

TEMPLATE TERMS OF REFERENCE FOR (specify field) Advisory Committees at the NWU

1 Purpose of the Committees

The Advisory Committee is constituted with the purpose of being a vehicle for regular consultation with industry stakeholders in programmes with a strong link to specific professions or employment-related work. Since a professional body does not exist for qualifications in the field of (*as applicable*), the Advisory Committee will be useful for this purpose. This Committee is discipline specific and comprises credible and knowledgeable members in their fields of expertise from within and outside the NWU. The Committee functions generally in recognition of the shared responsibility between industry players and the Dean of the Faculty of (*specify*), where the latter is mandated to coordinate the conceptualisation, design, development and implementation of teaching and learning. The Committee functions particularly with the purpose of advising on the design, content, work-integrated or practice-based learning, coordination and quality assurance of the implementation of the professional or professional-oriented academic programmes¹ at the NWU. These terms of reference are intended for professional or professional-oriented qualifications along the following categories (*faculty to select*):

- As defined by the HEQSF qualification type, namely:
 - Higher Certificate with a vocational purpose
 - 360-credit Diploma
 - Advanced Diploma
 - 480-credit Bachelor's Degrees
 - Postgraduate Diploma
 - Master's Degree (Professional)
 - Doctoral Degree (Professional)

- As determined by a professional body. *Example:*
A 360-credit bachelor's degree, e.g. the Bachelor of Commerce in Chartered Accountancy (*faculty to specify*):

2 Responsibilities of the Committee

The Committee consider matters related to the following:

- 2.1 Advice on strategic matters impacting on teaching and learning with specific reference to professional or professional-oriented academic programmes:
- Consideration of the continued relevance and responsiveness of existing academic programmes to cater for the needs of target labour markets as derived from changes in the external environment.
 - Consideration of the inclusion of a work-integrated / experiential learning / practice-based component in identified academic programmes.
 - Consideration of applications for new academic qualifications and/or programmes.
 - Assessment of standards and throughput trends associated with all professional or professional-oriented academic programmes at the NWU.
 - Be a role player in both internal programme evaluation and external programme evaluation.

¹ Professional academic programmes are regulated by statutory bodies whereas professional-oriented programmes are not regulated by such bodies, and yet allow students to specialise in a particular field by developing the skills to work in a specific industry.

2.2 Advice on work-integrated / experiential learning / practical or practice-based, whether these are stand-alone or integrated modules at the NWU:

- Drafting of advice to subject group / school concerning philosophical values and graduate attributes to be identified and developed in these modules.
- Ongoing review and amendment of existing work-integrated / experiential learning / practice-based modules, or academic programmes at the NWU that align disciplinary demands with workplace relevance.
- Advice on matters related to the monitoring of student performance, including but not limited to assessment forms, formats and foci.

3 Authority

The Committee reports on its proceedings to the Faculty Teaching and Learning Committee (and could be included in the Faculty's reports to SCTL).

4 Membership

4.1 Composition

An Advisory Committee comprises the following *ex officio* members:

- 4.1.1 Deputy Dean TL or delegated academic representatives
- 4.1.2 Head of School(s) / Centre(s) / Research entity(-ies)
- 4.1.3 Programme Director(s)
- 4.1.4 Academic expert(s) from outside the NWU
- 4.1.5 Suitable stakeholders from industry, commerce, associations and employers
- 4.1.6 A recent graduate

Other persons may be invited to attend a meeting in an advisory capacity in connection with a particular matter.

4.2 Appointment of Chairperson and Acting Chairperson

4.2.1 Chairperson:

Stakeholder representative from 4.1.4 (ideally) OR Head of the School / Centre / Research entity elected by the Committee.

4.2.2 Acting Chairperson:

Stakeholder representative from 4.1.4 (ideally) OR Head of the School / Centre / Research entity elected by the Committee.

4.3 Voting rights of members

No voting will occur since the Committee acts in an advisory capacity.

4.4 Secretariat

Secretariat services are provided by the relevant Faculty's Advisory Committee.

4.5 Appointment of members

Members who are not *ex officio* members are nominated by the Committee.

5 Meeting arrangements

The following meeting arrangements apply:

Frequency	Advisory Committees meet at least once a year and meetings are scheduled to feed into Faculty Teaching and Learning Committees.
Extraordinary meetings	An extraordinary meeting may be called, when deemed necessary, by the Chairperson in consultation with members.

Quorum	Not applicable.
Notice	<p>At least 21 days before the meeting date, the Secretariat electronically notifies of the time and place where the meeting is to be held.</p> <p>At least 2 days before an extraordinary meeting, the Secretariat electronically notifies, provides the reason for an extraordinary meeting, as well as the time and venue.</p> <p>The minutes of the previous meeting will be enclosed and members are requested to provide the Secretariat with input by the closing date for the agenda. Should no response be received by this time, it will be assumed that the members agree with the record.</p>
Agenda	At least 7 days prior to the meeting, the Secretariat provides the complete agenda pack electronically to all members.
Attendance register	An attendance register will be circulated by the Secretariat at the beginning of each meeting. Every member present must sign the attendance register. The attendance register is proof of attendance for purposes of minuting.
Confirmation of Minutes	<p>An ordinary meeting, after being constituted and opened, commences with reading and confirming (by means of the chairperson signing) of the minutes of the previous meeting(s).</p> <p>Any objections to the minutes are raised and disposed of before the minutes are confirmed. The minutes may be regarded as read if a copy of the draft minutes was provided to members prior to the meeting.</p> <p>Minutes will be a true reflection of the previous meeting, and will contain all views expressed under the heading "noted".</p>
Conflict of Interest	<p>A member may not take part in the discussion of or vote on any matter in which the member has a direct financial or other interest, unless the member first discloses the nature and extent of the interest and obtains the leave of the meeting to take part in the discussion or vote.</p> <p>All committee members must indicate any conflict of interest at the agenda point allocated therefore and must also indicate a conflict of interest on the attendance register by indicating the agenda item where the conflict arises in writing next to his/her name.</p>
Point of Order	<p>A point of order, clarification or information may be raised against any member, in which instance the ruling of the Chairperson is binding and cannot be challenged.</p> <p>Should the above point of order, clarification or information be immediately challenged by a member, the ruling is put to the meeting for determination – without it being discussed, and the decision of the meeting is final.</p>
Disrespectful / Disorderly conduct	<p>Anyone attending a meeting who, after having been requested to refrain from disrespectful or disorderly conduct, continues to disobey a ruling from the Chairperson, must be requested to leave the meeting.</p> <p>If that person does not leave the meeting immediately, such a person could be removed from the meeting with the assistance of Protection Services.</p>
Apology	<p>An apology will be noted when a member electronically submits it to the Secretariat and/or the Chairperson at least one day prior to the meeting.</p> <p>Members absent from the meeting without above-mentioned apology are noted as "without apology".</p> <p>The views of a member who is unable to attend a meeting may be submitted in writing but may not count as a vote of such member.</p>
Recording of meeting	At the opening of the meeting, the Chairperson indicates that a recording will be made for minute purposes.
Resources and Budget	<p>A centralised budget regarding the matters of this committee is managed within the responsible faculty.</p> <p>Members are responsible for their own travel costs.</p>
Records management	All records of the Committee (terms of reference, membership list, agendas, minutes, attendance register, correspondence, etc.) will be kept electronically (on <i>Share</i>) and the hard copy sent to the Archives and Museum for permanent preservation.

Committee members have automatic access to all records of the committee. All other interested parties must complete a request form in terms of the Promotion of Access to Information Act, which will be assessed in terms of the prescriptions contained in the Act.

6 Reporting

The Advisory Committee reports to the Faculty Teaching and Learning Committee. (The Committee's work could be included in faculty's reports to SCTL).

7 Guiding documents and review

The following documents guide the operations of the Advisory Committee and any subsequently approved national policy or communiqué as published in the Government Gazette or NWU policies as approved by Senate or the University Management Committee and ratified by Council:

National regulatory framework	Authority
Work-Integrated Learning: Good Practice Guide	Council on Higher Education, August 2011
Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in higher education	Council on Higher Education, August 2016
National Qualifications Act, 2008 (Act 67 of 2008)	Department of Higher Education and Training (Government Gazette 32233, 22 May 2009)
White Paper for Post-School Education and Training	
National Qualifications Act (67/2008): Occupational Qualifications Sub-framework (OCSF) Policy	Department of Higher Education and Training, (Government Gazette 37879, 31 July 2014)
Articulation Policy for the Post-School Education and Training System of South Africa	Department of Higher Education and Training (Government Gazette 40545, 13 January 2017)
Online programme and course offerings	Department of Higher Education and Training, 22 March 2017
Policy for the provision of distance education in South African universities	Department of Higher Education and Training (Government Gazette 37811, 7 July 2014)
Higher Education Qualifications Sub-Framework	Department of Higher Education and Training (Government Gazette 38116, 17 October 2014)
National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa	South African Qualifications Authority (Government Gazette 38246, 28 November 2014)

Institutional regulatory framework	Status	Authority	Date
Academic Programme Management Policy	Approved	Council	20 June 2008
Assessment and Moderation Policy	Approved	Council	22 June 2007
Feedback about Teaching and Learning by Students	Approved	Council	20 June 2008
General Academic Rules	Approved	Council	21 September 2017
Institutional Teaching Excellence Awards (ITEA)	Approved	Council	22 November 2013
Library and Information Services Policy	Approved	Council	28 March 2018
Plagiarism and other forms of academic dishonesty and misconduct	Approved	Council	10 June 2011
Recognition of Prior Learning Policy	Approved	Council	21 September 2007
Study Guide Policy	Approved	Council	21 September 2007
Supplemental Instruction at the NWU	Approved	Council	23 June 2016
Students with Disabilities	Approved	Council	15 June 2012

Teaching and Learning Policy	Approved	Council	22 June 2007
Work-Integrated Learning and Service Learning	Approved	Council	23 June 2016
Presentation of Short Courses at the NWU	Approved	Council	17 September 2010
Quality Policy	Approved	Council	November 2016
Employability Strategy			12 September 2018
Relevant Faculty documents to be specified			

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