

## Academic Council (Malaysia)

### TERMS OF REFERENCE

#### 1. Constitution and purpose

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| 1.1 | The Constitution of Heriot-Watt University Malaysia (HWUM) makes provision for the establishment of the Academic Council (Malaysia) to provide academic oversight at HWUM and to involve academic staff and other relevant representatives at HWUM in processes of academic scrutiny and approval. |
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#### 2. Remit

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| 2.1 | The Constitution of HWUM sets out the remit of the Academic Council as follows:  |
| a.  | Recommending to the Schools and committees of the Senate new programmes, changes to programmes and developments in the curriculum.   |
| b.  | Receiving reports relating to quality and standards at HWUM, endorsing the proposed action plans and reporting to the Senate, the committees of the Senate and Schools as appropriate. |
| c.  | Recommending External Examiners for appointment by the Senate, receiving reports from these Examiners, proposing actions and monitoring their implementation.                          |
| d.  | Monitor the student experience at HWUM and recommending action where necessary.  |
| e.  | To consider any other academic matter relating to the Malaysia Campus.   |
| f.  | To consider any other academic matter as directed by the Senate Business Committee.  |

#### 3. Membership

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| 3.1 | <p>The composition of the Academic Council, as set out in the Constitution of HWUM, is as follows:</p> <ul style="list-style-type: none"> <li>• The Provost and Chief Executive (Vice-Principal (Malaysia)) (as Chair);</li> <li>• The Deputy Provost;</li> <li>• One Dean of the University (to be approved by the Senate Business Committee);</li> <li>• For each School of the University, the Academic Head at HWUM;</li> <li>• The Academic Heads of the Foundation and English Language Programmes;</li> <li>• The Academic Head of Compulsory Subjects;</li> <li>• Head of Information Services;</li> <li>• The President of the Student Association (HWUM) and one member of the Council appointed by the Council of the Student Association (HWUM);</li> <li>• Holders of Academic Posts to be determined by the Board of Directors (up to four in total);</li> <li>• Such number of elected members from the academic staff of HWUM, as prescribed in the Rules of the Constitution of HWUM and approved by the Board of Directors.</li> </ul> |
| 3.2 | The Academic Council may co-opt members it considers have particular skills and experience which would assist the Academic Council.  |

3.3	The Academic Council membership is as follows:
<b>Composition</b>	
<b><u>Ex-officio members</u></b>	<b><u>Members (as at 1<sup>st</sup> August 2017)</u></b> <b><u>Appointed until</u></b>
<b>Chair</b> Provost and Chief Executive, HWUM (Vice-Principal (Malaysia))	Professor Mushtak Al-Atabi
Deputy Provost	Professor Dennis Wong
A Dean of the University ( <i>as nominated by the Senate</i> )	Scott Arthur
<b>The Academic Head from each School</b>	
Energy, Geoscience, Infrastructure and Society (EGIS):	Dr Khalik Mohamad Sabil
Engineering & Physical Sciences (EPS):	Dr Noor Yasmiza Yusoff
Mathematical and Computer Sciences (MACS):	Dr Soo Huei Ching
Social Sciences (SoSS):	Dr Wardah Mohamad
Academic Head of the Foundation and English Language	Ms Jasmine Low
The President of the Student Association (HWUM)	Nicholas Chong
Student Association (HWUM) Representative (appointed by the Council)	TBC
Head of Information Services	Mr. Kevin Yeoh
<b><u>Elected members from the Academic Staff (see paragraph 3.4)</u></b>	
EGIS	Dr Ibrislam Akbar
EGIS	Mr Teh Bin Sin
EGIS	Mr Urval Patel
EPS	Dr Go Yun li
EPS	Dr Yap Tze Chuen
EPS	Dr Thomas A Ward
SoSS	Dr Mandy Wong Shiet Ching
SoSS	Dr Praveen Balakrishnan Nair
SoSS	Mr Ricky Wong
MACS	Mr Lawrence O'brien
MACS	Dr Alistair Robert Wallis
MFP	Mr Mohanaraj Balakrishnan
MFP	Ms Naziha Yahya
MFP	Ms Faizah Shahudin
<b><u>In attendance</u></b>	
The following are normally in attendance at meetings:	
Chief Operating Officer and Registrar	Ms Janice Yew
Director of Research Malaysia	Prof Lynne Jack
The Clerk to the Committee	Ms Ng Sock Fang
3.4	Academic Staff members are appointed through an election process. Members shall be eligible for reappointment. The period of office of such members will commence on 1 August for a period of three years.
3.5	Such a member shall be eligible for reappointment provided that a person shall not be a member for more than two consecutive terms of three years. The first period of office, if less than three years, shall not be reckoned in determining eligibility of a member for re-appointment.

3.6	The Academic Council will review the skills of its members annually and co-opt additional members if particular skills and experience are required. The outcomes of the review will be reported to the Board of Directors and Senate as part of the normal reporting.
3.7	The Chief Operating Officer and Registrar and the Director of Research Malaysia shall be in attendance at meetings of the Academic Council and shall appoint a Clerk to the Academic Council.
<b>4</b>	<b>Quorum and voting</b>
4.1	One half of the total membership of the Academic Council or the nearest whole number greater than one half if the number of members is not a multiple of two, shall constitute a quorum. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting.
4.2	Only members of the Academic Council shall be entitled to vote on any matter requiring a vote.
4.3	The Chair of the Academic Council shall have a deliberative and a casting vote.
<b>5</b>	<b>Committee Chair</b>
5.1	In the absence of the Chair of the Academic Council, members shall elect from among the full members of the Academic Council who are present at the meeting a person to act as Chair for the meeting or until such time as the Chair arrives.
<b>6</b>	<b>Frequency of meetings</b>
6.1	The Academic Council usually meets at least twice a year.
6.2	Additional meetings may be held in order to meet business requirements at the request of the Chair.
<b>7</b>	<b>Attendance at Meetings</b>
7.1	Other officers may be asked to attend when appropriate.
7.2	The Academic Council will maintain a record of attendance at each of its meetings and will include this information in any reports to the Senate Business Committee.
<b>8</b>	<b>Reserved business</b>
8.1	There may be occasions when Academic Council's business is designated reserved (confidential). On such occasions any student members will be asked to withdraw from the meeting and shall not return until the reserved business is concluded. Papers and any other reserved areas of business shall not at any time be made available to the student members. On occasion, with the approval of the Chair, any staff member of the Committee may be asked to withdraw from the meeting during consideration of a reserved item of business.
8.2	The record of matters which the Chair and the Academic Council are satisfied should be dealt with on a reserved basis will be recorded separately.
<b>9</b>	<b>Reporting procedures</b>
9.1	The Academic Council will submit regular reports to the Senate via the Senate Business Committee based on the Academic Council's minutes. The Chair will approve the content of reports before release including the redaction of any information deemed necessary for reasons of confidentiality.
9.2	The Chair of the Academic Council will report to the Senate Business Committee on any matters which the Academic Council considers should be brought to the attention of the Committee.
9.3	Matters requiring the approval of the Senate or the Committees of the Senate will be highlighted in the Academic Council's report.

9.4	The Academic Council's records (agenda, papers, minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A with the exception of information which is deemed to be covered by a specific exemption under the Act.
9.5	Minutes and reports of the Academic Council will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.
<b>10 Forward Planning</b>	
10.1	The Academic Council will review its Terms of Reference and submit a report on any changes to the Senate Business Committee annually for information.
10.2	The Academic Council will set its meeting dates two years in advance, aligned to the schedule Of meetings of the Senate and the Senate Business Committee.

### Supporting Information

#### Groups Feeding Into the Academic Council

Relevant Boards of Studies  
Relevant Boards of Examiners

#### Effectiveness and Lifespan

Lifespan ongoing. Effectiveness reviewed five-yearly by the Board of Directors in consultation with the Senate Business Committee.

#### Actions that May be Taken by the Committee

The Academic Council may:

- Note
- Receive
- Consider
- Endorse
- Approve
- Recommend
- Reject

#### Most Appropriate Minuting Style

Traditional/formal minutes in accordance with internal University guidance.

#### Resources

Clerk Ms Ng Sock Fang, Assistant Manager, Quality Assurance and Regulatory Compliance

Meetings Normally two meetings per academic year