



## **PROCEDURES FOR REVIEW OF THE ACADEMIC STANDARDS FRAMEWORK (As approved by 20/5 Academic Board on 11 November 2020 – AB/20-5/85.3)**

### **Purpose**

1. To provide information on process for review of the Academic Standards Framework (ASF).

### **Review cycle**

2. The review of the ASF will be conducted on an annual basis as part of UTS's commitment to maintaining and enhancing the quality of all its activities.
3. The ASF may be updated outside of the annual reviews, if required, for example in instances where Tertiary Education Quality and Standards Agency (TEQSA) produces an explanatory note or guidance or when internal/external factors change.

### **Review objective, principles and methodology**

4. The objective of the review will be to identify if the ASF achieves its objectives and check its currency, efficiency and effectiveness.
5. The methodology for the review will include some or all of the following elements:
  - a. circulation of a discussion paper addressing details of the review process and an analysis of the current level of effectiveness of the ASF,
  - b. a survey of stakeholders and users if required,
  - c. submissions/feedback from stakeholders and users, and
  - d. determination of best practice for the standards within the sector.
6. The review process will be conducted in the spirit of quality management approaches and considers the [Plan Do Review Improve](#) cycle:
  - a. performed in the interest of continuous improvement and enhancing efficiencies,
  - b. identifying solutions, and
  - c. geared towards a celebration of achievements.
7. The review process must also be information-driven, basing its decisions and conclusions on sound data and well-developed information.

8. The review must be forward-looking and Executive Committee of Academic Board (ECAB) will consider the following contextual documents:
  - a. TEQSA Higher Education Standards Framework 2015
  - b. Strategic Risk Assessment of Academic Board
  - c. [Plan Do Review Improve](#) cycle
  - d. [UTS 2027](#)
  - e. Compliance with the UTS Academic Standards.

### **Review process and consultation**

9. As part of the review process, ECAB will receive and note the latest approved version of the ASF and discuss relevant changes that may be required to the document and a strategy for the annual review. ECAB may determine that:
  - a. a closer review into a particular area of the ASF may be required as part of the annual review
  - b. there is a need to conduct an audit of a particular standard in order to determine if the processes that are identified within the ASF are actually current and reliable as a means to assess UTS's compliance with a particular standard.
10. In developing the strategy for the annual review, ECAB will identify relevant stakeholders (in addition to the ones listed below) and undertake internal consultation. In determining best practice within the sector, an external consultation or benchmarking may be conducted.
11. Following appropriate consultation, relevant feedback is to be reported back to ECAB. Based on ECAB feedback, the final recommendations are provided to Academic Board with an action plan (if required) for implementing the recommendations.

### **Review deliverables**

12. A final report to Academic Board addressing and making recommendations in respect of the review objectives, with an action plan if required, and timeline and responsible stakeholders for implementing these recommendations.

### **Responsibility**

13. The Executive Committee of Academic Board (ECAB) – supported by the Governance Support Unit – will be responsible for initiating an annual review of the framework and coordination of implementation of activities arising from the review.
14. Academic Board is responsible for approving the framework.
15. Governance Support Unit will draft relevant reports/documentation.

## **Key stakeholders**

16. The key stakeholders for consultation are:
  - a. ECAB
  - b. Academic Board
  - c. Committees of Academic Board including faculty boards and boards of studies.
  - d. Governance Support Unit
  - e. Chair and Deputy Chair of Academic Board
  - f. University Secretary
  - g. Planning and Quality Unit
  - h. University Learning and Teaching (ULT)/Senior Executive Members (SEM)
  - i. Provost.