



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

STATUTES

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STATUTES OF THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Background

The University of Notre Dame Australia was established as a statutory body corporate by *The University of Notre Dame Australia Act* which was enacted by the Parliament of Western Australia on the twenty-first day of December 1989 and proclaimed on the twenty-sixth day of January 1990.

The University of Notre Dame Australia was established under canon law as a public collegial juridical person by a proclamation of the Administrator of the Archdiocese of Perth dated the second day of July 1991.

The Objects of the University set out in section 5 of its Act of Parliament are:

- (a) *the provision of university education, within a context of Catholic faith and values; and*
- (b) *the provision of an excellent standard of –*
 - (i) *teaching, scholarship and research;*
 - (ii) *training for the professions; and*
 - (iii) *pastoral care for its students.*

Division 1 – Preamble

1 Reference

- 1.1 These Statutes will be referred to as “The Statutes of The University of Notre Dame Australia”.
- 1.2 Any reference in these Statutes to “the Act” is a reference to The University of Notre Dame Australia Act 1989.
- 1.3 Any reference in these Statutes to “the Canonical Proclamation” is a reference to the proclamation of the Administrator of the Archdiocese of Perth dated the second day of July 1991.

2 Authority

- 2.1 These Statutes are made under the authority of Section 20 of The University of *Notre Dame Australia Act 1989* and all other enabling powers.

3 Commencement of Statutes

- 3.1 These Statutes have effect from 18 February 2013.

4 Revocation of previous Statutes

- 4.1 All statutes of the University made prior to the commencement of these Statutes are revoked.
- 4.2 The validity of transactions, appointments and instruments made under statutes revoked by these Statutes is not affected by that revocation.

Division 2 – Trustees

5 Responsibilities of the Board of Trustees

- 5.1 Subject to the Act, the Canonical Proclamation and Statutes, the Trustees are responsible for:
- (i) protecting and preserving the Catholic objects and nature of the University;
 - (ii) electing a Chancellor and Deputy Chancellor of the University from among their number;
 - (iii) appointing the Trustees of the University;
 - (iv) nominating to the Board of Directors a person to be appointed as Vice Chancellor and determining the terms and conditions of the appointment;
 - (v) appointing members of the Board of Directors;
 - (vi) appointing members of the Board of Governors;
 - (vii) approving the sale or disposal of major assets of the University; and
 - (viii) making rules relevant to the University.
- 5.2 The Trustees will commission external audits to measure the extent of the University's fidelity to its mission as a Catholic university, consistent with the principles of Ex Corde Ecclesiae, or a successor Apostolic Constitution. The Trustees:
- (i) will complete the first audit no later than 1 January 2013 and undertake subsequent audits at least every ten years after that date.
 - (ii) will obtain the consent of each of the Bishops of Perth, Broome and Sydney concerning the membership of the audit team and the terms of reference proposed by the Trustees for the audit of the campus in their respective dioceses.
 - (iii) will provide the Bishops of Perth, Broome and Sydney with a copy of the audit report and request their comments on the report.
 - (iv) acknowledge that any decisions on matters raised in the report following any audit are matters entirely for the Trustees.
- 5.3 Any changes or amendments to Statute 5 or to any other Statute that deals with the powers or responsibilities vested in the Trustees by the Act or the Statutes shall not take effect unless it is approved by a resolution of the Trustees.

Division 3 – Board of Directors and Board of Governors

6 The Board of Directors

- 6.1 The Board of Directors is the governing body of the University, and, except where the Act otherwise provides and subject to the role of the Trustees as specified in Statute 5, exercises all the powers of the University and has entire control and management of the affairs and concerns of the University.
- 6.2 The Board of Directors consists of not more than 14 persons consisting of:
- (i) the Chancellor (ex officio);
 - (ii) the Vice Chancellor (ex officio); and
 - (iii) up to 12 other members who are:
 - members of the Board of Governors; and
 - appointed by the Trustees to be members of the Board of Directors on the nomination of a committee comprising the Chancellor, the Deputy Chancellor and the Vice Chancellor.

7 Functions and duties of the Board of Directors

- 7.1 Without limiting Statute 6, the Board of Directors:
- (i) preserves and fosters the essential character of the University as a Catholic university;
 - (ii) appoints the Vice Chancellor of the University upon the nomination of the Trustees, and monitors the performance of the Vice Chancellor as the chief executive officer of the University;
 - (iii) approves the mission and strategic planning of the University;
 - (iv) approves the annual budget and business plan of the University;
 - (v) oversees and reviews the management and performance of the University;
 - (vi) approves and modifies the operation of Statutes, by-laws and regulations of the University and establishes policy and procedural principles relating to the operations of the Board of Directors and its committees which are consistent with legal requirements and community expectations;
 - (vii) approves and monitors policies and systems of control, accountability, governance, planning and organisation of the University including controlled entities (if any);
 - (viii) oversees and monitors and approves policy relating to the assessment and management of risk across the University, including health and safety and commercial undertakings;
 - (ix) approves significant commercial activities of the University; and
 - (x) delegates its powers in accordance with the Act.
- 7.2 In exercising their powers and performing their functions, the Board of Directors, collectively and individually shall comply with those duties and responsibilities placed on to them under Section 15C of the Act and any other duties which may be imposed on them under any other law.

8 Delegation by the Board of Directors

8.1 The Board of Directors may delegate their powers or duties to any committee or officer of the University in accordance with Section 16 of the Act.

9 Meetings of the Board of Directors

9.1 Meetings of the Board of Directors are conducted in accordance with Standing Orders approved and amended by a resolution carried by no less than two-thirds of the members of the Board of Directors.

9.2 The University Secretary acts as Secretary at meetings of the Board of Directors.

10 Board of Governors

10.1 There is to be a Board of Governors of the University consisting of:

(i) the Trustees; and

(ii) at least 18 other persons as may from time to time be appointed by the Trustees.

10.2 The function of the Board of Governors is to provide advice and support to the Board of Directors.

Division 4 – Statutes, By-Laws and Regulations

11 Statutes

- 11.1 The Board of Directors makes Statutes by a resolution carried by no less than two-thirds of the members of the Board of Directors.
- 11.2 Statutes made by the Board of Directors must be:
- (i) entered in a register of instruments maintained by the University Secretary; and
 - (ii) published on the University's website.
- 11.3 Statutes made by the Board of Directors apply to and are binding on all officers, staff members and students of the University.

12 By-laws and regulations

- 12.1 The Board of Directors may make by-laws or regulations by a resolution carried by a majority of its members.
- 12.2 By-laws or regulations made by the Board of Directors must be:
- (i) entered in a register of instruments maintained by the University Secretary; and
 - (ii) published on the University's website.
- 12.3 A by-law or regulation that conflicts with a Statute of the University is of no effect.
- 12.4 Where a regulation applies to the whole University it is referred to as a General Regulation.
- 12.5 By-laws and regulations made by the Board apply to and are binding on all officers, staff members and students of the University.

13 Certain matters to be dealt with only by Statute

- 13.1 Any provision that:
- (i) concerns the office, duties or powers of the Vice Chancellor;
 - (ii) concerns the office, duties or powers of any of the principal officers of the University set out in these Statutes;
 - (iii) concerns the custody or use of the common seal of the University; or
 - (iv) concerns the governance structure of the University; must be made by Statute and not by regulation or by-law.

14 Delegated power to make by-laws and regulations

- 14.1 The Board of Directors may disallow any by-law or regulation made under delegated or sub-delegated authority by a resolution carried by a majority of its members.
- 14.2 Subject to Section 16 of the Act and to these Statutes the Board of Directors hereby delegates the power to make by-laws and regulations to the Vice Chancellor.

Division 5 – Principal Officers of the University

15 Principal Officers

15.1 The principal officers of the University from time to time are:

- (i) the Vice Chancellor;
- (ii) the Deputy Vice Chancellors;
- (iii) the University Secretary;
- (iv) the Chief Financial Officer;
- (v) the Pro Vice Chancellors, and

such other officers as are appointed principal officers of the University in accordance with the terms of these Statutes.

15.2 The principal officers have a special responsibility to promote and protect the Catholic identity and mission of the University.

16 Office of the Vice Chancellor

16.1 The Vice Chancellor is chief executive officer and academic principal of the University.

17 Appointment of the Vice Chancellor

17.1 The Vice Chancellor is appointed by the Board of Directors upon the nomination of the Trustees and holds office at the pleasure of the Trustees upon such terms and conditions as the Trustees from time to time determine.

18 Removal of the Vice Chancellor from Office

18.1 The Vice Chancellor may be removed from office for good cause and on the grounds that such action is required for the welfare of the University. Such removal requires a resolution carried by a two-thirds majority of all Trustees of the University following consultation with the Board of Directors.

19 Powers of the Vice Chancellor

19.1 The Vice Chancellor has such powers and duties as may be:

- (i) necessary, incidental or convenient to enable him or her to carry out the responsibilities of Vice Chancellor;
- (ii) conferred on him or her by the Act, any rule, by-law, statute or regulation of the University; or
- (iii) delegated to or conferred on him or her by a resolution of the Board of Directors.

20 Duties of the Vice Chancellor

20.1 Subject to the Act and any rules, Statutes, by-laws and regulations of the University the Vice Chancellor is responsible for:

- (i) preserving and fostering the essential character of the University as a Catholic University;
- (ii) managing the academic, administrative, financial and other affairs of the University;
- (iii) leadership, management and development of the University; and
- (iv) representing the University before the public.

20.2 Without limiting the generality of the powers and duties conferred by Statute 20.1 and subject to the guidelines set by the Board of Directors, the Vice Chancellor has the delegated authority to:

- (i) appoint, promote and dismiss staff, determine their remuneration, conditions of service, powers and duties, and determine University policies on these matters;
- (ii) exercise general supervision over the activities and welfare of members of the staff and students of the University and over the academic affairs of the University;
- (iii) determine and establish the Management Structure of the University and make such amendments as are from time to time required to ensure that the affairs of the University are managed effectively and responsibly;
- (iv) approve, on behalf of the Board of Directors, the awarding of degrees, diplomas and awards to enrolled students who have attained standards approved by Boards of Examiners;
- (v) formulate the University budget for submission to the Board of Directors for approval;
- (vi) manage the human, financial and physical resources of the University;
- (vii) determine University policy, including but not limited to policy on:
 - A. use of site and facilities of the University;
 - B. research (on the advice and recommendation of the Research Committee); and
 - C. academic issues (on the advice and recommendation of the Academic Council).
- (viii) incur expenditure up to a limit set by the Board of Directors on items for which budgetary provision has been made;
- (ix) prepare the strategic plan of the University for consideration by the Board of Directors;
- (x) establish and maintain an efficient and effective management structure for the University;
- (xi) establish committees on such terms as he or she sees fit to advise on specific aspects relating to the management of the academic, administrative, financial and other affairs of the University;
- (xii) sign documents for and on behalf of the University in situations where the Common Seal is not required to be affixed;
- (xiii) ensure the implementation of the Statutes, By-laws, Regulations, Rules and policies of the University, and compliance with the responsibilities and obligations required by State and

Commonwealth legislation; and

- (xiv) make any decision or take any action on behalf of the Board of Directors where the Vice Chancellor and Chancellor agree that the decision is urgent and requires immediate action and that it is not practicable to convene a special meeting of the Board of Directors, provided that where this power is exercised the use of the power shall be reported to the Board of Directors as soon as possible, and endorsement of the action taken shall be sought from the Board of Directors at its next meeting.

21 Board of Directors may direct the Vice Chancellor

- 21.1 Subject to the Act and any rules, Statutes, by-laws and regulations of the University, the Board of Directors may by resolution direct the Vice Chancellor in the performance of his or her duties.

22 Delegation by the Vice Chancellor

- 22.1 The Vice Chancellor may delegate in writing, any of his or her powers, duties and responsibilities (except this power of delegation) to another person or committee of the University.

23 Vice Chancellor is a member of Committees

- 23.1 Except where it specifically states otherwise in these Statutes, the Vice Chancellor is ex officio a member of every Board, Committee, Centre or Council of the University.

24 Absence or disability of the Vice Chancellor

- 24.1 If for any reason the Vice Chancellor is to be absent or is unable to act for less than one month, the Vice Chancellor will appoint another senior member of the staff of the University to act as Vice Chancellor.
- 24.2 If for any reason the Vice Chancellor is to be absent or is unable to act for more than one month, the Board of Directors shall, on the nomination of the Trustees, appoint a person to act as Vice Chancellor.

25 Deputy Vice Chancellors

The Deputy Vice Chancellors assist the Vice Chancellor in the management of the University and/or for the particular responsibilities and duties assigned and delegated to them by the Vice Chancellor from time to time.

26 Secretary of the University

- 26.1 The duties of the Secretary of the University are to:
- (i) act as secretary to the Trustees of the University;
 - (ii) act as secretary to the Board of Directors;
 - (iii) act as secretary to the Board of Governors;
 - (iv) have custody of and affix as authorised by these Statutes the Common Seal of the University; and
 - (v) discharge such other duties as may be determined by the Board of Trustees and the Board of Directors.

27 Chief Financial Officer

27.1 The duties of the Chief Financial Officer are to oversee and manage all aspects of the University's finances including:

- (i) supervising and preparing the annual budget for the University to present, through the Vice Chancellor, to the Board of Directors for approval;
- (ii) overseeing and managing the funding arrangements of the University with its financiers;
- (iii) overseeing the preparation of all financial reports, including the annual report of the University, as required under the Act;
- (iv) liaising with, where appropriate, the Deputy Vice Chancellors, Pro Vice Chancellors and Heads of Campus in relation to the financial management of each Campus;
- (v) liaising, where appropriate, with government departments and instrumentalities regarding the University's finances and allocations of public monies;
- (vi) advising the Vice Chancellor and the Board of Directors on the financial position of the University and actions which should be taken to advance its position; and
- (vii) undertaking such other duties as the Vice Chancellor or the Board of Directors may determine.

28 Pro Vice Chancellors

28.1 The Pro Vice Chancellors assist the Vice Chancellor and Deputy Vice Chancellors and have responsibility and duties in those areas that are assigned to them by the Vice Chancellor.

29 Designation, Appointment and Removal of further Principal Officers

29.1 The Vice Chancellor may, with the confirmation of the Board of Directors, appoint such other officers as principal officers of the University.

29.2 A principal officer of the University may be removed from office by the Vice Chancellor, with the confirmation of the Board of Directors, on the grounds that such action is required for the welfare of the University.

30 Concurrent holding of Office

30.1 Any two or more principal offices of the University may be held at the same time by one person.

Division 6 – Campuses of the University

31 Campuses of the University

31.1 The University may conduct its activities (in whole or in part) at the following campuses:

- (i) a Campus in Fremantle, Western Australia that is known as the Fremantle Campus;
- (ii) a Campus in Broome, Western Australia that is known as the Broome Campus; and
- (iii) a Campus in Sydney, New South Wales that is known as the Sydney Campus.

31.2 The Vice Chancellor may appoint a principal officer or other staff member of the University as “Head of Campus”. A Head of Campus shall exercise and perform such powers, authorities, functions and duties as are conferred, required or delegated to him or her by the Vice Chancellor or under these Statutes from time to time.

31.3 The office of “Head of Campus” may be held by a staff member in addition to, or concurrently with, other duties, responsibilities or offices and may report to any principal officer as determined from time to time by the Vice Chancellor or under these statutes.

32 The role of the Broome Campus

32.1 The special mission of the Broome Campus is to advance Indigenous people and to promote reconciliation between the Indigenous and non-Indigenous peoples of Australia.

32.2 The responsibility for academic and Vocational Education Training programs conducted on the Broome Campus shall be the joint responsibility of the Head of the Broome Campus and the Deans of the relevant Schools operating on the Fremantle Campus. The Deans of the Schools on the Fremantle Campus must act in conjunction with the Head of the Broome Campus for all aspects of the academic planning and conduct of those programs on the Broome Campus.

32.3 Academic staff members of the Broome Campus are members of the academic staff of the School on the Fremantle Campus with which their programs or courses are associated, but the day to day management and coordination of the academic staff members of the Broome Campus is the responsibility of the Head of the Broome Campus.

Division 7 – Committees

33 Standing Committees of the University

- 33.1 The Board of Directors may establish such Standing Committees of the University as it thinks fit.
- 33.2 A Standing Committee of the University is composed of such members of the Board of Directors and such officers of the University and other persons as the Board of Directors and the Vice Chancellor think fit.
- 33.3 A Standing Committee of the University exercises such powers as may be delegated to it by the Board of Directors, but the Board of Directors reserves the right to override such exercise of power by a resolution carried by a majority of its members.
- 33.4 A Standing Committee of the University reports to the Board of Directors through the Vice Chancellor unless otherwise provided in these Statutes or in the resolution constituting the Standing Committee.
- 33.5 The Chair of each Standing Committee must ensure that copies of agendas and minutes are promptly provided to the Vice Chancellor and that an annual report on the operation of the Standing Committee is provided to the Vice Chancellor (at a time and in such form as agreed with the Vice Chancellor) to allow reporting to the Board of Directors.
- 33.6 Subject to any prohibition, limitation or additional requirements contained within these Statutes, a Standing Committee of the University may appoint such sub-committees, determine their terms of reference and delegate such powers, responsibilities and duties to such sub committees as it deems appropriate.
- 33.7 Decisions of a Standing Committee and its sub committees are made by a simple majority of the members and in the event of an equality of votes the chairperson may exercise a casting vote.
- 33.8 Unless otherwise stated herein, the quorum for meetings of a Standing Committee and its sub committees is one half of its members.

34 Academic Council

- 34.1 The University has an Academic Council which is the primary Academic Committee of the University. The Academic Council is a Standing Committee of the University and reports and is accountable through the Deputy Vice Chancellor, Academic to the Vice Chancellor.
- 34.2 Academic Council meetings are chaired by a senior academic staff member appointed by the Vice Chancellor on the recommendation of the Deputy Vice Chancellor, Academic.
- 34.3 The Academic Council consists of:
- (i) the Chair;
 - (ii) two Deputy Chairs drawn from the members of Academic Council and appointed by the Deputy Vice Chancellor, Academic;
 - (iii) the Deans (from each Campus);
 - (iv) the Directors of the Notre Dame Study Centres and the University approved Research Institutes;
 - (v) the Academic Registrar;

- (vi) the University Librarian;
- (vii) an academic representative from the Broome Campus;
- (viii) the Pro Vice Chancellor, Research;
- (ix) the Pro Vice Chancellor, International;
- (x) the Director of Vocational Education and Training;
- (xi) the Chairs of subcommittees of Academic Council;
- (xii) a representative from the Aboriginal and Torres Strait Islander Education Advisory Group;
- (xiii) the Vice Chancellor and Deputy Vice Chancellor, Academic (ex officio); and
- (xiv) such other academic officers of the University (including Heads of Campus) as may be appointed by the Vice Chancellor on the recommendation of the Deputy Vice Chancellor, Academic.

34.4 Other officers and staff of the University may attend a meeting or meetings of the Academic Council at the invitation of the Chair.

34.5 **(Chairing of meetings)** in the absence of the Chair, meetings will be chaired by one of the two deputy chairs appointed by the Chair for that meeting.

34.6 **(Number of meetings)** At least four regular meetings of the Academic Council will be held in each University year.

34.7 **(Quorum)** A quorum for any meeting of the Academic Council will be greater in number than half of the members in office at the time of the meeting.

34.8 **(Participation by telephone/audio visual)** Members of the Academic Council may participate in meetings by the use of audio or audio visual facilities and are deemed to be present for the count of the quorum.

34.9 **(Record of meeting)** The Academic Council will keep a record of its resolutions, recommendations and action items.

34.10 Subject to Statute .34.11, the Academic Council has the determinative power to approve:

- (i) the academic content and standard of courses and programs (both new and existing);
- (ii) the assessment in courses and programs (both new and existing);
- (iii) the criteria for graduation from degrees (both new and existing),

and will report on its decisions through the Deputy Vice Chancellor, Academic to the Vice Chancellor. The determinative powers of the Academic Council do not extend to setting enrolment quotas or entry or admission standards.

34.11 The Academic Council has the power and responsibility to advise and make recommendations through the Deputy Vice Chancellor, Academic to the Vice Chancellor and the Board of Directors on matters including:

- (i) the formation of general academic policies and procedures including those relating to teaching, learning, research, professional training and graduation of students;
- (ii) the formulation and review of regulations (including the General Regulations and any Campus, Schools, Program or Research Degree Regulations) applying to admission, enrolment, credit, assessment, examination, termination, graduation or other regulations of an academic nature;
- (iii) the oversight of formal and regular programs of review of academic activities in accordance with the relevant policy in place from time to time and the provision of advice to the Vice Chancellor on appropriate academic professional development requirements;
- (iv) relevant matters arising from debate and discussion on significant academic issues concerning the University and the wider academic community; and
- (v) any matter referred to it by the Vice Chancellor.

34.12 All sub-committees of Academic Council report through the Academic Council to the Deputy Vice Chancellor, Academic and the Vice Chancellor.

34.13 Any advice or recommendation of the Academic Council to the Vice Chancellor is subject to the approval of the Vice Chancellor who, in his or her discretion, may approve or reject (in whole or in part), amend, or refer back to Academic Council for further consideration. The Vice Chancellor may also, in his or her discretion, refer any recommendation or advice received from the Academic Council to the Board of Directors for their consideration.

35 Academic Council Sub-Committee – Program and Course Accreditation

35.1 The University has a Program and Course Accreditation Committee which is a sub-committee of the Academic Council.

35.2 The Program and Course Accreditation Committee is chaired by a senior academic staff member appointed by the Vice Chancellor on the recommendation of the Deputy Vice Chancellor, Academic.

35.3 The Program and Course Accreditation Committee consists of:

- (i) the Chair;
- (ii) the Deputy Chair – appointed by the Deputy Vice Chancellor, Academic from among the members;
- (iii) two members of Academic Council, nominated by Academic Council;
- (iv) the Academic Registrar;
- (v) three academic staff members from Sydney Campus – nominated by the Head of Campus and approved by the Deputy Vice Chancellor, Academic;
- (vi) three academic staff members from Fremantle Campus – nominated by the Head of the Campus and approved by the Deputy Vice Chancellor, Academic;
- (vii) the Pro Vice Chancellor, International (or delegate);
- (viii) the Pro Vice Chancellor Research (or delegate);
- (ix) one staff member from the Quality Management Office; and

(x) one member from the Learning and Teaching Committee.

35.4 **(Number of meetings)** At least six regular meetings of the Program and Course Accreditation Committee will be held in each University year.

35.5 **(Quorum)** A quorum for any meeting of the Program and Course Accreditation Committee will be half the members in office at the time of the meeting.

35.6 **(Participation by telephone/audio visual)** Members of the Program and Course Accreditation Committee may participate in meetings by the use of audio or audio visual facilities and are deemed to be present for the count of the quorum.

35.7 **(Record of meeting)** The Program and Course Accreditation Committee will keep a record of its resolutions, recommendations and action items.

35.8 Other officers and staff members of the University attend meetings of the Program and Course Accreditation Committee at the invitation of the chair.

35.9 The Program and Course Accreditation Committee acts as an advisory body to the Vice Chancellor through the Academic Council and is responsible for matters including (but not limited to):

- (i) reviewing and recommending (in relation to academic content and standards) the approval and re-accreditation of new programs and the amendment of existing programs that will significantly affect existing academic and/or resourcing arrangements;
- (ii) recommending the re-accreditation of existing programs following cyclic review;
- (iii) reviewing and recommending (in relation to academic content and standards) the approval of new courses and major amendments to existing courses;
- (iv) reviewing and monitoring existing courses and programs, including in relation to program design, resourcing and currency;
- (v) ensuring that the structure and requirement of courses and programs are consistent with any award to which they lead;
- (vi) ensuring that the methods of course delivery are appropriate in achieving the purpose of the program or course;
- (vii) ensuring that courses and programs, and any award to which they lead, are consistent with and meet relevant standards and any professional accreditation or professional recognition requirements; and
- (viii) ensuring that courses and programs are in furtherance of the University objects.

35.10 **(Process)** With respect to:

- (i) approval of a new program or course;
- (ii) changes to an existing program or course;
- (iii) monitoring, review and re-accreditation of an existing program or course; or
- (iv) discontinuation of an existing program or course,

The University will follow the relevant policy in place from time to time.

35.11 The Vice Chancellor retains the final power to approve or deny recommendations on any grounds, including recommendations relating to professional accreditation or professional recognition requirements.

36 Academic Council Sub-Committee – the Research Committee

36.1 The University has a Research Committee which is a sub-committee of the Academic Council.

36.2 The Research Committee is chaired by the Pro Vice Chancellor, Research.

36.3 The Research Committee consists of 12 members:

- (i) the Chair;
- (ii) the Deputy Chair appointed by Pro Vice Chancellor, Research from among the members;
- (iii) each Director of University approved Research Institutes;
- (iv) two active researchers (level C and above) from the Sydney Campus – nominated by the Head of the Campus and approved by the Pro Vice Chancellor, Research, drawn from the following disciplines:
 - Health and Medical Sciences;
 - Ethics, Philosophy and Theology;
 - Education;
 - Indigenous Studies;
 - Humanities and Social Sciences;
 - Business and Law
- (v) two active researchers (level C and above) from the Fremantle Campus – nominated by the Head of the Campus and approved by the Pro Vice Chancellor, Research, drawn from the following disciplines:
 - Health and Medical Sciences;
 - Ethics, Philosophy and Theology;
 - Education;
 - Indigenous Studies;
 - Humanities and Social Sciences;
 - Business and Law
- (vi) the Chair of Research Degrees and Scholarships sub-committee; and
- (vii) two senior members of staff from the Research Offices in Fremantle and Sydney.

36.4 **(Number of meetings)** At least four regular meetings of the Research Committee will be held in each University year.

36.5 **(Quorum)** A quorum for any meeting of the Research Committee will be greater in number than half of the members in office at the time of the meeting.

- 36.6 **(Participation by telephone/audio visual)** Members of the Research Committee may participate in meetings by the use of audio or audio visual facilities and are deemed to be present for the count of the quorum.
- 36.7 **(Record of meeting)** The Research Committee will keep a record of its resolutions, recommendations and action items.
- 36.8 Other officers and staff of the University attend meetings of the Research Committee at the invitation of the chairperson.
- 36.9 The Research Committee acts as an advisory body to the Vice Chancellor and Deputy Vice Chancellor, Academic through the Academic Council and is responsible for matters including (but not limited to):
- (i) monitoring and analysing government policy as it relates to research and commercialisation and providing advice to the Vice Chancellor, the Deputy Vice Chancellor, Academic and Academic Council;
 - (ii) monitoring and analysing the impact of changes and initiatives arising from Australian Government research funding agencies and other research funding sources;
 - (iii) developing and recommending University policy as it relates to research strategy and commercialisation;
 - (iv) developing and monitoring achievement of the University's research plan;
 - (v) recommending policies to Academic Council that relate to research supervision and research degree candidature; and
 - (vi) providing annual reports to Academic Council, the Deputy Vice Chancellor, Academic and the Vice Chancellor on achievement of Terms of Reference, particularly progress toward achievement of the University's research plan.
- 36.10 The Research Committee may establish a Research Degrees and Scholarships Sub-Committee and may delegate such powers to the sub-committees as it considers appropriate.

37 Academic Council Sub-Committee – Learning and Teaching Committee

- 37.1 The University has a Learning and Teaching Committee which is a sub-committee of the Academic Council.
- 37.2 The Learning and Teaching Committee is chaired by a senior academic staff member appointed by the Vice Chancellor on the recommendation of the Deputy Vice Chancellor, Academic and consists of:
- (i) the Chair;
 - (ii) A Deputy Chair – appointed by the Deputy Vice Chancellor, Academic from among the members;
 - (iii) one academic staff member from each College;
 - (iv) one academic staff member from the Broome Campus;
 - (v) one member from the Learning and Teaching Office;

- (vi) one member from the Quality Management Office;
- (vii) the University Librarian;
- (viii) one staff member from Information Technology Services;
- (ix) one postgraduate student representative;
- (x) one undergraduate student representative;
- (xi) other members as appointed by the Vice Chancellor on the recommendation of the Deputy Vice Chancellor, Academic.

37.3 **(Number of meetings)** At least four regular meetings of the Learning and Teaching Committee will be held each University year.

37.4 **(Quorum)** A quorum for any meeting of the Learning and Teaching Committee will be greater in number than half of the members in office at the time of the meeting.

37.5 **(Participation by telephone / audio visual)** Members of the Learning and Teaching Committee may participate in meetings by the use of audio or audio visual facilities and are deemed present for the count of the quorum.

37.6 **(Record of meeting)** The Learning and Teaching Committee will keep a record of its resolutions, recommendations and action items.

37.7 Other officers and staff members of the University may attend meetings of the Learning and Teaching Committee at the invitation of the Chair.

37.8 The Learning and Teaching Committee acts as an advisory body to the Vice Chancellor and Deputy Vice Chancellor, Academic through the Academic Council and is responsible for matters including (but not limited to):

- (i) overseeing the development of institutional and strategic plans that progress learning and teaching excellence;
- (ii) identifying and advising the Vice Chancellor on emerging issues and trends related to University learning and teaching;
- (iii) making recommendations that foster and promote equality, assessment and improvement of learning and teaching practices, and provide relevant support plans;
- (iv) making recommendations for improvements in the areas of teaching, assessment, moderation, professional development, and leadership in teaching;
- (v) overseeing the process for encouraging, recognising and rewarding teaching excellence;
- (vi) advising the Vice Chancellor on developments in technologies affecting learning and teaching;
- (vii) developing, monitoring and reviewing academic policies, procedures and guidelines related to learning and teaching.
- (viii) providing annual reports to Academic Council, the Deputy Vice Chancellor, Academic and the Vice Chancellor on achievement of Terms of Reference, particularly progress toward achievement of

the University's Learning and Teaching plan.

37.9 With the approval of the Deputy Vice Chancellor, Academic, the Learning and Teaching Committee can establish subcommittees to assist in the performance of its functions.

38 Academic Council Sub-Committee – the VET Academic Sub-Committee

38.1 The University has a Vocational Education Training (**VET**) Committee which is a sub-committee of the Academic Council (**VETAS**).

38.2 VETAS is chaired by a senior academic staff member appointed by the Vice Chancellor.

38.3 VETAS consists of the following members:

- (i) the Chair;
- (ii) the Head of Campus, Broome;
- (iii) the Academic Registrar;
- (iv) the Deans of Schools that offer VET.
- (v) Additional staff members who are experienced in VET appointed by the Vice Chancellor on the recommendation of the Director of VET.

38.4 **(Number of meetings)** At least four regular meetings of VETAS will be held in each University year and at such times that allow it to report to the Academic Council.

38.5 **(Quorum)** A quorum for any meeting of VETAS will be greater in number than half of the members in office at the time of the meeting.

38.6 **(Participation by telephone/audio visual)** Members of VETAS may participate in meetings by the use of audio or audio visual facilities and are deemed to be present for the count of the quorum.

38.7 **(Record of meeting)** VETAS will keep a record of its resolutions, recommendations and action items.

38.8 Other officers and staff of the University attend meetings of VETAS at the invitation of the chairperson.

38.9 VETAS acts as an advisory body to the Academic Council and is responsible for matters including (but not limited to):

- (i) recommending policy to Academic Council regarding VET;
- (ii) recommending to Academic Council proposals regarding new, or amendment to, VET programs;
- (iii) monitoring and reviewing nature, content and standards of VET programs;
- (iv) recommending (in relation to content and standards) the approval of new VET programs and the amendment of existing VET programs that will significantly affect existing VET and/or resourcing arrangements;
- (v) reviewing and recommending the approval and major amendment of new and existing VET

programs, in relation to content and standards;

- (vi) reviewing and monitoring existing VET programs, in relation to training and assessment design and requirements, appropriate learning resources, and compliance with relevant standards and professional or licensing requirements;
- (vii) ensuring that the methods of VET program delivery are appropriate; and
- (viii) ensuring that VET programs are in furtherance of the University Objects.

39 Research Sub-Committee – the Research Degrees and Scholarships Committee

- 39.1 The University has a Research Degrees and Scholarships Committee which is a sub-committee of the Research Committee.
- 39.2 The Research Degrees and Scholarships Committee is chaired by a senior supervisor appointed by the Pro Vice Chancellor, Research.
- 39.3 The Research Degrees and Scholarships Committee consists of the following members:
- (i) the Chair;
 - (ii) the Deputy Chair appointed by the Pro Vice Chancellor, Research from among its members;
 - (iii) two members of Research Committee who are active and experienced research supervisors and who represent different Schools within the University;
 - (iv) two senior members of staff from the Research Offices, Sydney and Fremantle;
 - (v) two active and experienced research supervisors and who (preferably) are selected from different Schools within the University to ensure a broad representation of disciplines across the University;
 - (vi) a Student Services staff member with expertise or responsibility for pastoral care of Higher Degree students appointed by the Pro Vice Chancellor, Research.
- 39.4 **(Number of meetings)** At least four regular meetings of the Research Degrees and Scholarships Committee will be held in each University year.
- 39.5 **(Quorum)** A quorum for any meeting of the Research Degrees and Scholarships Committee will be greater in number than half of the members in office at the time of the meeting.
- 39.6 **(Participation by telephone/audio visual)** Members of the Research Degrees and Scholarships Committee may participate in meetings by the use of audio or audio visual facilities and are deemed to be present for the count of the quorum.
- 39.7 **(Record of meeting)** The Research Degrees and Scholarships Committee will keep a record of its resolutions, recommendations and action items.
- 39.8 Other officers and staff members of the University attend meetings of the Research Degrees and Scholarships Committee at the invitation of the chairperson.
- 39.9 The Research Degrees and Scholarships Committee acts as an advisory body to the Research Committee and Academic Council and is responsible for matters including (but not limited to):

- (i) recommending to Academic Council (via the Research Committee) on policy regarding admissions and candidature for higher degrees by research and professional doctorates;
- (ii) recommending to Academic Council (via the Research Committee) on proposals regarding new, or amendment to, postgraduate research degrees and professional doctorates;
- (iii) recommending to the Deputy Vice Chancellor, Academic and the Vice Chancellor, through the Pro Vice Chancellor, Research, on amendments to the General Regulations where they relate to postgraduate research degrees and postgraduate research students;
- (iv) determining the nature, content and standards of research degrees (Masters, Professional Doctorates and PhDs);
- (v) recommending to the Deputy Vice Chancellor, Academic and the Vice Chancellor, through the Pro Vice Chancellor, Research, the criteria for admission to research degree candidature;
- (vi) allocating Australian Postgraduate Awards, University Research Studentships and other University postgraduate scholarships;
- (vii) determining the examination procedures for research degrees;
- (viii) determining the criteria for eligibility for research degree supervision;
- (ix) advising the Pro Vice Chancellor, Research and the Quality Management Office on the developmental needs of research supervisors;
- (x) considering the reports of examiners and making recommendations to the Deputy Vice Chancellor, Academic for the award of degrees;
- (xi) reviewing and evaluating the procedures and outcomes of admissions, award of postgraduate research scholarships, candidature, progress and award of degrees to ensure that procedures and outcomes meet the strategic objectives and the University's Objects and mission;
- (xii) providing advice to the Deputy Vice Chancellor, Academic and the Vice Chancellor on any issues that pertain to the University's Objects and mission as it relates to research degree supervision and candidature;
- (xiii) providing biannual reports to the Research Committee on the Research Degrees and Scholarships Committee activity and achievements of its responsibilities; and
- (xiv) undertaking any other tasks referred to it by the Research Committee.

40 Core Curriculum Committee

- 40.1 The University has a Core Curriculum Committee. The Core Curriculum Committee is a Standing Committee of the University and will report and be accountable to the Trustees through the Vice Chancellor.
- 40.2 The Core Curriculum Committee is to be chaired by a senior academic staff member appointed by the Vice Chancellor.
- 40.3 The Core Curriculum Committee shall consist of the Heads of Campus, the Dean of Philosophy and Theology of each Campus and such other persons nominated by the Vice Chancellor.

- 40.4 The Core Curriculum Committee shall be responsible for overseeing the core curriculum of the University, and shall:
- (i) articulate and promote to staff and students the purpose and value of the core curriculum in relation to the University's Objects;
 - (ii) review the structure of the core curriculum;
 - (iii) oversee the content and quality of the courses comprising the core curriculum, including consideration of their consistency with the Catholic nature of the University and student attitudes to them;
 - (iv) recommend to the Trustees the units which, from time to time, form the components of the core curriculum at both undergraduate and postgraduate level;
 - (v) provide advice to the Vice Chancellor on matters concerning mode(s) of delivery and resource requirements of the core curriculum; and
 - (vi) provide an annual report to the Trustees.

41 Ethics Committees

- 41.1 The University has an Ethics Committee. The Ethics Committee is a Standing Committee of the University and is accountable to the Vice Chancellor.
- 41.2 The Ethics Committee is chaired by the Deputy Vice Chancellor, Academic (or delegate). Members are appointed by the Vice Chancellor on the recommendation of the Deputy Vice Chancellor, Academic and Heads of Campus.
- 41.3 The Ethics Committee shall consist of the appointed Chair and such other members as the Vice Chancellor may determine and are required by relevant statutory authorities.
- 41.4 The Ethics Committee is responsible for:
- (i) developing principles, guidelines, policies and procedures for recommendation to the Vice Chancellor relating to research ethics and research involving the participation of humans and/or the involvement of animals, taking account of statutory and legislative requirements, the *National Statement on Ethical Conduct in Research Involving Humans 1999*, *The Code of Ethical Standards for Catholic Health and Aged Care Services in Australia*, and *The Australian Code of Practice for the care and use of animals for scientific purposes* (as may be amended or replaced from time to time) and the requirements specified by national and regional authorities with responsibility for the definition of ethical standards for research and teaching on matters pertaining to Aboriginal people;
 - (ii) developing principles, policies and guidelines for the Colleges, Schools, Centres and Institutes to apply to teaching and undergraduate research activities that involve surveys and related collections of information from human subjects; and
 - (iii) reviewing and determining matters referred to it from HREC where the matter raises a potential conflict with the University's Objects.
- 41.5 The Ethics Committee may establish such sub-committees as it deems necessary to conduct its activities and may delegate such powers to the sub committees as it considers appropriate.

- 41.6 The Human Research Ethics Committee (**HREC**) is a sub-committee of the Ethics Committee which is responsible for:
- (i) ensuring all research activities at the University which involve animal or human participation are acceptable on ethical grounds and meet statutory and legislative requirements including those mentioned in statute 40.4(i);
 - (ii) providing advice or suggestions to the Ethics Committee on any issues referred to it by the Ethics Committee; and
 - (iii) referring research proposals to the Ethics Committee for review and determination, where the proposal raises a potential conflict with the University's Objects.

42 Student Affairs Committees and Student Board

Student Associations

- 42.1 The University may recognise a committee of students who associate for purposes that include furthering and promoting the Objects and mission of the University, facilitating and encouraging student engagement and the student experience at the University and promoting the wellbeing and interests of students.
- 42.2 In this Statute, a "Student Association" means an association of students operating under a constitution that has been approved by the Vice Chancellor and which contains a provision under which the Vice Chancellor has power to approve or disapprove any proposed amendments that may be determined by the Vice Chancellor (in his or her absolute discretion) to be inconsistent with the Objects of the University.

Student Affairs Committees

- 42.3 Each Campus of the University shall have its own Student Affairs Committee. Each Student Affairs Committee shall report and be accountable to the Head of Campus.
- 42.4 Each Student Affairs Committee is chaired by the Head of the Campus or senior officer nominated by the Head of Campus.
- 42.5 In addition to the Chair, each Student Affairs Committee includes:
- (i) The elected President of the relevant Student Association;
 - (ii) The elected Vice President of the relevant Student Association;
 - (iii) At least two other members of the relevant Student Association;
 - (iv) At least four students who do not hold office in the relevant Student Association;
 - (v) At least one Academic Staff Member appointed by the relevant Head of Campus; and
 - (vi) At least one Administrative Staff Member appointed by the relevant Head of Campus.
- 42.6 The Student Affairs Committee shall:
- (i) advise on, monitor and appraise all aspects of student life on the Campus;

- (ii) communicate and engage effectively with the Student Board;
- (iii) promote an awareness of, and encourage participation in the Student Board and School committees;
- (iv) encourage and promote effective relationships and communication between the Offices of the University, the Student Associations and students; and
- (v) recommend measures to enhance the quality of student life in a manner consistent with the ethos of a Catholic university.

42.7 Members of each Student Affairs Committee hold office:

- (i) If they are office holders in a Student Association, for such time that they hold office in the Student Association; or
- (ii) For other members, for a period of one year unless re-appointed by the Head of Campus.

42.8 **(Number of Meetings)** No less than three times per year, once per semester, and at times coordinated with the Student Board.

42.9 **(Record of Meeting)** The Student Affairs Committee shall keep a record of its resolutions, recommendations and action items

Student Board

42.10 The University shall have a Student Board. The Student Board is a Standing Committee of the University and shall report and be accountable to the Vice Chancellor of the University.

42.11 The Student Board is chaired by the Vice Chancellor or a senior officer nominated by the Vice Chancellor of the University.

42.12 The Student Board includes:

- (i) The Vice Chancellor (or nominee) as Chair;
- (ii) The elected Presidents of each campus based Student Association;
- (iii) Two elected representatives from each campus based Student Association, as recommended by the relevant Head of Campus and approved by the Vice Chancellor;
- (iv) Two other students appointed by the Vice Chancellor;
- (v) A student representative nominated by the Chair of the Aboriginal and Torres Strait Island Education Consultative Group (ATSIECG) and approved by the Vice Chancellor; and
- (vi) The Heads of Campus (Sydney and Fremantle) (or delegates).

42.13 Each student accepting a position as Student Board Member shall enter into an agreement with the University (Student Board Member Agreement) setting out responsibilities, conduct and recognition in respect of the appointment.

42.14 Elected student representatives are members of the Student Board for a period of 12 months or, in the event that the appointment ends before the end of a calendar year, for the remainder of the calendar year, provided that:

- (i) he or she maintain his or her status as a student in “Good Standing” (as defined in the University Regulations) with the University;
- (ii) he or she remains an office holder of the Student Association throughout that time period; and
- (iii) he or she fulfils all obligations under the Student Board Member Agreement and any other conditions contained therein.

42.15 The appointment of non - elected student representatives to the Student Board shall be for a period of 12 months or, in the event that the appointment ends before the end of a calendar year, for the remainder of the calendar year, provided that:

- (i) he or she maintain his or her status as a student in “Good Standing” (as defined in the General Regulations) with the University; and
- (ii) he or she fulfils all obligations under the Student Board Member Agreement and any other conditions contained therein.

42.16 **(Number of meetings)** At least three regular meetings of the Student Board will be held in each University year.

42.17 **(Participation by telephone/audio visual)** Members of the Student Board may participate in meetings by the use of audio or audio visual facilities.

42.18 **(Record of meeting)** The Student Board will keep a record of its resolutions, recommendations and action items.

42.19 The duties of Student Board Members are to:

- (i) represent the interests of all students and provide a student perspective in decisions concerning or affecting all students of the University;
- (ii) recommend measures to enhance and improve the quality of student life in the University in a manner consistent with the ethos of a Catholic university;
- (iii) encourage and promote relationships and communication between the campuses of the University, the organs of the University, its students and Student Associations;
- (iv) represent the University at events, functions and occasions;
- (v) prepare and provide input into student material; and documentation in consultation with relevant University Offices.

42.20 The Student Board shall, on a national University-wide basis:

- (i) provide a forum for consultation and participation by students in the University’s decision making processes;
- (ii) monitor and appraise all aspects of student life across the University;
- (iii) consider measures to enhance and improve the quality of student life in the University in a manner consistent with the ethos of a Catholic university;

- (iv) encourage and facilitate relationships and communication between the campuses of the University, the campus based Student Associations, the organs of the University and its students;
- (v) monitor and ensure that students have an opportunity to participate in processes to democratically elect student representatives by conducting valid and transparent polls;
- (vi) monitor and ensure that there are adequate and reasonable support resources and infrastructure for elected student representatives to carry out their functions on behalf of enrolled students; and
- (vii) where necessary, provide comment on priorities for use of student fee expenditure and revenue.

43 Finance, Audit and Risk Committee

- 43.1 The Finance, Audit and Risk Committee shall be a Standing Committee of the University which shall report directly to the Board of Directors.
- 43.2 The Finance, Audit and Risk Committee is chaired by a member of the Board of Directors appointed by resolution of the Board of Directors. The Finance, Audit and Risk Committee shall consist of at least six members and may include persons who are not directors, but there must be at least:
- (i) three members who are members of the Board of Directors; and
 - (ii) one member who has accounting and finance expertise.
- 43.3 The Chancellor, the Vice Chancellor and University staff members shall not be members of the Finance, Audit and Risk Committee.
- 43.4 The Finance, Audit and Risk Committee shall carry out the functions specified in a Charter approved by the Board of Directors and reviewed by the Board of Directors from time to time.

44 Executive Council

- 44.1 The Executive Council shall be a Standing Committee of the University which shall be responsible (through the Vice Chancellor) to the Board of Directors.
- 44.2 The Executive Council is chaired by the Vice Chancellor. The Executive Council shall comprise the Principal Officers of the University and such other senior staff members as may be appointed by the Vice Chancellor.
- 44.3 Subject to the direction of the Vice Chancellor, the role of the Executive Council is to promote and protect the Catholic identity and mission of the University and, in so doing:
- (i) ensure that there is an appropriate level of integration, communication and unity between campuses of the University;
 - (ii) monitor and oversee academic and administrative policies and practices of the University; advise the Vice Chancellor on the strategic alignment, relevance, long-term sustainability and viability of proposed new programs and of proposed major changes to existing programs, including the strategic impact of discontinuing an existing program; and
 - (iii) advise the Vice Chancellor on all matters referred to it by the Vice Chancellor including (but not limited to) matters of national import, strategy and consideration of advice from the various

academic and administrative committees of the University.

45 Other Committees

- 45.1 The Board of Directors may establish other committees for such purposes, with such membership and on such terms as it sees fit.

Division 8 – Colleges and Schools

46 Colleges

- 46.1 A College of the University is established by statute of the Board of Directors and is a confederation of Schools across the Broome, Fremantle and Sydney campuses of the University.
- 46.2 A College of the University will not teach or undertake research or professional training. The primary role of a College is to bring together related Schools and staff from across the University campuses, and present a collective point of view for the discipline area(s) covered by the College.
- 46.3 The Colleges of the University are the:
- (i) College of Arts and Sciences;
 - (ii) College of Business;
 - (iii) College of Education;
 - (iv) College of Health Sciences;
 - (v) College of Law;
 - (vi) College of Medicine;
 - (vii) College of Nursing; and
 - (viii) College of Philosophy and Theology.

47 The Schools of the University

- 47.1 A School of the University is a centre for teaching, scholarship, research, curriculum development, course planning, professional and research training and pastoral care of students as established by statute of the Board of Directors.
- 47.2 It is the responsibility of each School of the University to administer all approved degrees, certificates and diplomas of that School.
- 47.3 The Schools of the University are as follows:
- School of Arts and Sciences (Fremantle and Broome);
 - School of Arts and Sciences (Sydney);
 - School of Business (Fremantle);
 - School of Business (Sydney);
 - School of Education (Fremantle and Broome);
 - School of Education (Sydney);
 - School of Health Sciences (Fremantle);
 - School of Physiotherapy (Fremantle);
 - School of Law (Fremantle);
 - School of Law (Sydney);
 - School of Medicine (Fremantle);
 - School of Medicine (Sydney and Melbourne);
 - School of Nursing and Midwifery (Fremantle and Broome);
 - School of Nursing (Sydney);
 - School of Philosophy and Theology (Fremantle and Broome);
 - School of Philosophy and Theology (Sydney).

48 Deans

- 48.1 Each School of the University will be headed by a Dean, who is the senior academic and executive officer of that School.
- 48.2 The Dean of a School reports, through the Head of Campus (on their campus) to the Vice Chancellor and is separately responsible and accountable to the Deputy Vice Chancellors, and the Pro Vice Chancellor, Research on all matters respectively delegated to those officers through Statutes, policies, procedures, practices as from time to time might be in force.
- 48.3 The Dean is responsible for the following:
- (i) ensuring that the School supports and fulfils the Objects of the University;
 - (ii) providing academic leadership to all members of his or her School;
 - (iii) all matters of management of the School including (but not limited to) the administration, development and well-being of the staff, students, programs and activities of that School; and
 - (iv) submitting an annual report to the Vice Chancellor on activities of the School in such manner as is prescribed by the Vice Chancellor from time to time.

49 Appointment of Deans

- 49.1 Each Dean of a School is appointed by the Vice Chancellor, with the confirmation of the Board of Directors, and in the case of a Dean of a School of Philosophy and Theology, after consultation with the Trustees.

50 Re-appointment of Deans

- 50.1 A Dean may, at the conclusion of the original appointment, be reappointed by the Vice Chancellor, and in the case of a Dean of a School of Philosophy and Theology, after consultation with the Trustees.

51 Removal of Deans

- 51.1 A Dean of the University may be removed from office by the Vice Chancellor, with the confirmation of the Board of Directors.

52 Associate and Assistant Deans

- 52.1 Where the Board of Directors has established a School, the Vice Chancellor may appoint an academic officer of the University as Associate and/or Assistant Dean, on such terms as the Vice Chancellor may determine.

- 52.2 The appointment of the Associate and/or Assistant Dean may be renewed by the Vice Chancellor upon the recommendation of the Dean on such terms as the Vice Chancellor may determine.

- 52.3 The Associate Dean and/or Assistant may be removed from office by the Vice Chancellor on such terms as the Vice Chancellor may determine.

53 College Committee

- 53.1 Each College shall have a College Committee.

- 53.2 Subject to the further direction of the Vice Chancellor, the role of the College Committees is to create a

national forum for Deans and representatives of the Schools from different campuses to:

- (i) discuss matters of common interest (including staff and student transfer);
- (ii) ensure (as far as possible allowing for regional requirements) a common set of programs, courses and academic standards across the School; and
- (iii) monitor the equivalence and comparability of educational outcomes across the relevant schools and against external standards.

53.3 Each College Committee shall consist of:

- (i) the Chair;
- (ii) the Deans from each Campus; and
- (iii) a representative from each Campus.

53.4 **(Number of meetings)** Each College Committee will hold 2 meetings in each University year.

53.5 **(Participation by telephone/audio visual)** Members of the College Committees may participate in meetings by the use of audio or audio visual facilities.

53.6 **(Record of meeting)** Each Chair of College will keep records of its resolutions, recommendations and action items.

53.7 Each College Committee is chaired by a Chair of College (or delegate), who is appointed by the Vice Chancellor and who reports, in this capacity, to the Vice Chancellor through the Deputy Vice Chancellor, Academic.

53.8 The Chair of College must work in conjunction with senior academic leaders of the University, to ensure that the goals enumerated in 53.2 are achieved.

53.9 The Chair of College must prepare and submit an annual report on the College Committee which addresses the purposes for which the College Committee is established.

54 School Committees

54.1 Each School shall have a School Committee.

54.2 The School Committee shall consist of:

- (i) the Dean of the School;
- (ii) all full-time and fractional full-time members of the academic staff of the School; and
- (iii) a student representative appointed by the Dean. The student representative must be currently enrolled in the School and must not be subject to any disciplinary proceedings. It is envisaged that the student representative will commit to participate on the School Committee for one year.

54.3 The Dean is chair of the School Committee.

54.4 The Dean must ensure that the School Committee:

- (i) meets regularly; and

(ii) is consulted on all major issues of academic policy affecting the School.

54.5 There shall be such academic committees on the Broome Campus as the Head of the Broome Campus considers appropriate to fully represent the views of the different categories of academic staff on the campus.

55 Boards of Examiners - Schools

55.1 There shall be a Board of Examiners for each School.

55.2 The Board of Examiners for each School shall meet at the conclusion of each academic semester and, where necessary, at the conclusion of winter and summer terms.

55.3 The Deputy Vice Chancellor, Academic (or delegate) chairs the meetings of the Board of Examiners for the Schools on their Campus.

55.4 The Deputy Vice Chancellor, Academic or their delegate may call an extraordinary Board of Examiners meeting for any School where he or she deems that such a meeting is required.

55.5 The Board of Examiners for each School shall be the academic staff of the School and other academic staff who have delivered courses to students of that School in the preceding semester or term. The quorum is not less than fifty per cent (50%) of the full time academic staff of the School.

55.6 The Academic Registrar or delegate shall be Secretary to each Board of Examiners.

55.7 The Boards of Examiners shall:

- (i) review the marks and grades submitted to it by the Dean of the School and confirm the final mark and grade to be awarded;
- (ii) assign students' academic standing;
- (iii) withhold the results of a student in whole or part pending the outcome of any disciplinary proceedings or for failure to pay any fees or other monies owing to the University;
- (iv) recommend to the Vice Chancellor the awarding of degrees, diplomas and awards; and
- (v) recommend to the Vice Chancellor the awarding of prizes and other forms of recognition for exemplary academic performance.

56 Board of Examiners - Additional

56.1 In addition to the Board of Examiners for each School, there shall be a Board of Examiners for:

- (a) Research;
- (b) Graduands;
- (c) Study Abroad Students; and
- (d) Notre Dame Study Centres.

56.2 Each Board of Examiners shall (as appropriate) review marks and grades for students, confirm the final marks and grades to be awarded, assign academic standing, without student results in whole or part pending the outcome of any disciplinary proceedings or for failure to pay any fees or other monies owing to the University or make appropriate recommendations for award or recognition to

the Vice Chancellor.

- 56.3 The Board of Examiners for Research will be chaired by the Pro Vice Chancellor, Research (or delegate) and will comprise of other academic staff members of the University involved with Higher Degree by Research Students, as determined by the Chair.
- 56.4 The Board of Examiners for Graduands will be chaired by the Deputy Vice Chancellor, Academic (or delegate) and will comprise of other academic staff of the University involved with graduating students, as determined by the Chair.
- 56.5 The Board of Examiners for Study Abroad students will be chaired by the Pro Vice Chancellor, International and will comprise of other academic staff members of the University involved with Study Abroad students, as determined by the Chair.
- 56.6 The Board of Examiners for the Study Centre students will be chaired by the Deputy Vice Chancellor, Academic and will comprise of other academic staff members of the University involved with Study Centre students, as determined by the Chair.

57 Advisory Boards of Schools

- 57.1 Deans shall establish School Advisory Boards to advise the Dean and academic staff of a school on educational, professional, community and other issues relevant to the School.
- 57.2 The Vice Chancellor shall appoint the members of a School Advisory Board on the advice of the Dean of the School to which the Advisory Board is being appointed.
- 57.3 There shall be a Broome Campus Advisory Council consisting of such persons as are appointed by the Vice Chancellor. In making such appointments, the Vice Chancellor shall seek the advice of the Head of the Broome Campus.

58 General, Campus, School, Program and Research Degree regulations

- 58.1 The Vice Chancellor may make Regulations with respect to the entire University or a campus, school, program or research degrees of the University. These Regulations shall be known as General, Campus, School, Centre, Program or Research Degree Regulations.
- 58.2 Academic Council must advise the Vice Chancellor at least once per calendar year on the suitability and accuracy of the regulations which relate to their campuses, schools, programs or research degrees.
- 58.3 Academic Council must advise the Vice Chancellor at least once per calendar year on the suitability and accuracy of the General Regulations of the University.
- 58.4 Any regulation made under Statute 58 that is inconsistent with a:
- (i) rule, regulation, statement or policy made by the Trustees and/or Directors in accordance with their powers;
 - (ii) statute of the University;
 - (iii) by-law of the University;
 - (iv) regulation made by the Vice Chancellor acting under delegated authority of the Board of Directors;
- has no effect.
- 58.5 In the event of inconsistencies between different sets of regulations (excluding Research Degree regulations), the order of priority of enforceability are as follows:

- (i) General Regulations;
- (ii) Campus Regulations; followed by
- (iii) Program Regulations.

58.6 To the extent that they are not inconsistent with the Research Degree Regulations, the General Regulations and Campus Regulations apply to students enrolled in research degrees at the University.

Division 9 – Core Curriculum

59 Core Curriculum

59.1 All students of the University must, as from time to time required by the Trustees, complete the Core Curriculum of the University as part of their program.

60 Core Curriculum for Undergraduate Students

60.1 The Core Curriculum of the University for students enrolled in undergraduate programs will comprise such courses offered by the University embracing the disciplines of:

- (i) Theology; and/or
- (ii) Ethics; and/or
- (iii) Philosophy

as are from time to time required by the Trustees, on the advice of the Core Curriculum Committee.

61 Core Curriculum for Postgraduate Students

61.1 The Core Curriculum of the University for students enrolled in postgraduate diplomas, coursework and degrees will comprise such courses offered by the University embracing the disciplines of:

- (i) Theology; and/or
- (ii) Ethics

as are from time to time required by the Trustees, on the advice of the Core Curriculum Committee.

62 Changes to Core Curriculum

62.1 Any changes or amendments to the Core Curriculum shall only take effect if approved by a resolution carried by a two-thirds majority of the Trustees.

Division 10 – Research Institutes and Centres

63 Research Institutes

- 63.1 A Research Institute of the University is established by the Board of Directors on recommendation from the Vice Chancellor.
- 63.2 A Research Institute is independent of Campus or Schools and Colleges and operates on a University wide basis.
- 63.3 The purpose of a Research Institute is, among other things, to promote a broad area of research within the University and to provide collaborative and resource sharing opportunities for researchers.
- 63.4 Each Research Institute will be managed by a Director, a position appointed by the Vice Chancellor, and reporting through the Head of Campus (or other officer as may be nominated by the Vice Chancellor) to the Vice Chancellor. The Director is separately accountable and responsible to the Pro Vice Chancellor, Research on all matters delegated to that officer through Statute, policies, practices and procedures.
- 63.5 Each Research Institute will be periodically reviewed for performance and strategic alignment.

64 Research Centres

- 64.1 A Research Centre is established by the Vice Chancellor on recommendation from the Head of Campus (in the instance of a centre that is campus or school based) or from the Pro Vice Chancellor, Research (in the instance of a centre that is a national sub-area of an existing Research Institute).
- 64.2 The organisational location and reporting authority of a Research Centre will be established by the Vice Chancellor.
- 64.3 A Research Centre is a smaller, focussed area of research that may evolve into a Research Institute over time. They may include, but are not limited to:
- (i) location within a School or College and reporting to the Dean;
 - (ii) location on a single campus and reporting to the Head of Campus; and
 - (iii) location within a Research Institute and reporting to the director of that Institute.
- 64.4 A Research Centre will be periodically reviewed for performance and strategic alignment with the University.

Division 11 – Seals of the University

65 Common Seal of the University

65.1 The Secretary of the University has custody of the Common Seal of the University.

66 Use of the Common Seal

66.1 The Common Seal of the University shall be affixed to:

66.2 documents or classes of document which the Board of Directors has authorised to be sealed with the Common Seal; or

66.3 a document that the Board of Directors has specially authorised to be sealed with the Common Seal.

66.4 Where the Chancellor or the Vice Chancellor believes that a document requires sealing under the Common Seal and:

- (i) the matter to which the document relates is purely formal; or
- (ii) that matter to which the document relates is one of special urgency

the Chancellor or the Vice Chancellor may authorise the use of the Common Seal on that document.

67 Execution without the Common Seal

67.1 The University may execute documents without using a common seal if the document is signed by:

- (i) two directors of the University; or
- (ii) a director and the University Secretary.

68 Reporting execution of documents to the Board of Directors

68.1 Where the Common Seal is affixed to a document under this Statute or where two directors of the University or a director and the University Secretary have signed a document, the execution will be reported to the Board of Directors at the next Board meeting.

69 Testamur Seal of the University

69.1 The Academic Registrar of the University has custody of the Testamur Seal of the University.

69.2 The Testamur Seal shall be affixed to all testamurs of degrees, diplomas or other qualifications granted by the University.

69.3 The Academic Registrar (or delegate approved by the Vice Chancellor for a campus which is not the Academic Registrar's ordinary place of business) affixes the Testamur Seal to all award parchments.