Course Advisory Groups Policy

Section 1 - Purpose

(1) This Policy sets out the principles and requirements for a Course Advisory Group of the University of Canberra (University).

(2) The objectives of a Course Advisory Group are to:

a. provide advice and make recommendations related to the quality and employability of new and existing courses and course components; and
b. enable members to collaborate and engage with external members appointed to the Course Advisory Group, including professional staff from accrediting bodies(where relevant).

(3) This Policy is intended to ensure courses and course components are informed by internal and external stakeholder expertise as required by the Higher Education Standards Framework (Threshold Standards) 2021.

Section 2 - Scope

(4) This Policy applies to:

a. award courses of the University that are Australian Qualification Framework (AQF) level 5 to 10;
b. non-award courses of the University;and
c. award and non-award courses delivered by the University of Canberra College (UCC) registered using the University Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code.

(5) This Policy applies to:

a. University staff; and
b. affiliates and student members of a Course Advisory Group.

Section 3 - Principles

(6) All award courses will be informed by advice provided by a Course Advisory Group.

(7) A non-award course will be informed by advice provided by:

a. a Course Advisory Group; or
b. one or more members of a Course Advisory Group.

(8) A Course Advisory Group will include a balanced representation of gender, skills and experience, and diversity, wherever possible.

(9) A member appointed to a Course Advisory Group will represent the interests of the University.

(10) The advice made by a Course Advisory Group member will be:

a. based on honesty and integrity; and
b. reliable and valid.

(11) The effectiveness of a Course Advisory Group will be monitored and assessed with an evidence based approach.

(12) The processes and governance requirements for a Course Advisory Group will be transparent.

Course Advisory Group Effectiveness

(13) Faculty Board is responsible for maintaining a schedule of Course Advisory Groups and monitoring the effectiveness of Course Advisory Groups as part of the course monitoring, review and improvement process.

Student Grievances

(14) Where a grievance for the purposes of the Student Grievance Resolution Policy arises from a decision or action taken by the University as part of the Course Advisory Group processes, a student may refer to the Student Grievance Resolution Policy for resolution of the grievance.

Records Management

(15) Records of a Course Advisory Group must be maintained in accordance with the DITM and Records Management Policy Manual and the Records and Information Management Policy.

Section 4 - Responsibilities

Who	Responsibilities
Associate Dean, Education or equivalent Associate Dean, Research or equivalent	• Resolve a declared conflict of interest with the Course Convener/Program Director/Course Proponent or nominee. • Review the recommendations informed by members of Course Advisory Groups and consult with Course Convener/Program Director/Course Proponent or nominee to facilitate their approval.
Business Manager or equivalent	• Approve direct costs associated with a Course Advisory Group for a non-award course developed by a Third Party Provider and approved by the University.
Chair of Course Advisory Group	• Complete the relevant Course Advisory Group member documentation. • Attend Course Advisory Group meetings as scheduled. • The Chair of the Course Advisory Group is subject to the requirements of the relevant charter. • Manage the Course Advisory Group meeting, ensuring the meeting adheres to the relevant charter, that members are given the opportunity to provide advice and the group provides input on recommendations arising from the meeting. • Approve the minutes of the Course Advisory Group meeting.
Course Convener	• May be an internal member of a Course Advisory Group, and subject to the requirements of the relevant charter. • Responsibilities as outlined for Course Proponent or nominee for courses for which the Course Convener has responsibility for.

Who	Responsibilities
Course Proponent or nominee	• May be an internal member of a Course Advisory Group, and subject to the requirements of the relevant charter. • Determine Course Advisory Group requirements for a new course. • Coordinate the appointment of new Course Advisory Group members e.g., offer of appointment, due diligence, conflict of interest, and Confidentiality Deed administration, and notify Student Representative Council when a student member is appointed. • Resolve a declared conflict of interest with the Associate Dean, Education or equivalent, or Associate Dean, Research or equivalent. • Update an established Course Advisory Group charter on appointment of new members, or other relevant changes, in accordance with the relevant charter requirements. • Coordinate the meeting administration of a Course Advisory Group and relevant process requirements e.g., meeting schedule, calendar invitations, agenda development, relevant course documentation and data collation, ensure the minutes are written, record advice and recommendations, discuss non-attendance with relevant members, storage of relevant documentation. • Ensure Course Advisory Group minutes, and summary information from specified Course Advisory Group members appointed to a non-award course are included in relevant course documentation. • Consult with the Associate Dean, Education or equivalent, Associate Dean, Research or equivalent, Program Director, Course Convener, Head of School/Head of Discipline or equivalent, Associate Director, Learning & Teaching, Legal and/or other relevant staff when required. • Exercise delegated authority to approve recommendations informed by members of Course Advisory Groups, in consultation with the relevant course team and the Associate Dean, Education or equivalent, or Associate Dean, Research or equivalent.
Faculty Dean	• Exercise delegated authority to appoint members to a Course Advisory Group and approve a Course Advisory Group charter. • Exercise delegated authority to appoint specified members of a Course Advisory Group to a non-award course.
Dean, Graduate Research School	• Exercise delegated authority to appoint members to a Course Advisory Group and approve a Course Advisory Group charter.
Associate Director, Learning & Teaching	• Maintain the Course Advisory Group Resource Pack.
Course Advisory Group members	• Complete the relevant Course Advisory Group member documentation. • Attend Course Advisory Group meetings as scheduled. • Course Advisory Group members are subject to the requirements of the relevant charter.
Faculty Board	• As per the Faculty Board Charter. • Maintain a schedule of Course Advisory Group meetings. • Provide an annual report to Academic Board, including meeting minutes, recommendations arising, response to recommendations made and resulting impact (effectiveness) on the course.
Faculty Manager or equivalent	• Exercise delegated authority for direct costs associated with a Course Advisory Group.
Head of School or equivalent	• May be an internal member of a Course Advisory Group, and subject to the requirements of the relevant charter.
Legal	• Provide advice on the completion of the Confidentiality Deed form. • Store completed Confidentiality Deed forms.
Program Director	• May be an internal member of a Course Advisory Group, and subject to the requirements of the relevant charter. • Responsibilities as outlined for Course Proponent or nominee for courses for which the Course Convener has responsibility for.

Section 5 - Procedure

(16) Refer to the Course Advisory Groups Procedure.

Section 6 - Definitions

Term	Definition
Affiliate	Includes Educational Partner teaching staff, clinical title holders, adjunct, and honorary appointees, consultants and contractors to the University, holders of offices in University entities, members of boards of University foundations, members of University committees, and any other persons appointed or engaged by the University to perform duties or functions on its behalf.
Award course	Is a coursework course or a higher degree by research course equivalent to Australian Qualifications Framework level 5 to 10 as specified in the Register of Courses kept under the University of Canberra (Courses and Awards) Statute 2010.
Charter	A written instrument that sets out the authority, purpose, terms of reference, membership and reporting requirements of a group of a committee or group of people.
Course	Is an award course and non-award course.
Course Advisory Group Resource Pack	A set of information and templates to support the establishment and implementation of a Course Advisory Group.
Coursework course	Has the same meaning given by the University of Canberra (Admission) Rules 2022.
Course Proponent or nominee	An academic staff member of a faculty who has oversight of a course, and manages the administrative requirements for a new course, and an existing course as specified in the Register of Courses kept under the University of Canberra (Courses and Awards) Statute 2010.
Discipline	A branch of academic knowledge relevant to a course.
Higher degree by research	Has the same meaning as graduate course in the University of Canberra (Admission) Rules 2022.
Inherent requirements	The essential cognitive, behavioural, physical, and sensory requirements a student will need to have in order to achieve the learning outcomes and graduate attributes of a course.
Major research component	The research component in a bachelor honours degree and a masters degree (coursework).
New course	Means a course that is: • not currently recorded in the Register of Courses; or • an existing course that following review is assigned a new award title and award abbreviation.
Non-award course	A course that does not lead to an Australian Qualifications Framework qualification e.g., micro-unit, English Language Intensive Course for Overseas Students (ELICOS), short course.
Program	A program consists of one or more courses that share the same core major, designed as a coherent student learning journey e.g., the Program for the Bachelor of Arts.
Register of Courses	Means the database containing the courses of study of the University, kept under the University of Canberra (Courses and Awards) Statute 2010.
Student	Has the same meaning given by the University of Canberra (Statutes Interpretation) Statute 2010.
University	University of Canberra ABN 81633873422.
Work integrated learning	A form of experiential learning where theoretical knowledge and disciplinary skills are demonstrated through authentic work experiences and practices within relevant professional contexts.

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