



## Regulation 2: General Academic Provisions

### 2.1 – Academic Board

- 2.1.1 As required by section 20A of the MCD Act, there shall be an Academic Board for the purposes of —
- 2.1.1.1 Oversight of academic programs and courses of study in the College and other academic affairs of the College;
  - 2.1.1.2 Providing advice to the Council on the academic programs and courses of study in the College and other academic affairs of the College.
- 2.1.2 The Academic Board may exercise the powers detailed in section 21 of the Act, and use the authority contained in section 22 to establish committees to assist it in its work.
- 2.1.3 The Academic Board consists of:-
- 2.1.3.1 The Chairperson, and the Deputy Chairperson, appointed by the Council on the recommendation of the Academic Board
  - 2.1.3.2 The Dean and the Director of Finance and Administration (Registrar)
  - 2.1.3.3 The Chairs of the Coursework Studies Committee and the Research Committee
  - 2.1.3.4 Three external members, co-opted by the Board
  - 2.1.3.5 Three internal members, co-opted by the Board
  - 2.1.3.6 One Student member, co-opted by the Board
- 2.1.4 Other than those who are members of the Board by virtue of their office, members are appointed or co-opted for a period of two years, unless the Council directs otherwise to ensure a rotation of membership.
- 2.1.5 The Board must meet no less than three times each year and, subject to any direction from the Council, determine its own Working Procedures.

### 2.2 – Coursework Studies Committee

- 2.2.1 There is established a Coursework Studies Committee of the Academic Board, for the purpose of advising it on all matters pertaining to coursework awards of the College.
- 2.2.2 The Committee must consist of:
- 2.2.2.1 The MCD Director of Finance and Administration (Registrar) and the Director of Coursework;
  - 2.2.2.2 The Coursework Coordinators of RTIs teaching for one or more awards of the College;

2.2.2.3 Up to four members co-opted by the Committee to ensure adequate expertise regarding the disciplines and awards of the College.

2.2.3 Appointments to the Committee are for the period of office, or for two years in the case of co-opted members. Retiring members are eligible for re-appointment.

2.2.4 The Chair and Deputy Chair of the Committee are appointed by the Academic Board on the recommendation of the Committee, for a term of office of two years, commencing in alternate years.

2.2.5 The Committee must meet no less than three times each year and, subject to any direction from the Academic Board, determine its own Working Procedures.

## **2.3 – Research Committee**

2.3.1 There is established a Research Committee of the Academic Board, for the purpose of advising it on all matters pertaining to research conducted under the auspices of the College.

2.3.2 The Committee must consist of:

2.3.2.1 The MCD Director of Research;

2.3.2.2 The Research Coordinators of RTIs;

2.3.2.3 The Chairs of Examiners of the College;

2.3.2.4 A research librarian, co-opted by the Committee;

2.3.2.5 Up to three members co-opted by the Committee to ensure appropriate research expertise.

2.3.3 Appointments to the Committee are for the period of office, or for two years in the case of co-opted members. Retiring members are eligible for re-appointment.

2.3.4 The Chair and Deputy Chair of the Committee are appointed by the Academic Board on the recommendation of the Committee, for a term of office of two years, commencing in alternate years.

2.3.5 The Committee must meet no less than three times each year and, subject to any direction from the Academic Board, determine its own Working Procedures.

## **2.4 –Chairs of Examiners, Examination Boards and Examination Procedures**

2.4.1 For the purpose of ensuring consistent examination procedures and standards across the various degrees, diplomas and certificates awarded by the Council, the Academic Board must appoint a Chair of Examiners for each Field and for Ministry Studies.

2.4.2 In determining whom to appoint as Chair of Examiners for a particular Field, the advice of the academic staff associated with the MCD who teach in that Field must be sought. That advice may be obtained as the Director of Finance and Administration (Registrar) sees fit and may be by an election.

2.4.3 Where a candidate for a degree or diploma is proceeding by thesis, the thesis topic must have been allocated to a Field by the Research Committee before the thesis is submitted for examination.

- 2.4.4 The Chair of Examiners in a Field must chair each Examination Board that will from time to time be set up for the purpose of examining a unit or thesis in that Field. The appointment of examiners for each unit or thesis is the responsibility of the Coursework or Research Committee as appropriate, after consideration of nominations provided by the Chair of Examiners in that Field. The Chair of Examiners is further responsible for ensuring that the examiners set and mark the assessment. Finally the Chair of Examiners must certify the results of the examination to the Academic Board.
- 2.4.5 Except as provided in this regulation or by resolution of the Council, each Examination Board must determine its own procedures to ensure that the highest standards of academic judgment are maintained in the examination process.
- 2.4.6 Notwithstanding any specific requirements for the conduct of examinations contained in the various degree, diploma and certificate Regulations, no candidate can be failed at an examination unless failed by two examiners.
- 2.4.7 If in the examination of a thesis there is sufficient disagreement between the initial assessments of the examiners to prevent a clear result and that disagreement cannot be resolved by the examiners conferring in a manner arranged by the Chair of Examiners, then the Chair of Examiners may request the Academic Board to appoint a further examiner or examiners, and the majority of academic opinion must then determine the result of the examination.
- 2.4.8 Where a Chair of Examiners is unable to act for any reason, whether for a period of time or a particular examination, an Acting Chair of Examiners must be appointed by the Academic Board for that period of time or particular examination.
- 2.4.9 Any appeal against the decision of an Examination Board must be lodged in accordance with the Grievance Procedures of the College. There is no appeal against the academic judgment of the examiners, provided they acted in good faith.

### **Regulation 2.5 – Human Research Ethics Committee**

- 2.5.1 There is established a Human Research Ethics Committee of the College, 'the Committee', for the purpose of overseeing the ethical conduct of research involving humans.
- 2.5.2. The functions of the Committee are:
- 2.5.2.1 to review, in accordance with the *National Statement on Ethical Conduct In Human Research* (2007) 'or any successor statement ' in a timely and efficient manner, the ethics of research projects submitted by candidates for degrees and other awards of the College, or by such other researchers as the Council or the Committee may deem appropriate, and to approve these projects;
- 2.5.2.2 to monitor the progress of all research projects approved, at least annually, as well as to request immediate notification of serious or unexpected adverse effects on participants, unforeseen events that might affect ethical acceptability of the project, proposed changes to the protocol, and completion or discontinuation of the project;
- 2.5.2.3 to advise the Council and the Academic Board as to categories of research which merit ethical review; and

2.5.2.4 to provide annual reports to the Council and to the *National Health and Medical Research Council*, through the *Australian Health Ethics Committee*.

2.5.3 The Committee must be appointed and resourced by the Council and consist of at least ten persons:

2.5.3.1 A chairperson and a deputy chairperson;

2.5.3.2 At least two lay persons, one man and one woman, who have no other affiliation with the MCD, and who are not theologians or ordained clergy and are not currently involved in medical, scientific, academic or legal work;

2.5.3.3 At least two people with current research experience that is relevant to research proposals regularly considered by the Committee;

2.5.3.4 At least one person with knowledge of, and current experience in, the professional care or counseling of people;

2.5.3.5 At least one person who performs a pastoral care role in a community, for example, an Aboriginal elder or a minister of religion;

2.5.3.6 At least one person who is a lawyer, who is not otherwise engaged to advise the MCD on legal issues;

2.5.3.7 The Registrar and Director of Research of the College.

The Council must also ensure the maintenance of a suitable pool of inducted members, who may attend meetings as needed, in the event of the inability of particular members to consider particular projects, or in the event of potential conflict of interest.

In making appointments of members, the Council must consult with the Academic Board.

2.5.4 Members of the Committee are appointed for three years and are eligible for re-appointment.

2.5.4.1 In the event of a vacancy in the membership of the Committee, the Council must consult with the Academic Board as appropriate and appoint another member of the category in respect of which the vacancy exists. The person so appointed holds office for the remainder of the term for which the former member was appointed.

2.5.4.2 When a member has been granted leave of absence by the Committee for an extended period, the Council must appoint an acting member in his or her place for the period of the leave of absence provided that such acting member has appropriate qualifications for the category of membership involved.

2.5.5 The Committee must determine the form in which it will receive submissions for the consideration of research projects and the procedures it will follow in deciding whether or not to approve research projects. Once determined this information must be published by the Registrar together with this regulation.

2.5.6 The Committee must meet at least three times each year on set and published dates and may meet at such other times as it deems necessary.

2.5.7 The Council must arrange for indemnity insurance to cover both the members and those within the pool of the HREC, and such other persons as the HREC might designate to act on its behalf in any given matter.