

AUSTRALIAN NATIONAL UNIVERSITY

SUB-COMMITTEES OF THE UNIVERSITY EDUCATION COMMITTEE

1. ADMISSIONS STANDARDS COMMITTEE

Functions and Mode of Operation

The Admissions Standards Committee is service oriented. The functions of the Committee are:

- to assess educational qualifications and levels of attainment for the purpose of admission to undergraduate University award programs, including honours programs, and courses
- to advise the University Education Committee on standard qualifications for entry to undergraduate University award programs, including honours programs, and courses. Standard qualifications may be classified as:
 - continuing
 - historical (i.e. no longer offered but still valid for admission)
 - provisional (i.e. subject to review by the Committee and recommendation to the University Education Committee, for continuation beyond a prescribed period)
- to oversee the University's Mature-age Entry, Country-wide and Indigenous Entry schemes, the Year 12 Extension Program, and other programs as the Admissions Standards Committee may recommend and the University Education Committee, approve
- to approve the UAC (and other Admissions Centres) rank sets
- to provide advice on request to ANU College Deans and appropriate University officers in relation to:
 - applicants for admission who hold non-standard qualifications; and
 - appeals from applicants holding standard qualifications who have been unsuccessful for admission

Membership	Member	Term
Chairman appointed by the DVC	Dr Doug Craig	(normally three years) to 30 September 2009
Deputy Chair appointed by the DVC	Dr Juliet Behrens	(normally three years) to 30 September 2009
One academic staff member and one alternate academic staff member from each ANU College nominated by the ANU College Dean		(one year) to 30 September 2008
ANU College of Arts and Social Sciences	Dr Jennifer Hendricks Alt: Dr Bruce Moore	
ANU College of Asian and the Pacific	Dr Tim Hassall Alt: Dr Shunichi Ishihara	
ANU College of Business and Economics	Dr Pierre van der Eng Alt: Prof Alex Clarke	
ANU College of Engineering and Computer Science	Dr Paul Compston Alt: Dr Clem Baker-Finch	
ANU College of Law	Dr J-P Fonteyne Alt: Prof Stephen Bottomley	
ANU College of Medicine and Health Sciences	Dr Zan-Min Song Alt: Dr Gwen Allison	

ANU College of Science	Dr Sharyn Errington Alt: Dr Elizabeth Ormerod	
One ANU College Executive Officer nominated by the DVC	Mr Tony Wynack	
One ANU College Education Officer nominated by the DVC	Mrs Therese Douglass	
Vice-President, ANUSA (or nominee)	Mr Tom Galvin	<i>ex officio</i>
Registrar, or nominee	Mr Tim Beckett	<i>ex officio</i>

The Chair of the Admissions Standards Committee:

- . is the University's representative on the ACT BSSS. The Deputy Chair will be the alternate.
- . may attend meetings of the University Education Committee as an observer or by invitation for certain items.

The student member shall not be present at meetings when individual cases are being discussed except at the discretion of the Chair where the Chair considers that a group of cases is likely to lead to policy decisions.

Meetings

Normally, four meetings are held each year in about March, July, September and early December.

Quorum

The quorum is half the membership plus one member (currently 6 members plus the Chair).

2. BOARD OF GRADUATE STUDIES

(see paper 50/2008, UEC February 2008; 627/2009, UEC June 2009)

The Board of Graduate Studies is a Sub-Committee of the University Education Committee.

Functions and Mode of Operation

To advise the Chair of the Board of Studies, the Pro Vice-Chancellor (Education), and the University Education Committee on all matters relating to the academic governance and management of the Graduate Studies Program.

In particular, the Board may:

- advise and recommend on the academic development of the Graduate Studies Program and the award programs for which enrolled students may qualify
- advise and recommend on academic proposals for Graduate Studies Program specific courses
- advise and recommend on policies, including admission, credit (status) and progress, and procedures for the Graduate Studies Program in the context of graduate coursework at the University as a whole, and oversee their implementation
- monitor the enrolment, performance and progress of students in the Graduate Studies Program

Membership	Member	Term
Chair - Deputy Vice-Chancellor (or nominee)	Professor Lawrence Cram	<i>ex officio</i>
ProVice-Chancellor	Professor Liz Deane	<i>ex officio</i>

(Education)		
*Deans of ANU Colleges (or nominee)		(two years) to 30 September 2010
ANUCAP	Dr Rob Ayson Alt: Professor Kent Anderson	
ANUCASS	Dr Denise Ferris	
ANUCBE	Professor Alex Clarke	
ANUCECS	Professor Chris Baker	
ANUCoL	Professor Don Rothwell	
ANUCMBE	Dr Barbara van Leeuwen Alt: Dr Sharyn Errington	
ANUCPS	Dr Barbara van Leeuwen Alt: Dr Sharyn Errington	
Registrar (or nominee)	Mr Tim Beckett Alt: Professor Marie Carroll	<i>ex officio</i>
One representative of graduate students nominated by the President, PARSA	Mr Andrew Lu	
One representative of the academic administrators of ANU Colleges appointed by the Chair of the University Education Committee	Mrs Joan Rabey; Alts: Ms Ping Yu; Ms Megan Knight	
Academic Adviser – Graduate Studies	Dr Anna Robinson,	<i>ex officio</i>

Meetings

Meetings of the Board of Graduate Studies are convened by the Chair who will preside at all meetings at which the Chair is present. The Board will meet as required and at least once each semester.

The student members shall not be present when individual cases are being discussed except at the discretion of the Chair where the Chair considers that a group of cases is likely to lead to policy decisions.

The procedure at meetings is determined by the Chair of the Board taking into account the advice of its members.

Reports from Board meetings will be submitted to the University Education Committee.

Secretariat and other support for the Board of Graduate Studies is provided by the Office of the Vice-Chancellor.

Quorum

At a meeting 50% of its members constitute a quorum, or, if that number is not a whole number, the next whole number greater than the first-mentioned number.

3. EDUCATION QUALITY SUB-COMMITTEE (UEC June 2009)

Terms of reference and membership to be drafted.

4. HIGHER DEGREE RESEARCH COMMITTEE

(see paper 65/2008, UEC April 2008)

Functions and Mode of Operation

The Higher Degree Research Committee may:

- advise its Chair, other relevant delegates, the University Education Committee, and the University Research Committee on all matters relating to Higher Degree Research and Research Training
- review and recommend action in relation to the University and College strategic plans as they relate to Higher Degree Research
- monitor the quality and academic standards of research training within the University including the ANU Colleges
- evaluate and report on the capacity of the University in relation to Higher Degree Research, including supervision, administration, physical infrastructure and facilities, information infrastructure and financing of scholarships and training
- review and recommend revision to all Higher Degree Research related rules, policies and procedures, and oversee their implementation

Membership	Member	Term
Chairman – PVC (Research)	Prof Mandy Thomas	<i>ex officio</i>
Deputy Chair – PVC (Education)	Prof Elizabeth Deane	<i>ex officio</i>
One academic staff member from each ANU College nominated by the ANU College Dean		(two years) to 29 June 2010
ANU College of Arts and Social Sciences	Prof Joan Beaumont	
ANU College of Asia and the Pacific	Dr Lorraine Elliot	
ANU College of Business and Economics	A/Prof Alex Clarke	
ANU College of Engineering and Computer Sciences	Dr Jochen Trumpf	
ANU College of Law	Dr Matthew Rimmer	
ANU College of Medicine and Health Sciences	Dr Anna Cowan	
ANU College of Science	Dr Stefan Broer	
Registrar, or nominee	Mr Tim Beckett	<i>ex officio</i>
President, PARSA	Ms Tegan Kelly	<i>ex officio</i>

The term of appointment of each appointed member of the Committee is to be determined by the Chair of the Committee.

Meetings

The Chair of the Committee will convene meetings and preside at all meetings at which the Chair is present. Normally, four meetings are held each year.

The procedure at meetings is determined by the Chair of the Committee taking into account the advice of its members.

Secretariat and other support for the Committee is provided by the Office of the Vice Chancellor.

Quorum

The quorum is half the membership plus one member.

5. UNIVERSITY AWARDS COMMITTEE

Functions and Mode of Operation

The University Awards Committee is responsible for:

- Ranking nominations for the award of University Medals and the Tillyard Prize. The Dean of Students has a delegation to approve the awards.
- Oversight of the ranking of applicants for the major undergraduate University scholarship schemes and other schemes as required, in accordance with allocations made by the Vice-Chancellor, and monitoring the level of academic achievement of scholars. The Dean of Students, as Chair, acts on behalf of the Committee and has a delegation to:
 - . approve offers of undergraduate University scholarships; and
 - . suspend or terminate the tenure of undergraduate University scholarships.
- Ranking ANU applicants for the award of externally-funded graduate scholarships and fellowships (including the Commonwealth Scholarship and Fellowship Plan awards; Frank Knox Memorial Fellowships). The Dean of Students, as Chair, acts on behalf of the Committee.

Membership	Member	Term
(Chair) Dean of Students	Professor Penny Oakes	<i>ex officio</i>
One academic staff member and one alternate from each ANU College nominated by the ANU College Dean and appointed by the DVC		(two years)
ANU College of Arts and Social Sciences	Dr Gino Moliterno Alt: Dr Elizabeth Minchin	30 September 2009
ANU College of Asian and the Pacific	Dr Nicholas Tapp Alt: Prof Raghbendra Jha	30 September 2009
ANU College of Business and Economics	Dr Michael Martin Alt: Dr Paul Chen	30 September 2009
ANU College of Engineering and Computer Science	Dr Zbigniew Stachurski Alt: Dr Eric McCreath	30 September 2009
ANU College of Law	Dr Fiona Wheeler Alt: Dr Mark Nolan	30 September 2009
ANU College of Medicine Biology and Environment	Dr Kevin Saliba Alt: Dr Gerry Corrigan	30 September 2009
ANU College of Physical Sciences	Dr Paula Newitt Alt: Dr Geoff Salem	30 September 2009
President, ANUSA	Mr Sham Sara	<i>ex officio</i>

- The student member may only be present for consideration of matters of policy.

Meetings

The Committee normally meets three or four times a year.

The Chair may form a sub-committee from the membership of the University Awards Committee to rank applicants for scholarships and fellowships.

Quorum

The quorum for meetings of the Committee comprises all of the academic staff members and the Chair of the Committee.

The quorum for meetings of a sub-committee formed by the Chair is all of the academic staff members and the Chair of the Committee.

jab/12 June 2009