

**REGULATION 2**  
**ACADEMIC BOARD**



Current version with effect from: 1 Apr 2024  
Approved by: Council  
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**2.1 Purpose of this Regulation**

2.1.1 By this Regulation, the Council provides for the composition, powers and duties of the Academic Board, without fettering the Academic Board's powers of oversight and advice established by section 20A of the *University of Divinity Act 1910* (the Act):

“(1) There shall be an Academic Board for the purposes of -

- a) Oversight of academic programs and courses of study in the University and other academic affairs of the University;
- b) Providing advice to the Council on the academic programs and courses of study in the University and other academic affairs of the University.”

2.1.2 By this Regulation, the Council delegates certain decisions and assigns certain responsibilities to the Academic Board in accordance with and in addition to those powers of advice established by section 21 of the Act:

“(1) The Academic Board

- (a) may discuss and submit to the Council an opinion on any matter relating to academic programs and courses of study of the University and, in particular, may make to the Council any recommendations that it thinks proper with respect to instruction, studies, discipline, examinations, assessments, research, degrees, diplomas, certificates and other awards in those programs or courses of study of the University; and
  - (b) must report to the Council on all matters submitted to it by the Council for report.
- (2) The Academic Board has any other powers and duties that are conferred or imposed upon it by this Act or by the regulations.
- (3) The Academic Board may regulate its own proceedings subject to this Act and except as otherwise prescribed by the regulations.”

**2.2 Chair of the Academic Board**

2.2.1 By this Regulation, the Council provides for the appointment and duties of the Chair of the Academic Board, who is a member of Council by virtue of section 7 (1) (c) of the Act.

2.2.2 The Council must take advice from the Academic Board prior to amending the position description or selection criteria for the office of Chair of the Academic Board.

2.2.3 The Chair of the Academic Board is appointed by the Council for a term of up to three years.

2.2.4 The Council must take advice from the Academic Board prior to appointing or reappointing a person as Chair of the Academic Board. This advice may be provided by the Academic Board electing a person to recommend to the Council for appointment.

### **2.3 Academic Board Membership**

2.3.1 The members of the Academic Board are:

- a) The Chair of Academic Board
- b) The Academic Dean of each College and School of the University
- c) The Dean of Academic Programs
- d) The University Librarian
- e) One student enrolled in a coursework award, elected by coursework students of the University, for a term of up to two years (provided the person so elected remains enrolled)
- f) One student enrolled in a higher degree by research, elected by research students of the University, for a term of up to two years (provided the person so elected remains enrolled)
- g) Up to two further persons who may be appointed by the Academic Board for terms of up to three years, for the purpose of ensuring it has adequate diversity and expertise for the discharge of its responsibilities.

2.3.2 Academic Board must elect a Deputy Chair from among its members for a term of up to three years.

2.3.3 The University Secretary must maintain a register of members of Academic Board, including a designated deputy for each member appointed under 2.3.1 b) who may attend and vote if the member is unable to be present.

2.3.4 If a vacancy occurs in the elected membership of Academic Board, the vacancy is to be filled by an election for a replacement member to serve out the remainder of the original term of appointment.

### **2.4 Committees of the Academic Board**

2.4.1 The Academic Board has the power to establish committees under section 22 of the Act which states that:

- (1) The Academic Board may appoint boards and committees that are constituted in accordance with the regulations.
- (2) A board or committee appointed by the Academic Board must report to the Academic Board on its activities at the times and in the manner that the Academic Board directs.

2.4.2 The Academic Board may appoint committees to assist in the discharge of its responsibilities and functions.

- 2.4.3 The Chair of Academic Board is not a member of the committees of Academic Board (unless specified in a Committee's membership) but is entitled to attend and speak at any meetings of a committee of Academic Board.
- 2.4.4 The Academic Board must maintain terms of reference of any committees it appoints as a Schedule to this Regulation.

## **2.5 Duties of the Academic Board**

- 2.5.1 Under Section 23 (2) of the Act, Academic Board "is responsible for ensuring that each College of the University accounts to the Board for all academic matters relating to courses of study and programs offered by the College that lead to the award by the Council of a degree, diploma, certificate or other award relating to that program or course of study."
- 2.5.2 Council assigns to the Academic Board the following duties:
- a) To foster a collaborative academic culture across the University, in which there is informed and open discussion on academic issues
  - b) To promote excellence and innovation in teaching, learning, scholarship, research and research training
  - c) To uphold academic integrity, including reporting annually to the University Council on how academic integrity is promoted, monitored and reviewed and on strategies implemented to minimise breaches
  - d) To identify, monitor and address academic risks to the University
  - e) To develop a comprehensive set of academic policies and procedures for the University, including:
    - i) the admission, progress, support and completion of students who apply to study at the University
    - ii) the accreditation and classification of academic staff, including honorary researchers, in accordance with Regulation 8
    - iii) the development, monitoring and review of awards and units of study, in accordance with Regulation 11
    - iv) the setting, grading, moderating, and calibrating of assessment tasks in a manner across the University
    - v) the appointment of examiners and the conduct of examinations
  - f) To maintain inclusive policies and practices in the selection and admission of students, to promote equality, diversity and inclusion in all learning settings, and to include both students and staff in the planning and evaluation of learning, teaching and student support strategies and experiences
  - g) To monitor professional development activities for academic staff, including identification of need and assessment of effectiveness, and to ensure the conduct and reporting of peer review processes

- h) To advise the Council on applications by institutions to become Colleges of the University
- i) To accredit Colleges of the University to offer the University's awards
- l) To oversee the adequacy of learning resources, the learning environment and the Learning Management System
- m) To ensure academic standards and quality are consistent across the University and meet Australian University standards, and are able to be demonstrated by evidence of academic outcomes achieved and of continuous improvement
- n) To ensure compliance with the academic governance requirements of the Higher Education Standards Framework and other statutory and regulatory requirements in respect of academic standards.
- o) To ensure compliance with section 27 of the Act in the discharge of these duties that no religious test is or is perceived to be imposed upon a person in connection with the University.
- p) To certify annually to the Council that these duties have been discharged.

## **2.6 Delegations**

- 2.6.1 Council delegates to Academic Board authority to adopt an Academic Board Charter specifying how the Academic Board regulates its proceedings in accordance with section 21 (3) of the Act.
- 2.6.2 Council delegates to Academic Board authority to decide:
  - a) disciplines for use within the University, to be recorded in Regulation 11
  - b) general provisions for credit including recognition of other tertiary institutions and the equivalence of qualifications
  - c) which awards of the University may be offered by each College of the University and in what modes they may be offered
- 2.6.3 Council delegates to Academic Board the authority to appoint the Chair of Examiners and Deputy Chairs of Examiners and to establish position descriptions for these roles that ensure academic standards are consistently applied with the highest integrity in all examination processes at the University.
- 2.6.4 Council delegates to Academic Board authority to develop and approve policies and procedures on academic matters, subject to the Regulations and subject to prior consultation on the policy or procedure across the University community, including:
  - a) Academic staff, to the extent permitted by Regulation 8
  - b) Academic quality and standards
  - c) Admissions, enrolment, student progress, completion and eligibility to graduate, to the extent permitted by Regulation 11
  - d) Assessment

- e) Courses and Units
- f) Credit
- g) Languages other than English
- h) Learning management system
- i) Library collections
- j) Minor thesis
- k) Student Support services
- l) Student unit evaluations
- m) Supervision of higher degrees by research

- 2.6.5 Council delegates to Academic Board authority to decide the titles, membership and terms of reference for Academic Board committees that help to fulfil the Board's duties, consistent with the Board's authority to appoint committees under Section 22 of the Act.
- 2.6.6 The Academic Board does not have authority to delegate its powers or to make a sub-delegation of these delegations to an officer or committee. The Academic Board may advise the Council to delegate authority to make such decisions to a committee or officer.
- 2.6.7 Delegations made by the Council to the Academic Board, the Chair of Academic Board, a member of Academic Board or a Committee of Academic Board must be approved by the Council and recorded in the University's Delegations Policy.
- 2.6.8 Academic Board must report annually to Council on its exercise of these delegations.

## **2.7 Review**

The Council must notify all Colleges of the University of any amendment to this Regulation at least thirty calendar days prior to enacting any such amendment.

## **SCHEDULE TO REGULATION 2 ACADEMIC BOARD**

### **COMMITTEES OF THE ACADEMIC BOARD**



Current version with effect from: 1 Apr 2024

Approved by: Academic Board

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## **1. ACADEMIC PROMOTIONS COMMITTEE**

### **1.1 Membership**

1.1.1 The Chair of the Academic Board.

1.1.2 Two academic staff of the University, at least one of whom must be at Level E, appointed by the Academic Board for a period of up to three years. Persons so appointed are eligible for reappointment

1.1.3 Three academics external to the University, each of whom must be at least at Level D, and with no less than one at Level E, appointed by the Academic Board for a period of up to three years. Persons so appointed are eligible for reappointment

1.1.4 The Chancellor, Deputy Chancellor and Vice-Chancellor are not members of the Academic Promotions Committee and are ineligible for appointment to it.

### **1.2 Chair**

The Chair of the Academic Board is the Chair of the Academic Promotions Committee. In the absence of the Chair, the Committee must elect a Chair for that meeting from amongst the members present.

### **1.3 Meetings**

a) The Committee must meet at least twice each year.

b) The Committee's working procedures must comply with the Governance Policy and the Academic Staff Policy and it may otherwise decide its own procedures for matters not covered by those Policies.

c) A quorum is four persons including two of the members appointed under 1.1.3.

d) A member of the Committee must declare any actual or perceived conflict of interest to the Committee.

e) A member appointed under section 1.1.1 or 1.1.2 must not vote on an application made by another member of that member's home College or School.

f) The Committee reports to the Vice-Chancellor on the outcome of its assessment of each application.

g) The Committee must report its confirmed minutes to Academic Board as soon as practicable after each meeting, without including details of individual applications.

### **1.4 Terms of Reference**

The Academic Promotions Committee ensures that applications for classification and promotion to Levels C, D and E are assessed equitably and objectively against the requirements of the Academic Staff Policy. The Committee has responsibility for the following matters in relation to academic staff classification and promotion:

- a) Assessing applications from academic staff of the University for classification at and promotion to Levels C, D and E in accordance with the Academic Staff Policy.
- b) Making recommendations on classifications at and promotions to Levels C and D to the Vice-Chancellor.
- c) Making recommendations on classifications at and promotions to Level E through the Vice-Chancellor to Council.
- d) Providing feedback through the Vice-Chancellor to individual applicants, and through the Academic Board to the Colleges, on how future applications could be improved.
- e) Advising the Academic Board and the Council on improvements to the Academic Staff Policy in relation to the classification and promotion of academic staff.

## **2. LEARNING ENVIRONMENTS COMMITTEE**

### **2.1 Membership**

2.1.1 The Dean of Academic Programs

2.1.2 Three members of academic or administrative staff of the University appointed for a period of up to three years by the Academic Board. Persons so appointed are eligible for reappointment.

2.1.3 Up to three persons with expertise in educational information technology, appointed for a period of up to three years by the Chair of the Academic Board. Persons so appointed are eligible for reappointment.

### **2.2 Chair and Deputy Chair**

Academic Board must appoint a Chair and a Deputy Chair from the members of the Committee for a period of up to three years, taking into account any recommendation of the Committee. Persons so appointed are eligible for re-appointment.

### **2.3 Meetings**

- a) The Committee must meet at least three times each year.
- b) The Committee's working procedures must comply with the Governance Policy and it may otherwise decide its own procedures for matters not covered by that Policy.
- c) The Committee must report its confirmed minutes to Academic Board as soon as practicable after each meeting.

### **2.4 Terms of Reference**

The Learning Environments Committee has responsibility, under the oversight of the Academic Board, for the learning environments within the University. The Committee

ensures that the University develops and delivers high-quality academic resources to support the delivery of education and research and has responsibility for the following matters:

- a) Oversight and development of the University's learning management system.
- b) Oversight and development of the University's research repository.
- c) Development and integration of key information technology resources, including the curriculum management and the student unit evaluation systems.
- d) Development and coordination of academic skills services across the University, including professional development opportunities for teachers and staff in use of these resources.
- e) Provision of training for staff and students in the effective use of academic resources in high quality learning and teaching.
- f) Consideration of proposals from Colleges, Schools, staff, and students in relation to future development of or support for academic resources and learning environments.
- g) Advising the Academic Board on strategic priorities for academic resources.
- h) Advising the Office of the Vice-Chancellor on priorities and needs for the University's budget and business plan in relation to academic resources.

### **3. LIBRARY COMMITTEE**

This Committee is constituted by Academic Board in accordance with Regulation 7: Libraries.

#### **3.1 Membership**

- 3.1.1 One person with relevant expertise nominated to the Chair of the Academic Board by each Library which is party to the University Libraries Agreement. Persons so appointed are eligible for reappointment.
- 3.1.2 One student and one academic staff member of the University appointed by the Chair of Academic Board for a period of up to three years. Persons so appointed are eligible for reappointment.
- 3.1.3 Up to three members appointed by the Chair of Academic Board for a period of up to three years, having regard to gender balance and expertise of the membership. Persons so appointed are eligible for reappointment.
- 3.1.4 The Committee may at its discretion invite other persons to attend all or part of a meeting or meetings of the Committee. Such persons are not members of the Committee and may not vote on matters put before the Committee.

#### **3.2 Chair and Deputy Chair**

Academic Board must appoint a Chair and a Deputy Chair from the members of the Committee for a period of up to three years, taking into account any recommendation of the Committee. Persons so appointed are eligible for re-appointment.

### **3.3 Meetings**

- a) The Committee must meet at least three times each year.
- b) The Committee's working procedures must comply with the Governance Policy and it may otherwise decide its own procedures for matters not covered by that Policy.
- c) The Committee must report its confirmed minutes to Academic Board as soon as practicable after each meeting.

### **3.4 Terms of Reference**

The Library Committee is responsible for advising Academic Board on the acquisition, maintenance, and development of library resources that support the learning, teaching and research activities of the University, through the following activities:

- a) Coordination of development of library collections across the University and its associated libraries, with attention to research and coursework, print and digital collections
- b) Developing and monitoring library resources including physical spaces, library catalogues and search tools across the University and its associated libraries
- c) Advising Academic Board on budget requirements to support library resources of an appropriate quality
- d) Coordination of training and development opportunities in library resources for staff and students of the University
- e) Ensuring appropriate professional development and liaison opportunities are available for librarians associated with the University.

## **4. SCHOOL OF GRADUATE RESEARCH ACADEMIC COMMITTEE**

This Committee is constituted by Academic Board in accordance with Regulation 5: Schools.

### **4.1 Membership**

4.1.1 The Dean of the School of Graduate Research.

4.1.2 The Doctor of Professional Practice Program Director.

4.1.3 Members appointed by the Academic Board for a period of up to three years:

- a) At least two College Research Coordinators
- b) A member of academic staff of the University who at the time of appointment is supervising a higher degree by research student
- c) Up to two other persons (either internal or external to the University) who are research active, having regard to gender balance and cultural diversity and expertise of the membership

4.1.4 Members appointed by the Chair of the Academic Board for a period of up to two years:

- a) One student enrolled in a higher degree by research at the University of Divinity, whose participation in the committee is limited to those matters which do not include decisions about individual applicants or students
- b) One person who graduated with a higher degree by research from the University of Divinity within the last three years as at the time of appointment.

4.1.5 The Registrar of the School of Graduate Research may not be appointed as a member of the Committee but is eligible to attend and speak at meetings.

4.1.6 Persons appointed as members of the Committee are eligible for reappointment.

## **4.2 Chair and Deputy Chair**

The Dean of the School of Graduate Research is the Chair of the School of Graduate Research Committee. In the absence of the Chair the Committee may elect another member of the Committee as Chair for that meeting.

## **4.3 Meetings**

- a) The Committee must meet monthly from February to November.
- b) The Committee's working procedures must comply with the Governance Policy and it may otherwise decide its own procedures for matters not covered by that Policy.
- c) A quorum for a meeting is four members of the Committee including at least one College Research Coordinator.
- d) The Committee must report its confirmed minutes to Academic Board as soon as practicable after each meeting.

## **4.4 Terms of Reference**

The Committee is responsible for advising the Academic Board and the Dean of the School of Graduate Research on all aspects of research training at the University, including the Minor Thesis, the Graduate Certificate in Research Methodology, and the University's higher degrees by research.

The Committee's specific duties include:

- a) ensuring the academic quality of the University's awards and units related to research training
- b) developing academic policies relating to these awards and units for approval by the Academic Board, and implementing approved policies
- c) considering applications for admission to candidature, credits or transfers in accordance with the Regulations and the Admissions Policy and advising the Dean of the School of Graduate Research accordingly
- d) deciding outcomes of applications for research scholarships in accordance with the Research Scholarships Policy
- e) monitoring student progress, including attrition and completion rates, and strategies to maintain or improve them

- f) monitoring the effectiveness of supervision practices and advising on programs for the training and development of supervisors
- g) appointing examiners and overseeing the conduct of examinations including the approval of examination results and, where applicable, moderation of grades
- h) making recommendations to the Academic Board on the appointment of the Chair and Deputy Chairs of Examiners
- i) identifying strategies to support early career researchers at the University or among the University's graduates
- j) monitoring training and development opportunities for higher degree by research students and early career researchers
- k) identifying strategies to recruit students and to increase funding support for students and research training
- l) advising the Council through the Vice-Chancellor on budget support for the School of Graduate Research.
- m) reporting to the Research Strategy Committee on matters relevant to the University's research strategy

## **5. SCHOOL OF INDIGENOUS STUDIES ACADEMIC COMMITTEE**

This Committee is constituted by Academic Board in accordance with Regulation 5: Schools.

### **5.1 Committee Membership**

- 5.1.1 The Head of the School of Indigenous Studies.
- 5.1.2 The Academic Dean of the School of Indigenous Studies.
- 5.1.3 The academic staff of the School of Indigenous Studies.
- 5.1.4 One or two students or graduates of a program delivered by the School, appointed by the Chair of the Academic Board on the advice of the Head of School for a period of one year.
- 5.1.5 One or two academic staff of the University or its Colleges with relevant expertise appointed by the Chair of the Academic Board on the advice of the Head of School for a period of up to three years.
- 5.1.6 One or two persons external to the University with significant higher education or relevant expertise or cultural authority, appointed by the School of Indigenous Studies Committee for a period of up to three years.
- 5.1.7 The membership of the School of Indigenous Studies Academic Committee must have a majority of Indigenous persons.

### **5.2 Chair and Deputy Chair**

The Academic Dean of the School of Indigenous Studies is the Chair of the School of Indigenous Studies Academic Committee. In the absence of the Chair the Committee may elect another member of the Committee as Chair for that meeting.

### **5.3 Meetings**

- a) The Committee must meet at least twice each year.
- b) The Committee's working procedures must comply with the Governance Policy and it may otherwise decide its own procedures for matters not covered by that Policy.
- c) The Committee must report its confirmed minutes to Academic Board as soon as practicable after each meeting.

### **5.4 Terms of Reference**

5.4.1 The School of Indigenous Studies is authorised to deliver units in Indigenous Studies across all programs of the University, directly through the School or in partnership with another School or College. The School of Indigenous Studies is accountable to the Academic Board for academic quality assurance, student experience and student progress, and compliance with applicable academic policies and procedures.

5.4.2 The School of Indigenous Studies Academic Committee's specific duties include:

- a) Manage the programs, awards and units assigned to the School of Indigenous Studies in a manner consistent with regulatory frameworks and the University's policies to ensure appropriate levels of academic quality and standards.
- b) Develop, approve, and monitor the School's Learning and Teaching Plan.
- c) Develop, approve, modify and review units, and make recommendations to the Academic Board in relation to the development, modification and review of courses.
- d) Support excellence in the delivery of education and in the scholarship of learning and teaching at the School, including review of applications for accreditation to teach units and courses in the School, staff succession planning, and providing professional development.
- e) Improve student experience and performance and mitigate against student risk factors through reviewing: feedback from students and graduates; student admission, attrition, retention and completion data; annual course reports.
- f) Ensure appropriate consultation with Aboriginal and Torres Strait Islander elders and communities in relation to curriculum managed by the School, and respond to recommendations of such consultations.
- g) Report annually to the Academic Board on its activities.

## **6. SCHOOL OF PROFESSIONAL PRACTICE ACADEMIC COMMITTEE**

This Committee is constituted by Academic Board in accordance with Regulation 5: Schools.

### **6.1 Committee Membership**

- 6.1.1 The Head of the School of Professional Practice.
- 6.1.2 The Academic Dean of the School of Professional Practice.
- 6.1.3 The Program Director of each program delivered by the School.
- 6.1.4 One or two students or graduates of a program delivered by the School, appointed by the Chair of the Academic Board on the advice of the Head of School for a period of one year.
- 6.1.5 One or two academic staff of the University or its Colleges with relevant expertise appointed by the Chair of the Academic Board on the advice of the Head of School for a period of up to three years.
- 6.1.6 One or two persons external to the University with significant higher education or relevant disciplinary expertise, appointed by the Academic Board for a period of up to three years.

**6.2 Chair and Deputy Chair**

The Head of the School of Professional Practice is the Chair of the School of Professional Practice Academic Committee. In the absence of the Head the Committee may elect another member of the Committee as Chair for that meeting.

**6.3 Meetings**

- a) The Committee must meet at least four times each year.
- b) The Committee’s working procedures must comply with the Governance Policy and it may otherwise decide its own procedures for matters not covered by that Policy.
- c) The Committee must report its confirmed minutes to Academic Board as soon as practicable after each meeting.

**6.4 Terms of Reference**

- 6.4.1 The School of Professional Practice delivers the programs, specified awards and units listed in the table below and is accountable to the Academic Board for academic quality assurance, student experience and compliance with applicable academic policies and procedures.

<i>Program</i>	<i>Awards or Units</i>
Clinical Pastoral Education (CPE)	Clinical Pastoral Education Level 1 Clinical Pastoral Education Level 2 Clinical Pastoral Education (Specialist)
Counselling	Diploma in Counselling
	Advanced Diploma in Counselling
	Bachelor of Counselling

	Master of Counselling
Leadership	Graduate Certificate in Leadership
	Graduate Diploma in Leadership
	Master of Leadership
Professional Supervision	Graduate Certificate in Professional Supervision
	Graduate Diploma in Professional Supervision
Spiritual Care	Graduate Certificate in Spiritual Care

6.4.2 The School of Professional Practice Academic Committee's specific duties include:

- a) Manage the programs, awards and units assigned to the School in a manner consistent with regulatory frameworks and the University's policies to ensure appropriate levels of academic quality and standards.
- b) Develop, approve, and monitor the School's contribution to the Education Strategy.
- c) Develop, approve, modify and review units, and make recommendations to the Academic Board in relation to the development, modification and review of courses.
- d) Support excellence in the delivery of education and in the scholarship of learning and teaching at the School, including review of applications for accreditation to teach units and courses in the School, staff succession planning, and providing professional development.
- e) Improve student experience and performance and mitigate against student risk factors through reviewing: feedback from students and graduates; student admission, attrition, retention and completion data; annual course reports.
- f) Establish an industry advisory group for each program managed by the School, comprised of at least two industry experts who meet with the relevant Program Director and staff at least twice annually, and respond to recommendations of each industry advisory group.
- g) Report annually to the Academic Board on its activities through the Head of School.

## **7. STUDENT SERVICES COMMITTEE**

### **7.1 Membership**

7.1.1 The Student Services Manager.

7.1.2 The Registrar of each College or School.

7.1.3 Two students of the University appointed by the Chair of Academic Board taking into account any recommendation of the Committee for a period of up to two years. Persons so appointed are eligible for reappointment.

7.1.4 Up to three members appointed by the Chair of Academic Board for a period of up to three years, having regard to gender balance and expertise of the membership. Persons so appointed are eligible for reappointment.

## **7.2 Chair and Deputy Chair**

Academic Board must appoint a Chair and a Deputy Chair from the members of the Committee for a period of up to three years, taking into account any recommendation of the Committee. Persons so appointed are eligible for re-appointment.

## **7.3 Meetings**

- a) The Committee must meet at least three times each year.
- b) The Committee's working procedures must comply with the Governance Policy and it may otherwise decide its own procedures for matters not covered by that Policy.
- c) The Committee must report its confirmed minutes to Academic Board as soon as practicable after each meeting.

## **7.4 Terms of Reference**

The Student Services Committee is responsible for coordinating and monitoring support services to all students of the University, both coursework and research, domestic and international. The Committee operates to stimulate and enhance the wellbeing of all students and ensure that provision of student services is aligned with the University's strategic objects. It has responsibility for the following matters under the oversight of Academic Board:

- a) Coordination and development of student support services across the University
- b) Ensuring the University is aware of and meets its specific obligations to students on international visas, including ESOS compliance
- c) Provision of support for students with a disability
- d) Ensuring orientation events are available to all new students
- e) Monitoring and improving data management procedures across the University, including admission, re-enrolment, academic records, transcripts and testamurs
- f) Ensuring that student notifications such as enrolment, confirmation, variation and results to students in a secure, accurate and timely manner
- g) Coordination and improvement of the University's websites and published materials as they relate to student services, including access to accurate information about courses and units
- h) Provision of training and development opportunities for administrative and academic staff involved in student support and skills services.