



Student Disciplinary Frameworks Review (SDFR) Project Board

Terms of Reference

Introduction

The Australian National University has established a Student Disciplinary Frameworks Review Project Board (“the Project Board”) to provide governance, strategic oversight, and decision-making support for the successful delivery of the Student Disciplinary Frameworks Review Project.

These Terms of Reference outline the Project Board’s objective, composition, roles and responsibilities, reporting, and administrative arrangements.

Objective

The objective of the Project Board is to oversee the review and update of the Student Disciplinary Framework to ensure alignment with evolving legal requirements, sector best practices, and institutional values. This includes ensuring compliance, promoting equity, safety and inclusion, supporting academic freedom, and enhancing operational efficiency.

Responsibilities of the Project Board

The Project Board’s responsibilities are to:

1. Provide strategic oversight and guidance to the project team.
2. Approve the project plan, consultation outcomes, and recommendations.
3. Monitor project progress, risks, and issues.
4. Ensure effective and inclusive stakeholder engagement.
5. Escalate unresolved issues to the Vice-Chancellor, as Project Sponsor, or DVC-Academic, as Business Owner, as required.
6. Endorse final reports and recommendations for submission to the Vice-Chancellor.

Composition and Tenure

Chair:	Pro Vice-Chancellor International and Future Students
Members:	Chair, Academic Board
	Director, Corporate Governance and Risk
	Pro Vice-Chancellor, Graduate Research
	University Registrar
	University Legal Office Representative
	1-3 Student Representative Members
	1-2 ANU Internal Expert Members
	2-4 External Expert Members

Secretariat: Provided by the Office of the Vice-Chancellor

Additional Members can be proposed on the recommendation of the Project Board for consideration by the Chair.

Meetings

1. The Project Board will convene monthly during the active project phase and as required to address urgent matters.
2. A quorum comprises at least 50% of the Project Board members.
3. The Chair presides over all meetings, with an alternate member assuming this role in their absence.

Reporting

1. The Project Board will report on its deliberations and decisions to the Vice-Chancellor after each meeting.
2. Regular reports will also be provided to the Student Safety and Wellbeing Committee.
3. Additional reports may be submitted as deemed necessary.

Duration

The Project Board will operate for the duration of the project from December 2024 until its completion, with periodic reviews to ensure continued alignment with objectives.

Review and Amendment

The Terms of Reference will be reviewed and updated as necessary to reflect project needs and evolving circumstances. Any amendments must be approved by the Project Board Chair.