

## STANDING COMMITTEE (SC)

### OF ACADEMIC COUNCIL

### TERMS OF REFERENCE

#### 1. Purpose

The Standing Committee is responsible for the work delegated to it by the Academic Council.

#### 2. Terms of Reference

- (i) To carry out work delegated to it by the Academic Council.
- (ii) In cases of urgency to make decisions on behalf of the Academic Council.

#### 3. Membership

In accordance with the Academic Council Constitution, a committee shall have at least four Academic Council members, at least two of whom shall be elected members, nominated by the Academic Council from its membership:

<b>President:</b> The President is automatically a full member of all committees, sub-committees and working groups of the Academic Council.	1	Ex officio
<b>Vice-President for Academic Affairs and Registrar</b>	1	Ex officio
<b>Vice Chairperson of the Academic Council</b>	1	Ex officio
<b>Head of Academic Planning and Quality Assurance</b>	1	Ex officio
<b>Heads of School</b>	4	Ex officio
<b>Members of the Academic Council</b>	4	Ex officio / Elected
	2	Elected
<i>Maximum Membership</i>	<b>14</b>	

#### 4. Officers

**Chairperson:** President.

**Vice Chairperson:** Vice Chairperson of Academic Council.

**Secretariat:** Provided by Registrar's Office

## **5. Meetings**

The frequency of meetings will be as per the agreed schedule. Emergency meetings can be called by the Chairperson or Vice Chairperson if required.

## **6. Quorum**

The quorum will be five members and must include one elected member. If unable to attend members should notify the Chairperson in a timely manner (48 hours in advance of meeting, if possible).

## **7. Reporting**

Minutes of sub-committee meetings will be made available to members of the Academic Council.

## **8. Review**

This sub-committee will be reviewed as necessary.

## Document History

Version Number	Date Approved	Approved By	Brief Description