



Terms of Reference

School of Sciences Forum

Responsible Officer	Head of School/School Support Officer
Approval Date	February, 2021
Approval Authority	Head of School

1 Role

The role of the School of Sciences Forum is to advise and assist the Head of School in the conduct and management of the programs within the School; and implementation of teaching, research, and service activities associated with the School.

2 Function

To assist the Head of School in implementing the programs, consistent with University academic policy and regulations and Faculty regulations and procedures, by advice on:

- admission, assessment, instruction, progression and exclusion of students;
- maintenance of academic standards;
- development and utilisation of instructional resources and techniques; resolution of student grievances in relation to their program.
- Teaching;
- Research;
- Service.

3 Membership

The members of the School of Sciences Forum consists of:

- Head of School
- School Academic Staff
- School Support Officer
- Library Representative
- Academic Program Support Representative
- Three (3) student representatives elected by and from students enrolled in school programmes from all campuses:
 - 1 x Undergraduate Representative
 - 1 x Postgraduate Masters Representative
 - 1 x Higher Degree Research Representative

Members are expected to contribute to the Forum in the overall interests and objectives of the University.

4 Meetings, Reporting and Minutes

Frequency of Meetings: The School of Sciences Forum meets every month for 2 hours at specific dates and times determined at the beginning of each year.

Reports To: Executive Dean's Advisory Group, HES Faculty Board, Industry Advisory Groups (as appropriate) via Chairperson (Head of School).

Minutes: The School Support Officer will have the responsibility for drafting the Agenda, recording the outcomes and actions from each meeting and assisting the Chair in the conduct of Forum business as appropriate.

5 Ethical Practices, Confidentiality and Independence

Members of the Forum are to:

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of the information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
- Disclose to the Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the University's Code of Conduct.

6 Secretary

The Secretary to the School of Sciences Forum is the School Support Officer.

7 Review of Terms of Reference

The Terms of Reference will be reviewed every five years, or as necessary by the Head of School of Sciences.

8 Modification History

Date	Source	Details
08/02/2021	SoSciences Forum	Terms of Reference