

# UNIVERSITY OF MELBOURNE

## Melbourne Business School Committee

### A committee of the Academic Board

#### Composition and Terms of Reference

##### **1. Membership**

The President of the Academic Board (or nominee)  
The Vice-President of the Academic Board (or nominee)  
The Director of the Melbourne Business School  
The Dean of the Faculty of Economics and Commerce (or nominee)  
Academic Registrar (or nominee)  
The President, Melbourne Business School Student Association (or nominee)  
Two members of the Academic Board elected by the Academic Board for a term of two years  
Two members of the academic staff from the Melbourne Business School nominated annually by the Director  
One member nominated annually by Melbourne Consulting and Custom Programs  
Not more than three members appointed by the Committee

##### **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 the award courses of the Melbourne Business School, taking into account international developments and best practice in order to ensure that courses are of the highest quality and standards.
- 4.2 To consider and make recommendations to the Academic Board on any other matter related to award courses undertaken at the School which may require action by the Academic Board pursuant to the Statutes of the University or any resolution of the Academic Board; in particular, where necessary, to carry out the powers and duties of a faculty referred to in Statute 5.1.6 (The Faculties: Powers and Duties of faculties) in relation to award courses undertaken at the School.
- 4.3 To establish a selection committee for entry to the Melbourne Business School's award courses consisting of the Director of the Melbourne Business School, or a person nominated by the Director, and two or more other members appointed by the Academic Board on the recommendation of the Committee. The Director shall be chairperson of the selection committee or, if the Director is unable to act, the Committee shall appoint a chairperson. If any member of the selection committee is unable to act, the President of the Academic Board may approve the appointment of a substitute on behalf of the Committee. The selection committee will prepare an annual report for the Committee which will report on selection matters to the Academic Board.
- 4.4 To consider reports from the School on the outcomes of quality assurance processes for its academic programs, having regard to international benchmarks and, where appropriate, to make recommendations to the Academic Board based on these reports.

**5. Reports**

The Chairperson has authority to transmit to the Academic Board the advice, recommendations and annual report referred to above.

**6. Secretariat**

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

Academic Board approval, meeting dates: A.B. 25/11/88, 20/6/91, 21/4/94, 23/6/94, 22/9/94, 24/11/94, 21/9/95, 18/4/96, 18/2/99, 24/6/99, 20/4/00, 22/11/01, 20/3/03, 27/5/04, 24/8/06