Academic Governance Policy

Version: 3.0
Approved by: General Manager Group Quality, Accreditation & Compliance
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Implementation Owner: Academic Director
Maintenance Owner: General Manager Group Quality, Accreditation & Compliance

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Section 1 – Introduction

1. Preamble

The Academy of Interactive Technology (AIT) is the flagship institution within NextEd's Technology and Design Division. AIT's Academic Board functions as the primary higher education governing body for all schools within the NextEd Group. This structure enables Divisional Management to maintain consistent oversight and facilitate the sharing of processes and facilities across all affiliated schools.

2. Purpose

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

1. Achieve effective academic oversight of the quality of teaching, learning, research and research training
2. Set and monitors institutional benchmarks for academic quality and outcomes
3. Establish and maintain academic leadership at an institutional level, consistent with the types and levels of higher education offered, and
4. Provide competent advice to the corporate governing body and management on academic matters, including advice on academic outcomes, policies and practices.
5. Assure 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. Ensure students have opportunities to participate in academic governance.

3. Scope

This policy outlines the academic governance structure of AIT, encompassing its operations in both the Vocational Education and Training (VET) and Higher Education (HE) sectors. It details the objectives of the academic governance framework, the operational structure including organisational charts, and the various academic committees that oversee AIT's educational activities.

Section 2 – Policy

1. Divisional Governance Structure

Academic governance is managed through a tiered structure which includes AIT's Academic Board, Divisional Management, Teaching and Learning Committee and Academic Leadership. It is supported by the central Quality Accreditation and Compliance team.

AIT's Academic Board operates as the determining body for academic direction related to all schools that operate under AIT's Technology and Design Division. Beneath the Academic Board sits divisional Academic Management Committees, comprising General and Senior Managers, Academic Managers and divisional leaders.
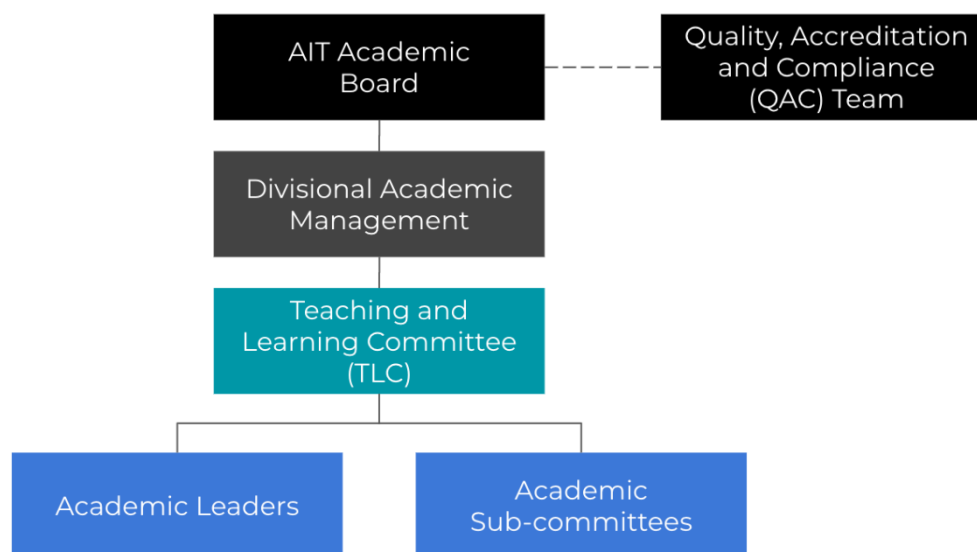
2. Committee Purpose

AIT committees exist to direct major development initiatives, provide academic oversight of teaching, learning and training, and set and monitor institutional benchmarks for academic quality and outcomes. This may include:
- Developing, monitoring and reviewing academic policies and their effectiveness
- Determining appropriate academic authority, equivalency and standards are upheld
- Managing processes for course development, review, continuous improvement and currency
- Overseeing academic development, scholarship and training
- Monitoring, review and improvement of performance against institutional benchmarks
- Critically evaluating the quality and effectiveness development initiatives
- Reporting to the Board and Academic Board on the quality of teaching and learning outcomes in coordination with the TLC.

Committee makeup is configured in relation to the college or initiative undertaken. Some committees will exist temporarily for specific projects, while others exist as permanent components of AIT's academic governance structure. However, each committee will include appropriate academic leadership to ensure sufficient guidance and support. These may include the following roles or their delegate:
- General Manager - Technology and Design
- Pro Vice Chancellor & General Manager, Group Quality, Accreditation & Compliance

- Academic Director
- Divisional Leaders
- Academic Managers

3. Academic Governance Committees

Committee	Function	Status
Academic Board (AB)	The Academic Board (AB) is the highest academic authority at AIT. It operates independently of AIT's ownership and management to ensure academic integrity. The AB's key responsibilities include: • Overseeing quality assurance of academic policy, administration, curriculum, and educational processes. • Monitoring AIT's educational performance to ensure achievement of objectives. • Reviewing and endorsing academic policies, curricula, and assessment processes. • Approving applications for new courses, course renewals, and institutional accreditations. • Conducting course reviews and considering material changes to academic frameworks. • Providing advice on industry sector insights and their potential impact on the institution. • Overseeing implementation of education sector best practices. The AB comprises 7-10 members, including external academics, industry representatives, and key AIT staff. It meets at least four times per year and reports regularly to the corporate Governing Body.	Ongoing
Teaching & Learning Committee (TLC)	The Teaching and Learning Committee (TLC) is a key academic body within AIT's faculty structure. It is chaired by the Academic Director or their designated proxy and includes at least two additional faculty delegates. The TLC's main function is to oversee and enhance the quality of teaching and learning at AIT. Specifically, the Committee is responsible for: • Proposing, reviewing, and assessing the day-to-day provision of individual subjects • Evaluating and recommending learning resources for each subject • Assessing information resources and other necessary materials within subjects • Overseeing the moderation of individual subjects • Monitoring academic outcomes and facilitating ongoing evaluation of subjects by students and	Ongoing

	faculty Additionally, the TLC plays a crucial role in maintaining academic integrity by making recommendations regarding ethical approval where appropriate.	
Operational Governance Committee (OGC)	The Operational Governance Committee (OGC) ensures that academic and operational plans and activities are assessed, guided, informed, and reviewed with full consideration of relevant legal and regulatory guidelines. The primary focus of the OGC is to: • Oversee the submission of course accreditations and provider re-registration in line with TEQSA/ ASQA requirements. • Identify and address compliance issues or risks associated with the operational activities of the school, ensuring timely and effective resolution. • Ensure the accuracy and currency of all academic and non-academic school Policies. • Review and approve governance initiatives required for ongoing operational compliance and effectiveness. • Monitor and evaluate strategic operational projects to ensure successful implementation, legal and regulatory compliance. • Provide clear, effective and timely dissemination of information to relevant business areas on matters of operational governance The OCG comprises institutional leaders from the central compliance, academic, sales and administration departments, and divisional General Managers.	Ongoing
Progression and Retention Committee (PRC)	The Progression and Retention Committee (PRC) is an advisory body focused on key issues that relate to student retention and academic success across all courses delivered by the Academy of Interactive Technology. The PRC is focussed on: • Ensuring an equitable and rich student experience that promotes inclusion, diversity, and safety. • Advising the AB, TLC, and Senior Management Team (SMT) on the strategic direction and structures of student support and related activities. • Providing oversight for new projects aimed at enhancing retention, progression and student experiences. • Monitoring and reviewing all data relating to student retention on a regular and cyclical basis, and implementing support and intervention activities as required	Ongoing

	• Reviewing student satisfaction data and determining actions for continuous improvement.	
Assessment Review Committee (ARC)	The Assessment Review Committee (ARC) is a subcommittee of the Academic Board. Its primary functions include: • Reviewing and finalising student grades after each teaching period. • Approving grades and late assessment submission results. • Applying grade changes in specific circumstances (e.g., special pass conditions, pass concessions, special consideration). • Ensuring proper application of moderation results to grade approval and change processes. • Addressing issues in delivery, assessment, and pass consideration. • Advising the Academic Board on proposed policy changes. • Reporting to the Academic Board on grade approvals, review of marks and grades, and moderation of units. The ARC comprises the Academic Director (or delegate), Academic Support Manager, Academic Faculty Managers, and academic delivery leaders. It meets three times a year, following each academic teaching period, with a quorum of four members.	Ongoing
Course Review Committee (CRC)	Course Review Committees (CRCs) are formed to review curriculum, outcomes and assessments at the program level and provide justifiable, evidence-based recommendations for necessary adaptations to enhance courses, or ensure they meet industry expectations. Their function is to: • Evaluate a course against relevant external and internal quality indicators, results and industry standards • Advise Academic Board on whether a current course is appropriate for continuation (re-accreditation) or requires significant alteration/enhancement • Review the quality of a course's curricula, teaching, assessment and outcomes in the light of quality benchmarks and performance • Review the success of the course's strategies to develop the industry-ready professionals • Review the adequacy of resources available, anticipated developments in education, and identified risks to the course's quality in reporting review findings and recommendations.	As Required

	CRCs will submit a succinct report of their directed course review for each course identified.	
Scholarly Activity Committee (SAC)	The Scholarly Activity Committee (SAC) is a subcommittee of the AIT Academic Board, focused on implementing and maintaining strategies to enhance the advancement of knowledge and professional practice within AIT's academic environment. Its key responsibilities include: • Ensuring scholarship aligns with TEQSA expectations and typologies. • Generating guidelines and advising on scholarly expectations for academic staff. • Developing systems for reviewing and monitoring scholarship activities. • Assessing the organisation's involvement in scholarship and providing reports on scholarly activity. • Planning to progress and enhance scholarship performance. The SAC comprises the Academic Director (chair), relevant Academic Managers, academic and professional staff representatives, and at least two academic staff nominated by the Academic Director. It meets at least three times per year, with a quorum of three academic/professional staff members.	Ongoing
Course / Curriculum Development Teams	Course or curriculum development teams act as varied course development and advisory groups. When a new programme or course is conceived a course development and/or governance team is involved to: • Conceptualise, research and plan the course outcomes, structures and objectives. • Engage with industry experts and determine professional or industrial relevance. • Benchmark against national and international comparators, curricula and learning material • Design and develop assessment strategies, academic scaffolding and course structures • Develop curriculum, learning material and activities • Prepare coursework, outlines and documentation for accreditation or governance review • Build learning products into the learning management system ready for student enrolment. These groups comprise members of the learning design team, senior management, academic delivery team, external bodies and quality assurance department. While not all will be involved at each stage of development, there will be oversight from each member group throughout the project.	As Required

4. 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
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Govt Standards	External
TEQSA Threshold Standards 2021 Standards 6.3.1, 6.3.2, 5.1-5.3	Regulatory Standards	External
ASQA Standards for RTO's 2015	Regulatory Standards	External
Charter of the Academic Board	Terms of Reference	Internal
Teaching and Learning Committee – ToR	Terms of Reference	Internal
Operational Governance Committee – ToR	Terms of Reference	Internal
Progression and Retention Committee – ToR	Terms of Reference	Internal
Assessment Review Committee – ToR	Terms of Reference	Internal
Course Review Committee – ToR	Terms of Reference	Internal
Scholarly Activity Committee – ToR	Terms of Reference	Internal

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	Group Quality, Accreditation & Compliance	EGM	Name change and update to new template

V3.0	20 September 2024	Group Quality, Accreditation & Compliance	EGM	Full review and rewrite of policy. New sections added for AB, ARC, SAC, SRC.