

# Duties of the Academic Board

## Objectives

Middleton International School is required to establish an Academic Board to develop the policies and procedures governing academic quality and rigour, and ensuring their implementation, adherence and review.

The Academic Board of Middleton will include at least three members who meet the conditions detailed in the PE Act and the members of the Academic Board may be the same as those on the Examination Board.

Middleton may appoint its managers or staff as members of either the Academic or Examination Boards as long as there is no conflict of interest.

## **Duties of the Academic Board**

The Academic Board is to look into the academic quality and rigor of Middleton International School and as a member of the Board, your responsibilities include:

1. Developing the policies and procedures to ensure academic quality and rigour such as:
  - i. Ensuring that the content and duration of the modules or subjects, as well as the entry and graduation requirements of the course are appropriate; and*
  - ii. Approving the deployment of teachers based on the requirements stipulated by the CPE*
2. Facilitating the PEI to implement and comply with the policies and procedures developed; and
3. Reviewing, at least once a year, the academic policies and procedures.

## **Guidance Document**

Guidance on Academic Processes and Assessment of Students - Refer to the Committee for Private Education Guidance Criteria 5, Page 63 to 79.

Appended herein or can be downloaded at:

<https://www.cpe.gov.sg/cpe/slot/u100/EduTrust/3%20Oct%202016/Guidance%20Document%20Ver%202.pdf>