



ANU Extension Board of Studies Charter

Introduction

1. The Academic Quality Assurance Committee (AQAC) of the Australian National University has established the ANU Extension Board of Studies (“the BoS”) in accordance with section 32 of the Academic Quality Assurance Committee Charter.
2. The ANU Extension Board of Studies meets the requirements of and serves as the Advisory Group specified in Schedule 3 of the Deed of Grant re the ANU Extension Program (24 November 2020) between the Australian Capital Territory and the Australian National University.
3. This Charter sets out the BoS’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

4. The objective of the BoS is to monitor, advise and provide assurance to the Academic Quality Assurance Committee on the quality of the educational activities of the ANU Extension Program and on compliance with any external funding requirements.

Authority

5. The BoS, within the scope of its role and responsibilities, will:
 - a. obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
 - b. request the attendance of any ANU staff at BoS meetings; and
 - c. discuss any matters with external parties (subject to confidentiality considerations).

Composition and Tenure

6. The BoS consists of:
 - a. Deputy-Vice Chancellor (Academic), Chair
 - b. One principal of an ACT College appointed by the Chair after consultation with the body known as the Association of Independent Schools
 - c. One principal of an ACT College appointed by the Chair after consultation with the body known as the Catholic Education Commission
 - d. One principal of an ACT College appointed by the Chair after consultation with the body known as the ACT Principals’ Association (ACTPA)

- e. Executive Director, Office of the Board of Senior Secondary Studies, ACT
 - f. Associate Dean (Education) from each of the participating ANU Colleges:
 - a) College of Asia and the Pacific
 - b) College of Business and Economics
 - c) College of Engineering and Computer Science
 - d) College of Science
 - g. Executive branch member from the ACT Education Directorate appointed by the Director General
 - h. ANU Extension Coordinator
 - i. Bachelor of Studies Convenor
 - j. ANU Extension Principal appointed by the Chair after consultation with the ACT Board Principals Meeting
7. An appointed member may resign from the BoS in writing to the Chair.
 8. If an appointed member of the BoS is absent from 3 meetings of the BoS without the written approval of the Chair, or an appointed member ceases to be eligible for appointment, the Chair may declare the member's position vacant.
 9. When a vacancy occurs in the membership of the BoS, an eligible person may be appointed by the Chair to fill the vacancy, and serves the remainder of the former member's terms of office.
 10. Whenever an opportunity arises for the Chair to appoint a new member to the BoS, the Chair will have regard to the current gender balance of the BoS before making decisions regarding an appointment.
 11. Members serve a term of three years and are eligible for re-appointment.

Roles and Responsibilities

12. The BoS exercises such roles and responsibilities as may be assigned to it by the Academic Quality Assurance Committee from time to time, but only such powers as are explicitly delegated to it.
13. The BoS's responsibilities are to:
 - a. monitor compliance with the key features of the ANU Extension program as agreed between the ANU and the ACT Government:
 - i. ensuring the delivery of courses to ACT Government and non-Government students that are accredited by the ACT Board of Senior Secondary Studies (ACTBSSS);
 - ii. results from the courses undertaken under the ANU Extension Program may contribute to the calculation of a student's Australian Tertiary Admission Rank (ATAR);
 - iii. providing students who successfully complete studies in the ANU Extension Program with an early offer of entry into an appropriate ANU bachelor degree, subject to other admission requirements being met;
 - iv. ensuring students who successfully complete studies in the ANU Extension Program receive six points of credit towards an ANU bachelor degree; and

- v. students undertaking studies in the ANU Extension Program are exempt from University fees and Charges.
- b. monitor the administration of the ANU Extension program, including any required reporting to the ACT Government and ANU Academic Board;
- c. consult with the Territory, through the Contact Officer specified in Schedule 1 Item 5 of the Deed of Grant, on any proposed changes to the courses on offer, including the cessation of courses as well as the establishment of any additional courses the University wishes to introduce;
- d. endorse the development of new courses for consideration for approval by each of the:
 - i. ACT Board of Senior Secondary Studies (H-Course version),
 - ii. relevant ANU College (EXTN-coded version), and
 - iii. ANU Academic Board (addition to the Bachelor of Studies).
- e. monitor and support the appointment of qualified teachers to deliver the ANU Extension program; and
- f. consider any matter referred to it by the ANU Executive, ANU Academic Board, ACT Board of Senior Secondary Studies, or ACT Education Directorate.

Responsibilities of Members

- 14. Members of the BoS are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University and ACT legislation.
- 15. Members are also expected to:
 - a. contribute the time needed to study and understand the papers provided; and
 - b. apply good analytical skills, objectivity and good judgment.

Reporting

- 16. The BoS regularly, but at least once a year, reports to the Academic Quality Assurance Committee on its operation and activities. The report includes:
 - a. a summary of the work it performed to fully discharge its responsibilities during the preceding year;
 - b. details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.
- 17. The BoS may, at any time, report to the Academic Quality Assurance Committee and/or Academic Board any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

- 18. The BoS shall meet up to 4 times per year on dates determined by the BoS.

19. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the BoS each year. The forward meeting plan covers all its responsibilities as detailed in this Charter.
20. The Chair is required to convene a meeting if asked to do so by at least 50% of the BoS members.
21. The Chair convenes and presides at all meetings of the BoS at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the BoS. When the Chair is unable to preside at a meeting, the Deputy Chair presides.
22. The procedure at meetings of the BoS is determined by the person presiding over the meeting, taking into account the advice of the BoS members.
23. All matters relating to individual persons, including appointments, enrolments, personal details, performance and conduct are treated as confidential. Confidential items are so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the BoS may ask that other particular items on the agenda be treated as confidential and the BoS will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers are asked to leave until consideration of that item has finished. Where feasible, all Confidential Items shall be grouped together at the end of the Agenda so that observers and invitees may leave the meeting and not be required to wait during discussion.

Attendance at Meetings and Quorums

24. A quorum consists of at least 50 per cent of BoS members who hold office for the time being.
25. Meetings are held either in person where possible or by video-conferencing, or both. The Secretariat shall arrange the venue or the telephone or videoconferencing facility as required.
26. An appointed member of a BoS who is unable to attend a meeting of the BoS may nominate an alternate from the same category of membership to attend the meeting on their behalf. An alternate must be a person who would otherwise be eligible to be chosen as a member of the BoS.
27. An ex officio member of a BoS who is unable to attend a meeting of the BoS may nominate an alternate to attend the meeting on their behalf. The nominated alternate must be a senior member of staff from the same organisational unit as the member.
28. Alternates have the same rights and responsibilities as BoS members.
29. Observers may only speak if invited to do so by the Chair and in such cases may only speak on the particular issue about which they were invited to speak. Observers may not bring recording equipment or cameras into the meeting.
30. The Chair may request any other ANU staff and/or external party to attend ANU meetings or participate in certain agenda items.

Working Parties

31. The BoS may establish one or more working parties to assist it in the carrying out of its functions.

Secretariat

32. The Centre for Learning and Teaching provides secretariat support to the BoS.

33. The Centre for Learning and Teaching and the Office of the Deputy-Vice Chancellor (Academic) will be responsible for the development and preparation of reports and other papers to be presented to the BoS.
34. The Centre for Learning and Teaching will ensure the agenda and supporting papers for each meeting are circulated after approval from the Chair and at least 7 days before the meeting.
35. The Centre for Learning and Teaching will ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the BoS.

Conflicts of Interest

36. BoS members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by BoS members, and actions taken, are appropriately recorded in the minutes.

Induction

37. The Chair of the BoS or delegate may provide an induction for new BoS members to assist them to meet their BoS responsibilities.

Assessment and Review

38. The Chair, where deemed appropriate may initiate a review of the performance of the BoS, and this Charter, with appropriate input sought from BoS members, The University Executive, the ACT Education Directorate, and any other relevant stakeholders. The review of performance will be conducted on a self-assessment basis unless otherwise determined.

Approved by the Academic Board Meeting 5/2021