

## Advisory Committees - Policy

|                           |                                  |
|---------------------------|----------------------------------|
| <b>CODE:</b>              | P090                             |
| <b>OPERATIONAL OWNER:</b> | Chief Operating Officer Academia |
| <b>REVIEW DATE:</b>       | March 2026                       |
| <b>POLICY VERSION:</b>    | V1                               |

### Version History

| VERSION | DESCRIPTION           | AUTHOR        | APPROVAL | EFFECTIVE DATE |
|---------|-----------------------|---------------|----------|----------------|
| V1      | Creation of Committee | Glen Farrugia |          |                |

## External References

NA

## Definitions

|                                    |                                                                                                                                                                                                                |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advisory Committee                 | A committee established to provide advice and recommendations on academic programmes, including curriculum relevance, industry needs, student experience and programme enhancement.                            |
| Programme Advisory Committee (PAC) | A committee established for an academic programme to provide input from programme coordinators, alumni, industry professionals and students on programme design, relevance, review and continuous improvement. |
| Programme Coordinator              | The person responsible for coordinating the relevant academic programme and serving as Chair of the Programme Advisory Committee.                                                                              |

## Abbreviations

|     |                               |
|-----|-------------------------------|
| PAC | Programme Advisory Committees |
| BOS | Board of Studies              |

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## **A. Advisory Committees**

### Advisory Committee Framework for External Stakeholder and Student Engagement in Curriculum Development and Review

#### **Purpose**

This paper seeks to abolish the Scientific Committee and to discharge its intended functions through Programme Advisory Committees (PACs), through which ITS will formally integrate employer, industry, and student input into the design, assessment, and review of all self-accredited academic programs. It explains the reasons for the substitution and demonstrates that the recommendations which gave rise to the Scientific Committee is fully covered by the replacement arrangement.

#### **Rationale**

To ensure academic programs remain relevant, rigorous, and responsive to evolving workforce and student expectations, structured external engagement is essential. A formal Advisory Committee framework strengthens curriculum alignment with industry needs, enhances graduate employability, and reinforces academic quality and continuous improvement.

#### **Scope**

This framework applies to all self-accredited academic programs and encompasses program design, assessment, review cycles, continuous improvement, and external validation processes.

#### **Framework Overview**

##### **1. Composition and Leadership**

Each academic program will establish a Program Advisory Committee consisting of:

- Program Coordinator (Chair)
- Alumni representatives
- Industry professionals \*2
- Student representative

## **2. Role and Responsibilities**

The Advisory Committee will:

- Review program learning outcomes and curriculum relevance
- Provide advice on emerging industry trends and workforce skill requirements
- Review graduate capabilities and employability outcomes
- Provide input into program review and enhancement initiatives
- Support the integration of workplace learning opportunities, including internships, cooperative education, and industry projects

The Committee will operate in an advisory capacity within existing academic governance structures.

## **3. Student Engagement**

Student representatives will contribute insight into program quality, learning experiences, and curriculum relevance. Additional student feedback will be gathered through structured surveys and review processes.

## **Governance and Reporting**

The respective Academic Manager will formally forward Advisory Committee feedback and recommendations to the relevant Board of Studies (BoS) for consideration and action within established academic governance processes. Outcomes will be incorporated into program review and continuous improvement cycles.

## B. Document Retention

| Type / Description | Retention Period |
|--------------------|------------------|
| Minutes            | 10 years         |

## C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

## D. Document Control

| Version | Purpose of Review/ Changes | Date Published | Date of Next Review |
|---------|----------------------------|----------------|---------------------|
| 1       | New Policy                 |                |                     |
| 2       |                            |                |                     |