

Academic Governance Policy

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| Date Approved: | 16 March 2023 |
| Implementation Owner: | Academic Director |
| Maintenance Owner: | EGM, Group Quality, Accreditation & Compliance |

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Section 1 – Introduction

1) Preamble

AIT is the key school in the NextEd Group. AIT's Academic Board serves as a peak education entity for all schools that operate under AIT Technology and Design Division. This allows Divisional Management to have consistent oversight and share processes and facilities between schools.

2) Purpose

The aim of this policy is to ensure that AIT, and associated schools:

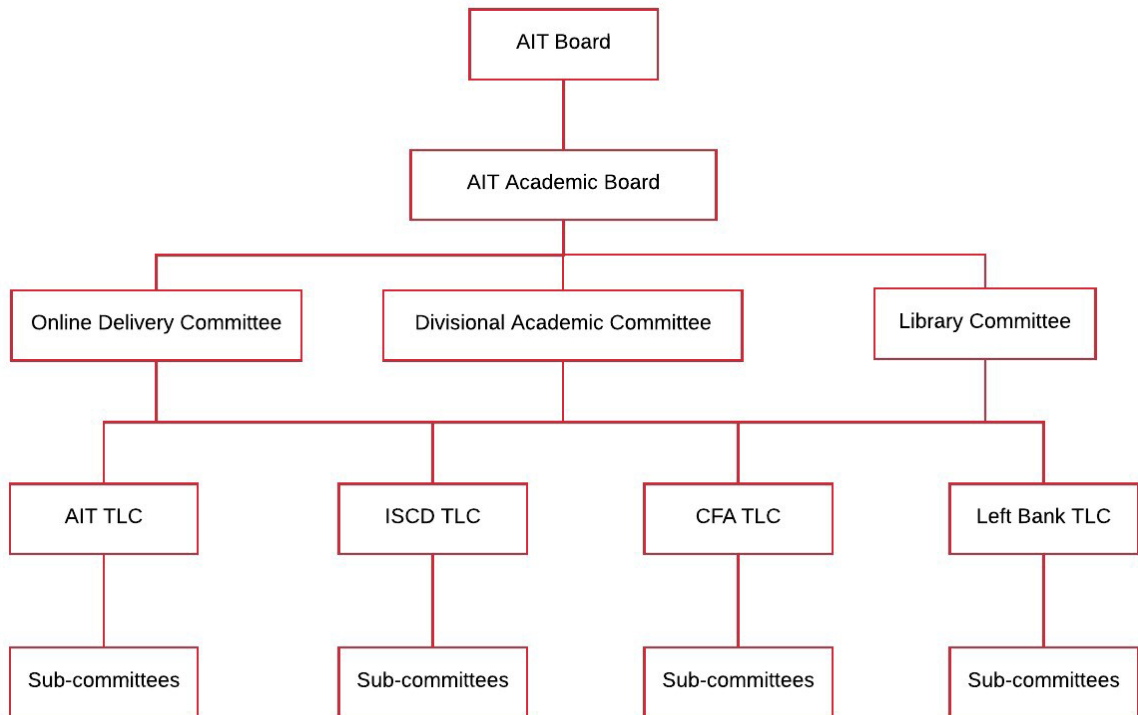
1. Achieves effective academic oversight of the quality of teaching, learning, research and research training,
2. Sets and monitors institutional benchmarks for academic quality and outcomes,
3. Establishes and maintain academic leadership at an institutional level, consistent with the types and levels of higher education offered, and
4. Provides competent advice to the corporate governing body and management on academic matters, including advice on academic outcomes, policies and practices.
5. Assures the quality of teaching, learning, research and research training effectively, including by:
 - a. Developing, monitoring and reviewing academic policies and their effectiveness
 - b. Confirming that delegations of academic authority are implemented,
 - c. Critically scrutinising, approving and, if authority to self-accredit is held, accrediting, or advising on approving and accrediting, courses of study and their associated qualifications,
 - d. Maintaining oversight of academic and research integrity, including monitoring of potential risks
 - e. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes,
 - f. critically evaluating the quality and effectiveness of educational innovations or proposals for innovations
 - g. evaluating the effectiveness of institutional monitoring, review and improvement of academic activities, and
 - h. monitoring and reporting to the corporate governing body on the quality of teaching, learning, research and research training.
6. Ensures students have opportunities to participate in academic governance.

3) Scope

This policy refers to the operations of the organisation in the VET and HE sectors. This policy outlines the academic governance structure for AIT, including the objectives of an academic governance framework, the operational structure and org charts, and the various academic committees across AIT.

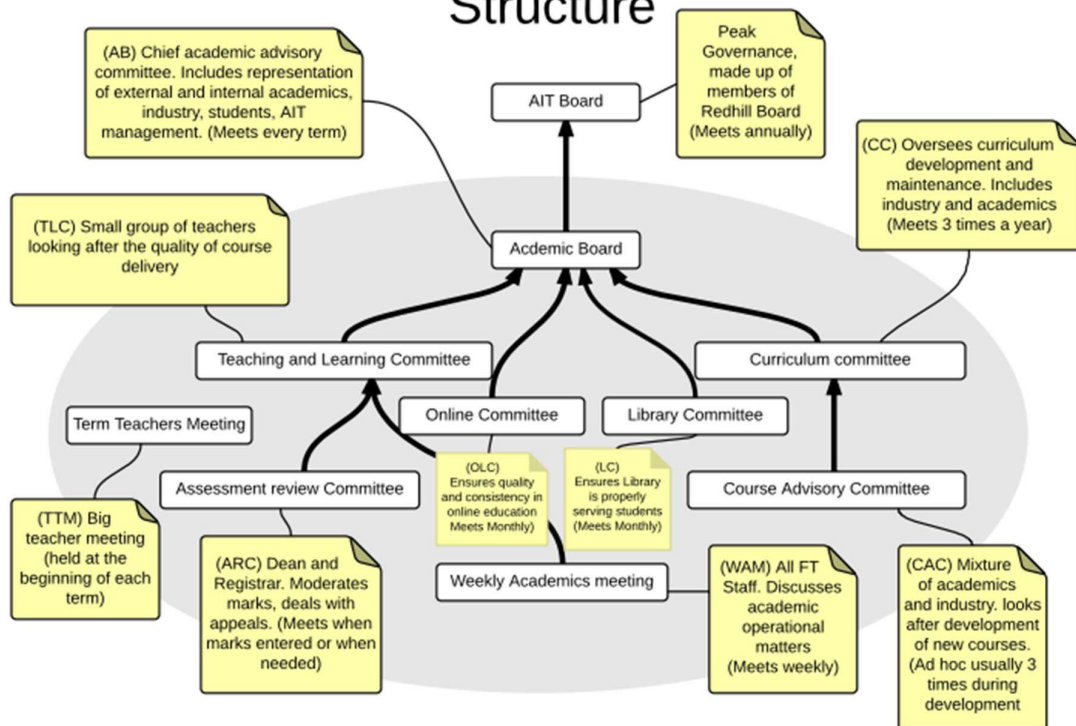
Section 2 – Policy

1) Divisional Governance Structure



AIT Committee Structure

AIT Academic Committee Structure



2) AIT Committees

| | |
|--|---|
| Academic Board (AB) | Responsibility for the quality assurance of academic policy, academic administration, the curriculum and the educational process. Monitors the educational performance of AIT to ensure that educational objectives are being achieved. |
| Curriculum Committee (CC) | Proposes, reviews, assesses and advises processes on the: <ul style="list-style-type: none"> • High quality provision of courses at AIT; • Development of knowledge, skills and attitudes appropriate for individuals seeking to engage, or engaging in professional practice. |
| Teaching and Learning Committee (TLC) | Propose, reviews, assesses and provides advice regarding the: <ul style="list-style-type: none"> • Day to day provision of individual subjects • Learning resources within individual subjects • Information resources within individual subjects and any other appropriate materials within subjects • Moderation of individual subjects • Academic outcomes and ongoing evaluation of subjects by students and faculty. <p>The TLC will also make recommendations regarding ethical approval, where appropriate.</p> |
| Assessment Review Committee (ARC) | A committee consisting of not less than one member of AIT management and one member of AIT senior faculty. The ARC is formed to consider and oversee moderation processes; final entry of subject grades; review of grades; grade distribution. changes to grades; and appeals against grades. |
| Library Committee (LC) | Looks after all matters regarding Library (Reports to Academic Board) |
| Education IT Committee (EIC) | Liases with IT Facility to ensure reliable IT support to Education Department (Reports to TLC) |
| Scholarly Activity Committee | Monitors and guides scholarly activity. Reports to both TLC and CC |

3) Curriculum Committee (CC)

The Curriculum Committee is a sub-committee formed by the Academic Board of AIT generally for the purpose of proposing, reviewing, assessing and providing advice regarding AIT's curriculum.

Such other authority which is granted to the CC is a delegation of authority from the AB.

The composition of the CC is formulated by the AB, but usually would consist of AB board members and/or their representatives. Appropriate members of faculty might be invited from time-to-time to participate as members of the CC, or to provide appropriate advice and resources as necessary.

Meetings of the Committee will take place from time-to-time, as the Committee deems necessary, or as the AB deems necessary, but not less than once per term.

The CC may propose, review, assess and provide advice where it feels necessary, in order to facilitate the provision of appropriate curricula and to ensure that the provision of subjects is conducted at an appropriate high standard.

The CC's proposal, review, assessment and advice processes have as their goals: the high quality provision of courses and subjects at AIT; high quality outcomes in the delivery of subjects; skills appropriate for individuals seeking to engage, or engaging in professional practice; and the continued high quality of AIT courses.

4) Teaching and Learning Committee (TLC)

The Teaching and Learning Committee is established within the faculty of AIT and includes the Academic Director or their proxy, and at least two other members of faculty as nominated by the Academic Director.

Meetings of the TLC will take place from time-to-time, as the Committee deems necessary, but not less than once per term.

The Teaching and Learning Committee (TLC) is formed to propose, review, assess and provide advice regarding the day-to-day provision of individual subjects; the learning resources within individual subjects; the information resources within individual subjects and any other appropriate necessary materials within subjects; the moderation of individual subjects; the academic outcomes and ongoing evaluation of subjects by students and faculty.

The TLC will also make recommendations regarding ethical approval, where appropriate.

5) Online



6) Publication

This policy is published on the web sites of AIT to ensure students have up-to-date and accurate information publicly available to them.

Section 3 – Reference and Supporting Information

| Document name | Document type | Location |
|--------------------------------|----------------------|----------|
| Charter of the Academic Board | Policy | Website |
| National Code 2018 | Govt Standards | External |
| TEQSA Threshold Standards 2015 | Regulatory Standards | External |
| ASQA Standards for RTO's 2015 | Regulatory Standards | External |
| Privacy Act 1988 | Legislation | External |

Section 4 – Change History

| Version | Approval date | Department | Approved by | Change |
|---------|-------------------|--|-----------------|--|
| V1.0 | 01 December 2015 | Academic | Dean | Development of Group Policy replacing existing entity level policies |
| | | Technology & Design Division | General Manager | |
| V1.1 | 31 August 2017 | Academic | Dean | |
| | | Technology & Design Division | General Manager | |
| V1.2 | 09 September 2019 | Group Accreditation & Compliance | Group Manager | Update to new template |
| | | Technology & Design Division | General Manager | |
| V2.0 | 16 March 2023 | Executive General Manager, Group Quality, Accreditation & Compliance | | New AIT name and template; Clarification of ARC role. |