



**Information for Academic Board  
and Committee Members  
Current as at February 2024**

# Contents

<b>1. UNSW College Overview</b>	<b>2</b>
<b>2. UNSW College Governance Structure</b>	<b>3</b>
<b>3. Register of Delegations</b>	<b>3</b>
<b>4. Academic Board and its Standing Committees</b>	<b>4</b>
4.1. Academic Board	4
4.2. Program Development and Review Committee	4
4.3. Learning and Teaching Quality Committee	5
4.4. Assessment and Integrity Committee	5
<b>5. The responsibilities of Chairs and Members</b>	<b>5</b>
<b>6. Insurance</b>	<b>6</b>
<b>7. Document Repository</b>	<b>6</b>
<b>8. Support to Academic Board and its Standing Committees</b>	<b>6</b>
8.1. Preparation of Meeting Agendas	6
8.2. Agenda and Minutes Distribution	7
8.3. Governance Resources	7

## Information to Academic Board and Committee Members

### 1. UNSW College Overview

UNSW Global Pty. Limited (trading as UNSW College) is a controlled entity of UNSW, initially established in 1966 as an English Language Centre but evolving to include delivery of UNSW Foundation Studies programs and Diplomas via a third-party arrangement with the university.

In keeping with the College 2025 Strategy, a process has commenced to transform from a third-party provider of UNSW programs to a higher education provider (HEP) in its own right, delivering its own programs.

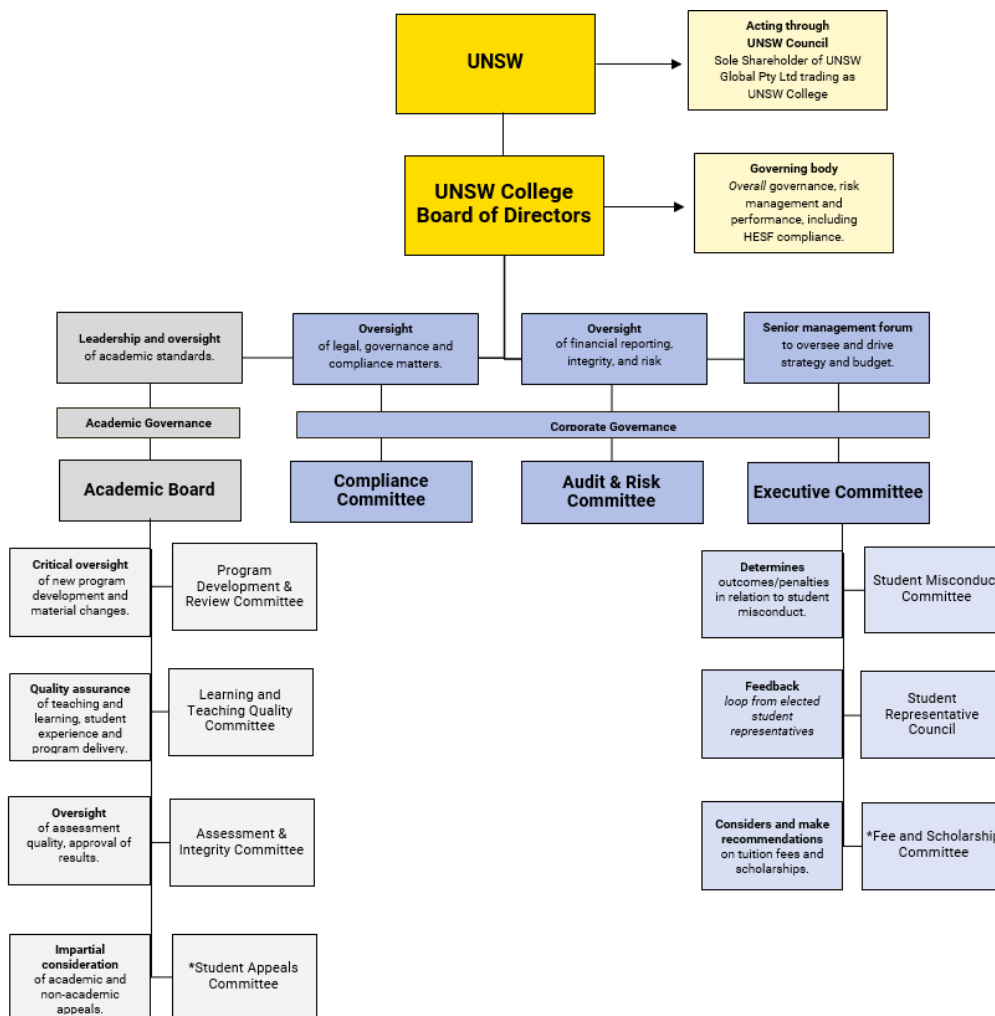
In April 2023, UNSW College received official approval from the Tertiary Education Quality and Standards Agency (TEQSA), affirming the institution's compliance with rigorous quality standards. This accreditation highlights the college's commitment to maintaining academic excellence.

UNSW College has since received CRICOS registration for all its programs, including Pre-masters and Foundation Studies. This achievement extends the college's reach to international students, further enriching its diverse learning community.

## 2. UNSW College Governance Structure

The Board Charter provides the authority for the Board to establish permanent and ad hoc committees to assist in fulfilling its responsibilities, with the Terms of Reference of each requiring Board approval.

At its meeting on 24 March 2022, the Board approved the following governance structure, inclusive of an academic governance model, accountable to the Board for providing leadership in and oversight of academic activities across the College.



*\*Indicates Committee is currently being established.*

## 3. Register of Delegations

The Register of Delegations provides clarity around delegations to College officers and committees, to assist in their practical application.

The latest [Register of Delegations](#) was approved by the College Board on 20 October 2023.

## 4. Academic Board and its Standing Committees

### 4.1. Academic Board

The Academic Board is the principal academic body accountable to the Board of Directors for providing leadership in and oversight of academic standards.

Membership of the Academic Board includes an independent Chair, independent Deputy Chair, independent industry expert, and two student representatives, one of whom is a current College student elected by the Student Representative Council and the other, a College graduate now studying at UNSW. Other members include representatives from UNSW faculties and the College CEO and Executive Director, Academic. The current members of the Academic Board, including its approved invitees, can be accessed in the UNSW College website.

The initial Terms of Reference were approved by the Board in March 2022, with subsequent revisions approved on 20 October 2023.

In keeping with Higher Education Standards Framework (HESF), the [Terms of Reference](#) reflect the governing body's responsibility for ensuring appropriate controls regarding the issuance of College qualifications and the Board's authorisation to the Chair of Academic Board to approve, on its behalf, the course completions and graduand lists. This authority is also reflected in the [Register of Delegations](#).

The Academic Board leads and oversees academic matters at UNSW College including approving, reviewing, and advising on:

- a. academic policies and procedures;
- b. academic programs;
- c. major changes to curricula;
- d. institutional learning and teaching standards; and
- e. student support initiatives.

The UNSW College Board of Directors (Board) relies on the Academic Board for regular reports and advice on matters including new programs and resource planning, the quality of learning and teaching, student support and strategic academic initiatives.

Further detail about the role of the Academic Board and individual members is set out in the Academic Board [Terms of Reference](#). Individually, members of the Academic Board are expected to comply with the [UNSW Code of Conduct](#), the [UNSW College Code of Conduct](#) and other UNSW College policies and procedures that apply to the work of committee members of the company.

### 4.2. Program Development and Review Committee

The Program Development and Review Committee (PDRC) is a standing committee of the Academic Board.

Its key role, reflected in the [Terms of Reference](#), is to critically scrutinise and advise Academic Board on course and program development and subsequent revisions, ensuring all processes align with the relevant College policies.

The Committee oversees all College programs including award programs and non-award programs, including new program development, revisions to existing programs and program withdrawals.

Members include senior College academic leaders and the Head of Student and Program Administration. The Terms of Reference of PDRC, including its current members, can be accessed in the College's governance [intranet page](#).

#### **4.3. Learning and Teaching Quality Committee**

The Learning and Teaching Quality Committee (LTQC) is a standing committee of the Academic Board.

Its principal role is to oversee College academic quality assurance in relation to learning and teaching, student experience and program delivery.

The Committee also oversees the teaching and learning quality of all programs, ensuring sustained and high academic standards, and initiates and monitors quality assurance and improvement initiatives. The Committee also responds to cyclical course review and evaluations, student and academic feedback, pedagogical and technology trends, and industry benchmarks.

The [Terms of Reference](#) set out the LTQC membership, which includes senior College academic leaders from across the various disciplines offered, together with the Head of Student Experience and Head of Student and Program Administration.

The Terms of Reference of LTQC, including its current members, can be accessed in the College's governance [intranet page](#).

#### **4.4. Assessment and Integrity Committee**

The Assessment and Integrity Committee (AIC) is a standing committee of the Academic Board.

The principal role of the AIC is to oversee assessment quality, manage results publication processes and ensure academic integrity. The Committee has the authority to establish working parties and standing sub-committees from time to time, subject to Academic Board approval.

The [Terms of Reference](#) set out the AIC membership, which includes senior College academic leaders. The current members of AIC, as well as its Terms of Reference, can be accessed in the College's governance [intranet page](#).

### **5. The responsibilities of Chairs and Members**

The following is essential for Chairs and members to contribute effectively to meetings and make their term more effective:

- Consult the group you represent to ensure that the views you present are shared;
- Discuss issues with any other representatives who attend before the meeting and learn their views;
- Ensure that your comments are balanced and constructive. If possible, back them up with any evidence you may have and/or a paper (pre-approved by the Chair);
- Use the paper template, which can be obtained from [governance@unswcollege.edu.au](mailto:governance@unswcollege.edu.au) or found on this [page](#) available internally – with details on how to use it; and
- Following meetings, feed information and decisions (that are not confidential) back to other staff and students and make them aware of any outcomes that might affect them.

## 6. Insurance

Committee members of UNSW and its controlled entities (including UNSW College) are covered by UNSW insurances in relation to their conduct of authorised UNSW business and subject to the terms and conditions (including certain exclusions) of those arrangements. Please get in touch with Peter McCarthy, UNSW's Insurance Manager ([peter.mccarthy@unsw.edu.au](mailto:peter.mccarthy@unsw.edu.au)) if you would like to discuss these arrangements.

## 7. Document Repository

UNSW College uses Diligent software (<https://www.diligent.com/>) to house papers, member contact information and key documents to guide the work of the Academic Board and its committees. These include the Academic Board Charter, Terms of Reference and company policies and procedures relevant to the work of the Academic Board and its committees.

## 8. Support to Academic Board and its Standing Committees

The College Governance team provide the following support for Boards/Committees:

- Manage all aspects of meeting arrangements including agenda preparation, review of documents, meeting pack distribution, preparation of minutes and matters arising, and meeting logistics;
- Undertake administrative tasks related to the work of the Committee;
- General communications to members;
- Governance advice; and
- Follow-up action items.

### 8.1. Preparation of Meeting Agendas

Prior to a board or committee's scheduled meeting date, the board/committee secretary prepares a draft agenda, which is then discussed with the chairperson and in consultation with the executive officer and other relevant staff (as the case may be).

The chairperson approves the agenda prior to the board/committee secretary circulating the agenda and supporting documentation to members. The process used to approve the agenda may simply be the committee secretary forwarding an electronic copy of the agenda to the chairperson for consideration, or a meeting between the chairperson and the committee secretary/executive officer to discuss the rationale for items and their placement in the order of the agenda.

The agenda includes:

- declarations of interest in relation to matters considered by the board/committee;
- the minutes of the previous meeting for confirmation by the board/ committee;
- business arising from the previous meeting, including action items;
- matters identified on the board/committee's workplan, if applicable;
- reports or discussion papers on, or arising from, current strategically important activities or projects;
- reports and minutes from the standing, sub-committees or working parties and any matters that these committees wish to refer to the board/committee.

## 8.2. Agenda and Minutes Distribution

Agenda papers, minutes and other related documents are available to board/committee members and authorised staff via a secure online platform Diligent. Electronic access to agendas and minutes allows for quick and reliable access to documentation.

The agenda, individual items and supporting documentation are saved as a combined document and bookmarked. Prior to each meeting an email is sent to committee members, including a link to the Diligent platform.

## 8.3. Governance Resources

Governance resources can be accessed internally from the [Governance intranet page](#). Meeting packs, minutes and other Governance reference materials are available on Diligent (for Board and Committee members) and in the Governance [Sharepoint](#) site. You can also find further information on the UNSW College website.

From time to time, the Governance team also initiate continuous improvement activities relating to governance templates, forms, processes, and procedures.

For any enquiries, please contact the Governance team via [governance@unswcollege.edu.au](mailto:governance@unswcollege.edu.au).