Responsibilities of Academic Board members
To understand the role and responsibilities of the Academic Board and the way in which it contributes to the maintenance and monitoring of standards in teaching and research and governance of the University.

To prepare for and attend meetings of the Academic Board and contribute actively to scheduled discussions and debates.

To contribute positively to the functioning of the Academic Board through membership of standing and adhoc committees of the Board and membership of such committees as may be required from time to time.

To act in the best interests of the University and not as a representative of any constituent group which may have elected or appointed the member.

To promote the work of the Academic Board to the wider community and to communicate decisions and outcomes of Academic Board meetings.

To maintain the confidentiality of information marked ‘confidential’ obtained through membership of the Academic Board.

Meeting documents
The agenda for each meeting is available for downloading on the Academic Board web site one week prior to the meeting. Members will be sent an email advising when the agenda is available.

The minutes of each Academic Board meeting are made available on the Academic Board web site and members will be sent an email advising when the minutes are available.

Meetings
The Academic Board meets six times each year. Venues are the James Leslie Council Chamber at the Geelong Waterfront Campus and the Burwood Corporate Centre at the Melbourne Burwood Campus. Meetings are on a Tuesday, commence at 10 am and generally run for 2.5 hours. Meeting dates for 2016 are:

<table>
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<tr>
<th>Date</th>
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<tr>
<td>16 February</td>
<td>19 July</td>
</tr>
<tr>
<td>5 April</td>
<td>13 September</td>
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<tr>
<td>31 May</td>
<td>15 November</td>
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Specific times and venues are set out in the University Committee meeting schedule.

Academic Board committees
Much of the detailed and routine work of the Academic Board is performed by its standing committees/subcommittees:

- Academic Board Executive Committee
- Course Standards Committee
- Research and Research Training Committee
  - Thesis Examination Subcommittee
- Teaching and Learning Committee
- University Appeals Committee.

Information about the Academic Board and its committees is available at:

- Academic Board website
- Academic Board Handbook
- Academic Board and Standing Committees
- Standing Orders

Apologies for meetings
If for any reason a member cannot attend a scheduled meeting, an apology or leave of absence is to be requested by either emailing ab-secretary@deakin.edu.au or telephone 03 522 78561.