



# **Academic Quality Framework**

**Academic Regulations, Policies  
& Procedures Oversight Committee**

**Approved by Academic Council**

**22 June 2022**

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The Academic Regulations, Policies & Procedures Oversight Committee (ARPPOC) is a sub-committee of Academic Council. ARPPOC shall have responsibility for overseeing and monitoring the implementation of University academic regulations and policies, and their associated procedures.

## 1. Responsibilities

Academic Regulations, Policies & Procedures Oversight Committee (ARPPOC) has the following responsibilities:

### Policy Development, Implementation & Review

- a. To develop and maintain a set of guiding principles against which academic regulations and policies are reviewed.
- b. To maintain a list of all University academic regulations, policies and procedures, which will include version, approval dates, ownership and review dates. The list will identify academic regulations, policies and procedures that fall under the responsibility of Academic Council or one of its sub-committees, such as the Academic Quality Assurance & Enhancement Committee's oversight of all Quality Enhancement policies and procedures.
- c. Where the need for a new academic regulation or policy is identified, ARPPOC can take one of the following actions:
  - Establish a Working Group, with appropriate membership, to draft the new academic regulation or policy.
  - Request that another sub-committee of Academic Council establishes a Working Group, with appropriate membership, to draft the new academic regulation or policy;
  - Request the appropriate Professional Service drafts the new academic regulation or policy.
- d. To review draft academic regulations and policies and make recommendations to Academic Council for the approval of new academic regulations and policies.

- e. To review current academic policies and regulations, and where necessary, redraft with propose amendments and submit to Academic Council for approval. ARPPOC may take one of the actions listed in 1(c) above to redraft the policy or regulation.
- f. To oversee the implementation of academic policies and make recommendations in this regard to Academic Council. These policies include, but are not limited to:
- Recognition of Prior Learning Policy
  - Student Disciplinary Policy
  - Academic Integrity Policy
  - Fitness to Practice Policy
  - Fitness to Continue Study Policy
  - Protection of Enrolled Learners Policy
- g. To receive and consider the following annual summary reports to inform the evaluation of the implementation of academic policies and regulations:
- Breaches of Academic Integrity Report from Academic Affairs
  - Student Disciplinary Process Report from Academic Affairs
  - Application of Recognition of Prior Learning Report from Faculties and Recruitment, Admissions & Participation.

### Assessment Regulations

- h. To oversee and monitor the implementation of the University Assessment Regulations and make recommendations to Academic Council and/or the Academic Quality Assurance & Enhancement Committee, as appropriate, on the revision of the University Assessment Regulations.
- i. To receive and consider annual summary reports, from Academic Affairs on the Assessment Appeals process (appealing against the decisions of Assessment Boards).

## Other

- j. To carry out such other functions as are considered appropriate subject to the approval of Academic Council.
- k. To submit approved minutes to Academic Council and where required submit reports and draft regulations and policies for approval.

## 2. Membership

- 2.1 The Membership of ARPOC shall ensure the committee has members with required expertise, to ensure effective and efficient decision making, from across the University to carry out the responsibilities listed above.
- 2.2 The membership of ARPOC shall comprise:
  - Head of Academic Affairs (Chairperson) (ex-officio)
  - Assistant Head of Academic Affairs (Quality Framework) (ex-officio)
  - 1 academic staff member of SL2 or SL3 grade from each Faculty Board (elected)
  - 2 academic staff members of any grade excluding SL2 and SL3 grades from each Faculty (elected)
  - 3 student members (nominated)
  - 1 member from the Research Office (nominated)
  - 1 member from Student Services & Wellbeing (nominated)
  - 1 member from Recruitment, Admissions & Participation (nominated)
  - 1 member from Governance and Compliance (nominated)
  - 1 member from Library Services (nominated)
  - 3 Academic Council members (elected)
- 2.3 Academic Quality Advisers may be asked by the Chairperson to attend a meeting where consideration of a particular policy, regulation or procedure may require their expertise.
- 2.4 The academic staff from the faculties will be identified through the process described in Appendix B.

- 2.5 The student will be nominated by the Students' Union in accordance with its own procedures.
- 2.6 The ARPPOC members from Student Services & Wellbeing, Recruitment, Admissions & Participation, ICT Services and Library Services will be nominated by the Heads of those Professional Services.
- 2.7 All Academic Council members will have the opportunity to nominate themselves to become a member of ARPPOC. In the event there are more nominations than required members an election will be held as per the process described in Appendix B.
- 2.8 With the approval of Academic Council up to two additional members may be co-opted and in addition other persons may be invited to attend by the Chairperson as considered appropriate. To proposed new members, the Chairperson should write to the Chairperson of Academic Council with the names of the proposed additional members and a rationale for their membership.
- 2.9 The membership of ARPPOC will be at least 40% gender balanced.

### **3. Term of Office**

- 3.1 The term of office of non-ex-officio members of ARPPOC shall not exceed 3 years and a member may not serve more than two consecutive terms of office.

### **4. Removal or Disqualification**

- 4.1 An elected or nominated member of ARPPOC who has been absent from three consecutive meetings, unless such absence has been approved by the Chairperson in advance, shall be deemed to have resigned from ARPPOC.
- 4.2 Where an elected or nominated member is absent for two consecutive meetings without explanation, the secretariat will communicate this to the member outlining consequential actions if the member misses the next meeting. If no satisfactory written explanation is received and the member does not attend the next meeting,

this outcome will be communicated to the next ARPPOC meeting for removal of the member, with this vacancy filled in line with the procedures in Appendices A and B. The replacement will fill this vacancy for the unexpired term of office remaining.

## 5. Resignation

- 5.1 A member of ARPPOC may at any time resign from membership of ARPPOC by written communication to the Chairperson, and the resignation shall take effect from the date of receipt of such communication.

## 6. ARPPOC Meetings

### Chairperson

- 6.1 The Head of Academic Affairs will be the Chairperson of ARPPOC.
- 6.2 If and so long as the Chairperson is not present, meetings of ARPPOC will be chaired by the Assistant Head of Academic Affairs (Quality Framework). If both the Head of Academic Affairs and the Assistant Head of Academic Affairs are not able to attend a meeting of ARPPOC, the Head of Academic Affairs will select a member of ARPPOC to chair the meeting.

### Secretariat

- 6.3 The secretariat will be provided by Academic Affairs.

### Quorum

- 6.4 The quorum for all ARPPOC meetings shall be 50% of the complete membership plus one. Where the complete membership constitutes an odd number the quorum shall be 50% of the membership rounded up to the next whole number.

- 6.5 ARPPOC may hold or continue a meeting by the use of any means of communication by which all the members can hear and be heard at the same time (in this document referred to as an “online meeting”):
- A member of ARPPOC who participates in an online meeting is taken for all purposes to have been present at the meeting.
  - A duly convened meeting of ARPPOC at which a quorum is present shall be competent to exercise all or any of the authorities, power and discretions vested in or exercisable by ARPPOC.

### Frequency of Meetings

- 6.6 ARPPOC shall hold at least two meetings per semester and such and so many additional meetings as may be necessary, as determined by the Chairperson, for the due fulfilment of its functions.

### Notice and Convening of Meetings

- 6.7 The dates of ARPPOC meetings should be determined by the Chairperson and published at the start of the Academic Year and aligned to the document submission dates of Academic Council.
- 6.8 Additional meetings of ARPPOC shall be summoned by the Secretariat of ARPPOC at the request of the Chairperson of ARPPOC.
- 6.9 The Secretariat to ARPPOC shall ensure that all members receive information and papers in a timely manner to enable full and proper consideration to be given to the issues.
- 6.10 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda shall be forwarded to each member of ARPPOC electronically, and any other person required to attend, not less than five working days before the date of the meeting. Supporting papers shall be sent, or made available electronically, to ARPPOC members and to other attendees as appropriate, at the same time.



## Attendance at Meetings

- 6.11 Only members of ARPPOC have the right to attend ARPPOC meetings. Other individuals from the University and external advisers may be invited to attend, by the Chairperson, for all or part of any meeting, as and when appropriate.
- 6.12 Attendances shall be recorded as Present, Apologies (apology furnished in advance or at the meeting) or Absent (no apology furnished).
- 6.13 If a member cannot attend a meeting of ARPPOC, this should be communicated to the Secretariat in advance of the meeting, or alternatively it can be communicated to the Chairperson at the beginning of the meeting.

## Agenda Items

- 6.14 The agenda shall contain details of the matters to be put before the meeting for discussion.
- 6.15 Any member of ARPPOC may request a matter be placed on the agenda for discussion provided it is conveyed to the Secretariat in writing not less than ten working days in advance of the meeting to which it refers (not including the date of the meeting) and the matter falls within the terms of reference of ARPPOC. Such matters shall be considered by the Chairperson as to their appropriateness for inclusion on the agenda.
- 6.16 Any matter which has been accepted for discussion in accordance with the provision of these Terms of Reference shall be placed before the meeting by the Chairperson in the order in which it appears on the agenda.
- 6.17 The inclusion of the term “Any Other Business” (AOB) on the agenda shall be used by the Chairperson only to inform the meeting of any other items which are germane to the matters already discussed and for the elucidation of any other items of a factual or relevant nature. The Chairperson may permit a member to raise a matter under AOB provided this item has already been raised with the Chairperson prior to the meeting and the Chairperson has decided it was

appropriate to bring it to the attention of ARPPOC members for the consideration under AOB.

- 6.18 Approved agenda items must be submitted in the correct format to the Secretariat ten working days before the date of the ARPPOC meeting to facilitate the timely distribution of papers to members.
- 6.19 The Chairperson has the delegated authority of ARPPOC to remove an item from the Agenda if it is not received in time to allow members due consideration of the matter or to a suitable standard.

### Proceedings at Meetings

- 6.20 Members who wish to speak at any meeting shall make their address to the meeting through and at the request of the Chairperson.
- 6.21 The first business of each meeting shall be the reading and approval of the Minutes of the previous meeting which, if approved, shall be signed by the Chairperson as proof of the accuracy thereof. The secretariat shall minute the decisions and resolutions of all meetings of ARPPOC, including recording the names of those present and in attendance.
- 6.22 The Minutes of the meeting shall be drawn up and approved at the next meeting of ARPPOC. No discussion shall take place upon the Minutes except upon their accuracy or where the Chairperson considers discussion appropriate.
- 6.23 Any amendment to the Minutes shall be recorded and agreed by ARPPOC at the next meeting. The Minutes of ARPPOC meetings shall be circulated to all members of ARPPOC.
- 6.24 Every question at a meeting of ARPPOC shall be determined by a majority of votes of the members present and voting on the question, and in the case of an equal division of votes, the Chairperson shall have a second or casting vote.
- 6.25 Any member of ARPPOC may, at any time during a meeting and without notice, raise a point of order. The Chairperson's ruling on the acceptability on the point of order shall be subject to a vote of the meeting if called for by the member raising the point of order.

## Duration of Meetings

- 6.26 Each meeting of ARPPOC shall continue until such time as the business to be conducted thereat shall have been satisfactory dealt with.
- 6.27 In cases of extreme time pressure, the Chairperson may, at their discretion reasonably exercise the following:
- Either curtail discussion of any motion or other matter before the meeting and put the motion or matter before the meeting for a vote, or
  - Adjourn agenda items (other than Minutes of the previous meeting and matters arising therefrom) to a subsequent meeting. This may be either a scheduled meeting or at an extraordinary meeting convened specially to consider them.
- 6.28 The Chairperson's ruling shall be final in regard of either alternative.

## Procedures for obtaining decisions between meetings

- 6.29 In accordance with subparagraphs 6.30, 6.31 and 6.32 below, the Chairperson of ARPPOC, has the delegated authority of ARPPOC to deal with matters that in their opinion, are urgent and cannot wait until the next meeting of ARPPOC and are certified in writing. If the Chairperson is unavailable to act for any reason, the Assistant Head of Academic Affairs shall have the same powers and this procedure shall be read accordingly.
- 6.30 In all situations, the Chairperson shall endeavour to convene a quorate meeting, to consider urgent matters that arise between meetings and shall only utilise this procedure as a final option having made every effort to hold a quorate meeting.
- 6.31 In seeking Chairperson's action, the person making the request shall in all cases prepare a written report. The report shall be in accordance with the same procedures and shall require the same clearances from other parties with an interest in the issues as if the report was to be submitted to a meeting of ARPPOC. The report must specify the reason(s) for the urgency and the reason(s) why the matter cannot wait until the next meeting of ARPPOC
- 6.32 When submitted, the Chairperson shall, if practicable, also seek the views of the members of ARPPOC.

- 6.33 In respect of any decision taken by the Chairperson under this procedure, the Chairperson shall record their decision in writing and shall also certify in writing that in their opinion the issue is urgent and cannot wait until the next meeting of ARPPOC.
- 6.34 The Chairperson shall report every decision taken under this procedure in writing to the next meeting of ARPPOC for noting.

## 7. Reporting and Communication

- 7.1 The Head of Academic Affairs, as Chairperson, shall be responsible for reporting the decisions and views of ARPPOC to Academic Council and/or other Academic Council sub-committees, as appropriate.
- 7.2 Minutes shall be recorded and, when approved, submitted to Academic Council.
- 7.3 Approved minutes shall also be available on the University intranet.

## 8. Committees

- 8.1 ARPPOC may establish other sub-committees subject to the approval of the Academic Council or at the request of Academic Council. To propose a new sub-committee, the Chairperson should write to the Chairperson of the Academic Council with the draft Terms of Reference, and a rationale for the establishment, of the new sub-committee.
- 8.2 ARPPOC may establish working groups at any time to undertake specific tasks on behalf of the Board. The establishment of working groups does not require the approval of the Academic Council.
- 8.3 ARPPOC may invite individuals from outside the University to become members of sub-committees subject to the approval of the Academic Council. To propose external members of sub-committees, the Chairperson should write to the Chairperson of the Academic Council with the names of the proposed external members and a rationale for their membership.

8.4 ARPPOC sub-committees will normally be chaired by a member of ARPPOC.

## 9. APPENDIX A

### Academic Regulations, Policy & Procedures Oversight Committee Membership

#### 1. Ex-Officio Members

- 1.1 Members of the committee because of their role in the University.
- 1.2 Members of the committee bringing specific expertise and knowledge and/or they have specific University responsibilities, management or otherwise, for functions or activities aligned to the responsibilities of the committee as listed in Section 1 of this document.

#### 2. Nominated Members

- 2.1 Members representing the views of a function, academic unit or representative body, but may also have specific responsibilities, management or otherwise that are required by the Committee to successfully undertake its responsibilities as listed in Section 1 of this document.
- 2.2 These members are nominated by the Head of the relevant function, academic unit or representative body.

#### 3. Elected Members

- 3.1 Members elected to by a cohort of stakeholders within a function, academic unit or a Committee/Board.
- 3.2 Elected members must nominate themselves through the process described in Appendix B of this document, and where more nominations are received than required number of member, an election process will be followed to identify the committee members.
- 3.3 Elected members bring their own knowledge, understanding, expertise and experience to the ARPPOC discussions and decisions.
- 3.4 Elected members may also bring the views of colleagues to ARPPOC.

## 10. APPENDIX B

### Election of ARPOC Members

#### 1. Academic Staff Member of SL2 or SL3 grade from each Faculty Board

- 1.1 Each Faculty Board will elect one academic staff member of SL2 or SL3 grade to be a member of ARPOC.
- 1.2 The academic staff member of SL2 or SL3 grade will be appointed using an election process whereby each academic staff member of SL2 or SL3 grade on Faculty Board will have the opportunity to nominate themselves for election.
- 1.3 Eligibility to vote for the academic staff member of SL2 or SL3 grade shall be confined to members of the Faculty Board at SL2 and SL3 grades.
- 1.4 The Returning Officer for the election of staff to ARPOC will be the Assistant Head of Academic Affairs (Operations) and may authorise any person to exercise designated functions on their behalf.
- 1.5 A call for nominations shall be circulated at least two weeks before the election date. Nominations shall be made on the Nomination Paper available from Academic Affairs and submitted to the Returning Officer or nominee. The Returning Officer shall rule on the validity of each Nomination Paper and may rule that it is invalid if, but only if, it is not in accordance with the eligibility criteria.
- 1.6 Every person in respect of whom a Nomination Paper has been determined to be valid and whose candidature has not been withdrawn, shall stand validly nominated as a candidate.
- 1.7 In the event that there is only one validly nominated candidate from a Faculty Board, the Returning Officer shall declare the candidate elected.
- 1.8 A poll will be conducted if more than the one person is validly nominated. Voting shall be by secret ballot and on the basis of proportional representation by means of a single transferable vote. Votes shall be counted by the Returning Officer or nominee in accordance with the arrangements made by the Returning Officer. The Returning Officer shall give due notice of these arrangements to the electorate.

- 1.9 In the event that there are no validly nominated candidates, the Faculty Dean, as Chairperson of Faculty Board may nominate an academic staff member of SL2 or SL3 grade from the membership of Faculty Board to be a member of ARPPOC.

## **2. Academic Staff Members of any grade excluding HPAL, SL2 and SL3 grades from each Faculty**

- 2.1 The membership of ARPPOC will include two academic staff members of any grade excluding HPAL, SL2 and SL3 grades from each Faculty.
- 2.2 The academic staff members of any grade excluding HPAL, SL2 and SL3 grades will be appointed using an election process whereby each academic staff member of any grade excluding HPAL, SL2 and SL3 grades in the Faculty will have the opportunity to nominate themselves for election.
- 2.3 Eligibility to vote for the academic staff members of any grade excluding HPAL, SL2 and SL3 grades shall be confined to academic staff members of the Faculty at any grade excluding SL2 and SL3 grades.
- 2.4 The Returning Officer for the election of staff to ARPPOC will be the Assistant Head of Academic Affairs (Operations) and may authorise any person to exercise designated functions on their behalf.
- 2.5 A call for nominations shall be circulated at least two weeks before the election date. Nominations shall be made on the Nomination Paper available from Academic Affairs and submitted to the Returning Officer or nominee. The Returning Officer shall rule on the validity of each Nomination Paper and may rule that it is invalid if, but only if, it is not in accordance with the eligibility criteria.
- 2.6 Every person in respect of whom a Nomination Paper has been determined to be valid and whose candidature has not been withdrawn, shall stand validly nominated as a candidate.
- 2.7 In the event that there is only one two validly nominated candidates from a Faculty, the Returning Officer shall declare the candidate elected.



- 2.8 A poll will be conducted if more than that two people are validly nominated. Voting shall be by secret ballot and on the basis of proportional representation by means of a single transferable vote. Votes shall be counted by the Returning Officer or nominee in accordance with the arrangements made by the Returning Officer. The Returning Officer shall give due notice of these arrangements to the electorate.
- 2.9 In the event that there are no validly nominate candidates, the Faculty Dean may nominate two academic staff members of any grade excluding HPAL, SL2 and SL3 grades from the Faculty to be members of ARPPOC.

### 3. Academic Council Members

- 3.1 All non-ex-officio Academic Council members will have the opportunity to nominate themselves for ARPPOC membership through an 'Expression of Interest' process.
- 3.2 An "Expression of Interest" call shall be circulated to all non-ex-officio Academic Council members and nominations shall be submitted to Academic Affairs.
- 3.3 A poll will be conducted if more nominations than required members are received. Voting shall be by secret ballot and on the basis of proportional representation by means of a single transferable vote. Votes shall be counted by the Returning Officer or nominee in accordance with the arrangements made by the Returning Officer. The Returning Officer shall give due notice of these arrangements to the electorate.
- 3.4 The Returning Officer for the election of Academic Council members to ARPPOC will be the Assistant Head of Academic Affairs (Operations) and may authorise any person to exercise designated functions on their behalf.