



Institutes Academic Board Terms of Reference

1. Role

The Institutes Academic Board (FAB) is a standing committee of Academic Senate that reports to Senate and provides advice to its other standing committees. It monitors and assures the academic quality of the Institutes' contribution to teaching and curriculum, approve academic results for coursework subjects, authorises the conferral of coursework degrees and awards, and makes recommendations about proposals for new or amended programs, field of study, coursework subjects and articulation proposals.

2. Terms of Reference

The Institutes Academic Board supports Academic Senate by undertaking the following tasks.

- a. Oversee each Institute's review, evaluation and quality assurance of its postgraduate coursework curriculum, within the Higher Education Standards Framework.
- b. Monitor the operations of the University's academic policies in the Institutes and, as appropriate, make recommendations to Academic Senate's Policy 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.
- d. Approve proposals for curriculum variations in accordance with the Committee's academic policy delegations.
- e. Ensure clear consultation between Institutes and Schools where the impacts of curriculum development or revision currently or in the future may involve the Institutes.
- f. Provide quality assurance for curriculum and articulation proposals, and promote good practice for documentation.
- g. Ensure that all curriculum proposals are commenced and progressed to meet the relevant approval deadlines.
- h. Confirm the conferring of awards of graduate status and degrees, diplomas and certificates to postgraduate coursework students who have completed their studies.
- i. Following all teaching sessions, approve and/or modify recommendations for the awarding or reviewing of results in all postgraduate coursework subjects, including coursework subjects taken as part of postgraduate research programs.
- j. Following teaching sessions, provide a written report to the Senate Education Committee, in a format approved by that Committee, including a summary of the approved results for subjects, identifying any significant variability, anomalies and trends, and any recommendations about assessment policies and practices, including student misconduct.
- k. 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 subject.
 - iii. Student misconduct cases.
- l. Monitor the operationalisation of student support, 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 success of students from equity target groups (including First nations; first in family).
- m. Monitor the number, types and outcomes of applications for Credit for Prior Learning, and identify any opportunities for new articulation pathways.
- n. Respond to academic matters or processes referred by the Academic Senate or Chair of Academic Senate, such as reviews of academic policies as necessary.
- o. Liaise with Third Party Providers as appropriate on all curriculum matters.

3. Membership

- a. Five Institute HDR Directors or nominees.
- b. A nominated Institute Director or their delegate.
- c. Associate Dean-Education from each Faculty or their nominee.
- d. The Deputy Vice-Chancellor, Education and Students or nominee.
- e. Pro Vice-Chancellor Indigenous Education or nominee



- f. An Institute Director of Research – nominated.
- g. An Institute Manager or Senior Administrative Officer – nominated.
- h. Elected Institute member of Academic Senate.
- i. An Early or Mid-Career Academic from each Institute, as nominated by the Research Institutes Council.
- j. One postgraduate coursework student, elected by and from the postgraduate students of the Institutes.
- k. Whenever the Board is processing or reviewing student results, the relevant Head(s) of Discipline be required to attend, so that all subjects results can be processed expeditiously.
- l. Student members will not be in attendance for meetings where individual student results are discussed.
- m. The Chair may appoint additional voting members from the Institute Academic staff as required to achieve gender balance and representation of cultural and linguistic and career stage diversity and discipline expertise.

4. Chairing of Meetings

The Chair of the Institutes Academic Board will be elected from among the membership of the Board and in consultation with the Research Institutes Council. The Chair may appoint a Deputy Chair from among the membership of the Board. The Chair may co-opt non-voting advisors from other disciplines within the University, where required and available.

5. Meeting Frequency

The Institutes Academic Board meets up to four times per year, with further meetings at the discretion of the Chair to consider urgent proposals or finalisation 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 Board.

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 on 5 December 2025.

WESTERN SYDNEY
UNIVERSITY

