

**ACADEMIC BOARD  
TERMS OF REFERENCE  
NEWCASTLE AUSTRALIA INSTITUTE OF HIGHER EDUCATION PTE LTD**

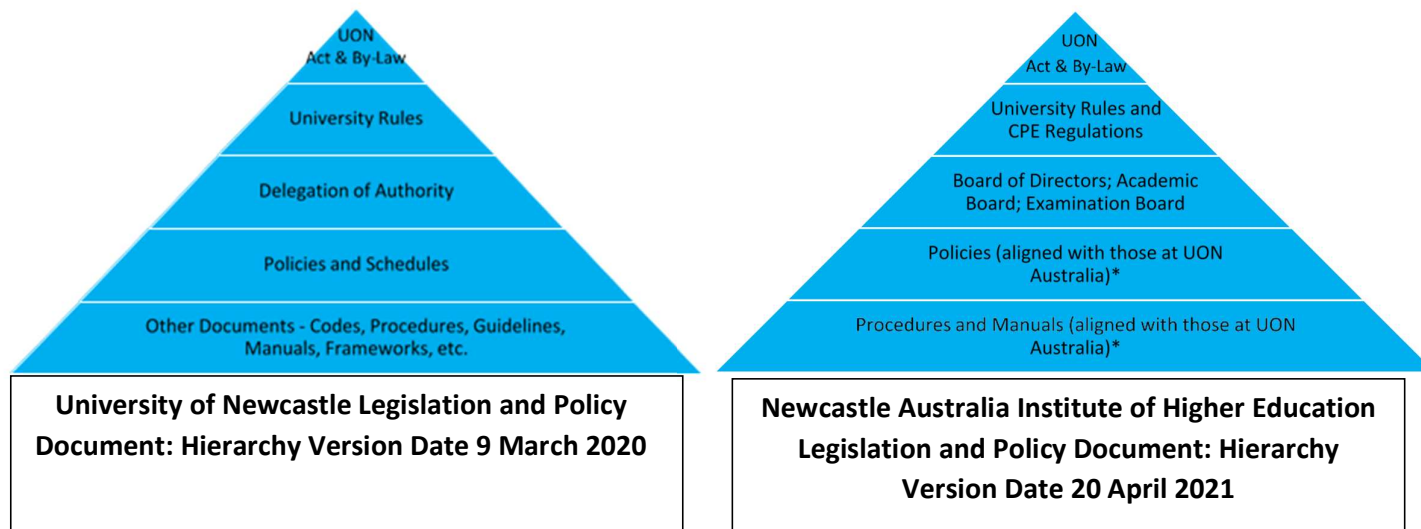
**1. Introduction**

The University of Newcastle, Australia (UON Australia) is a leading Australian university, located in New South Wales and established in 1965. UON Australia has produced many notable alumni worldwide including in Singapore. Alumni in Singapore include renowned medical professionals, top engineers, successful businessmen, top civil servants as well as former cabinet ministers.

Since 2006, UON Australia has established its physical presence in Singapore through a wholly owned entity: University of Newcastle Singapore (UON Singapore) which was re-named Newcastle Australia Institute of Higher Education Pte Ltd (Newcastle Australia IHE) in Singapore. Over the last 18 years, Newcastle Australia IHE has been proud to contribute to Singapore's global standing as an education hub by being the most highly ranked Australian higher education institution with a Singapore presence. We have partnered with local leading institutions such as PSB Academy and BCA Academy to provide greater access to both undergraduate and postgraduate programs. Since 2006, we have graduated more than 8,000 local and international students who have sought professional careers here in Singapore and across the globe.

The Academic Board of Newcastle Australia Institute of Higher Education follows the University of Newcastle, Australia's policies as depicted below in the two charts:

**Newcastle Australia Institute of Higher Education's Policy Framework**  
(aligned with the policy framework of The University of Newcastle, Australia)



\* Please refer to the details on policies, procedures and manuals that are applicable to Newcastle Australia Institute of Higher Education below.

### **Program Design and Management Manual - Coursework**

<https://policies.newcastle.edu.au/document/view-current.php?id=89>



- Program Modification/Quality
- Credit Transfer & Articulation
- Recognition of prior learning
- Program Management/Industry advisory groups
- Student Feedback on Programs & Courses
- External Program Reviews
- Staffing Profile
- At Risk Students
- Academic Concern Reviews

### **Course Management and Assessment Manual**

<https://policies.newcastle.edu.au/document/view-current.php?id=183>



- Course Modification/Delivery/ Management
- Course - Quality Assurance
- Placements
- Assessment Design
- Appeals
- Adverse Circumstances - Policy & Procedure

### **Admissions Manual - Coursework and Enabling Programs**

<https://policies.newcastle.edu.au/document/view-current.php?id=237>



- Admissions
- Campus Transfers

### **English Language Proficiency Policy**

<https://policies.newcastle.edu.au/document/view-current.php?id=165>



- English Language Proficiency for Admission

### **Enrolment Manual**

<https://policies.newcastle.edu.au/document/view-current.php?id=293>



- Enrolments, Withdrawal, Study Load
- Leave of Absence

### **Student Conduct Rule**

<https://policies.newcastle.edu.au/document/view-current.php?id=34>



- Academic Misconduct
- Research Misconduct
- Non-Academic Misconduct
- Concerning Behavior
- Appeals and Penalties for Misconduct

### **Awards and Graduation Policy**

<https://policies.newcastle.edu.au/document/view-current.php?id=61>



- Awards and Graduation

## **2. Purpose**

The Academic Board is responsible for protecting, promoting and enhancing academic standards and quality at Newcastle Australia Institute of Higher Education.

## **3. Roles and responsibilities**

The Academic Board has the responsibility for advising and reporting on, as well as assuring compliance with, academic governance, standards, and any other academic matters, including research. The major roles and responsibilities of the Academic Board include the following:

- 3.1 Develop policies and procedures to ensure academic quality and rigour such as:
  - a) Ensuring the appropriateness of the content and duration of modules/subjects as well as entry requirements and graduation requirements; and
  - b) Approving the deployment of teachers based on the requirements stipulated by SkillsFuture Singapore (SSG);
- 3.2 Ensure Newcastle Australia Institute of Higher Education implements and complies with these policies and procedures;
- 3.3. Conduct post-trimester reviews of teaching observations (TO) and course evaluation survey (CES) to ensure that any teaching evaluations identified as below expectations are promptly addressed with corrective actions and ongoing monitoring.
- 3.4 Conduct regular reviews, at least once every two (2) years, of these policies and procedures;
- 3.5 Oversee quality assurance for teaching, learning and research activities of Newcastle Australia Institute of Higher Education;
- 3.6 Review and monitor academic standards and student outcomes in teaching, learning and research within Newcastle Australia Institute of Higher Education and report annually to the Academic Senate of The University of Newcastle, Australia.

## **4. Composition and meeting frequency**

### **4.1 Size and Composition**

The Academic Board shall be composed of the following members:

- a) The PVC and CEO of Newcastle Australia Institute of Higher Education. This member will also act as Chair of the Academic Board;
- b) A representative of The University of Newcastle, Australia;
- c) The Academic Director of Newcastle Australia Institute of Higher Education;



- d) A Singapore-based academic / professor;
- e) A Singapore-based industry representative; and
- f) Head of PEI Programs

Additionally, a member of staff of Newcastle Australia Institute of Higher Education will also be appointed as Secretary of the Academic Board.

#### **4.2 Appointment term**

Members are appointed to the Academic Board for a term of two (2) years. This appointment can be terminated by either party by providing three (3) months' notice in writing. For members who are employees of The University of Newcastle, Australia or Newcastle Australia Institute of Higher Education, membership of the Academic Board will be automatically terminated upon the cessation of employment by either institution.

#### **4.3 Rights of audience and debate**

The Chair may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

#### **4.4 Quorum**

The quorum for meetings of the Academic Board shall be at least 75% of its membership.

#### **4.5 Meeting frequency**

The Board will meet three (3) times each calendar year. Extraordinary meetings can be convened as needs arise and on an ad hoc basis. The meeting agenda and supporting documents will be forwarded to the Academic Board members at least one week before a scheduled meeting.

### **5. Authorities (Delegations)**

On behalf of the Academic Board, the Chair is authorised to approve urgent business which must be conducted between scheduled meetings of the Academic Board. This is a delegated authority from the Board of the Newcastle Australia Institute of Higher Education. In this case, the Chair will report such action to the next meeting of the Academic Board for ratification.

### **6. Policies and procedures**

The committee is guided by the provisions of the [Academic Senate of the University of Newcastle, Australia](#), established under Section 15 of the [University of Newcastle Act 1989 \(NSW\)](#).