



# Academic Quality and Governance Framework

## Introduction

This document outlines the academic quality and governance framework for Kaplan Higher Education Pty Ltd (KHE) and its teaching units. The governing body is the KHE Pty Ltd Board of Directors established under the Constitution.

The KHE Board of Directors delegates the responsibility to ensure that KHE fulfils its responsibilities and meets its obligations and responsibilities as an institute of higher education to the KHE Academic Board, as identified in the KHE Academic Board Terms of Reference.

The KHE Academic Board, as the principal academic body of KHE, governs and is responsible for all academic matters at KHE. The KHE Academic Board's key mandate is to ensure that KHE courses and outcomes, and student experiences and success, are of the highest quality. The KHE Academic Board oversees all matters relating to teaching, learning and scholarship within KHE.

The KHE Academic Board operates in conjunction with the ownership and management of KHE to assure academic integrity and has responsibility for the achievement of KHE educational philosophies and plans. The KHE Academic Board and its Committees develop, implement, endorse and review academic policies, and monitor the delivery of KHE subjects and courses.

The KHE Academic Board delegates responsibility to:

- the Grade Ratification and Assessment Committee (GRAC) to approve results before publication and review and monitor assessment procedures and policies
- the Appeals Committee to review students' academic appeals regarding admission, retention, dismissal and other academic matters such as grade appeal and determine whether to grant or dismiss the application; and
- the Teaching and Learning Committee (T&LC) to:
  - a. monitor and report on quality assurance processes for teaching and learning within KHE to ensure that the day-to-day academic operations meet quality educational standards.
  - b. oversee the development and ongoing review of all KHE courses.
  - c. determine and conduct institutional benchmarking activities relating to academic quality and outcomes.
  - d. review and make recommendations to the Academic Board in relation to course admission criteria

## Policy Application

This policy applies to Kaplan Higher Education Pty Ltd (KHE), ABN 85 124 217 670 trading as Kaplan Professional, The University of Adelaide College and Murdoch College, and is registered as an Institute of Higher Education (Provider number 12030).



## Review of Terms of Reference

The KHE Board of Directors may review and amend these Terms of Reference at any time.

## Academic Board and Committee Membership

### Background

This section assists the KHE Board of Directors, the KHE Academic Board and its Standing Committees to fulfil their roles and responsibilities as outlined in the Terms of Reference for each committee and describes the procedures that must be followed by the committee in performing its functions and duties.

### Appointment and Skills of Committee Members

- Membership of the Academic Board is determined by the KHE Board of Directors and will be reviewed at least once every two (2) years to ensure that the balance and type of members are optimum to achieve KHE's educational philosophies and academic strategic priorities.
- The Chair of the KHE Academic Board is appointed by the KHE Board of Directors.
- Independent member appointments to Committees should broadly reflect the diversity of the population as well as the seniority and appropriate experience suitable for the functions of the Committee and will be reviewed at least every two (2) years.
- A Committee member may resign from the Committee by notice in writing to the Committee Chairperson.
- A Committee may co-opt members based on their experience, as necessary.
- At the discretion of the KHE Board of Directors, independent members of the KHE Academic Board and Committees may be required to enter a Deed of Confidentiality.

### Members' Duties

Members must always:

- Act in the best interests of KHE.
- Act in good faith, honestly and for a proper purpose.
- Exercise appropriate care and diligence.
- Not improperly use their position to gain an advantage for themselves or anybody else and to avoid any conflict of interest.

### Minutes

The Secretariat minutes all meetings and in the case of the Academic Board, the Chairperson must sign the minutes within a reasonable time after the meeting.

The Secretariat and the Chairperson are responsible for ensuring the minutes are accurately recorded, prepared and distributed.



## Independent Advice

Membership of the KHE Academic Board will always include a majority of independent members and a majority of members ordinarily resident in Australia.

The Kaplan Board of Directors may commission independent advice or assistance to assist the KHE Academic Board/Committees in carrying out its Terms of Reference.

## Quorum

A quorum will be as follows:

- In the case of an even number of members, half of the members plus one.
- In the case of an odd number of members, the next highest whole number after half the number of the members.
- In the case of a tied vote, the Chair has the casting vote.

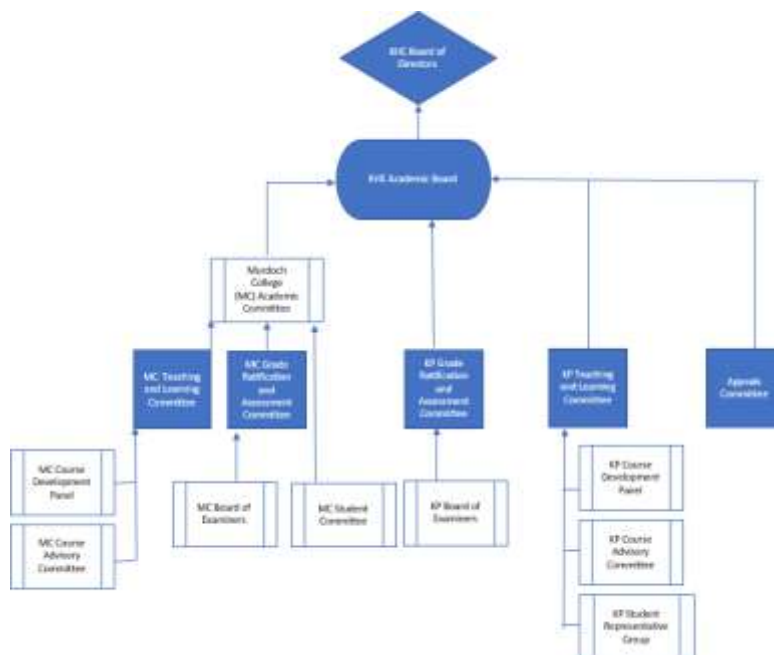
## Absence from Meetings

In the absence of the Chairperson, the Deputy Chairperson will Chair. In the absence of the Deputy Chairperson, the members present will elect a member to act as Chairperson.

## Governance Calendar

A governance calendar will be published annually.

## Governance Structure





## Academic Board

### Role

The KHE Academic Board is an independent body of academic and industry practitioners established under the Constitution, responsible for the academic governance of all KHE's courses.

The KHE Academic Board has the delegated authority of the KHE Board of Directors to provide advice and academic oversight of all courses delivered by KHE including the conferral of its higher education awards and the delegation of academic governance to an appropriate body.

The KHE Academic Board advises the KHE Board of Directors on matters relating to teaching, scholarship and academic governance.

### Responsibilities

Using the powers delegated to it by the KHE Board of Directors, the functions of the KHE Academic Board are to:

- Establish and maintain academic leadership at an international level, consistent with the types and levels of higher education offered.
- Monitor the academic management of KHE and its performance as a tertiary education institution and provide guidance and direction to the KHE Board of Directors on any measures to be taken to ensure that academic standards are comparable to those of other university and higher education institutions delivering similar courses.
- Foster excellence in teaching and learning and encourage lifelong learning.
- Assure the quality of teaching and learning within KHE.
- Assure academic integrity.
- Act as a forum for the debate of academic issues.
- Ensure a culture of scholarship is developed and nurtured within KHE.
- Approve the submission of courses for accreditation/re-accreditation to the Tertiary Education Quality and Standards Agency (TEQSA).
- Consider and make strategic decisions on the admission of students, teaching, assessment and requirements for graduation.
- Monitor and review teaching and learning strategies with KHE's commitment to practice based learning.
- Review and advise on matters relating to policies to ensure that they are appropriate and reflect higher education best practice while meeting the professional education needs of the relevant industries.
- Monitor appropriate strategies for benchmarking institutional practices and courses against similar practices and courses of other universities and higher education institutions.
- Critically evaluate the quality and effectiveness of educational innovations or proposals for innovations.
- Receive reports from Standing Committees or working groups and ensure that their delegated responsibilities are discharged.
- Consider and make recommendations on any matter referred to the KHE Academic Board by the KHE Board of Directors.
- Confer KHE's higher education awards.



## Membership

- The KHE Academic Board will be composed of no less than eight (8) and no more than twelve (12) members.
- The indicative composition of the Academic Board will include at least four academics (internal or external):
  - at least one experienced industry practitioner
  - where relevant one representative from each University partner as a member of the Academic Board or a sub-committee of the Board
  - the Kaplan Higher Education Executive responsible for higher education course development and delivery
  - key KHE academics and a teaching staff representative.
- The composition should ideally reflect the following combined expertise skills: Higher Education, Finance, Financial Planning, Online delivery, Self-Managed Super-Funds, Staff, Governance, International Education, Business, IT and Practitioner.
- The Chair of the KHE Academic Board is an external member.
- Non-voting Secretariat.
- External membership is a two (2) year term with a renewal option, subject to review.

## Frequency of Meetings

The KHE Academic Board meets at least four (4) times per year according to the Annual Governance Calendar and may be convened with reasonable notice for additional meetings.

## Standing Committees

The following Committees have delegated responsibilities as detailed in their Terms of Reference for assisting the KHE Academic Board in its role as the principal academic advisory body of KHE:

- Kaplan Professional Grade Ratification and Assessment Committee.
- Kaplan Professional Teaching and Learning Committee
- Murdoch College Joint Academic Committee
- Murdoch College Teaching and Learning Committee
- Murdoch College Grade Ratification and Assessment Committee
- Appeals Committee

## Periodic Reports

The Academic Board will be provided with the following reports at each meeting:

- Standing Committee reports.
- Report on the policies that have been updated during the last quarter.
- Academic Risk Register.
- Grievances and academic misconduct trend analysis.



## Working Groups/Sub-Committees

Each Standing Committee can establish one or more Working Groups/Sub-Committees on a majority vote. A Working Group/Sub-Committee can be created to address a specific problem or to produce one or more specific deliverables.

The membership of a Working Group/Sub-Committee will vary depending on its function. A Working Group/Sub-Committee is expected to be short-lived in nature and is disbanded upon completion of its goals and/or achievement of its objectives.

Each Working Group/Sub-Committee has Terms of Reference to guide its function. The Terms of Reference must state the scope of work for the group and lay out goals and milestones that show how work will be completed.

## Kaplan Professional Teaching and Learning Committee

### Role

The Kaplan Professional Teaching and Learning Committee (T&LC) is a standing committee of the KHE Academic Board with a delegated responsibility for monitoring and reporting on quality assurance processes for teaching and learning within KHE to ensure that the day-to-day academic operations meet quality educational standards.

The T&LC has been delegated responsibility by the Academic Board to oversee the development and review of all KHE's higher education subjects and courses, including recommendations to the Academic Board in relation to course admission criteria.

The Chair of the T&LC reports regularly to the Academic Board on all T&LC functions, activities and undertakings.

### Functions

The functions of the Teaching and Learning Committee are to:

- Provide a forum for the discussion of teaching and learning trends, issues and challenges.
- Encourage a culture of scholarship and advise the Academic Board on procedures relating to teacher appointment and evaluation.
- Review academic policies relating to all teaching and learning processes.
- Determine and review admission requirements.
- Oversee the student assessment process (assessment validation, moderation, examinations).
- Regularly report to the Academic Board on student progress, attrition and completion rates and surveys (Student Experience Learning and Teaching Survey, SELTS).
- Monitor and review student support strategies implemented to ensure student success (language difficulties, academic support, intervention processes).
- Facilitate the Student Forums to obtain feedback and ideas for improvement from the student body on their education experience.
- Receive reports and review statistics relating to student appeals against assessment, grievances, discipline and misconduct.
- Provide advice, guidance and input regarding all course review projects including reviewing and monitoring the annual course review cycle.
- Recommend and seek approval from Academic Board to submit courses to TEQSA for accreditation or re-accreditation.
- Undertake benchmarking activities.



- Develop an annual Professional Development Plan for academic staff to ensure that professional and discipline-based expertise is current, that teaching skills are maintained and updated, and that scholarly activity is undertaken.

## Membership

Membership of the Teaching and Learning Committee consists of:

- Head of Academic Governance and Compliance (Chair)
- Head of Academic Operations and Engagement (Deputy Chair)
- General Manager, Academic Content Development
- Academic Dean
- Manager Academic Content (Financial Advice)
- Manager Academic Content (Financial Services)
- Manager Academic Operations and Engagement (Financial Advice)
- Manager Academic Operations and Engagement (Financial Services)
- Two (2) x Senior Academics
- Non-voting Secretariat (the Secretariat may be appointed from the existing membership).

## Frequency of Meetings

The Teaching and Learning Committee will meet at least three (3) times per year according to the Annual Governance Calendar and may be convened with reasonable notice for additional meetings.

## Kaplan Professional Course Development Panel

### Role

The Kaplan Professional Course Development Panel (CDP) is an internal working group designed to review existing courses with the explicit intention of making changes, or to design new courses in accordance with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework.

It initially involves informal deliberations and reaches formal decisions in documented meetings that are then presented to a Kaplan Professional Course Advisory Committee (CAC) for feedback. Multiple CDP's may be occurring at any one time based on discipline-specific course related needs.

### Functions

The functions of the Course Development Panel are to:

- Review the performance of existing courses, both quantitatively and qualitatively, to reach conclusions as to whether any changes are needed.
- Generate ideas and draft proposals informed by competitor analyses and industry consultations.
- Present proposals to a CAC for feedback, after which deliberations occur to consider the CAC's recommendations.
- Report back to the CAC responding to the recommendations outlining those that will be adopted and reasons why any have been deemed inappropriate.
- Provide advice to the Teaching and Learning Committee (T&LC) regarding all new courses and course change proposals with specific focus on the design, delivery, resources and assessment strategy, as appropriate to the relevant AQF level.
- Provide the T&LC and the Academic Board with a discussion paper and all relevant documentation for official endorsement and approval, which will then be submitted to TEQSA.
- Adhere to the Course Review and Accreditation Workflow process, which illustrates the way in which courses should be systematically developed and re-developed.
- Recommend a list of external academics and industry practitioners to be invited as members of the CAC.



## Membership

- General Manger, Academic Content Development (Chair)
- Head of Academic Operations and Engagement (Deputy Chair)
- Academic Dean
- Head of Academic Governance and Compliance
- Manager(s) Academic Content appropriate to the course of study
- Manager(s) Academic Operations and Engagement appropriate to the course of study
- Senior Academic(s) appropriate to the course of study
- Non-voting Secretariat (the Secretariat may be appointed from the existing membership)

## Frequency of Meetings

The Course Development Panel will meet formally at least twice for any existing courses undergoing a significant review, and formally at least three (3) times for the development of any new courses.

## Kaplan Professional Course Advisory Committee

### Role

Kaplan Professional Course Advisory Committees (CAC) are constituted to provide advice to KHE on the development and review of KHE's higher education subjects and courses. Course Advisory Committees also consider emerging trends within industry and ensure that KHE's courses are aligned with regulatory requirements as well as industry needs and their subsequent impact on existing and new KHE courses.

The Course Advisory Committees provide advice on the compliance of KHE courses with Standard 3.1 of the Higher Education Standards:

The content and learning activities of each course of study engage with advanced knowledge and inquiry consistent with the level of study and the expected learning outcomes, including:

- a. current knowledge and scholarship in relevant academic disciplines
- b. study of the underlying theoretical and conceptual frameworks of the academic disciplines or fields of education or research represented in the course, and
- c. emerging concepts that are informed by recent scholarship, current research findings and, where applicable, advances in practice.

## Functions

The functions of the Course Advisory Committee are to:

- Consider and provide advice regarding all new courses and course change proposals with specific focus on the design, delivery, resources and assessment strategy, as appropriate to the relevant AQF level.
- Review recommendations from the relevant Course Development Panel.
- Provide industry and academic expertise concerning course development and review processes.
- Recommend and advise KHE on the engagement of external experts, with a view to reviewing and discussing such external reports.
- Advise on changing trends in the relevant industry and recommend direction and/or appropriate mechanisms to meet these trends within KHE programs.
- Provide advice on partnerships between KHE, industry and professional bodies and assist KHE in the promotion of such activities.
- Advise on proposed course transition arrangements to support the transition of students affected by major course changes.





The membership will include, at least:

- One external Academic Board member (Chair)
- General Manager, Academic Content Development
- Head of Academic Operations and Engagement
- Head of Academic Governance and Compliance
- Academic Dean
- Manager(s) Academic Content appropriate to the course of study
- One internal academic with a background that is appropriate to the course of study
- Three external members, at least one of whom has industry experience appropriate to the course of study and the others invited for their academic expertise
- Non-voting Secretariat (the Secretariat may be appointed from the existing membership)

## Frequency of Meetings

A Course Advisory Committee, once constituted for the course in question, will meet as required.

## Kaplan Professional Grade Ratification and Assessment Committee

### Role

The Kaplan Professional Grade Ratification and Assessment Committee (GRAC) is a standing committee of the Academic Board and provides governance to ensure the integrity of grades issued for all subjects.

GRAC has delegated authority from the Academic Board to determine the validity of grades.

### Functions

The functions of the Grade Ratification and Assessment Committee are to:

- Oversee adherence and alignment to course learning and assessment processes.
- Approve subject results.
- Monitor and review action items identified through the internal Kaplan Professional Board of Examiners meetings.
- Make recommendations to the Academic Board regarding teaching best practice initiatives, risk or non-compliance with the Australian Qualifications Framework (AQF) and TEQSA initiatives; and
- Maintain secure and accurate records of all grades and GRAC meetings.

### Membership

Membership of the Grade Ratification and Assessment Committee consists of:

- One external Academic Board member (Chair)
- General Manager, Academic Content Development
- Head of Academic Operations and Engagement
- Head of Academic Governance and Compliance
- Academic Dean
- Senior Academic
- Director, Quality Assurance and Governance, Kaplan Australia
- Non-voting Secretariat (the Secretariat may be appointed from the existing membership).



## Frequency of Meetings

The Committee will meet at least three (3) times per year according to the Annual Governance Calendar and may be convened with reasonable notice for additional meetings to determine academic results.

## Standing Delegation(s)

### Supplementary Examination Grades

- Academic Managers are responsible for reviewing and moderating supplementary grades within their courses of study; and
- The Academic Dean or equivalent is responsible for approving final supplementary examination results and associated final grades.

## Kaplan Professional Board of Examiners

### Role

The Kaplan Professional Board of Examiners (BoE) is an internal committee with delegated powers from the Academic Board through the Kaplan Professional Grade Ratification and Assessment Committee, which is chaired by an external academic.

The purpose of the BoE is to review all subjects delivered, their assessments and individual and collective grades awarded across the cohort at the end of each study period.

The Kaplan Professional Board of Examiners reports to the Kaplan Professional Grade Ratification and Assessment Committee.

### Responsibilities

The functions of the Board of Examiners are to:

- Ensure the security of assessment scripts and associated marking guides.
- Confirm that all assessments have been conducted in accordance with the current relevant policies and procedures.
- Review end of study period results for all subjects delivered.
- Ensure that appropriate moderation arrangements are in place and have been implemented in the marking of all assessments.
- Consider and review grades awarded (including grade distribution) and any other information relating to the assessments.
- Review the grades of all students whose final subject grade is between 46-49, 64, 74 and 84.
- Consider, as required, any case of student progression and make decisions on the progress of students who are academically at risk.
- Act upon exceptional circumstances and/or academic irregularities that may have occurred in the assessment process.
- Consider any special issues concerning student assessments.
- Ensure that students have access to a fair and appropriate appeal process about examination and assessment matters.
- Review the list of students who have completed all the requirements of their course.



## Membership

The Board of Examiners consists of:

- Head of Academic Operations and Engagement (Chair)
- Head of Academic Governance and Compliance (Deputy Chair)
- Manager Academic Operations and Engagement (Financial Advice)
- Manager Academic Operations and Engagement (Financial Services)
- Non-voting Secretariat (the Secretariat may be appointed from the existing membership).

## Frequency of Meetings

The Board of Examiners will meet at least once per study period according to the Kaplan Annual Governance Calendar and may be convened with reasonable notice for additional meetings.

## Murdoch College Teaching and Learning Committee

### Role

The KHE Academic Board delegates responsibility to the Murdoch College Teaching and Learning Committee (T&LC) for monitoring and reporting on quality assurance processes for teaching and learning within Murdoch College (MC) to ensure that the day-to-day academic operations meet quality educational standards.

The Chair of the Murdoch College T&LC reports regularly to the Academic Board on all T&LC functions, activities and undertakings.

### Functions

The functions of the T&LC are to:

- Provide a forum for the discussion of teaching and learning trends, issues and challenges.
- Encourage a culture of scholarship and advise the Academic Board on procedures relating to teacher appointment and evaluation.
- Review academic policies relating to all teaching and learning processes.
- Oversee the student assessment process (assessment validation, moderation, examinations).
- Regularly report to the KHE Academic Board on students' progress, attrition and completion rates and surveys (Student Experience Learning and Teaching Survey "SELTS").
- Monitor and review student support strategies implemented to ensure student success (language difficulties, academic support, intervention processes).
- Receive reports and review statistics relating to student appeals against assessment, grievances, discipline and misconduct.
- Undertake benchmarking activities.
- Develop an annual Professional Development Plan for academic staff to ensure that professional and discipline-based expertise is current, that teaching skills are maintained and updated, and that scholarly activity is undertaken.



## Membership

Membership of the Teaching and Learning Committee consists of:

- Academic Manager
- Two (2) discipline Academics
- Secretariat (the Secretariat is appointed from the existing membership)

## Murdoch College Course Advisory Committee

### Role

The Murdoch College Course Advisory Committee (CAC) is constituted to provide advice to KHE on the development and review of all KHE's higher education subjects and courses.

The Murdoch College Course Advisory Committee also considers emerging trends within the industry and ensures that KHE's courses are aligned with regulatory requirements and industry needs.

### Functions

The functions of the Murdoch College Course Advisory Committee are to:

- Consider and provide advice regarding all new course and course change proposals with specific focus on the design, delivery, resources and assessment strategy, as appropriate to the relevant AQF level.
- Provide industry and academic expertise with regards to all aspects of course development and review processes.
- Recommend and advise KHE on the engagement of external experts, with a view to reviewing and discussing such external reports.
- Provide advice, guidance and input regarding all KHE course review projects including reviewing and monitoring KHE's annual course review cycle.
- Advise on changing trends in the relevant industry and recommend direction and/or appropriate mechanisms to meet these trends within KHE programs.
- Provide advice on partnerships between KHE, industry and professional bodies and assist KHE in the promotion of such activities.
- Review and advise on proposed course transition arrangements to support the transition of students affected by major course changes.

## Membership

The membership will include, at least:

- One (1) external Academic Board member (Chair)
- College Director
- Academic Manager
- One (1) internal academic with a background that is appropriate to the course of study
- Three (3) external members, at least one (1) of whom has industry experience appropriate to the course of study and the others invited for their academic expertise • Secretariat (the Secretariat is appointed from the existing membership)



## Murdoch College Course Development Panel

### Role

The Murdoch College Course Development Panel (CDP) is an internal working group designed to review existing courses with the explicit intention of making changes, or to design new courses in accordance with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework.

It initially involves informal deliberations and reaches formal decisions in documented meetings that are then presented to a Murdoch College Course Advisory Committee (CAC) for feedback. Multiple CDP's may be occurring at any one time based on discipline-specific course related needs.

### Functions

The functions of the Panel are as follows:

- Review the performance of existing courses, both quantitatively and qualitatively, to reach conclusions as to whether any changes are needed.
- Generate ideas and draft proposals informed by competitor analyses and industry consultations.
- Present proposals to a CAC for feedback, after which deliberations occur to consider the CAC's recommendations.
- Report back to the CAC responding to the recommendations outlining those that will be adopted and reasons why any have been rejected.
- Provide the MC T&LC, MC JAC and KHE Academic Board with a discussion paper and all relevant documentation for official endorsement and approval, which will then be submitted to TEQSA.
- Adhere to the Course Review and Accreditation Workflow process, which illustrates the way in which courses should be systematically developed and re-developed.
- Recommend a list of external academics and industry practitioners to be invited as members of the CAC.

### Membership

- MC College Director
- Academic Manager
- Three (3) internal academics with a background that is appropriate to the course of study
- Secretariat (the Secretariat is appointed from the existing membership)

## Murdoch College Grade Ratification and Assessment Committee

### Role

The Murdoch College Grade Ratification and Assessment Committee (GRAC) is a standing committee of the KHE Academic Board and provides governance to ensure the integrity of grades issued by KHE for all subjects.

GRAC has delegated authority from the KHE Academic Board to determine the validity of grades.

### Functions

The functions of the Murdoch College Grade Ratification and Assessment Committee are to:

- Oversee adherence and alignment to course learning and assessment processes.
- Approve subject results.



- Monitor and review action items identified through the internal Murdoch College Board of Examiners meetings.
- Make recommendations to the KHE Academic Board regarding teaching best practice initiatives, risk or non-compliance with the Australian Qualifications Framework (AQF) and TEQSA initiatives; and
- Maintain secure and accurate records of all grades and GRAC meetings.

## Membership

Membership of the Grade Ratification and Assessment Committee consists of:

- One (1) external Academic Board member (Chair)
- Academic Manager or their nominees
- Vice President, Academic
- Director, Quality Assurance and Governance, Kaplan Australia
- Non-voting Secretariat

## Murdoch College Board of Examiners

### Role

The Murdoch College Board of Examiners (BoE) is an internal committee with delegated powers from the KHE Academic Board through the Murdoch College Grade Ratification and Assessment Committee, which is chaired by an external academic.

The purpose of the BoE is to review all subjects delivered, their assessments and individual and collective grades awarded across the cohort at the end of each study period.

The Board of Examiners reports to the Murdoch College Grade Ratification and Assessment Committee.

### Responsibilities

The functions of the BoE are to:

- Ensure the security of assessment scripts and associated marking guides.
- Confirm that all assessments have been conducted in accordance with the current relevant policies and procedures.
- Review end of study period results for all subjects delivered.
- Ensure that appropriate moderation arrangements are in place and have been implemented in the marking of all assessments.
- Consider and review grades awarded (including grade distribution) and any other information relating to the assessments.
- Review the grades of all students whose final subject grades are between 46-49, 59, 69 and 79.
- Consider, as required, any case of student progression and make decisions on the progress of students who are academically at risk.
- Act upon exceptional circumstances and/or academic irregularities that may have occurred in the assessment process.
- Consider any special issues concerning student assessments.
- Ensure that students have access to a fair and appropriate appeal process regarding examination and assessment matters.
- Review the list of students who have completed all the requirements of their course.



## Membership

The Board of Examiners consists of:

- Academic Manager (Chair)
- Academic Staff Member
- Student Services Manager
- MC Secretariat

## Murdoch College Joint Academic Committee

### Role

The Kaplan Higher Education (KHE) Academic Board delegates responsibility to the Murdoch College Joint Academic Committee for monitoring and reporting on quality assurance processes for teaching and learning within Murdoch College to ensure that the day-to-day academic operations meet quality educational standards.

The Murdoch College Joint Academic Committee reports regularly to the KHE Academic Board and the Murdoch University Quality and Standards Committee on all functions, activities, and undertakings.

### Functions

The Murdoch College Joint Academic Committee will ensure that consistent academic standards in all programs and courses are maintained through:

- Courses:*
- Recommend new units, new courses, and course changes to KHE Academic Board.
  - Review and recommend admission requirements to KHE Academic Board.
  - Undertake a regular course review process, to improve the quality of teaching through regular use and review of unit/course evaluation surveys and report on any changes relating to the course structure or delivery methodology and report to MU Quality and Standards Committee and KHE Academic Board.
- Assessment:*
- Constitute the Murdoch College Board of Examiners to review grades, analyse results and recommend them to the Murdoch College Grade and Assessment Committee.
  - Oversee the student assessment process (assessment validation, moderation, examinations, quality assurance and HESF compliance).
- Students/Cohort:*
- Undertake detailed analysis of the number of students graduating relative to the number who have commenced, the number of students who progress to MU after graduation from Murdoch College and the academic performance of Murdoch College students at Murdoch University relative to comparator cohorts, using this data to inform continuous improvement and best practice pedagogy. Regularly reporting to the KHE Academic Board and the Murdoch University Quality and Standards Committee on outcomes of this analysis (including improvements to pedagogy), students' progress, attrition, and completion rates; and surveys including the Student Experience Learning and Teaching Survey (SELTS), Graduate Outcomes Survey (GOS), and Student Evaluation Survey (SES), both while at Murdoch College and Murdoch University.
  - Consider feedback and recommendations from both KHE Academic Board and Murdoch University Quality and Standards Committee.
  - Receive reports and review statistics relating to student appeals against assessment,



- grievances, discipline, and misconduct

#### *Staffing:*

- Develop an annual Professional Development Plan for academic staff to ensure that professional and discipline-based expertise is current, that teaching skills are maintained and updated, and that scholarly activity is undertaken.
- Encourage a culture of scholarship and advise the KHE Academic Board and Murdoch University Quality and Standards Committee on procedures relating to teacher appointment and evaluation.
- Recognition of teaching excellence, including cognizance of the teams (UC, teaching, materials).

#### *Pedagogy*

- Implement academic policies relating to all teaching and learning processes.
- Monitor and review student support strategies implemented to ensure student success (language difficulties, academic support, intervention processes).
- Undertake benchmarking activities.
- Provide a forum for the discussion of teaching and learning trends, issues, and challenges.

## Meetings

The Joint Academic Committee will meet at least 4 times per year and may meet at other times as agreed.

## Quorum

The quorum for any meeting of the Joint Academic Committee will be two representatives of each Party.

## Membership

#### *Murdoch University*

- Deputy Dean, Learning and Teaching for the relevant disciplines

#### *Kaplan Higher Education*

- VP, Academic
- Director, Quality Assurance and Governance
- Murdoch College Director
- Murdoch College Academic Manager
- Murdoch College ELICOS Director of Studies

#### *Externals*

Chair (nominated by Kaplan, agreed to by Murdoch University)

Two (2) external representatives chosen for their expertise and knowledge.





## Murdoch College Student Committee

The Murdoch College Student Committee (SC) is a forum comprised of all MC students that works in close liaison with key MC staff to discuss, consider and provide recommendations to MC on matters that affect the student community such as teaching, learning and welfare matters. Whether it is about academic policy, course structure or campus services, the SC ensures that the student's voice is heard, and that students' interests are communicated and actioned as appropriate.

### Role and Responsibilities

The SC's role and responsibilities are as follows:

- The SC will discuss and provide recommendations to MC on matters that affect the student community such as teaching, learning and welfare matters.
- The SC will identify priority matters that affect MC students and potential workshop solutions to the matters identified.
- The SC is also required to provide an annual report to the MC Joint Academic Committee.
  - The paper will identify key issues identified by the SC for discussion or action, as well as relevant outcomes/ outputs from SC's activities over the year.
- SC meeting minutes are disseminated to attendees and are forwarded to MC Management and Kaplan for feedback and action, as appropriate;
- All current MC students will be informed of changes resulting from SC's input.

### Membership

The SC will comprise of:

- Chair – Student Services Manager (or delegate).
- All current students are members of the SC and able to participate.
- Meeting quorum is at least ten (10) student members in attendance.

## Appeals Committee

### Role

The Appeals Committee is a standing committee of the KHE Academic Board that ensures the integrity of the KHE student academic appeal process. The Appeals Committee has delegated authority from the KHE Academic Board to determine the outcome of all student academic appeals from Kaplan Professional and Murdoch College.

### Functions

The functions of the Appeals Committee are to determine the general conduct of the appeal hearing and the procedures to be adopted, as it thinks fit, based on general principles of natural justice and procedural fairness.

The Appeals Committee has the power to:

- Hear the appeal in relation to the determination of the complaint.
- Review, uphold, dismiss or vary the determination of the complaint.
- Refer the matter back to KHE for further inquiry and determination.



## **Membership**

Membership of the Appeals Committee consists of:

- Three (3) Academic Board members (one of whom is the Chair)
- Non-voting Secretariat.

## **Frequency of Meetings**

The Appeals Committee will be convened as and when required.



## Version Control and Accountable Officers

It is the joint responsibility of the Responsible Officer and the Implementation Officer(s) to ensure compliance with this policy.

<b>Category</b>		Academic		
<b>Responsible Officer</b>		Vice President, Academic		
<b>Implementation Officer(s)</b>		Chair of relevant Board or Committee.		
<b>Review Date</b>		June 2027		
<b>Approved by</b>		Corporate Board		
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the Changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
5.9	Quality, Regulation and Standards Team	<ul style="list-style-type: none"> <li>Updated provider category to Institute of Higher Education.</li> <li>Removal of references to MIT.</li> <li>Updated role titles.</li> <li>Revision of GRAC membership.</li> </ul>	16.09.2021	16.09.2021
6.0	Quality, Regulation and Standards Team	<ul style="list-style-type: none"> <li>Reassignment of CAC delegations to the T&amp;LC.</li> <li>Updated role of the T&amp;LC</li> <li>Updated functions for the T&amp;LC, CDP and CAC</li> <li>Updated governance structure chart</li> <li>Updated GRAC membership</li> </ul>	17.03.2022	28.03.2022
7.0	Quality, Regulation and Standards Team	<ul style="list-style-type: none"> <li>Updated KP T&amp;LC, CDP, CAC, BOE, GRAC and SRG membership</li> <li>Insertion of Murdoch College governance structure</li> </ul>	07.11.2022	14.11.2022
8.0	Quality, Regulation and Standards Team	<ul style="list-style-type: none"> <li>Updated KP T&amp;LC, CDP, CAC, BOE and GRAC membership</li> <li>Removed SRG</li> </ul>	16.12.2023	16.12.2023
9.0	Quality, Regulation and Standards Team	<ul style="list-style-type: none"> <li>Updated Murdoch College grades to align to Murdoch University</li> <li>Removed student representative membership from Joint Academic Committee addressed by annual reporting role of Student Representative Committee.</li> </ul>	19.09.2024	20.09.2024