



**ACADEMIC CALENDAR ADVISORY  
COMMITTEE  
TERMS OF REFERENCE**

# Academic Calendar Advisory Committee

## Terms of Reference

### 1. Interpretation

- (a) There shall be an Academic Calendar Advisory Committee that is a committee of the Education Committee and hereinafter shall be called “the Committee”.
- (b) The duties of the Committee shall apply to the development and oversight of the implementation of a JCU Academic Calendar, hereinafter “the Calendar”, across the 2023-25 calendar years. Thereafter, the Education Committee will consider JCU Calendar items as part of its normal business.

### 2. Objectives

The Committee shall be the body responsible for the institutional oversight of the Calendar and be conduit for communication and dissemination. It will provide advice to the Education Committee on all operational issues associated with the development and implementation of the Calendar. In particular, the Committee shall:

- (a) oversee the development of the Calendar within the parameters of the JCU Calendar Architecture principles.
- (b) commission and review policy and procedure to govern the Calendar operations and in doing so, review the current Timetable and Class Registration Policy and delegations to ensure they are fit for purpose relative to the Calendar.
- (c) make recommendations to Education Committee on the key dates for the Calendar.
- (d) advise Education Committee on implications

**Note:** To help ensure governance and good communication, special consideration should be given to ensuring there is cross-representation where appropriate, for example, between the Advisory Committee and Curriculum Committee or other relevant committees. Similarly, the Chair of the Academic Calendar Advisory Committee could be drawn from another governance committee of the University, for example, Academic Board.

**Details**

Stodian	Deputy Vice Chancellor, Educat	
Authority	Deputy Vice Chancellor, Educat	
Text Major	12 months from implementation	

**History**

Approval date	Implementation date	D
27/03/2023	28/04/2023	Com Terms of Reference established at E Committee