

STI Myanmar University

“Academic Board “

Terms of reference

(A) Role / Purpose

The Academic Board is the governing body that is responsible for all the educational services and academic affairs of the University. It is responsible to the Board for academic matters within the Faculty such as on those concerning teaching; research curricula; examinations; feedback and makes recommendations to the BOD on any academic matters relating to the University. As the University’s main academic authority it guides the University’s academic strategic performances, directions and plans. The main role of the Academic Board is to maintain and enhance the quality of the academic standards and the regulations of the academic matters.

(B) Term

The term of the Academic Board is 3 years. Membership of the Academic Board will be reviewed every 3 years. One third of the board with constraint on the long-term commitment to serve in the Board will serve a term of two years and remaining two third of the Board will server for four years to maintain continuity. Members may terminate their post by writing to the Chair of the Board at least in (3) months in prior. New members will be invited by the nomination of the existing members of the Board if the Board deem the member fit in the expected expertise, experience and insights.

(C) Membership

The Academic Board is composed of 20 members as follows:

- Chair (Managing Director)
- Executive Directors (Vice-Chair)
- Administrator
- Head of SQA Unit
- Deans from 4 Faculties
- Nominated Professors
- Nominated Academic Staff
- Nominated Staff
- Student Council President
- Secretary and clerk to the Board

The Board consists of Chair, Secretary and Members. In the absence of the Chair, the meetings are to be chaired by the Vice-Chair.

(D) Roles and Responsibilities

The Academic Board has overall responsibility for the University's academic provision, provides direction as to the development of the University's portfolio, ensure academic quality and standards.

- To consider and advise the Board of Directors on all academic matters and questions affecting the educational policy of the University, the organisation of teaching, examining, research, and courses of instruction, including the following:
 - monitor the development of academic portfolio
 - develop academic strategy and monitor progress against academic key performance indicators
 - consider and advise the Board of Directors of conditions and tenure of appointment of Members of Academic Faculty
 - have oversight of matters concerning academic cooperation between the University and any other body
 - have oversight of academic ethics and adherence to academic integrity
- Approve academic regulations including for
 - admission of students
 - exclusion of students for academic reasons
 - appointment of internal and external examiners and moderators
 - assessment and examination of students
 - academic curricula
 - quality of programs including validation and accreditation by external bodies
- To recommend and award diplomas of the University

(E) Meetings

The Board is scheduled to meet once per every Semester. Each meeting will take about 2 to 3 hours. The work of the Board will be based on face-to-face meeting as well as the electronic communication.

(F) Minutes and Reporting

All proceedings and resolutions of the Board will be minuted and circulated among the members. Each meeting minute is to be formally approved and signed for the records of the office of the Board.