

# UNIVERSITY OF MELBOURNE

## Melbourne Custom Programs Committee

### A committee of the Academic Board

#### Composition and Terms of Reference

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

President of the Academic Board or nominee

Executive Dean of Melbourne Consulting and Custom Programs or nominee

Two members of the Academic Board appointed annually by the Board

Academic Registrar or nominee

Up to four members appointed annually by Melbourne Consulting and Custom Programs

Up to four members appointed annually by the Academic Board chosen to reflect Faculty engagement with the School

One student member appointed annually by the University of Melbourne Graduate Student Association

##### **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 of the University on all matters of policy relating to higher education courses of the School of Melbourne Consulting and Custom Programs, taking into account international 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 of the University on any matter related to award courses undertaken at the School which may require action by the Board pursuant to the Statutes of the University or any resolution of the Board. In particular to function as a faculty, where necessary, to deal with matters such as assessment, new and amended subject and course proposals, selection and unsatisfactory progress.

4.3 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.

4.4 To the extent necessary to fulfill the functions described above, the Chairperson shall have the same authorities as a dean of a faculty appointed under Statute 5.3 (The Deans and Other Officers).

##### **5. Frequency of Meetings**

The Committee shall normally meet as required, and not less than four times per year.

##### **6. Reporting**

The Committee will report to the Academic Board after each meeting.

##### **7. Secretariat**

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