

## TERMS OF REFERENCE

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### ACADEMIC PROGRAMMES COMMITTEE (APC)

Approving Authority: The Senate

Date Approved: 6 April 2021 - Senate 1/21

Review Date: Every 3 years from Date Approved

#### 1. Overview

The APC is a committee of the Senate and exercises the following Senate power:

##### **Statute s29. Powers of Senate**

*The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers, duties and functions:*

- (a) *To advise the Council and report on matters pertaining to the quality of learning and teaching, research and scholarship and to recommend to the Council:
  - (i) *the establishment or discontinuation of degrees, diplomas, certificates and other distinctions and awards;*
  - (ii) *the terms and conditions under which any institution or body may partner in the provision of academic programs or credit transfer arrangements;*
  - (iii) *the appropriate provision of academic support for the progression and graduation of students; and*
  - (iv) *any matters referred to it by the Vice-Chancellor or by the Council.**
- (b) *To approve new academic programs and changes to existing academic programs, and to review all existing academic programs on a regular basis.*
- (c) *To approve, amend and revoke Academic Regulations and policies; and monitor compliance against these provisions.*
- (d) *To determine Regulations and policy regarding the admission, selection and enrolment of students.*
- (e) *To determine requirements to be satisfied by candidates for the award by the University of a degree, diploma or certificate.*

#### 2. Objective

The APC is responsible to the Senate for all matters in respect of qualifications for sub-degree, undergraduate and postgraduate courses and programmes of study.

#### 3. Membership

Deputy Vice-Chancellor (Education), Chair  
Two Professors, elected by the Senate  
Director, Education  
Director, Centre for Flexible Learning  
Director, Research  
Deputy Heads of Schools (Learning, Teaching & Quality)  
University Librarian  
Director, Pacific TAFE  
Director, PaCE-SD

Group Manager, Student Administrative Services  
President of USPSA Federal  
One student representative, appointed by the President of USPSA Federal

The Committee may co-opt any University staff or student as and when required

#### **4. Duties and Responsibilities**

- (a) To make recommendations to Senate with respect to the introduction, amendments (as defined by Fiji Higher Education Commission's Committee for the Accreditation of University Qualifications) or discontinuation of sub-degree, undergraduate and postgraduate courses;
- (b) To make recommendations to Senate with respect to the introduction, amendment or discontinuation of sub-degree, undergraduate and postgraduate programmes; Committee of the Senate
- (c) To recommend to Senate amendments of regulations relating to existing and new sub-degree, undergraduate and postgraduate programmes;
- (d) To consider and approve all Graduating Year Reviews before submission to external bodies or accrediting authorities;
- (e) To approve an annual list of offerings, by mode and campus, for all sub-degree, undergraduate and postgraduate courses and programmes, ensuring that the University's range of offerings to be published in the Handbook and Calendar as a whole is consistent with the University's strategic planning goals and objectives;
- (f) To ensure that any new programme recommended to Senate for approval, have received adequate endorsement from Programme Advisory Committees, and are viable when measured against financial benchmarks set by Senate.
- (g) The Chair, on the approval of the APC, may exercise Chair's Action outside of an APC meeting to approve or otherwise, calendar changes to the Handbook and Calendar; calendar changes include mode, location and semester and typographical correction if any.
- (h) The Committee shall report to each Senate as appropriate.

#### **5. Meetings and Secretarial**

The Committee shall meet as least four times a year.

A quorum for all meetings shall be half the members of the Committee.

The Chair shall have a deliberative and casting vote.

The Committee shall report to the Senate.

Secretary: Council and Senate Secretariat

**6. Confidentiality**

Matters discussed at Senate or any of its Committees and matters discussed by Working Parties or Groups are normally not confidential, but if the papers regarding any matter are marked 'confidential' or if the Chair advises members that a particular matter is to be treated as confidential, the matter must not be divulged to any third party without the written approval of the Chair.

**7. Conflict of Interest**

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.