

## Academic Boards Roles and Responsibilities

1. To develop and review the policies and procedures on all academic matters of AIM, including but not limited to academic quality assurance measures; and to facilitate the implementation of and compliance with such policies and procedures.
2. Develop an asset of standards to ensure the academic quality of every course to be offered or provided by AIM.
3. Approve each person to be deployed to teach any course offered or provided by AIM or any module or subject thereof, after determining that the person possess the minimum qualifications and experience
4. Review the Academic policies and procedures biannually.
5. To perform advisory role on:
  - Learning, teaching and assessment
  - Utilization and structure of the academic year
  - Collaborative partnerships
  - New programmes
6. Consideration of the development of the academic activities of the institution and the resources needed to support them.
7. Strategies on admission and recruitment of home and international students.
8. Fostering and maintenance of the closest possible connections with industry, commerce, professions, arts, and other external links including those with educational establishments in Singapore and overseas.
9. Allocation of funds targeted for the support of teaching and learning initiatives
10. To consider policy issues regarding student experience, learning, teaching and assessment.
11. To monitor academic standards to ensure that they are consistent with appropriate quality assurance standards.
12. To advise on programme entry requirements.
13. To review periodically the operations of the procedures for ensuring integrity and security of assessment tasks and results.

14. To monitor policies and activities directed to continuous improvement in education provided by the institution.
15. To receive reports from any sub-committees and working groups as required.
16. To receive reports of quality assessment or review reports from external bodies and Professional and Statutory Bodies, and to call for and consider responses from relevant faculties.
17. To monitor student assessment to ensure that they are consistent with appropriate quality assurance standards.
18. Recommending the institution of fellowships, scholarships, studentships, prizes and other aids to study and research.

## Exam Boards Roles and Responsibilities

1. To develop examination and assessment procedures for AIM, including but not limited to –
  - a. the security of examination scripts and answer scripts
  - b. the conduct of examinations and assessments;
  - c. the duties and responsibilities of invigilators and markers;
  - d. the moderation of examination and assessment marks;
  - e. the handling of appeals from students with regards to examination or assessment matters;
  - f. Conduct examinations and assessments;
  - In respect of a course that it provides leading to an award that is conferred in its own name, in accordance with the examination and assessment procedures developed by its examination board; and
  - In respect of any other course that it provides, in accordance with the procedures specified for the course by the developer or proprietor of the course.

2. Replies to issues raised by the awarding university
3. To review the Examination and assessment procedures biannually.

## Academic Advisory Committee

1. To advise Auston on new program proposals and and major revisions to curriculum of existing programs.
2. To recommend policies concerning student selection, progression and advise improvements.
3. To review and advise on student assessment and academic standards
4. To review the quality of service delivery and feedback, and advise the improvements for annual academic audit review report.
5. To review and advise on the operating procedures for ensuring academic quality, integrity and security of assessment tasks and results.
6. To monitor and advise on the policies and activities directed to continuous improvement in education.