



ACADEMIC ADVISORY BOARD - TERMS OF REFERENCE

PURPOSE

The Academic Advisory Board provides oversight, advice and assurance to the Governance Board and Chief Executive of Te Kupenga – Catholic Leadership Institute, that the Catholic Theological College's academic programmes:

- Are robust in delivery and moderation
- Are academically rigorous and meet regulatory requirements
- Are accessible through a range of delivery methods
- Are reviewed and updated regularly, through a quality assurance system

RESPONSIBILITIES

- To receive and consider reports on student enrolment and achievement, course review and development, teacher evaluation and moderation and Te Kupenga research priorities and activities
- To offer guidance on academic procedures and benchmarks
- To offer guidance on Te Kupenga's research culture and practices
- To review academic policies and procedures, and make recommendations for ratification by the Governance Board
- To assist Te Kupenga to form and strengthen relationships and collaborations with other tertiary institutions

MEMBERSHIP

The Academic Advisory Board is appointed by the Governance Board of Te Kupenga. It will comprise of:

- 3 or more senior academics from other tertiary institutions with expertise relevant to Te Kupenga's academic focus
- 1 academic staff representative
- 1 student representative

The Chief Executive of Te Kupenga – Catholic Leadership Institute, the Director of Catholic Theological College, the Level 7 Dean and the Level 5/6 Dean are ex-officio members.

The Chair of the Academic Advisory Board will be appointed by the Governance Board on the recommendation of the Chief Executive. The academic staff and student representatives will be appointed by the Governance Board on the recommendation of the Director, who will receive expressions of interest and consult key staff before making the recommendation.

Appointment terms are for 3 years, except for academic staff and student representatives whose terms are for 1 year.

MEETINGS & MINUTES

- Meetings will be held once per semester (2 meetings per year), or more regularly if required and agreed by the Chair and the Director
- The Director will send the agenda out one week before the meeting
- Minutes will be taken by a member of the committee
- Minutes will be circulated within two weeks to all members of the Academic Advisory Board and will be made available to all academic staff (except any items that are deemed confidential by the Chair)

POLICY REVIEW

The Academic Advisory Board is to be consulted as part of the review process for the following policies and associated procedures and makes recommendations for ratification by the Governance Board:

- Academic Conferences
- Academic Integrity
- Academic Programme Development and Review
- Academic Research and Study Leave
- Academic Staff Workload
- Assessment
- Colin Library
- Graduation
- International Students
- Moderation
- Practical and Work Experience
- Scholarship
- Student Academic Complaints, Grievances and Appeals
- Student Application for Credit

- Student Behaviour and Personal Conduct
- Student Cross Crediting, Credit Transfers and Recognition of Prior Experience
- Student Entry
- Student Feedback
- Student Pastoral Care
- Withdrawal and Refunds

REVIEW & APPROVAL

The Academic Advisory Board Terms of Reference are reviewed every three years and approved by the Governance Board

Date of Issue: October 2020

Date of Last Review: February 2025

Date for Next Review: February 2028