



BOARD OF STUDIES - TERMS OF REFERENCE

PURPOSE

- To provide advice to the Director and Academic Advisory Board on matters related to the academic programmes of Catholic Theological College (CTC).
- To identify issues, review feedback related to courses and programmes, and consider how these can be addressed.
- To consider ways to ensure students and staff are well supported in their academic pursuits, including with the services offered by the library, ESOL and student support.
- To consider course and programme development, based on evaluations, feedback and horizon scanning.
- To consider any matters delegated to it by the Academic Advisory Board. This may include policy review.

MEMBERSHIP

- Director CTC (Chair)
- Dean Level 7
- Dean Level 5/6
- Librarian
- 3 academic staff representatives
- 1 student representative

The Chief Executive has a standing invitation to attend with speaking rights, to receive or provide information and advice.

Academic staff and student representatives appointed by the Director (after consultation with key staff), and expressions of interest from staff and students will be called annually.

Appointment terms are one year, and representatives may serve up to 3 years in succession.

Members should read and abide by the Te Kupenga Code of Conduct, always acting in good faith.

MEETINGS & MINUTES

- There will be at least 2 meetings per year.
- The Chair will send the agenda out three working days before the meeting.
- Minutes will be taken on a rotational basis by members of the Board of Studies.
- Minutes will be circulated within two weeks to all Board of Studies members and will be made available to all academic staff.
- There may be times when discussions are confidential, to ensure privacy of individuals or decisions which are sensitive to organizational development. When an agenda item is confidential, this will be signaled by the Chair, and minutes shared outside of the Board of Studies will be redacted accordingly.
- Board of Studies members will comply with the Privacy Act 2020.

DELEGATED AUTHORITY

This committee does not have financial or decision-making authorities.

REVIEW & APPROVAL

The Board of Studies Terms of Reference are reviewed every 3 years and approved by the Chief Executive.

Date of Issue: October 2020

Date of Last Review: February 2025

Date for Next Review: February 2028