**SCHEDULE A: College Academic Committee Annual Report to the Academic Board (Draft 4 Dec 2019)**

Approved by Academic Board: 14 Sep 2018

Revised by Academic Board: 13 Sep 2019, 6 Jun 2021

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| **College Academic Committee Annual Report**  The scale is related to the fulfillment of HESF: 1 - Not at all compliant 2 - Somewhat compliant 3 – Adequately Compliant 4 – Fully Compliant 5 - Highly and innovatively compliant. Comments section is for Deans to identify any issues, what action is proposed to support or amend these and by what date the action will be completed. | |
| Name of College: |  |

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| **A. Academic Integrity** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| A.1 | The College has adhered to the requirements of the Academic Integrity Policy |  |  |  |  |  |  |
| **B. Academic Staff** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| B.1 | All academic staff delivering units are accredited by the University |  |  |  |  |  |  |
| B.2 | The College Academic Committee has endorsed all applications for academic staff accreditation prior to submission to the OVC (Academic Staff Policy 7.1) |  |  |  |  |  |  |
| B.3 | All academic staff delivering units are teaching active (Academic Staff Policy 4.4; 8.2) |  |  |  |  |  |  |
| B.4 | The College provides support for academic staff orientation (Academic Staff Policy 13.6 a) |  |  |  |  |  |  |
| B.5 | The College provides support for academic staff including peer teaching performance supervision (Academic Staff Policy 13.6 b) |  |  |  |  |  |  |

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| B.6 | The College provides support for academic staff professional development at College academic committee or faculty meetings (Academic Staff Policy  13.6 c) |  |  |  |  |  |  |
| B.7 | The College provides support for honorary researchers and research supervisors who are not ongoing members of academic staff, including access to relevant events and appropriate resources. (Academic Staff Policy 12.3) |  |  |  |  |  |  |
| **C. Admissions, Enrolments and Course Advice** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| C.1 | The College complies with the requirements for admission in the Admissions Policy and the Regulations and Determinations governing each award it is accredited to deliver (Admissions Policy 5) |  |  |  |  |  |  |
| C.2 | The College maintains course advisors in accordance with Regulation 3.5 g) trained in advising students for each award it is accredited to deliver |  |  |  |  |  |  |
| C.3 | Overloading, Leave of Absence and Course Transfers are recorded (Enrolment Policy 7.7, 7.8, 8, 9, 10) |  |  |  |  |  |  |
| C.4 | The College is proactive in identifying and advising students on their eligibility to graduate (Graduation Eligibility Policy 4) |  |  |  |  |  |  |
| C.5 | The College has reviewed the current enrolment to all awards offered and considered their viability and sustainability |  |  |  |  |  |  |
| **D. Assessment** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| D.1 | Assessment information about assessment tasks is approved prior to units commencing (Assessment Policy 7.3) |  |  |  |  |  |  |

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| D.2 | Assessment information is provided to students no later than the unit commencement date (Assessment Policy 7.3) |  |  |  |  |  |  |
| D.3 | Assessment examination determines grades as per grade descriptors and feedback on assessment is provided to students (Assessment Policy 4.5; 12.3) |  |  |  |  |  |  |
| D.4 | First and Second Examiners are appointed prior to commencement of a unit and the Second Examiner is qualified and from a different College to the First Examiner (Assessment Policy 8.6, 8.7) |  |  |  |  |  |  |
| D.5 | The Second Examiner examines all tasks and units which receive a Fail grade (Assessment Policy 10.9; 10.10) |  |  |  |  |  |  |
| D.6 | All grades are moderated (Assessment Policy 11) by at least two qualified persons (Assessment Policy 11.3) |  |  |  |  |  |  |
| D.7 | Moderation methods used and any adjustment of grades are recorded (Assessment Policy 11.7) |  |  |  |  |  |  |
| D.8 | Where held, examinations are conducted according to policy (Assessment Policy 5.4) |  |  |  |  |  |  |
| **E. Courses** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| E.1 | The College has sufficient academic staff and access to an appropriate sequence of units to ensure that all courses it offers remain viable and sustainable (Regulation 11 Awards Courses and Units 11.7.3) |  |  |  |  |  |  |
| **F. Learning Resources** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| F.1 | The Learning Management System is used in all units of study for resources, assessment information, and originality checking (LMS Policy 2.4) |  |  |  |  |  |  |

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| F.2 | The College has an LMS contact person, provides basic user support, and assists with new and updated system testing. (LMS Policy 4.2) |  |  |  |  |  |  |
| F.3 | The College’s designated library (or libraries) has sufficient resources and an appropriate acquisition policy to meet current and future needs |  |  |  |  |  |  |
| **G. Student Support and Progress** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| G.1 | The academic progress of each student is monitored (Support for Students Policy 4.2 d) |  |  |  |  |  |  |
| G.2 | Students at risk of unsatisfactory progress are monitored and intervention strategies are put in place (Support for Students Policy 4.2 d, e) |  |  |  |  |  |  |
| G.3 | The College proactively identifies and removes barriers to student participation in units and courses, including making reasonable adjustments for students with particular needs (Support for Students Policy 4.2 c, Schedule A) |  |  |  |  |  |  |
| G.4 | The College:  Provides an orientation event (Support for Students Policy 4.2 a)  Provides student support information (Support for Students Policy 4.2 b)  Ensures students have information on the University Code of Conduct (Support for Students Policy 4.2 a, f and g)  Ensures accuracy of information in Handbooks or on Websites |  |  |  |  |  |  |
| G.5 | The College ensures information on appeals and complaints including contact details of relevant |  |  |  |  |  |  |

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|  | officers is easily accessible by students on campus and on its website and publications (HESF 7.2.2f) |  |  |  |  |  |  |
| G.6 | Applications for special grading consideration are managed in a timely manner and Examiners are advised (Assessment Policy 9.3) |  |  |  |  |  |  |
| G.7 | Late work is examined, and penalties are applied (Assessment Policy 8.6) |  |  |  |  |  |  |
| **H. Student Unit Evaluation** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| H.1 | The College ensures that student unit evaluation data is collected ensuring anonymity and confidentiality (Student Unit Evaluation Policy 3.1; 3.2) |  |  |  |  |  |  |
| H.2 | The College Academic Committee reviews and responds to the outcomes of the Student Unit Evaluation Process (Student Unit Evaluation Policy 6.2) |  |  |  |  |  |  |
| **I. Supervisors** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| I.1 | A Supervision Agreement is in place for all supervisors and students in higher degrees by research enrolled through the College, including arrangements for remuneration of supervisors (Higher Degree by Research Policy 7.3.1) |  |  |  |  |  |  |
| I.2 | Arrangements are made to cover the absence of a Supervisor (Higher Degree by Research Policy 7.3.3 h) |  |  |  |  |  |  |
| **J. Units** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| J.1 | College Academic Committee endorses all proposed Unit Records in light of their external reviews (Unit Policy 6.4c, 7.7, 7.8, 8) |  |  |  |  |  |  |
| J.2 | Supervised Reading Units are approved based on availability of resources, supervisor and in light of review by academic in the same discipline (Unit Policy 13.4) |  |  |  |  |  |  |

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| **K. Human Research Ethics** | | **1** | **2** | **3** | **4** | **5** | **Comments** |
| K.1 | The College is aware of its obligations under the National Statement on Ethical Conduct in Human Research |  |  |  |  |  |  |
| K.2 | All research involving humans conducted by staff or students at the College is undertaken in accordance with the National Statement and, where applicable, approval is sought prior to commencement of  research from the University’s Human Research Ethics  Committee |  |  |  |  |  |  |