

UNIVERSITY OF MELBOURNE

Melbourne Custom Programs Committee

A sub-committee of the Academic Programs Committee

Composition and Terms of Reference

1. Membership

President of the Academic Board or nominee

Executive Dean of the School of Melbourne Custom Programs or nominee

Two members of the Academic Board appointed annually by the Board Academic Registrar or nominee

Up to four members appointed annually by the School of Melbourne Custom Programs

Up to four members appointed annually by the Academic Board chosen to reflect Faculty engagement with the School

One student member appointed annually by the University of Melbourne Graduate Student Association

2. Chairperson

The Board must appoint a person to chair the committee for a period of up to two years. A person so appointed will be eligible for re-appointment. The Board must also appoint a deputy chairperson, in consultation with the chairperson.

3. Quorum

A quorum for the committee is three members or twenty percent of the membership, whichever is greater, provided that the president of the Board, or nominee, and at least one other member of the Board, or nominee, must be present

4. Terms of Reference

- 4.1 To advise the Board on all matters of policy relating to higher education courses of the School of Melbourne Custom Programs ('the school'), taking into account international best practice in order to ensure that courses are of the highest quality and standards;
- 4.2 To consider and make recommendations to the Board on any matter related to award courses undertaken at the school which may require action by the Board pursuant to the statutes and regulations of the University or any resolution of the Board, and in particular, to deal with matters such as assessment, new or amended subject or course proposals, selection or unsatisfactory progress; and
- 4.3 To consider reports from the school on the outcomes of quality assurance processes for its academic programs, having regard to international benchmarks, and where appropriate, to make recommendations to the Board based on these reports.

5. Frequency of Meetings

The Committee shall normally meet as required, and not less than four times per year.

6. Reporting

The Committee will report to the Academic Programs Committee after each meeting.

7. Secretariat

The Academic Secretary or nominee will provide secretariat support to the committee.