching academic, research and education and training scrutiny informs decisions about approval of award courses;
- (g) to make other provision relating to academic issues.

2. Authorising provision

These Regulations are made under section 28 of the Federation University Act 2010 and section 53 of the Federation University Australia Statute 2021.

3. Commencement

These Regulations come into operation on 1 October 2022.

4. Definitions

In these Regulations—

<i>academic</i>	means higher education and training and vocational education and training, and includes research, education and training
<i>AQF</i>	means the Australian Qualifications Framework
<i>ASQA</i>	means the Australian Skills Quality Authority
<i>Act</i>	means the Federation University Australia Act 2010 (Vic.)
<i>award</i>	means a degree, diploma, certificate, licence or other award in any discipline which is specified in the AQF as a standard for Australian education qualifications
<i>Council</i>	means the Council of Federation University Australia
<i>unit</i>	means a component of a course of study leading to an award;
<i>Division</i>	means the TAFE Division
<i>DVC</i>	means Deputy Vice-Chancellor
<i>HDR</i>	means Higher Degree by Research
<i>Institute</i>	means an academic Institute of the University
<i>course</i>	means a course of study leading to an award under the AQF

course means a document setting out the design and content of a course made

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specification	in accordance with University policies and procedures; Note: Regulation 12 provides that the University must establish policies and procedures for the establishment of courses. These policies and procedures must provide for the making of program specifications.
Research Centre	means a centre of research specialisation(s) at the University
Secretary	means the Secretary to the Academic Board;
School	means the Global Professional School, the Graduate Research School and any other School constituted after the commencement of these Regulations
Statute	means the Federation University Australia Statute 2021
TAFE	means Technical and Further Education
TAFE Division	means the TAFE Division of the University
TEQSA	means the Tertiary Education Quality and Standards Agency
University	means Federation University Australia
VET	means Vocational Education and Training
VRQA	means Victorian Registration and Qualifications Agency

5. Powers and functions conferred on the University

A power or function conferred by these Regulations on the University may be exercised by—

- (a) the Council;
- (b) the Vice-Chancellor; or
- (c) a person or body to whom the power has been delegated by the Council or the Vice-Chancellor.

Part 2 – Academic Governance

Division 1 — The Academic Board

6. Objective and functions of the Academic Board

- (1) The objective of the Academic Board is to establish and maintain academic leadership at an institutional level.
- (2) The functions of the Academic Board are to—
 - (a) achieve effective academic oversight of the quality of academic education and training;
 - (b) approve proposed new courses;
 - (c) set and monitor institutional benchmarks for academic quality and outcomes;
 - (d) provide advice to management, the Vice-Chancellor and the Council on academic matters, including advice on academic and related outcomes, policy and practices;
 - (e) monitor and report to the Council on academic and research quality and standards; and
 - (g) consider issues referred to it by the Council for consideration.

7. The Academic Board Charter

- (1) The Charter for the Academic Board is set out in Schedule 1 to these Regulations.
- (2) The Charter for the Academic Board has effect according to its terms.

8. Secretary to the Academic Board and committees

- (1) The University must appoint a person to be Secretary to the Academic Board and its committees.
- (2) The function of the Secretary is to provide administrative and other support to the Academic Board and its committees.

9. Membership categories

The Academic Board consists of elected members and ex officio members, as set out in the Academic Board Charter.

Division 2 — Academic Board committees

10. Academic Board Standing Committees

- (1) The following standing committees of the Academic Board are established—
 - (a) the Academic Board Steering Committee;
 - (b) the Curriculum Committee;
 - (c) the Learning and Teaching Quality Committee; and
 - (d) the Research Committee.
- (2) The Charters for the four standing committees of the Academic Board are set out in Schedules 2 to 5 to these Regulations.
- (3) The Charters have effect according to their terms.

11. Working parties

- (1) The Academic Board may establish working parties to assist it in the performance of its functions.
- (2) A working party, subject to University legislation—
 - (a) may co-opt members;
 - (b) may determine its own procedure (including allowing co-opted members to participate in deliberations and to vote); and
 - (c) must report to the Academic Board on the performance of its functions.

Part 3 — Establishment and Review of Courses and Units

12. Procedures for establishment of courses

- (1) The University must establish policies and procedures for the establishment of courses.
- (2) The policies and procedures must—
 - (a) provide for the making of course specifications;
 - (b) set out processes for approval for the delivery of courses;
 - (c) provide for oversight of course approval by peak institutional academic governance processes.

13. Review of courses and units

- (1) The University must review established courses and units at least every five years.
- (2) A review must—
 - (a) be comprehensive;
 - (b) include external referencing or other benchmarking activities; and
 - (c) provide opportunity for students and other stakeholders to provide feedback.
- (3) The review outcome must be submitted to the Academic Board for its consideration.
- (4) Comprehensive course and unit reviews will be supported by established processes for interim and regular monitoring of unit and course quality.

14. Assessment descriptions and grade descriptors

If a course specification does not include assessment descriptions and grade descriptors for a course or unit, the assessment descriptions and grade descriptors specified in Schedule 6 to these Regulations apply to that course or unit.

Note: Regulation 31 (2) of the Federation University (Students) Regulations 2022 provides that assessment must be administered in accordance with the applicable course specifications.

15. Register of courses and units

- (1) The University must establish and maintain a register of courses and units.
- (2) The register may be in electronic form.
- (3) The register must be available for download and public inspection.

Part 4 — Academic Dress

16. Academic dress code

- (1) The University must make an Academic Dress Code setting out the dress to be worn by University staff or students—
 - (a) at a public ceremony of the University or another university or institution at which the person is representing the University; or
 - (b) on other appropriate occasions.
- (2) The Academic Dress Code must set out—
 - (a) colours of disciplines;
 - (b) academic dress of the Chancellor, Deputy-Chancellors, the Vice-Chancellor, members of the Council; and
 - (c) academic dress for graduates.
- (3) The University must ensure that the Academic Dress Code is available for viewing and download from its website.

Part 5 — Miscellaneous

17. Transitional provisions

- (1) In this regulation **commencement date** means the day these Regulations come into operation.
- (2) University guidelines, codes, charters, policies and procedures which are in force immediately before the commencement date, to the extent that they are not inconsistent with these Regulations or other University legislation—
 - (a) continue in operation; and
 - (b) may be amended or revoked by the person or body which made them or by the University,
- (3) During the period between the making of these Regulations and the commencement date, elections must be conducted for the purposes of these Regulations, to take effect on the commencement date.

18. Revocation of Regulations

The following Regulations are revoked—

- (a) Regulation 2.2.2 — Academic Board;
- (b) Regulation 4.1 — Academic Dress;
- (c) Regulation 5.1 — The Doctoral Degree (Research), The Doctoral Degree (Professional) and the Master Degree (Research) and the Schedules to those Regulations;
- (d) Regulation 5.1.2 — Honours and Distinction; and
- (e) Regulation 5.1.3 — Courses.

LEGISLATIVE HISTORY

These Regulations were made by the Council on 16 August 2022.

Amendments:

Amendment	Date of amendment
1	9 January 2023
2	17 April 2023
3	25 May 2023
4	19 February 2024

Schedule 1 Academic Board Charter



Academic Board

Charter

This Charter sets out the objectives and functions of the Academic Board, the responsibilities of its members and provides details of the Board's membership and operations.

Academic governance

The *Federation University Act 2010* (the Act) provides that a primary responsibility of the Council is to oversee and monitor the academic activities of the University.

The Act also requires the Council to establish an Academic Board and delegate powers or functions to it.

Note: In this Charter the word *academic* includes higher education, vocational educational and training courses and research programs.

Objective

In accordance with the Federation University Australia Statute 2021, the objective of the Academic Board is to establish and maintain academic leadership at an institutional level.

Functions

The functions of the Academic Board are to—

- achieve effective academic oversight of the quality of learning and teaching¹¹, research and research training;
- approve proposed new academic and other courses and programs leading to an award;
- set and monitor institutional benchmarks for academic and research quality and outcomes;
- oversee and monitor risks to academic and research integrity and brief the University's Audit and Risk Management Committee on matters that may result in regulatory risk;
- provide advice to management, the Vice-Chancellor and the Council on academic and related matters, including advice on academic outcomes, policy and practices;
- monitor and report to Council on academic and research quality and standards;
- monitor the occurrence and nature of formal complaints relating to academic matters and the actions taken to address underlying causes;
- receive advice on academically related matters from University advisory bodies;
- confirm that delegations of academic authority are exercised appropriately;
- recommend to Council the conferral of higher education and vocational education and training qualifications;
- between meetings, decide urgent matters by circular resolution, which matters have been referred to it for decision by the Academic Board Steering Committee; and
- consider issues referred to it by the Council for consideration.

¹ The term **learning and teaching** refers to all University teaching, learning, education and training activities.

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Schedule 1—Academic Board Charter

As the peak academic governing body of the University, the Academic Board oversees the University's academic governance system consistent with the requirements of the Higher Education Standards Framework (Threshold Standards) 2021 and other regulatory standards.

The Academic Board must carry out its functions with a view to ensuring compliance with governing regulations and professional accreditation, including those applicable in overseas jurisdictions in which the University offers academic courses or undertakes academic activities.

The Academic Board may obtain and use independent advice as necessary for informed and competent decision-making.

Reviews

The Academic Board will:

- review the performance of its standing committees against their Charter; on an annual basis and report accordingly to Council;
- review this Charter at least once every two years; and
- work with independent reviewers appointed by Council who review the effectiveness of the University's academic governance processes at least once every five years and ensure that agreed recommendations from those reviews are implemented.

Membership of the Academic Board

The Academic Board comprises the following members:

Ex officio members

- Chair, appointed by the Council on advice from the Vice-Chancellor in accordance with the Statute²;
- Deputy Chair, appointed by the Vice-Chancellor from the TAFE representatives on the Committee;
- Deputy Chair, appointed by the Vice-Chancellor from the Higher Education³ representatives of the Committee (optional);
- Vice-Chancellor;
- Provost;
- DVC (Global and Engagement);
- Chief Learner Experience Officer;
- Executive Deans of Institutes (three);
- Senior TAFE representative nominated by the Provost;
- Chair, Curriculum Committee;
- Chair, Learning and Teaching Quality Committee; and
- Chair, Research Committee
- Associate DVC Reconciliation, or nominee

Elected members

- two members of higher education academic staff: one staff member at Level D – E and one staff member at Level B – C;

² **Note:** See section 22(1) of the Statute in relation to the appointment of the Chairperson.

³ **Note:** See section 22(2) of the Statute in relation to the appointment of the Deputy Chairperson.

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- two staff members from TAFE: one from the Curriculum Leadership Team and one from the Skills and Education Delivery Team;
- one member of general/professional staff;
- one HDR student;
- one coursework⁴ student from higher education; and
- one student from TAFE⁵.

Academic Board Chair

A person appointed to be Chair of the Academic Board must be an Associate or Professorial-level current or former academic or equivalent.

The Chair holds office for two years and may be reappointed for an additional two-year term (i.e. the Chair may serve a maximum of two consecutive two-year terms).

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

Appointment of Deputy Chair

The Vice-Chancellor will appoint a Deputy Chair(s) from the members of the Academic Board from TAFE and Higher Education.

The Deputy Chair/s hold office for a two-year term, which office in addition to their current position on the Board which does not fall vacant due to their appointment.

The Deputy Chair/s may be reappointed for an additional two-year term (i.e. the Deputy Chair/s may serve a maximum of two consecutive two-year terms).

Responsibilities of Academic Board members

Members of the Academic Board must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

Terms of office

Academic Board members elected by staff shall serve a two-year term. Members elected by students hold office for a one-year term. Members may be re-appointed. No elected member can serve for more than six years whether those years are consecutive or not.

Casual vacancies shall be filled by invitation of the Academic Board. Any person filling a casual vacancy shall serve only the remaining period of the member they replace.

Meetings

The Academic Board will meet as required, at least six (6) times per year. The quorum for a meeting is fifty per cent (50%) of the membership. A joint meeting of the Council and Academic Board may be held annually. Meetings are conducted in accordance with the Federation University Australia (Operations) Regulations 2022.

⁴ **Note:** A complete and public listing of the University's courses is available [here](#).

⁵ **Note:** One elected student shall be an international student. If none of the elected students are international, then a separate election will be held for an international student representative.

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Schedule 1—Academic Board Charter

The Secretary or their nominee will act as secretary for the Academic Board but will not be a member of the Academic Board. The Secretary or nominee provides the Academic Board with high-level governance and administrative support.

Academic Board Standing Committees

The following committees support the Academic Board in discharging its responsibilities—

- Academic Board Steering Committee: responsible for administrative support in planning, preparing for and managing the Academic Board's meeting requirements and for recommending that circular resolutions on urgent matters be put to Academic Board for decision between Academic Board meetings: *to be chaired by the Chair of Academic Board*;
- Curriculum Committee: responsible for reviewing and recommending proposed new courses⁶ for approval by the Academic Board and for reviewing and approving the modification of existing courses: *to be chaired by a nominee of the Provost*;
- Learning and Teaching Quality Committee: responsible for advising on the quality of teaching and learning: *to be chaired by a nominee of the Provost*; and
- Research Committee: responsible for the quality of research, scholarship and research training: *to be chaired by a nominee of the Provost*.

Each standing committee has the purpose, functions and responsibilities set out in its Charter.

The standing committee structure is regularly reviewed to ensure it continues to be effective and fit for purpose.

The Chair of each standing committee is ex officio a member of the Academic Board.

Reporting to Council

The Academic Board reports to the Council at least five (5) times each year on the performance of its functions and the achievement of its objectives.

Schedule 2 Academic Board Steering Committee Charter



Academic Board Steering Committee

Charter

This Charter sets out the functions of the Academic Board Steering Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

Purpose

The Academic Board Steering Committee ("the Committee") is responsible for managing the business of the Academic Board.

Functions

The functions of members of the Committee are to—

- plan the annual program of business for the Academic Board, including appropriate topics for strategic discussions;
- develop agendas and meeting papers for meetings of the Academic Board;
- commission papers on academic matters on behalf of the Academic Board for submission to the Academic Board;
- advise and facilitate the flow of business to the Academic Board;
- recommend the issue of circular resolutions on urgent matters for decision by the Academic Board between scheduled meetings of the Academic Board; and
- perform any other function that may be delegated to it by the Academic Board or the Vice-Chancellor with respect to:
 - learning and teaching;
 - research; and
 - research training programs.

Membership

- Chair: the Chair of the Academic Board;
- Deputy Chair/s of the Academic Board;
- Provost;
- A nominee of the Provost from research;
- DVC (Global and Engagement);
- Chief Learning Experience Officer, or nominee;
- Chair, Curriculum Committee;
- Chair, Learning and Teaching Quality Committee; and
- Chair, Research Committee.

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Schedule 2—Academic Board Steering Committee Charter

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

Appointment of Deputy Chair

The Deputy Chair/s of the Academic Board will act as the Deputy Chair/s of the Academic Board Steering Committee.

Responsibilities of Committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

Meetings

The Committee will meet as required, at least six (6) times per year. The quorum for a meeting is fifty per cent (50%) of the membership. Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

Reporting

The Committee must report to the Academic Board—

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.

Schedule 3 Curriculum Committee Charter



Curriculum Committee

Charter

This Charter sets out the functions of the Curriculum Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

Purpose

The Curriculum Committee ("the Committee") is a standing committee of the Academic Board. It is responsible for reviewing and recommending the approval of proposed new courses and of all University qualifications leading to a formal award under the AQF to the Academic Board.

Functions

All reviews undertaken and approvals made by the Committee are to be summarised in a report made to the Academic Board after each Committee meeting. Each such report is to clearly identify any issues, risks or recommendations made on any matter for consideration by Academic Board.

For the purpose of carrying out its functions and duties, the Committee is authorised to:

- establish ad hoc sub-committees and working groups to address specific problems or to produce specific deliverables; and
- request from the University through the Academic Board reasonable resources to undertake its functions and duties.

Sub-committees and working parties will report to the Committee and, through the Committee, to the Academic Board.

The Committee is authorised to—

- assess and recommend new courses for approval by the Academic Board;
- review and approve modifications to existing courses which have been proposed by the Provost or DVC (Global and Engagement) as appropriate;
- approve, on recommendation made by the Provost—
 - all additions and deletions of VET products from the University's Scope of Registration; and
 - delivery of VET products and updated VET products for third-party delivery.
- approve schedules of exemptions and credits for prior learning outcomes and/or qualifications;
- assure the quality and effectiveness of educational innovations.

The Committee may—

- report and make recommendations to the Academic Board on the effectiveness of regulation, policy and procedures relating to course approvals;
- provide advice to or act on matters referred by the relevant head of the organisational area (or equivalent), by the Learning and Teaching Quality Committee, or by the Academic Board.

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Schedule 3— Curriculum Committee Charter

Membership

The members of the Committee are—

- Chair: A nominee of the Provost
- Chair, TAFE Course Approval Committee, or nominee
- Chair, Learning and Teaching Quality Committee
- Chair, Academic Board, or nominee
- Dean, Graduate Research, or nominee
- Dean, Global Professional School, or nominee
- Chief Learner Experience Officer or nominee
- Director Learning and Teaching of each Institute (three)
- Deputy Chief Executive TAFE, or nominee of the Provost;
- Director, Student Services and Registrar or nominee;
- nominee of the Chief Operating Officer;
- up to four members co-opted by the Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote. Co-opted members do not have voting rights and cannot be appointed as Deputy Chair.

Election of Deputy Chair

The Committee will elect a Deputy Chair from its members via electronic ballot at the start of the year for a one-year term. The Deputy Chair will take on the role in addition to the Deputy Chair's current position on the Committee (which position will not fall vacant due to their election).

The Deputy Chair is eligible to be re-elected and may serve a maximum of two consecutive terms.

Role and responsibilities of Committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

Terms of office

Ex officio members of the Committee hold office while they occupy their position in the University. Other members hold office for the term specified at the time they were co-opted or appointed.

Meetings

The Committee will meet as required, at least six (6) times per year. The quorum for a meeting is fifty per cent (50%) of the membership. Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

Reporting

The Committee must report to the Academic Board—

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Schedule 3— Curriculum Committee Charter

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.

Schedule 4 Learning and Teaching Quality Committee Charter



Learning and Teaching Quality Committee

Charter

This Charter sets out the functions and responsibilities of the Learning and Teaching Quality Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

The Learning and Teaching Quality Committee ("the Committee") is the principal sub-committee of the Academic Board for all learning and teaching quality matters⁷.

Functions

The functions of the Committee are to—

- provide advice to Academic Board on the quality of teaching and learning delivering high learner satisfaction and graduate outcomes at all locations, domestic and international, in which the University's courses are taught;
- assure sustainable, high academic standards including meeting and exceeding requirements for accredited courses;
- assure the Academic Board that the quality of learning and teaching is consistently innovative and developing with best practice;
- support the strategic directions of the University with respect to matters of learning and teaching;
- review and monitor the implementation of policy and procedures on teaching and learning to assure quality, innovation, learner satisfaction, graduate outcomes; and
- ensure compliance with relevant legislation and regulatory requirements (including course accreditation requirements) both domestic and international.

For the purpose of carrying out its functions and duties, the Committee is authorised to:

- establish ad hoc sub-committees and working groups to address a specific problem or produce specific deliverables; and
- request from the University through the Academic Board reasonable resources to undertake its functions and duties.

Sub-committees and working parties will report to the Committee and, through the Committee, to the Academic Board.

Responsibilities

The Committee is responsible for—

- developing, implementing and monitoring a teaching and learning quality assurance framework which assures high learner satisfaction and graduate outcomes and includes onshore and international partnerships;
- maintaining a systematic overview of the quality of learning and teaching delivering high learner

⁷ **Note:** The term 'learning and teaching' refers to all University teaching, learning, education and training activities.

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Schedule 4—Learning and Teaching Quality Committee Charter

satisfaction and graduate outcomes and providing recommendations to the Academic Board on standards and measures of the quality of learning and teaching across all locations including third-party arrangements;

- identifying and monitoring risks and mitigation strategies associated with the quality of learning and teaching, learner satisfaction, graduate outcomes, and academic standards across all locations including third-party arrangements;
- reviewing regular performance reports on—
 - learner satisfaction and graduate outcomes;
 - analyses of progression and attrition rates and completion times. Analyses will include, at a minimum, performance by cohort, including Aboriginal and Torres Strait Islander and low socio-economic status students, and geographical location, including under third-party arrangements;
 - methods of assessment, grading and moderation of students' achievement of learning outcomes;
 - benchmarked student feedback by cohorts and geographical location; and
 - academic integrity and academic misconduct including allegations of misconduct, misrepresentation, fabrication, cheating, plagiarism, and the misuse of intellectual property across all locations;
- quality assuring learning and teaching related policy documents, monitoring implementation and evaluating outcomes including in relation to—
 - the awarding of grades, assessment, benchmarking, learning resources, educational support, workplace learning, and all other aspects of learning and teaching;
 - continuous improvement of teaching quality including that it is consistently innovative and developing with best practice to ensure high learner satisfaction and graduate outcomes;
- receive reports on student complaints, grievances, reviews of decisions and appeals relating to learning and teaching to ensure a high quality student experience;
- assuring academic integrity and academic misconduct;
- receive reports on the quality of workplace learning, placements in all locations including under third-party arrangements;
- requiring regular reports by the relevant executives on legislation, government policy, and trends relevant to the higher education and VET sectors (onshore and international) to inform its quality assurance functions;
- reviewing, monitoring and quality assuring the outcomes of internal audits of compliance with regulatory requirements and the outcomes of external audits by ASQA, VRQA and TEQSA; and
- considering and reporting on any matter referred to it by the Academic Board or the Vice-Chancellor.

Membership

The membership of the Committee comprises ex-officio members and academic, research, professional, teaching staff and students.

Ex officio members

- Chair: a nominee of the Provost
- Chair, Academic Board, or nominee
- Director of Learning and Teaching in each Institute (three)
- Dean, Graduate Research, or nominee

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Schedule 4—Learning and Teaching Quality Committee Charter

- Dean, Global Professional School, or nominee
- Director, Learner Experience and Excellence (TAFE), or nominee
- A nominee of the Provost responsible for academic quality and accreditation
- Chief Learner Experience Officer, or nominee
- Director, Information Technology Services, or nominee
- Director, University Library, or nominee

Elected members

- one member of the TAFE Skills and Education Delivery team
- one higher education academic (Levels A - E)
- one member of the general/professional staff
- one higher education by coursework student
- one HDR student
- one TAFE student

Co-opted members

- up to four members co-opted by the Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote. Co-opted members do not have voting rights and cannot be appointed as Deputy Chair.

Election of Deputy Chair

The Committee will elect a Deputy Chair from within its eligible staff members via electronic ballot at the start of the year for a one-year term. The Deputy Chair will take on the role in addition to the Deputy Chair's current position on the Committee (which position will not fall vacant due to their election).

The Deputy Chair is eligible to be re-elected and may serve a maximum of two consecutive terms.

Role and responsibilities of Committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

Terms of office

Ex officio members of the Committee hold office while they occupy their position in the University. Other members hold office for the term specified at the time they were elected, co-opted or appointed.

Meetings

The Committee will meet as required, at least six (6) times per year. The quorum for a meeting is fifty per cent (50%) of the membership. Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

Reporting

The Committee must report to the Academic Board—

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Schedule 4—Learning and Teaching Quality Committee Charter

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.

Schedule 5 Research Committee Charter



Research Committee

Charter

This Charter sets out the functions and responsibilities of the Research Committee, the responsibilities of its members, and provides details about its membership and operation.

The Research Committee (“the Committee”) is a standing committee of the Academic Board. It is the principal standing committee of the Academic Board for research and research training quality matters.

Functions

The functions of the Research Committee are to:

- provide strategic advice to Academic Board on the quality of research and research training within the University;
- assure sustainable, high research standards;
- support the strategic directions of the University with respect to matters of research, research training and innovation;
- review and monitor the implementation of policy and procedures on research and research training to assure quality, and
- ensure compliance with relevant legislation and regulatory requirements including sector-recognised codes for the conduct of research activities.

For the purpose of carrying out its functions and duties, the Committee is authorised to:

- establish ad hoc sub-committees and working groups to address a specific problem or produce specific deliverables; and
- request from the University through the Academic Board reasonable resources to undertake its functions and duties.

Sub-committees and working parties will report to the Committee and, through the Committee, to the Academic Board.

Responsibilities

The Research Committee is responsible for —

- developing, implementing and monitoring a research and research training quality assurance framework that includes onshore and international research partnerships and third-party providers;
- maintaining a systematic overview of the quality of the University’s research and research training;
- providing recommendations to the Academic Board on standards and measures of quality of research and research training across all locations (including onshore and international research partnerships and third-party providers) and on the outcomes of student surveys relevant to research;

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- monitoring risks and mitigation strategies associated with the quality of research and research training across all locations including onshore and international partnerships and third-party providers;
- guiding the development and implementation of the University's strategic research priorities and objectives and monitoring the University's research output to assure quality consistent with the University's research and innovation strategy;
- reviewing regular reports on ethics and research integrity and research misconduct including allegations of misconduct, misrepresentation, fabrication, cheating, plagiarism, and the misuse of intellectual property across all locations;
- monitoring and assuring research and research training related policy documents, monitoring implementation and evaluating outcomes in relation to—
 - the awarding of grades, assessment, benchmarking, training resources, educational support, work and research integrated learning opportunities, and other aspects of research training;
 - continuous improvement of research training quality;
 - management processes associated with student complaints, grievances and appeals relating to research training, and
 - research integrity and research misconduct;
- assuring the quality of research-related workplace placements in all locations including onshore and international research partnerships;
- requiring the provision of reports on legislation, government policy, and trends relevant to research and research training (onshore and international) to inform University strategy, priorities and policy, and contribute to sector developments through consultation with relevant stakeholders;
- reviewing, monitoring and quality assuring the outcomes of internal audits of compliance with regulatory requirements and discussing, noting and actioning as required the outcomes of external audits by research granting bodies and by TEQSA in relation to provider registration that relate to research and research training (onshore and international); and
- considering and reporting on any matter referred to it by the Academic Board or the Vice-Chancellor.

Membership

The membership of the Committee comprises ex-officio members and elected members.

Ex officio members

- Chair: A nominee of the Provost
- Chair, Academic Board or nominee
- Dean, Graduate Research School
- Director, Research and Innovation
- One Director from each Research Centre
- Associate DVC Reconciliation, or nominee
- Executive Deans of Institutes (three) or nominee
- Dean, Global Professional School or nominee
- Director, University Library, or nominee.

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Elected members

- one higher education academic (Level A-E)
- one member of the Professoriate
- one staff member of TAFE (optional)
- one member of the general/professional staff
- one HDR student

Co-opted members

- up to four members co-opted by the Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote. Co-opted members do not have voting rights and cannot be appointed as Deputy Chair.

Election of Deputy Chair

The Committee will elect a Deputy Chair from within its eligible staff members via electronic ballot at the start of the year for a one-year term.

The Deputy Chair will take on the role in addition to the Deputy Chair's current position on the Committee (which position will not fall vacant due to their election).

The Deputy Chair is eligible to be re-elected and may serve a maximum of two consecutive terms.

Role and responsibilities of Committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

Terms of office

Ex officio members of the Committee hold office while they occupy their position in the University. Other members hold office for the term specified at the time they were elected.

Meetings

The Committee will meet as required, at least five (5) times per year. The quorum for a meeting is fifty per cent (50%) of the membership.

Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

Reporting

The Committee must report to the Academic Board—

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.

Schedule 6 Assessment Descriptions and Grade Descriptions

The assessment descriptions and grade descriptions for higher education courses and units (if they are not included in the course specification) are set out in the following table.

A. Codes for Honours Degrees

Code	Grade	Description	Percentages
H1	First Class Honours	The student's work demonstrated sophisticated understanding and critical synthesis of the field of knowledge and/or an originality or insight; and/or sophisticated understanding of methodology which permits the work to make a useful contribution to knowledge and discourse in its field.	80-100
H2A	Second Class Honours, Upper	The student's work demonstrated substantial understanding and critical synthesis of knowledge and/or methodology; and/or makes a useful application of knowledge and discourse in its field.	70-79
H2B	Second Class Honours, Lower	The student's work demonstrated substantial understanding of knowledge and/or methodology; and/or makes a useful application of knowledge in the field.	60-69
H3	Third Class Honours	The student's work demonstrated an acceptable understanding of knowledge and/or methodology; and/or makes a useful application of knowledge in the field.	50-59
F	Fail	The student's work failed to demonstrate an acceptable understanding of knowledge and/or methodology; and/or make a useful application of knowledge in the field.	0-40

B. Codes for Degrees with Honours and courses with graded assessment

Code	Grade	Description	Percentages
HD	High Distinction	In addition to passing requirements, the student's work demonstrated a consistently high level of performance on all criteria for assessment.	80-100
D	Distinction	In addition to passing requirements, the student's work demonstrated a consistently high level of performance on most criteria for assessment.	70-79
C	Credit	In addition to passing requirements, the student's work demonstrated a sound level of performance on the criteria for assessment.	60-69
P	Pass	The student's work demonstrated a satisfactory level of performance on the criteria for assessment.	50-59

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Code	Grade	Description	Percentages
MF	Marginal Fail	The student's work marginally failed to demonstrate a satisfactory level of performance on the criteria for assessment, but nevertheless shows potential for improvement.	40-49
F	Fail	The student's work demonstrated serious failure to achieve a satisfactory performance on the criteria for assessment.	0-39
XF	Non- assessed Fail	The student did not complete any assessed work.	

C. Codes for courses with ungraded assessment

Code	Grade	Description
S	Ungraded Pass	The student has completed work that meets all the requirements and level of performance as prescribed.
UN	Ungraded Fail	The student has failed to complete work that meets all the requirements and/or level of performance as prescribed.

D. Codes for incomplete assessment

Code	Grade	Description
AD	Assessment deferred – up to three months	Final assessment deferred up to three months if ratified by the University; otherwise the assessment lapses to a fail.
TD	Assessment deferred – up to 12 months	Final assessment deferred up to 12 months if ratified by the University; otherwise the assessment lapses to a fail.
ZN	Supplementary assessment to be completed within three months	Assessment is to be completed through— a supplementary assessment (granted under the MF (45+) rules; or Final Course supplementary provision. In exceptional circumstances an extension beyond three months may be approved by the University.

E. Codes for administrative purposes which do not impact grade point averages

Code	Definition	Description
W	Withdrawn	Withdrawn without academic penalty
TC	Ungraded Credit Transfer	Course exemption on the basis of approved credit
LW	Applied for late withdrawal	Withdrawn after the stipulated withdrawal cut-off date
O	Ongoing	The work and/or research is ongoing

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SI	Studies impacted	The student has been unable to adequately demonstrate their knowledge against the full range of assessment criteria within the timeframe permitted due to COVID-19 pandemic. The University has determined the application of this grade and in doing so granted permission to repeat the course without academic penalty.
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The assessment descriptions and grade descriptions for TAFE Division courses and units (if they are not included in the course specification) are set out in table at the foot of this sub-regulation.

F. Grades and descriptors for student grading purposes

Code	Grade
Grading Category 1	
CD	Competent with Distinction
CM	Competent with Merit
CY	Competent
CN	Not Yet Competent
Grading Category 2	
CY	Competent
CN	Not Yet Competent
Grading Category 3 (VCE Assessment Only)	
S	Satisfactory
N	Not Satisfactory
J	Did Not Complete
Grading Category 4: Percentage Grades	
A	80-100
B	70-79
C	60-69
D	50-59
E	40-49
F	0-39

G. Other Assessment Codes and Descriptors

Code	Definition
CR	Credit Transfer
CY	Recognition of Prior Learning

H. Other Codes used for reporting and administrative purposes

Code	Definition
CS	Continuing Studies
PS	Placement Completed

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Schedule 6—Assessment Descriptions and Grade Descriptions

Code	Definition
PN	Placement not completed or withdrawn
WD	Withdrawn
UP	Ungraded Participation

I. System administration use only

Code	Definition
NA	Unit/Module awaiting result (appears on Statements of Results as **)