



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Elangeni
Technical and Vocational
Education and Training
College

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ELANGENI TVET COLLEGE

Academic Board Charter

AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Approved By	Date

Academic Board Charter
Department: Governance Responsibility : Accounting Officer

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Purpose

The Academic Board (the "Board"), in its capacity as a statutory body in terms of section 15 of the CET Act, 16 of 2013, as amended has overall responsibility to all the teaching, learning, research and academic functions of the college;

Functions of academic board

1. (1) Subject to the Act, the academic board of the college -
 - (a) is accountable to the council for -
 - (i) all the teaching, learning, research and academic functions of the college;
 - (ii) the academic functions of the college and the promotion of the participation of women and the disabled in its learning programmes;
 - (iii) establishing internal academic monitoring and quality promotion mechanisms;
 - (iv) ensuring that the requirements of accreditation to provide learning against standards and qualifications registered in the National Qualifications Framework are met; and
 - (v) performing such other functions as may be delegated or assigned to it by the academic board;
 - (b) must -
 - (i) advise the council on a code of conduct and rules concerning students;
 - (ii) determine, in accordance with any relevant deed or gift and after consultation with the rector, the conditions applicable to any scholarships and other academic prizes;
 - (iii) determine the persons to whom scholarships and academic prizes are awarded;
 - (iv) determine the functions of its committees as well as the procedure of meetings of these committees; and
 - (v) take note of any action taken by a committee in exercising its delegated powers or functions when such committee reports its actions to the next meeting of the academic board; and
 - (c) may -
 - (i) establish committees to perform any of its functions, and may for this purpose deem a single person to be a committee;
 - (ii) make standing orders on procedures and delegation of powers; and
 - (iii) delegate its functions to a committee.
- (2) Without derogating from the generality of subsection (1) the organisation and supervision of instruction and examinations, and of lectures and classes, vest in the academic board.
- (3) The academic board submits to the council -
 - (a) such reports upon its work as may be required by the council;
 - (b) recommendations on matters referred to it by the council; and
 - (c) recommendations on any other matter affecting the college that the academic board considers useful.

Termination of membership of academic board

2. (1) Members of the academic board must participate in the deliberations of the academic board in the best interest of the college.
- (2) Failure to act in the best interest of the college or behavior that brings the college into disrepute may result in the removal of a member from the academic board by the council following due process.

Composition of academic board

3. (1) The academic board of the college must consist of -
 - (a) the Principal;
 - (b) the Deputy Principal Academic Services;

- (c) lecturers at the college who are staff representatives;
 - (d) assistant manager curriculum
 - (e) assistant manager quality
 - (f) assistant manager human resource
 - (g) assistant manager student support services
 - (h) all campus managers
 - (i) all HOD's
 - (j) assistant manager TVETMIS
 - (k) assistant manager marketing & communication
 - (l) two members of the council who are not employees of the college
 - (m) deputy president of the SRC; and any other SRC member
 - (n) such additional persons as may be determined by the council.
- (2) The majority of members of the academic board must be lecturers.
 - (3) The manner of election and appointment of members must be determined by the council.

Term of office of members of academic board

4. (1) Members appointed in terms of section 17(1)(a)- (k) may hold office for as long as they are employed by the college in that capacity.
- (2) The term of office for student members automatically lapses when a student ceases to be a registered student or a member of the SRC.
- (3) the term of office for members contemplated in section 17. (1)(i) shall be equal to their term of office on council unless council decides otherwise.

Chairperson, vice-chairperson and secretary of academic board

5. (1) The principal is the chairperson of the academic board and shall preside at meetings of the academic board.
- (2) The deputy principal academic services is the vice-chairperson of the academic board and shall preside at meetings of the academic board in the absence of the chairperson.
- (3) The secretary to council is the secretary of the academic board and he or she must perform functions as the board may decide.
- (4) The chairperson presides at the meetings of the subcommittees of the academic board if the academic board considers it appropriate for him or her to do so.
- (5) The chairpersons of academic board committees shall preside at all committee meetings and give reports to the board in writing.
- (6) If both the chairperson and the vice-chairperson are absent, the academic board must elect from among its members a chairperson for the meeting concerned.

Meetings of academic board

6. (1) The academic board has at least four ordinary meetings during each academic year.
- (2) Notice of any motion for consideration at the next ordinary meeting must be in writing and must be lodged with the secretary at least 21 days before the date determined by the academic board for such meeting, provided that any matter of an urgent nature may, without prior notice, by consent of the chairperson and a majority of the members present, be considered at such meeting.
- (3) At least 07 days prior to the date of an ordinary meeting, the secretary gives due notice to each member of all the matters to be dealt with at such meeting and states the time and place of such meeting.
- (4) A special and or emergency meeting may be called at any time by the chairperson.

- (5) A special meeting must be called by the chairperson at the request in writing of at least five members, if the objective of such meeting is clearly stated in the request, provided that at least seven days' notice of a special meeting is given.
- (6) No business other than that for which the special meeting was called may be transacted at such meeting.
- (7) Notice of an emergency meeting may be given in any manner convenient under the circumstances.
- (8) The objective of an emergency meeting must be stated to members and no business other than that stated may be transacted at such meeting.

Academic board meeting procedures

- 7. (1) The academic board members must participate in the deliberations of the board in the best interest of the college.
- (2) Except where otherwise provided in this statute, all acts or matters authorised or required to be done or decided by the board or its committees and all questions that may come before it is done or decided by the majority of the members present at any meeting, provided that the number present at any meeting is at least half plus one of the total number of members of the board or its committees holding office on the date of such meeting.
- (3) In the absence of the chairperson and the vice-chairperson of the academic board the members present must elect one of their members to preside at such meeting.
- (4) The first act of an ordinary meeting, after being constituted, is to read and confirm by the signature of the chairperson the minutes of the last preceding ordinary meeting and of any special meeting subsequently held, provided that the meeting may consider the minutes as read if a copy thereof was previously sent to every member of the council, provided further that objections to the minutes of a meeting are raised and decided before confirmation of the minutes.
- (5) A member of the academic board may not, without the consent of the meeting, speak more than once to a motion or to any amendment and the mover of any motion or any amendment has the right of reply.
- (6) Every motion or amendment must be seconded and, if so directed by the chairperson, must be in writing.
- (7) A motion or an amendment seconded as contemplated in subsection (6) may not be withdrawn except with the consent of the meeting.
- (8) The chairperson has a deliberative vote on any matter and, in the event of an equality of votes, also a casting vote.
- (9) If so decided by the meeting, the number of members voting for or against any motion must be recorded in the minutes or, if so requested by any member, the chairperson must direct that such votes be recorded.
- (10) The views of a member of the board who is unable to attend a meeting may be submitted to the meeting in writing but may not count as a vote of such member.
- (12) The ruling of the chairperson on a point of order or procedure is binding unless immediately challenged by a member, in which event such ruling must be submitted without discussion to the meeting whose decision is final.

Committees of the academic board

- 8. (1) The academic board appoints -
 - (a) an executive committee;
 - (c) subject committees
 - (d) such other committees or forum as may be required.
- (2) The composition and functions of the committees are determined by the academic board.

Joint committees of council and academic board

- 9. The council, in consultation with the academic board, appoints such joint committees of the council and the academic board as may be necessary for the performance of particular tasks.

Representation on Council

10. The Academic board shall within its members, elect its representative to serve in a council.

POLICY IMPLEMENTATION AND REVIEW

11. This policy is effective from the 30 November 2020 and shall be reviewed as and when there is a Department of Higher Education and Training policy changes or as and when deemed necessary by council.

Approved by



Ms. TJ Aryetey
Accounting Officer
Date: 2022-03-30



Mr. WN Mpondi
College Council Chairperson
Date: 2022-03-30