

## TERMS OF REFERENCE

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### CREDIT ASSESSMENT AND VALIDATION COMMITTEE (CAVC)

Approving Authority: The Senate

Date Approved: 6 April 2021 - Senate 1/21

Review Date: Every 3 years from Date Approved

#### 1. Overview

The CAVC is a committee of the Academic Programmes Committee (APC) and exercise 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: ...*
- (ii) *the terms and conditions under which any institution or body may partner in the provision of academic programs or credit transfer arrangements;*

#### 2. Objective

The primary aim of the CAVC is to operate the University's Credit Transfer Scheme in accordance with the parameters determined by Senate.

#### 3. Membership

Deputy Vice-Chancellor (Education) as Chair  
Deputy Heads of Schools (Learning, Teaching, and Quality)  
Director, Education  
Director, Pacific TAFE  
Director, Planning and Quality  
Group Manager, Student Administrative Services

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

#### 4. Duties and Responsibilities

- (a) To oversee the proper implementation of the Credit Transfer Policy.
- (b) To receive and scrutinize applications for credit transfer of degrees/ programmes/ courses in other institutions of higher education and to make appropriate recommendations to Senate through APC. This process shall relate mainly to undergraduate degrees but the Committee may extend its remit, if it sees fit, to include other postgraduate and undergraduate qualifications.

- (c) To respond to requests for advice from University Faculties on all matters relating to credit transfer.
- (d) To monitor the progress of the credit transfer scheme and to advise APC and Senate of appropriate changes thought necessary, in light of experience.
- (e) To initiate periodic reviews of institutions outside the credit transfer arrangement and their programmes and make appropriate recommendations to Senate through APC.
- (f) The Committee shall report to Senate as appropriate.

## **5. Meetings and Secretarial**

The Committee shall meet three times a year or as and when necessary.

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.