

# University Coursework Scholarships Committee Charter

## Introduction

1. The Academic Quality Assurance Committee of the Australian National University has established the University Coursework Scholarships Committee (“the Committee”) in accordance with section 17 of the *ANU Coursework Scholarships Procedure*.
2. The Committee serves as an official sub-committee of the Academic Quality Assurance Committee.
3. This Charter sets out the Committee’s objective, authority, composition, roles and responsibilities, reporting and administrative arrangements.

## Objective

4. The objective of the Committee is to recommend the award of certain coursework scholarships and to provide quality assurance of the University’s coursework scholarships.

## Authority

5. The Academic Quality Assurance Committee authorises the Committee, within the scope of its role and responsibilities, to:
  - obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
  - request the attendance of any ANU staff at Committee meetings;
  - discuss any matters with external parties (subject to confidentiality considerations); and
  - obtain professional external advice, as considered necessary to meet its responsibilities, at the University’s expense.

## Composition

6. Membership to the Committee is ex-officio.
7. The Committee consists of:

- the Deputy Vice-Chancellor (Academic), or their nominee, as Chair of the Committee
  - Registrar, Student Administration & Academic Services
  - Deputy Registrar, Admissions and Scholarships
  - one representative from each ANU College (relevant Associate Dean or their nominee)
  - Dean of Students (at meetings where scholarship selection does not take place)
8. The Committee may appoint a Deputy Chair from amongst its members.
9. The Chief Financial Officer (or nominee) is a standing observer.
10. The President of ANUSA or nominee, and the President of PARSA or nominee, are standing observers except to meetings where scholarship selection takes place.

## **Roles and Responsibilities**

11. The Committee 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.
12. The Committee's responsibilities are to:
- set a University-wide coursework scholarship strategy with clear targets and outcomes;
  - review reports on:
    - new, revised or disestablished scholarships;
    - incidents relating to scholarships and/or recipients;
    - needs gaps and current and predicted trends in scholarships;
    - outcomes of scholarship awards and trends in recipient performance;
    - annual financial and compliance monitoring.
  - provide recommendations:
    - to the Coursework Scholarships Office in matters of scholarship practice including those not covered by the Student financial awards policy or Scholarships (coursework) procedure;
    - on merits lists for coursework scholarships as per the Conditions of Award;
    - on changes to the Scholarships (coursework) procedure.
  - report:
    - to other stakeholders on the success of the University's coursework scholarship strategy including trends in the performance of scholarships and recipients;
    - to the Academic Quality Assurance Committee and Academic Board as outlined in Section 15; and

- on any matter referred to it by the Academic Quality Assurance Committee or the University Executive.

## Responsibilities of Members

13. Members of the Committee 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 legislation](#).

14. Members are also expected to:

- act in the interests of the University as a whole;
- contribute the time needed to study and understand the papers provided; and
- apply good analytical skills, objectivity and good judgment.

15. Committee members 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 Committee members, and actions taken, are appropriately recorded in the minutes.

## Reporting

16. The Committee regularly, but at least once a year, reports to the Academic Quality Assurance Committee on its operation and activities. The report includes:

- utilisation of scholarships
  - number and value of Scholarships offered;
  - number and value of Scholarships unable to be offered;
- number of new, revised and disestablished awards;
- student performance review outcomes;
- notable gaps in the provision of scholarships;
- details of meetings held during the relevant period;

17. The Committee may, at any time, report to the Academic Board any other matter it deems of sufficient importance to do so.

## Administrative Arrangements

### Meetings and Planning

18. The Committee shall meet at least twice per year on dates determined by the Committee.

19. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Committee 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 Committee members.
21. The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee. When the Chair is unable to preside at a meeting, the Deputy Chair presides.
22. The procedure at meetings of the Committee is determined by the person presiding over the meeting, taking into account the advice of the Committee members.
23. All matters relating to individual persons, including appointments, enrolment candidacy for degrees, 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 Committee may ask that other particular items on the agenda be treated as confidential and the Committee 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 are 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 Committee members who hold office for the time being.
25. Meetings are held in person, and a Committee member may only participate in a meeting by telephone or videoconference with the prior consent of the Chair. The Secretariat shall arrange the telephone or videoconferencing facility.
26. A member of the Committee who is unable to attend a meeting may nominate an alternate from their organisational unit.
27. Alternates have the same rights and responsibilities as Committee members. An alternate may not be appointed Deputy Chair.
28. The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

## **Sub-Committees and Working Parties**

29. The Committee may establish one or more sub-committees or working parties to assist it in the carrying out of its functions.

## **Secretariat**

30. The Division of Student Administration & Academic Services provides secretariat support to the Committee.

31. Papers to be presented to the Committee are welcome from any unit of the University. All proposed papers must be submitted to the Coursework Scholarships Office for inclusion in the agenda papers. Final approval for papers will be determined by the Chair.

32. The Division of Student Administration & Academic Services ensures the agenda and supporting papers for each meeting are circulated after approval from the Chair and at least seven days before the meeting.

33. The Division of Student Administration & Academic Services ensures the minutes of the meetings are prepared and maintained. Minutes are approved by the Chair and circulated to each member of the Committee.

## **Assessment and Review**

34. The Chair, in consultation with the Academic Quality Assurance Committee, initiates every second year a review of the performance of the Committee, and this Charter, with appropriate input sought from Committee members and any other relevant stakeholders. The review of performance is conducted on a self-assessment basis unless otherwise determined by the Academic Quality and Assurance Committee.

*Approved by the Academic Board Meeting 5/2021*