



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

Academic Governance Manual

INTRODUCTION

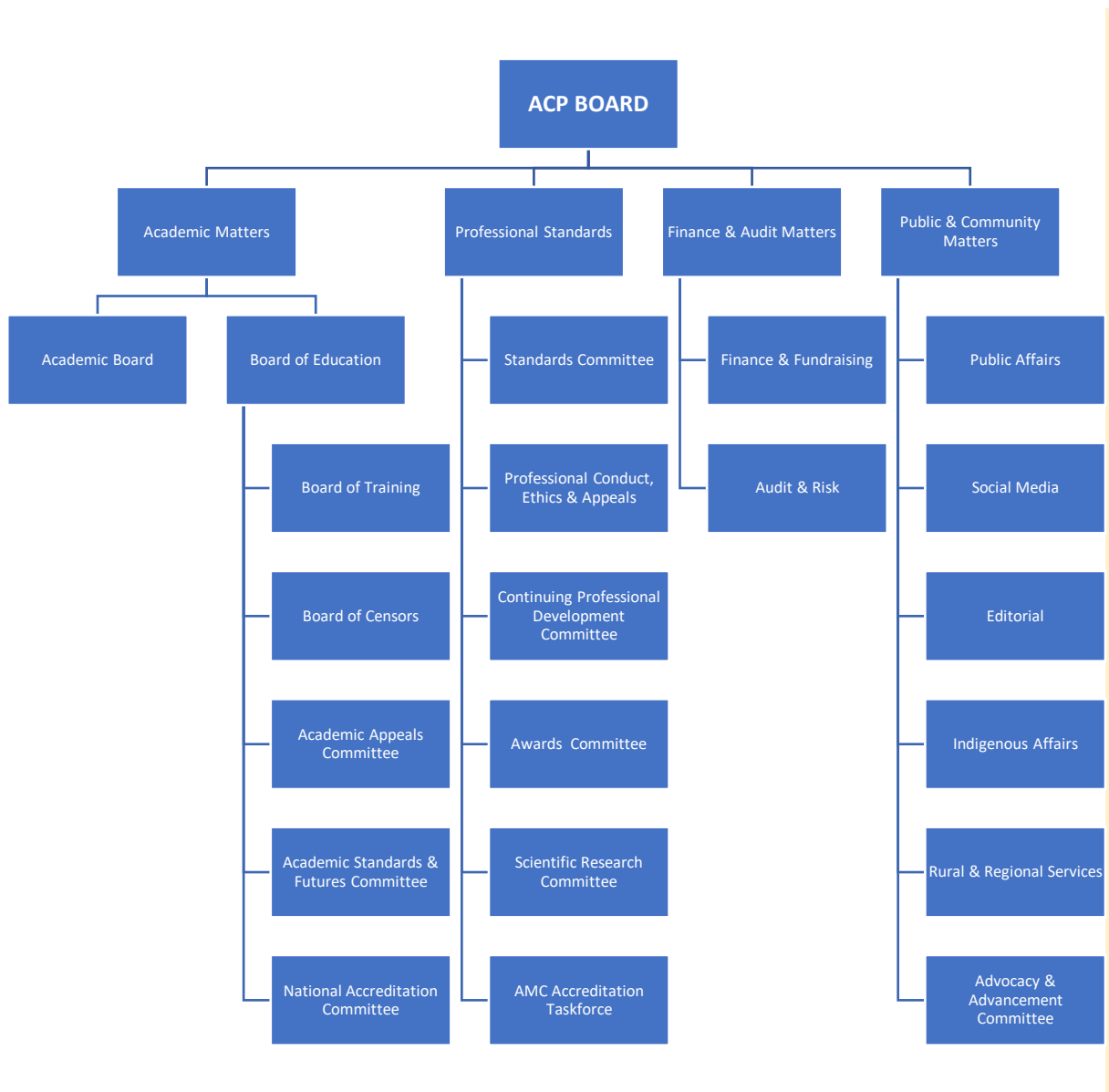
The Board of the Australasian College of Phlebology Inc. (ACP) is responsible for overseeing the corporate governance and management of the company, according to the protocols outlined in the company's Constitution, which details the rules for membership and fellowship and the processes for appointing the Board and electing the Executive including the President, President Elect, the Honorary Secretary and the Honorary Treasurer.

The ACP Board is responsible for ensuring the College abides by government regulations, maintains academic and professional standards and financial sustainability, manages organisational risk and represents the discipline and practice of Phlebology to the public. The ACP Board devolves its business operations to key committees under the following categories:

- **Academic Matters**
 - Academic Board
 - Board of Education, with sub-committees:
 - Board of Training
 - Board of Censors
 - Academic Appeals Committee
 - Academic Standards & Futures Committee
 - National Accreditation Committee
 - Collaborative Management Committee
- **Professional Standards**
 - Standards Committee
 - Professional Conduct, Ethics & Appeals Committee
 - Continuing Professional Development Committee
 - Awards Committee
 - Scientific Research Committee
 - AMC Accreditation Taskforce
- **Finance & Audit Matters**
 - Finance & Fundraising Committee
 - Audit & Risk Committee
- **Public & Community Matters**
 - Public Affairs Committee
 - Social Media Committee
 - Editorial Committee
 - Indigenous Affairs Committee
 - Rural & Regional Services Committee
 - Advocacy & Advancement Committee

All ACP committee decisions and recommendations must be ratified by the ACP Board.

Chart: ACP Corporate Governance Framework

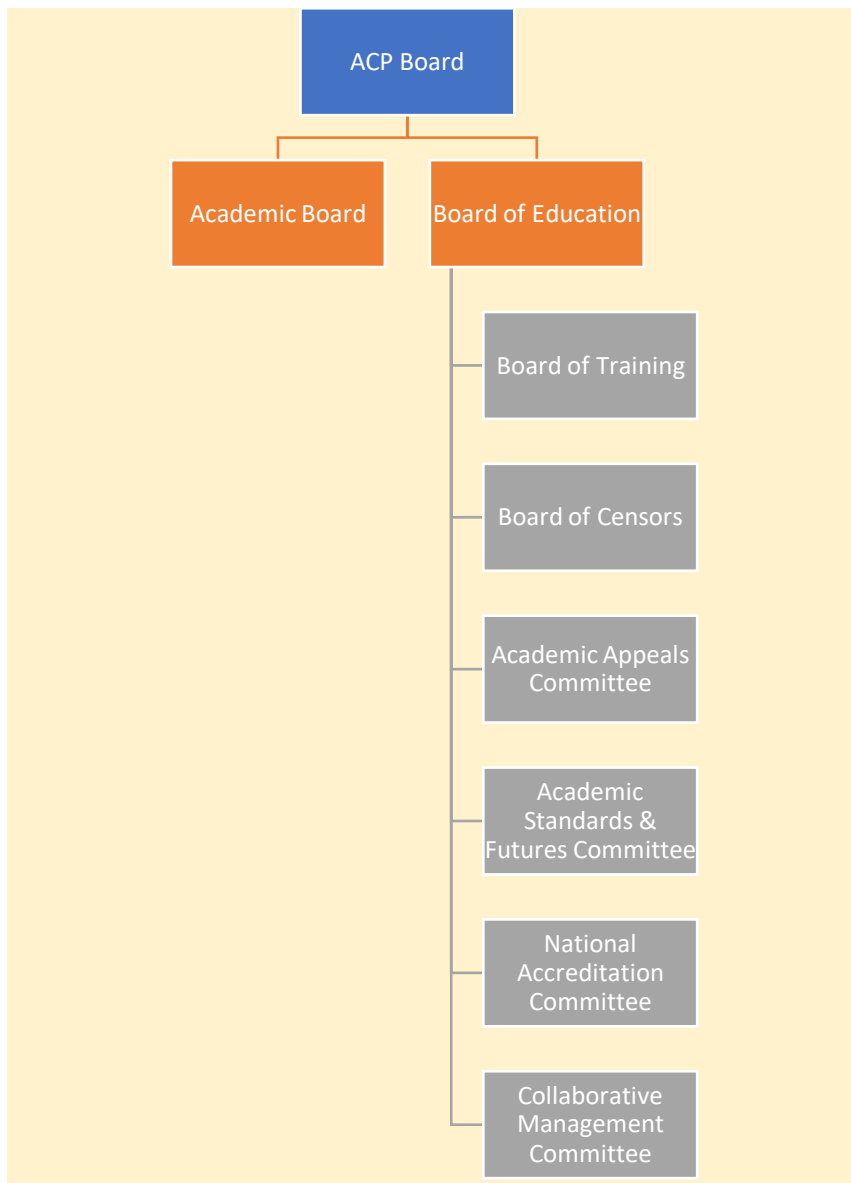


PURPOSE

The purpose of this document is to outline ACP Academic Governance by:

- Setting out key issues relating to the purpose, function and operations of the Academic Board, the Board of Education and the Board of Censors, and any of their various committees
- Clarifying the respective roles and responsibilities of members of these boards.

**Chart: ACP Academic Governance Framework
(Higher Education and ACP Training)**



Academic Board

1. Statement of Purpose
The Academic Board is a standing committee of the ACP Board. It holds the academic authority to confer accredited qualifications and non-accredited certificates as well as fellowships on behalf of the ACP.
2. Terms of reference
The terms of reference of the Academic Board are to:
 - a) Receive academic results and reports on the students who have completed and met all course requirements for accredited awards from the Board of Censors
 - b) Receive reports and information on the students who have completed and met all training requirements for non-accredited certification from the Board of Censors
 - c) Receive reports and information on the applicants for ACP membership or fellowship from the ACP Board
 - d) Receive reports and information on the conferring of any special awards from the ACP Board
 - e) Confer all approved accredited degrees, non-accredited certificates and fellowship awards on an annual basis.
3. Membership of the Academic Board
The Academic Board will comprise up to three (3) persons appointed by the ACP Board on the recommendation of the President, including:
 - a) One (1) Chancellor (Chair)
 - b) One (1) Deputy Chancellor
 - c) One (1) Emeritus Chancellor
4. Protocols
 - a. Terms of office
 - i. Members of the Academic Board shall be offered a lifelong appointment.
 - ii. Casual members may be appointed on the resignation from office by any member of the Academic Board.
 - b. Frequency of meetings
 - i. The Academic Board will meet at least once each calendar year to confer awards.
 - ii. The Academic Board may meet at the discretion of the Chair, or at the written request of the President.
 - c. Attendance rules
 - i. Any member who fails to attend two (2) consecutive meetings will be deemed to no longer be a member of the Academic Board.
 - d. Quorum
 - i. A quorum of the Academic Board is two (2) members.
 - e. Reporting
 - i. The Academic Board must confer awards and qualifications as approved by the ACP Board on an annual basis.

Board of Education

1. Statement of Purpose
The Board of Education is a standing committee of the ACP Board. It is the principal academic authority in the governance structure. Its purpose is to provide oversight of the educational, training and scholarly activities at ACP and is responsible for approving all course content and maintaining quality and relevance of the delivery of courses. The Board of Education develops educational initiatives in support of ACP's strategic plan and directs, guides and monitors its educational, training and scholarly activities, devises education policy and procedures and supports the academic governance processes of ACP for accredited qualifications, non-accredited certification and the award of ACP fellowships.
2. Terms of reference
The terms of reference of the Board of Education are to:

- f) Ensure the strategic intent determined by the ACP Board is implemented in courses, training and scholarly programs
- g) Advise on and address academic matters and Higher Education
- h) Advise on and address medical industry and clinical practice standards as applied to ACP education and training programs
- i) Develop a shared understanding of best practice in teaching the discipline and practice of Phlebology
- j) Receive information on the range of education and training offered by ACP and report to the ACP Board
- k) Advise the ACP Board on policy and procedure relating to educational, training and scholarly matters
- l) Devise and approve educational policies and procedures and monitor compliance
- m) Design course content and deliver new, revised and disestablished courses, ensuring consistency with registration and accreditation requirements
- n) Oversee academic quality assurance and academic standards, ensuring:
 - i. quality student experience and supportive learning environment
 - ii. sound practice in quality assurance and academic governance processes
- o) Approve course regulations and monitor implementation
- p) Oversee admissions criteria and admissions and enrolment processes
- q) Communicate with the ACP academic community through the faculties and other education and training units.

3. Membership of the Board of Education

The Board of Education will comprise up to twelve (12) persons appointed by the ACP Board, including:

- d) One (1) Dean of Education (Chair)
- e) One (1) Chief Censor
- f) One (1) Director of Training (and representative for one State Faculty)
- g) Five (5) Chairs of Australian Regional Faculty (representing the states & territories: Vic, NSW/ACT, Qld, SA/NT, WA, Tas) (ex officio)
- h) One (1) Chair of New Zealand Faculty (ex officio)
- i) One (1) President of ACP (ex officio)
- j) One (1) Teaching faculty representative (Subject Coordinator or Instructor)
- k) One (1) Student representative (elected).

4. Protocols

- a. Terms of office
 - i. Members of the Board of Education shall be appointed for a term of three (3) years, with the option for renewal of the term.
 - ii. Elected teaching faculty and students shall be appointed for a minimum period of one (1) year.
 - iii. Casual members may be appointed on the resignation from office by any member of the Academic Board.
- b. Frequency of meetings
 - i. The Board of Education will meet at least two (2) times each calendar year.
 - ii. The Board of Education may meet at the discretion of the Chair.
 - iii. All meetings of the Board of Education shall be convened by a notice from the Executive Manager or Education Officer, specifying the time, place and agenda of the meeting, providing a minimum notice of one week.
- c. Attendance rules
 - i. Any member who fails to attend three (3) consecutive meetings will be deemed to no longer be a member of the Board of Education.
- d. Quorum
 - i. A quorum of the Board of Education is six (6) members.

- e. Reporting
 - i. The Board of Education is a committee of the Board and must provide reports to the Board on academic policy, course approvals, changes to existing courses, academic quality issues, identified policy gaps, and other issues relating to academic, training and scholarly programs and processes.
- f. Sub-committees
 - i. The Board of Education may create such sub-committees and special purpose working groups as it may consider necessary from time to time.

Board of Censors

1. Statement of Purpose

The Board of Censors is a sub-committee of the Board of Education. The purpose of the Board of Censors is to devise assessment policy and procedure, oversee the standards for and implementation of assessments (including examinations) and review all course results in accordance with the standards determined for the accredited qualification or non-accredited certification.

2. Terms of Reference

The terms of reference of the Board of Censors are to:

- a) Review summative subject results for each student in each course and make recommendations to the Board of Education.
- b) Advise the Board of Education of those students who have completed the requirements of their course and are eligible to graduate
- c) Advise the Board of Education of those students who have not completed the requirements of their course (failed, in progress, special consideration) and actions to be taken
- d) Review assessment, moderation and grading methods and protocols across courses and report make recommendations for any relevant changes
- e) Review grades distribution analysis and make recommendations for any relevant changes.

3. Membership

The Board of Censors will comprise up to nine (9) persons appointed by the Board of Education, including:

- a) Chief Censor (Chair)
- b) At least two (2) Fellows
- c) At least one (1) Subject Coordinator or Instructor from the online modules or MPhleb Program (once accredited)
- d) At least one (1) State Director of Training or Supervisor of Training from the Clinical Training Program
- e) Dean of Education (ex officio)
- f) Director of Training (ex officio)

4. Protocols

a) Terms of office

- i. Members of the Board of Censors shall be appointed for a term of three (3) years, with the option for renewal of the term.
- ii. Casual members may be appointed on the resignation from office by any member of the Board of Censors.

b) Frequency of meetings

- i. The Board of Censors will meet at the end of each semester (twice per year).
- ii. The Board of Censors may meet at the discretion of the Chair, or at the written request of the President.
- iii. All meetings of the Board of Censors shall be convened by a notice from the Executive Manager, specifying the time, place and agenda of the meeting, providing a minimum notice of one week.

- c) Attendance rules
 - i. Attendance is expected at all meetings, for consistency of determinations. Where circumstances require, replacement members are permitted.
- d) Quorum
 - i. A quorum of the Board of Censors is five (5) members.
- e) Reporting
 - i. The Board of Censors is a committee of the ACP Board. The ACP Board will receive the report of the Board of Censors (including recommendations for graduation and progression) at its subsequent meeting for discussion and approval.
- f) Sub-committees
 - i. The Board of Censors may create such sub-committees and special purpose working groups as it may consider necessary from time to time.

Other Sub-committees of the Board of Education

The composition of the sub-committees will vary according to the duties outlined. Each Committee will have a Chair and will have ACP representatives attending.

1. Board of Training
Convenes at least once per year to oversee the Phlebology Clinical Training Program in Australia.
Chair: National Director of Training, Members up to 6 State Directors of Training, Dean of Education (ex officio), Chief Censor (ex officio)
2. Academic Appeals Committee
Convenes in response to academic appeals and complaints.
Chair: Appointed by Dean of Education, Members up to 3 ACP Teaching Faculty and/or Fellows
3. Academic Standards & Futures Committee
Convenes at least once per year to review current course design and delivery and consider future developments for ACP education and training, including any new courses.
Chair: Chosen by and from committee members, Members up to 6 including Past Presidents, Dean of Education, Chief Censor, 1 ACP Fellow or teaching faculty representative and 1 student representative (and other subject matter experts invited as required)
4. National Accreditation Committee
Convenes at least once per year to discuss national education and training opportunities and issues and annual activities.
Chair: State chair (elected), Members up to 9 chairs of Australian states & territories, 1 chair New Zealand
5. Collaborative Management Committee
Convenes at least twice per year to discuss the collaborative delivery of the Master of Phlebology program (and its nested courses) once these are accredited.
Chair: Appointed by ACD President, Members from ACD to include President, CEO, Dean of Education (ex officio), Director Educational Services, Collaboration Manager / Consultant Higher Education; Members from ACP to include President, Immediate Past President, Dean of Education (ex officio), Chief Censor, Postgraduate Program Coordinator, Honorary Secretary, Treasurer (with administrative support from ACP Executive Manager and Education Officer).