



Graduate Research School (GRS) Academic Committee Terms of Reference

1. Role

The GRS School Academic Committees (SAC) are standing committees of Academic Senate that report to Senate and provide advice to its other standing committees. They monitor and assure the academic quality of the School's curriculum, approve academic results for coursework units, authorise the conferral of coursework degrees and awards, and make recommendations about proposals for new or amended programs, specialisations, coursework units and articulation proposals.

2. Terms of Reference

The Committee is the main academic business committee for the School.

The Committee supports Academic Senate by undertaking the following tasks.

- a. Oversee the School review, evaluation and quality assurance of its curriculum, within the Higher Education Standards Framework.
- b. Monitor the operations of the University's academic policies in the School and, as appropriate, make recommendations to Academic Senate's Education Committee to create or amend policies and the associated procedures or guidelines.
- c. Assess proposals for new and amended curriculum components and proposals for articulation arrangements and make recommendations to Senate's Coursework Programs Committee. Curriculum in research programs are also referred to the Senate's Research and Research Training Committee.
- d. Approve proposals for curriculum variations in accordance with the Committee's academic policy delegations.
- e. Ensure clear consultation with Schools where the impacts of curriculum development or revision involve the School(s).
- f. Provide quality assurance for curriculum and articulation proposals, and promote good practice for documentation within the School.
- g. Ensure that all proposals are commenced and progressed to meet the relevant approval deadlines.
- h. Have oversight of the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate and postgraduate by research students who have completed their studies.
- i. Following all teaching sessions, approve and/or modify recommendations for the awarding or reviewing of results in undergraduate, honours, and all postgraduate coursework units, including coursework units taken as part of postgraduate research programs.
- j. Following teaching sessions, provide a written report to the Senate Assessment Committee, in a format approved by that Committee, including a summary of the approved results for units, identifying any significant variability, anomalies and trends, and any recommendations about assessment policies and practices, including student misconduct.
- k. Confirm or review recommendations regarding the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.
- l. Monitor trends in assessment, such as:
 - i. the number and outcomes of applications for review of grade.
 - ii. number and outcomes of applications for a supplementary assessment from students who failed in a final unit.
 - iii. Student misconduct cases.
- m. Monitor the operationalization of student support services, such as:
 - i. the operation of academic integration plans, subject to the confidentiality associated with individual plans;
 - ii. processes for ensuring consistent decisions relating to special consideration; and

- iii. strategies for students at risk.
 - iv. the number, types and outcomes of applications for advanced standing, and identify any opportunities for new articulation pathways.
- n. Monitor the operations of the University's academic policies in the School and, as appropriate, make recommendations to the appropriate Academic Senate Committee to create or amend policies and the associated procedures or guidelines.
- o. Respond to academic matters or processes referred by the Academic Senate or Chair of Academic Senate, such as reviews of academic policies as necessary.

3. Membership of the GRS Academic Committee

- a. Dean of the School, or nominee;
- b. Three Associate Deans of Higher Degree Research and Honours;
- c. Director of Indigenous Research and or nominee
- d. Two Research Institute HDR Directors chosen by the Dean in consultation with the Pro Vice-Chancellor (Research & Innovation);
- e. A current elected member of Academic Senate, nominated by the Chair of Academic Senate in consultation with the Dean;
- f. Up to two Master of Research coordinators;
- g. The Director of the University Library, or nominee;
- h. One undergraduate student nominated by the Dean of the GRS and,
- i. One postgraduate student, elected by and from the postgraduate by research students
- j. The Chair may appoint additional voting members from the School Academic staff as required to achieve gender balance and appropriate representation of cultural and linguistic diversity.

4. Chairing of Meetings

The Chair of the School Academic Committee will be the Dean or nominee. The Chair may appoint a Deputy Chair from among the membership of the Committee. The Chair may co-opt non-voting advisors from other units within the University, where required and available.

5. Meeting Frequency

The Committee meets a minimum of four times per year, and a maximum of 6 times per year face-to-face. E-meetings may be scheduled at the discretion of the Chair to consider urgent proposals or finalization of results out of session.

6. Quorum

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Committee, and there must be at least one representative from each School of the Cluster in attendance.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

Approved at Academic Senate 5 December 2025.