



Academic Management Committee Charter

Version 2.0

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2. Purpose

The Academic Management Committee (AMC) and its Academic Misconduct Sub-Committee are formed to foster students' commitment to academic integrity and maintain the integrity of assessment. The roles and responsibilities of Academic Management Committee and its Sub-Committee are outlined in this charter. The AMC focuses on the review of the academic misconduct policy and assessment system. The Academic Misconduct Sub-committee contemplates its inquiry of students' academic misconduct through a combination of hearing and reviewing cases and makes decisions about whether allegations of students' academic misconduct have been substantiated. Academic misconduct is any act or omission by a student which attempts to gain academic advantage or pervert the college's assessment process through dishonesty, subterfuge, and wilfulness.

3. Definitions

AMC	Refers to Academic Management Committee
Student Academic Misconduct	Academic Misconduct includes plagiarism, cheating and/or collusion, or any act or omission by a student (refer to the AMP for detailed information or definition).
Chief Compliance Officer	Chief Compliance Officer of AIBT Global.
Committee	A person(s) who has already been appointed or approved to be a member of the Academic Management Committee or Academic Misconduct Sub-committee.
Chairperson	A person(s) appointed by the Chief Compliance Officer to be a chairperson.
Academic Misconduct Policy (AMP)	Refers to the Academic Misconduct Policy and Procedure.
Complaints and Appeals Policy	Refers to the Complaints and Appeals Policy and Procedure.

Head of School (HoS)	Is Head of School, lead trainer, and school manager.
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4. Academic Management Committee Roles and Responsibilities

The academic management committee has two main roles and responsibilities.

4.1 Academic Misconduct Policy (AMP)

It is to oversee Academic Misconduct Policy (AMP). The committee will review academic misconduct policy twice a year. The review process will occur in January and July of each year. With regard to the review of AMP, the academic management committee undertakes the following specific functions:

- Ensuring the AMP meets with regulatory requirements (e.g., Standards for Registered Training Organisations 2015 and National Code of Practice for Providers of Education and Training to Overseas Students 2018)
- Collating and reviewing the AMP to meet with internal college policy and procedures (e.g., complaints and appeals policy).

4.1.1 The modified AMP can be approved in two approaches:

(i). Approval via the academic management committee meeting.

1. The meetings must be held twice a year to discuss the revision of AMP.
2. Review decisions will be made by a majority vote of the members who attend the meeting.

(ii). Approval by the Chief Compliance Officer or any person(s) appointed by the Chief Compliance Officer (e.g. Head of Quality Assurance). This approval is enacted in a circumstance when it is unable to hold the academic management committee meeting (e.g., unable to gather a sufficient number of committee members within a reasonable timeframe) and/or and there is an urgency to modify AMP.

4.2 The review of assessment system (AS)

The academic management committee will review the colleges' AS once a year. The review process will occur in at any time of each year; however, there will be no less than 6 months

between each review. With regard to the review of AS, the academic management committee undertakes the following specific functions:

- Ensuring the review of AS meets with regulatory requirements (e.g., Standards for Registered Training Organisations 2015)
- Collating and reviewing the AS process to meet with internal college policy and procedures (e.g., validation process).
 - o Reviewing the validation for master assessment tools provided by each school.
 - o Providing feedback to the validation, including the design of questions/activities in the assessment.
 - o Conduct post validation (if applicable).
- Engaging subject matter experts to review the final master assessment tools

5. AMC Structure and Membership

The academic management committee must contain at least 5 members and a maximum of 10.

5.1 Chairperson:

The Chairperson of Academic Management Committee (AMC) will be selected during the second of the AMP review meeting each year by the committee members.

If Chairperson is unavailable at the time of the AMC review, the Chief Compliance Officer (CCO), appointed person by the CCO, or Committee Secretary will be acted as a Chairperson.

5.1.1 The resignation of the AMC Chairperson

In the event that the Chairperson of AMC resigns from his/her position. The CCO will temporarily take a role of the Chairperson of Academic Management Committee or appointed person by the CCO act as a chairperson until the next AMP review meeting.

5.2 Committee members:

The Chairperson of Academic Management Committee (AMC) or a person who is assigned by Chairperson will select the committee members from Head of School (HoS), senior member of academic/compliance staff, and experienced staff who with student support. The committee members can be selected from external parties if needed.

The Chairperson will present the list of the selected members

The Chairperson of AMC can appoint a new person(s) as a committee member(s) to replace a member(s) who is(are) absent for two consecutive periods.

5.2.1 The resignation of the AMC members

In the event that a committee member resigns from his/her position. The Chairperson or a person who is assigned by Chairperson will start the selection process described in 5.2.

6. AMC Meetings

6.1 The AMP review meeting Procedure:

- The chairperson will call for the meeting twice a year to review the AMP.
- All members of the academic management committee will be notified 7 days in advance.
- In each meeting, the chairperson will clearly outline the purpose of the meeting.
- The minutes of the meeting will be recorded.
- Other relevant parties can be invited to attend.
- The minutes and the summary of the meeting will be sent to the committee members and the Chief Compliance Officer by the chairperson, committee secretary, or any person(s) appointed by the chairperson.
- Attendance can be face to face or through video conference

6.1.1 The meetings for the resolution

- Each committee member is obligated to review the AMP or modified version of AMP.
- Each committee member is obligated to provide feedback (e.g., agree with the changes, or declined the change with justification).
- Each committee member who attends the meeting is obligated to cast his/her vote.
- Decisions of the academic management committee will be made by a majority vote of the members who attend the meeting.
- In the event that there is no resolution during the meeting, the chairperson can bring the issues/concerns/topics to continue the discussion for the decision making via a virtual channel (e.g., email).
- Secretary Committee(s) is(are) responsible for the records of communication and each member's decision.

6.1.2 Minutes (the summary of meeting/discussion)

The minutes and the summary of the meeting/discussion will be sent to the committee members and the Chief Compliance Officer by the chairperson or any person(s) appointed by the chairperson.

6.2 The AS review meeting Procedure:

- The Chairperson or any other assigned committee member (e.g., committee secretary) will notify each member regarding the annual AS meeting.
 - o Prior to the annual AS meeting, the Chairperson will contact all HoSs to discuss with AS which is required to be reviewed.
 - Committee Secretary will organise the meeting
- The Chairperson or any other assigned committee member (e.g., committee secretary) will call for the AS meeting once a year to review the AS in the college.
 - o The Chairperson will propose the AS review topics to the committee members prior to the meeting
 - o All members of the academic management committee will be notified 7 days in advance.
- The minutes of the meeting will be recorded.
- Other relevant parties including external parties can be invited to attend the meeting if needed.
- The minutes and the summary of the meeting/discussion will be sent to the committee members and the Chief Compliance Officer by the chairperson, committee secretary or any person(s) appointed by the chairperson.
- Attendance can be face to face or through video conference

6.2.1 The resolution

- Each committee member is obligated to provide feedback (e.g., agree with the changes, or declined the change with justification).
- Each committee member who attends the meeting is obligated to cast his/her vote.
- Decisions of the academic management committee will be made by a majority vote of the members who attend the meeting.

- In the event that there is no resolution during the meeting, the chairperson can bring the issues/concerns/topics to continue the discussion for the decision making via a virtual channel (e.g., email).
- Secretary Committee(s) is(are) responsible for the records of communication and each member's decision.
- The Chairperson, Secretary Committee(s), or any other committee member(s) appointed by the Chairperson is(are) responsible for following up with the progress of required adjusted AS.

6.2.2 Minutes (the summary of meeting/discussion)

The minutes or summary of the meeting/discussion will be recorded and kept by the Chairperson or any person(s) who are assigned by Chairperson such as Committee Secretary. The minutes or summary will be sent to the committee members and the Chief Compliance Officer by the chairperson or any person(s) appointed by the chairperson.

7. The list of Academic Management Committee members

Name	Job title	Role/delegation at the committee
Dr Chalermlok Dejsakultorn	Chief Compliance Officer	Chairperson
Charlotte Chen	Senior Compliance Manager Compliance Manager (Business/Hospitality/Aviation)	Committee Member
Henna Sharma	School Manager of Dianna School of Community Services	Committee Member
Raju Regmi	Compliance Manager (IT/Tech Sciences)	Committee Member
Naveed Khan	Head of ADA School of Information Technology	Committee Member
Babak Mansourinia	Director of Bespoke Grammar School of English	Committee Member
Risa Hemtasilpa	Senior Compliance Officer Project Management Officer / Coordinator	Committee Secretary
Patcha Woranut	Project Management Officer	Committee Secretary
Matthew Gordon	Administrative Officer	Committee Secretary

8. Academic Misconduct Sub-Committee Roles and Responsibilities

The Academic Misconduct Sub-Committee (AMSC) will be responsible for reviewing each individual case of a student's alleged academic misconduct. With regard to students' academic misconduct, the sub-committee undertakes actions as follows:

- Hearing/reviewing cases of academic misconduct referred by the Head of school (HoS) based on the AMP.
- Providing judgment on the severity of the students' academic misconduct.
- Making decisions of responsive actions and the penalties based on the severity of the students' academic misconduct.
- Inform the CCO and HoS of the severity of the students' academic misconduct and the responsive actions and the penalties.
- Create a summary of the review including decisions, penalties, and warnings.

9. AMSC Structure and membership

The academic management committee must have a maximum of 20 members.

9.1 Chairperson:

The Chairperson of AMSC will be appointed by the Chairperson of AMC. As the AMSC focus is to review students' cases. In the event that the Chairperson of AMSC is unavailable to attend the meeting, the Chairperson can appoint AMSC members as a Chairperson in the meeting.

If Chairperson is unavailable and there is no AMSC member appointed as a Chairperson at the time of the AMC review, the Chairperson of AMC will act as a Chairperson. In the case that both AMSC and AMC Chairpersons are unavailable, the Chief Compliance Officer (CCO), appointed person by the CCO, or Committee Secretary will be acted as a Chairperson.

9.2 Committee members:

The AMC Chairperson of AMC will select the committee members from Head of School (HoS), senior member of academic/compliance staff, and experienced staff who with student support. In addition, the AMC committee members are also a part of AMSC members. The committee members can only be selected from the College's staff.

10. Meetings

10.1 The AMSC hearing/reviewing procedure

10.1.1 Prior to AMSC hearing/reviewing

- Once the Chairperson of the AMSC receives the allegation of a student's academic misconduct referred by HoS, the Chairperson of the AMSC, any person assigned by the Chairperson or Committee Secretary will send the invitation of AMSC hearing/reviewing to a student with the allegation of academic misconduct.
- the Chairperson of the AMSC, any person assigned by the Chairperson or Committee Secretary will call for the meeting within 1 week after a student's confirmation regarding the date, location, and time of the AMSC hearing/reviewing.
- All AMSC members will be notified 1 week in advance, so they can confirm whether they can attend the meeting.
- Prior to each meeting, the Chairperson and/or Committee Secretary will provide detail regarding the allegation of Academic Misconduct Cases.

10.1.2 During AMSC hearing/reviewing

- The chairperson will take lead to investigate the allegation of a student's academic misconduct.
- Other relevant parties (e.g., HoS who places the allegation of academic misconduct on a student) can be invited to attend.
- A student can bring a support person to the meeting. However, the support person cannot speak on a student's behalf.
- All committee members will ask questions to obtain the necessary information for decision making. In order to obtain the information, the items in the checklist below are addressed.

Checklist:

Item	Description
1. Reason for being invited to the meeting	Inform a student of why he or she is invited to the meeting today
2. Reason for his/her academic misconduct	Question a student why he or she engages in academic misconduct.
3. Check the awareness of AMP	Ask a student whether a student is aware of AMP. The student can be informed by his or her trainers.
4. Check a student's educational history	Check whether a student is new to the Australian education system.
5. Check a student's intention	Ask a student whether his or her actions are acceptable
6. Check the impact and the magnitude of the student's academic misconduct	Ask a student whether he or she understands the impact of academic misconduct on his or her academic outcomes and the college's reputation.

- The minutes and the summary of the meeting will be sent to the committee members and the Chief Compliance Officer by the chairperson, committee secretary, or any person(s) appointed by the chairperson.
- Attendance can be face to face or through video conference

10.1.3 The resolution

- Each committee member who attends the meeting is obligated to cast his/her vote.
- The decisions of the AMSC will be made by a majority vote of the members who attend the meeting.
- In the event that there is no resolution during the meeting, the chairperson can bring the issues/concerns/topics to continue the discussion/investigation. Then, the decisions of AMSC will be conducted via a virtual channel (e.g., email).
- Secretary Committee(s) is(are) responsible for the records of communication and each member's decision.
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10.1.3 After AMSC hearing/reviewing

The minutes and the summary of the meeting/discussion will be sent to the committee members by the Chairperson, any person(s) appointed by the Chairperson, Committee Secretary.

11.Sub-committee Members

Name	Job title	Role/delegation at the committee
Dr Chalermlok Dejsakultorn	Chief Compliance Officer	Chairperson
Charlotte Chen	Senior Compliance Manager Compliance Manager (Business/Hospitality/Aviation)	Committee Member Sub-Committee Member
Henna Sharma	School Manager of Dianna School of Community Services	Committee Member Sub-Committee Member
Raju Regmi	Compliance Manager (IT/Tech Sciences)	Committee Member Sub-Committee Member
Naveed Khan	Head of ADA School of Information Technology	Committee Member Sub-Committee Member
Babak Mansourinia	Director of Bespoke Grammar School of English	Committee Member Sub-Committee Member
Jerry Wang	Senior Team Lead H.E.A.R.T Services QLD	Sub-Committee Member
Karin Van Zyl	Compliance Officer/Course Coordinator	Sub-Committee Member
Maged Aziz	Lead Hospitality Trainer – Sydney/Hobart (Sheldon’s School of Hospitality)	Sub-Committee Member
Lais Lemika Miyasava	Brisbane IT Trainer (ADA School of Information Technology)	Sub-Committee Member
Syed Habibullah	Business Trainer (Training)	Sub-Committee Member

Anna Regi	HR Compliance Officer (HR Compliance)	Sub-Committee Member
Hongru Chen	Project Management Officer	Sub-Committee Member
Jinisha Mehta	Assistant School Manager (Diana School of Community Service)	Sub-Committee Member
Risa Hemtasilpa	Senior Compliance Officer Project Management Officer / Coordinator	Committee Secretary
Patcha Woranut	Project Management Officer	Committee Secretary
Matthew Gordon	Administrative Officer	Committee Secretary

12. Approval and Review Details (Policy Information and Modification History)

Approval and Review	Details
Policy and procedures created by	Dr. Chalermlok Dejsakultorn
Policy and procedures reviewed by	Dr. Chalermlok Dejsakultorn Patcha Woranut Henna Sharma Risa Hemtasilpa Raju Regmi Babak Mansourinia Naveed Khan Anne-Maree Lofipo
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Policy and procedures approved by	Dr Chalermlok Dejsakultorn
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