

**THE AUSTRALIAN NATIONAL UNIVERSITY**  
**SUBCOMMITTEES OF UNIVERSITY EDUCATION COMMITTEE**

Principles underlying the establishment of subcommittees by the University Education Committee are that the number and nature of the subcommittees should reflect functions in three critical areas outlined in the TEQSA threshold provider standards:

1. Coursework Admissions and Awards
2. Education Standards and Quality; and
3. Student Experience.

Details of the Subcommittees established by the Committee follow.

**1. COURSEWORK ADMISSIONS AND AWARDS COMMITTEE**

***Terms of Reference***

1. Develop, monitor and review University policies, procedures and guidelines on load planning, applications, admissions and pathways for coursework students;
2. Monitor and review the University's entry standards, including those for English-language proficiency and pathways programs;
3. Determine equivalence of overseas qualifications and entry levels from offshore school programs;
4. Recommend to University Education Committee and Academic Board and the Vice-Chancellor on articulation or entry agreements signed between the University and other educational institutions;
5. Report and recommend on College determinations of credit for previous learning where this is assessed as equivalent to study at the University, including credit transfer and recognition of prior learning;
6. Oversee the ranking of applications for major scholarships schemes;
7. Rank and make recommendations on nominations for University Medals, major coursework prizes and external scholarships and fellowships
8. Consider and report on any matter referred to it by the University Education Committee or the Deputy Vice-Chancellor (Academic).

***Members***

1. Deputy Vice-Chancellor (Academic) as chair;
2. Pro Vice-Chancellor (Student Experience)
3. Dean of Students
4. One academic staff member and one alternate who may be either an academic or general staff member, with expertise in the area, from each ANU College nominated by the ANU College Dean/Director appointed by the Chair of UEC
5. Two members appointed by the Chair, UEC, for their expertise
6. President, ANUSA (or nominee)
7. President, PARSA (or nominee)
8. Registrar, Student Administration, or nominee

9. Admissions Manager, Admissions Office, or nominee
10. Director, Planning and Statistical Services, or nominee
11. Director, International Operations and Student Recruitment, or nominee
12. Director Tjabal, or nominee

***Attendance by Invitation:***

- Principal and General Manager, ANU College

***Quorum:***

At a meeting, 50% of its members constitute a quorum, or, if that number is not a whole number, the next whole number greater than the first-mentioned number.

***Term of Office:***

- College and appointed members: 2 years
- Student members: 1 year

***Meeting Frequency:*** 4 times a year (with optional 5<sup>th</sup> meeting where necessary)

***Secretariat:***

The subcommittee will be serviced by nominees of the Deputy Vice-Chancellor (Academic).

***Operating Procedures:***

1. The procedure at meetings is determined by the Chair taking into account the advice of members.
2. The student member may not be present at meetings when individual cases are being discussed except at the discretion of the Chair where the Chair considers that a group of cases is likely to lead to policy decisions.
3. The Coursework Admissions and Awards Committee will establish subcommittees as required and in particular “to rank and make recommendations on nominations for University Medals, major coursework prizes and external scholarships and fellowships” (tor 8.). The subcommittee will include representatives from each ANU College.

***Reporting:***

The subcommittee will report routinely to the University Education Committee. Recommendations for consideration by UEC must be clearly identified in the reports.

## **2. EDUCATION STANDARDS AND QUALITY COMMITTEE**

***Terms of Reference***

1. Develop, monitor and review University standards on learning and teaching, as expressed in policies, procedures and guidelines;
2. Monitor implementation of University policies and procedures on learning and teaching;
3. Advise University Education Committee and Academic Board and the Vice-Chancellor on the higher education policy environment;
4. Consider and report on any matter referred to it by the University Education Committee or the Deputy Vice-Chancellor (Academic).

**Members**

1. Deputy Vice-Chancellor (Academic) as chair;
2. Pro Vice-Chancellor (Student Experience)
3. One academic staff member and one alternate who may be either an academic or general staff member, with expertise in the area, from each ANU College nominated by the ANU College Dean/Director appointed by the Chair of UEC
4. Two members appointed by the Chair, UEC, for their expertise
5. President, ANUSA (or nominee)
6. President, PARSA (or nominee)
7. Registrar, or nominee

**Quorum:**

At a meeting, 50% of its members constitute a quorum, or, if that number is not a whole number, the next whole number greater than the first-mentioned number.

**Term of Office:**

- College and appointed members: 2 years
- Student members: 1 year

**Meeting Frequency:** 4 times a year (with optional 5<sup>th</sup> meeting where necessary)

**Secretariat:**

The subcommittee will be serviced by nominees of the Deputy Vice-Chancellor (Academic).

**Operating Procedures:**

The procedure at meetings is determined by the Chair taking into account the advice of members.

**Reporting:**

The subcommittee will report routinely to the University Education Committee. Recommendations for consideration by UEC must be clearly identified in the reports.

**3. STUDENT EXPERIENCE COMMITTEE****Terms of Reference**

1. Develop, monitor and review University programs and projects designed to enhance the student experience;
2. Monitor issues affecting the student experience and make recommendations to address them;
3. Advise University Education Committee and Academic Board and the Vice-Chancellor on national and international developments in the enhancement of the student experience;
4. Liaise with College Committees to coordinate enhancements to the student experience; and
5. Consider and report on any matter referred to it by the University Education Committee or the Deputy Vice-Chancellor (Academic).

**Members**

1. Pro Vice-Chancellor (Student Experience) (Chair)
2. Dean of Students
3. One academic staff member and one alternate who may be either an academic or general staff member, with expertise in the area, from each ANU College nominated by the ANU College Dean/Director appointed by the Chair of UEC
4. Two members appointed by the Chair, UEC, for their expertise
5. President, ANUSA (or nominee)
6. President, PARSA (or nominee)
7. Registrar, Student Services, or nominee
8. Director, Residential and Campus Communities
9. Director, Tjabal Indigenous Higher Education Centre
10. Project Officer, Student Enrichment
11. Representative from Planning and Statistical Services
12. President, ANU Sport and Recreation Council, or nominee

**Quorum**

At a meeting, 50% of its members constitute a quorum, or, if that number is not a whole number, the next whole number greater than the first-mentioned number.

**Term of Office:**

- College and appointed members: 2 years
- Student members: 1 year

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**Operating Procedures:**

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**Reporting:**

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Establishment: UEC Meeting 1.2012 (370/2012)  
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