

## **Academic Calendar Implementation Group**

### **Academic-Related Operations Subgroup**

#### **Terms of Reference & Standing Orders**

The Terms of Reference of the Academic Calendar Implementation Group (ACIG) provide for the establishment of an Operations Subgroup.

Reporting to the ACIG, the Academic-Related Operations Subgroup is charged with:

- Examining how the revised calendar might impact on operational activities as they relate to:
  - First-year and incoming international student onboarding and registration
  - The timing of registration for continuing students
  - The timing of the review and approval of academic structures
  - Adjustments which are necessary to the timing of and conduct of examinations and examinations results processing to effect transition to the new calendar
- Identifying and highlighting to the ACIG, interdependencies and other academic-related operational matters not identified as “in scope” for implementation.
- Considering and implementing necessary revisions to timelines and/or academic-related operational processes as approved by the Subgroup.
- Escalating matters which require decision and/or approval to the ACIG or other normal decision making structures, as appropriate.
- Ensuring that revisions to timelines and/or academic-related operational matters are communicated to relevant stakeholders through appropriate channels/mechanisms.

To this end, the Subgroup will:

- In consultation with relevant stakeholders, and in the context of the agreed scope of implementation, establish deliverables and related time frames for inclusion in the ACIG Implementation Project Plan.
- Monitor progress against agreed deliverables, reporting on same to the ACIG.
- Highlight any risks or issues that could impact implementation to the ACIG.
- Take account of developments and decisions associated with the revised Academic Calendar.
- To the extent that they are relevant, take account of developments and decisions associated with other change projects (SIS, HCI, ECIU etc.).
- Following the implementation of the revised academic calendar, provide a summative report to the ACIG.

## Membership

Chaired by the Deputy Director of Registry, membership of the Subgroup comprises:

- Deputy Director of Registry (Chair)
- 4 Registry representatives
- 1 representative from each of the five Faculties
- 1 Open Education representative
- 1 Graduate Studies Office representative
- 1 Fees representative
- 1 International Office representative
- 1 representative from Academic Systems
- 1 Member of staff of the OVPAA, Secretary

In addition, the Chairperson may decide to temporarily co-opt representatives from other units/areas to contribute to specific matters under consideration by the Subgroup.

## Frequency of meetings

The Subgroup will meet on a monthly basis, the schedule of meetings to be agreed at the Subgroup's first meeting and any additional meeting dates that might be required to be agreed by the Subgroup in advance. It is anticipated that the life-time of the Subgroup will extend to the end of first year of implementation of the revised academic calendar.

## Documentation

The agenda and related documentation will be circulated 5 days in advance of each meeting.

Notes and actions will be drafted by the Secretary following each meeting for approval by the Subgroup at its subsequent meeting.

## Decision-making

To the greatest extent possible, decision-making will reflect the consensus of the Subgroup. In exceptional circumstances, where consensus cannot be achieved, relevant matters will be escalated to the ACIG.

## Role of representative members

Representative members will:

- To the extent that it is inherent to their role and/or deemed appropriate by their Dean/line manager, lead on implementation within their respective Faculty or unit;
- Act as a conduit between the Subgroup and their respective Faculty or unit, ensuring that relevant actions are communicated to and progressed within their respective areas and that challenges and/or issues identified in their respective areas are brought to the attention of the Subgroup when identified;
- Reflect the views of their respective areas rather than their individual / personal views.

**End.**