

Monaro Higher Education

ACADEMIC STANDARD PROCEDURE

Academic Standard Procedure

Approved by	Academic Board
Approval date	5 November 2021
Effective date	5 November 2021

Table of Contents

1. Purpose.....	1
2. Scope	1
3. Definitions	1
4. Procedure Details	2
I. Teaching feedback	2
II. Student Complaints.....	2
III. Assessment trends	2
IV. Periodic review.....	2
V. Benchmarking	2
5. Responsibilities.....	3
6. Policy Administration	3
7. Version control and change history	3
8. Benchmark / References.....	3

1. Purpose

Refer to the Policy.

2. Scope

Refer to the Policy.

3. Definitions

Refer to the Policy.

Monaro Higher Education

ACADEMIC STANDARD PROCEDURE

4. Procedure Details

I. Teaching feedback

The Teaching & Learning Committee is responsible for monitoring student feedback about the quality of teaching. Data will be collected through end-of-trimester student surveys. These surveys will allow identification of any teaching staff who may require support to enhance their teaching.

This information is collated and submitted to Academic Board regularly, with an annual report going to the Board of Directors.

II. Student Complaints

The Teaching & Learning Committee will gather student complaint data, along with teaching feedback from students, and make recommendations to Course Coordinators and the Academic Board for areas of improvement.

Data on open or ongoing student grievance cases are collated and reported regularly to the Academic Board and the Board of Directors as a significant risk indicator.

For more information about the student complaints processes, please see the Student Complaints and Appeals Policy.

III. Assessment trends

The Teaching & Learning Committee will conduct ongoing analyses of assessment outcome data within courses, distribution of student results, and alignment with institutional performance. This process must confirm that assessment processes are applied fairly and consistently across MHE and that students are meeting learning outcomes in their completion. For more information regarding assessment procedures, please see the Assessment Policy.

IV. Periodic review

Academic Board receives advice from various internal stakeholders and makes recommendations for changes to all academic policies at MHE. Based on that advice, Academic Board can direct committees to begin reviewing or revising academic policies. Committees can likewise make independent recommendations to the Academic Board concerning the review and revision of academic policy sooner than specified in the policy review schedule.

V. Benchmarking

Benchmarking of all academic data and processes will be undertaken periodically to ensure inter-faculty adherence to academic excellence and identify areas for improvement. For more information, please see the Benchmarking Policy.

Monaro Higher Education

ACADEMIC STANDARD PROCEDURE

5. Responsibilities

All positions and bodies operating under delegated authority by the Academic Board in order to implement this policy must provide to the Academic Board:

- A major annual report on academic standards and policy implementation
- Regular interim advice and reporting on their area of policy implementation as requested by the Academic Board.

The Academic Board will review all reports and advice received from its delegations of authority, as well as student complaints, grievances and appeals and staff concerns if applicable. The Academic Board must include this information in its annual report and advice to the Board of Directors.

6. Policy Administration

Policy category	Academic
Policy owner	Monaro Higher Education
Responsible officer	Dean
Approving authority	Academic Board
Contact officer	Dean
Commencement date	5 November 2021
Review date	Three years
Related documents	<ul style="list-style-type: none">• Course Development and Approval Policy• Course Review and Continual Improvement Policy• Student Complaints and Appeals Policy• Assessment Policy• Benchmarking Policy

7. Version control and change history

Version	Approval date	Approved by	Summary of changes
1.1	5 Nov 2021	Academic Board	

8. Benchmark / References

- *The University of Wollongong Australia*
<https://documents.uow.edu.au/content/groups/public/@web/@spg/documents/doc/uow266815.pdf>
- *The James Cook University*
<https://www.jcu.edu.au/students/assessment-and-results/academic-standards>

Monaro Higher Education

ACADEMIC STANDARD PROCEDURE

- *The Western Sydney University*
https://www.westernsydney.edu.au/data/assets/pdf_file/0005/402854/TL_Std_Std_Issues_Paper.pdf