

UNIVERSITY OF MELBOURNE

Australia and New Zealand School of Government Committee

A committee of the Academic Board

Composition and Terms of Reference

1. Membership

President of the Academic Board (or nominee)
The Dean of the Faculty of Arts (or nominee)
The Dean of the Faculty of Economics and Commerce (or nominee)
The Dean of the Melbourne Law School (or nominee)
Director of the Melbourne Business School (or nominee)
Dean of the Australia and New Zealand School of Government (or nominee)
Deputy Dean of the Australia and New Zealand School of Government (or nominee)
Vice-Principal and Academic Registrar (or nominee) of the University
Up to two members, not necessarily members of the Academic Board of the University, appointed annually by the Board
The President of the University of Melbourne Graduate Student Association (or nominee)

2. Chairperson

Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. Academic Board must also appoint a Deputy Chairperson, in consultation with the Chairperson.

3. Quorum

A quorum for the committee is 3 or 20% of the current membership, whichever is greater.

4. Terms of Reference

4.1 To advise the Academic Board on all matters of policy relating to courses delivered in collaboration with the Australia and New Zealand School of Government (ANZSOG), taking into account international best practice in order to ensure that courses are of the highest quality and standards;

4.2 To coordinate, consider and expedite to the Academic Programs Committee new course and subject proposals;

4.3 To consider and make recommendations to the Academic Board on any matter related to University awards undertaken in collaboration with the ANZSOG which may require action by the Board pursuant to the Statutes of the University or any resolution of the Board.

4.4 To function as a faculty, where necessary, to deal with matters such as assessment, new and amended subject and course proposals, selection, credit, and unsatisfactory progress;

4.5 To recommend the establishment of such sub-committees as may be required from time to time;

4.6 To recommend to the Senior Executive subject fees payable in respect of components of courses offered by the University of Melbourne; and

4.7 To consider reports on the outcomes of quality assurance processes for University of Melbourne courses delivered in collaboration with the ANZSOG, and, where appropriate, to make recommendations to the Academic Board based on these reports.

5. Reporting

The Committee will report to Academic Board after each meeting.

6. Frequency of Meetings

At least twice per year.

7. Secretariat

The Academic Secretary, or nominee, will provide secretariat support to the committee.

A.B. 21/11/02, 01/02/08 , 09/08