

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC BOARD

TERMS OF REFERENCE

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In accordance and subject to the provisions outlined in paragraphs 5 and 6 of the University's Articles of Government, the Academic Board is responsible for discharging the following responsibilities:

1 University Strategy

- 1.1 To ensure that the academic activities of the University support its mission and values and the delivery of its strategic plan.
- 1.2 To plan, coordinate, develop and oversee all aspects of the academic work of the University, including the monitoring of performance through the use of relevant indicators, benchmarks and targets.
- 1.3 To ensure a shared understanding and approach to the academic work of the University.
- 1.4 To provide equality and effective opportunity for all students to achieve intended learning outcomes.

2 Academic Standards

- 2.1 To establish and maintain academic standards for all of the awards for which the University is responsible with due reference to external reference points and expectations.
- 2.2 To approve new courses and the periodic review of all courses, in conjunction with professional, statutory and regulatory bodies (PSRBs) where applicable.
- 2.3 To monitor and ensure the completion of actions taken in response to the recommendations or requirements of regulatory or inspecting bodies.

3 Academic Regulations, Policies and Procedures

- 3.1 To arrange for the admission of students and to determine and review the entry criteria for admission to the University.
- 3.2 To oversee and monitor the effective operation of the University's Academic Regulations and approving changes where necessary, including policies and procedures for:
 - (a) Examining and assessing student performance, convening examination boards and awarding qualifications
 - (b) the appointment and removal of internal and external examiners
 - (c) student academic appeals
 - (d) expulsion of students for academic reasons
 - (e) awarding and rescinding honorary academic titles

3.3 To establish, monitor and ensure the effective operation of quality assurance procedures and the attainment of threshold academic standards for all awards.

4. Academic Infrastructure

4.1 To maintain oversight of the effective organisation and operation of the University's administrative and management structures for supporting academic activity and the learning infrastructure.

4.2 To approve term dates, to include reference to the duration of courses outlined in their validation documents.

5 Academic Portfolio

5.1 To oversee the planning, monitoring and development of subjects and the design of the course portfolio and curriculum.

5.2 To review and consider the performance of courses, including student retention, opportunities for student development, progression and achievement.

5.3 To approve new courses and to confirm the withdrawal of existing courses.

6 Student Experience

6.1 To implement and monitor mechanisms to facilitate the student voice and to secure and act upon students' views and feedback.

6.2 To ensure that the quality of the student experience is enhanced through the student learning experience.

6.3 To monitor graduate outcomes and ensure the ongoing development and delivery of opportunities for the enhancing the employability of students.

6.4 To ensure that staff engaged in academic work are appropriately qualified and experienced to deliver their responsibilities.

6.5 To identify and ensure the availability and take-up of training and development activities by staff to improve professional practice, support and develop the curriculum, and enhance the quality of the student learning experience.

7 Strategic Partnerships and Collaborations

7.1 To oversee the development, delivery and effectiveness of UK and international partnership strategies.

7.2 To approve the academic aspects of new partnership agreements and partnership renewals, informed by appropriate due diligence and evidence to demonstrate that the proposed partner can deliver their designated role in the collaboration.

7.3 To monitor the student experience, consistency of academic standards and the management and delivery of University awards by partner institutions.

- 7.4 To approve the termination of partnership arrangements and, in such cases, to ensure the development and delivery of an exit strategy that clearly outlines the responsibilities of partners and safeguards the interests of students.

8 Widening Participation and Access

- 8.1 To oversee the development, delivery and effectiveness of strategies to widen participation and access.
- 8.2 To monitor and ensure the delivery of the targets and commitments outlined in the University's access agreement.

9 Research and Enterprise

- 9.1 To ensure the development, delivery and monitoring of the University research and enterprise strategy and to provide strategic oversight of research and enterprise activities.
- 9.2 To ensure the suitability of the environment offered by the University for undertaking research and for learning about research methods, procedures and protocols.
- 9.3 To approve and maintain oversight of structures, policies and procedures to ensure compliance with good practice in research ethics and relevant codes of practice for research.

10 Committees and Working Groups

- 10.1 To establish and delegate authority to committees and working groups as the Academic Board deems necessary to support its work and to disband such committees and working groups as it deems necessary.
- 10.2 To approve and amend the structure, terms of reference and membership of committees and working groups that report to the Academic Board.
- 10.3 To oversee and give direction to committees and working groups by overseeing their programmes of work or action plans, receiving reports and minutes of their meetings and considering any recommendations, matters of concern or comments that they might wish to raise.

11 Communication and Dissemination

- 11.1 To provide a report to each scheduled meeting of the Board of Governors that summaries the business conducted at its meetings and any issues of importance that it wishes to raise for discussion or note.
- 11.2 Ensuring the effective communication and dissemination within the University of its decisions and the identification and sharing of good practice.

12 Provision of Advice and Representations

- 12.1 To advise the Board of Governors and the Vice Chancellor on any matter that they may refer to the Academic Board for advice.
- 12.2 To advise the Vice Chancellor and the Board of Governors on matters of resourcing necessary to support the academic work of the University and the effectiveness of resource provision allocated for this purpose.
- 12.3 To make representations to the Board of Governors on any academic matter.
- 12.4 To elect a member of the Academic Board to serve as a member of the Board of Governors.

MEMBERSHIP

The maximum number of members of the Academic Board permitted by paragraph 6.1 of the University's Articles of Government is 30. Paragraph 6.2 of the Articles also requires that the majority of the members of the Academic Board must be drawn from those occupying posts of at least the level of head of department in academic and related departments.

Members of the Corporate Management Team who are not otherwise members of the Academic Board may attend meetings as observers.

The membership shall be:

Chair	Vice Chancellor
Other ex-officio members	Deputy Vice Chancellor (Academic) Deputy Vice Chancellor (External Relations) Executive Deans of Faculties Executive Dean of Academic Partnerships University Registrar Director of Learning Resources and Service Excellence Director of Academic Development Director for Student Experience President of Beds SU
Elected and co-opted members	Two elected teaching staff members from each faculty, one of whom shall be Head of School/Department One elected member of full-time teaching staff elected by the full-time teaching staff One elected member of full-time professional support staff elected by the professional support staff One student

QUORACY

The quorum is half the membership, rounded down to the next whole number where the calculation results in a fractional number.

TERM OF OFFICE FOR MEMBERS

Elected, co-opted and appointed members serve for a term of two years. This is

normally extendable subject to a maximum of two terms of office.

FREQUENCY OF MEETINGS

The Academic Board meets at least four times per annum. The Chair, in consultation with the Secretary to the Academic Board, may vary the schedule of meetings or arrange an extraordinary meeting, as circumstances dictate.

REPORTING RELATIONSHIPS

The Academic Board reports to the Board of Governors.

The following committees and groups report to the Academic Board:

Name of Committee	Sub-Committee / Sub Groups reporting to the 'parent' Committee
The Teaching Quality and Standards Committee (TQSC)	TQSC: Overseas Partnerships Committee (TQSC: OPC) (dotted line of responsibility direct to the Academic Board) TQSC: UK Partnerships Committee (TQSC:UKPC) (dotted line of responsibility direct to the Academic Board) External Examiner Committee (EEC) dotted line of responsibility direct to the Academic Board Faculty Teaching Quality Standards Committees Task Groups reporting to TQSC: <ul style="list-style-type: none"> - Annual Monitoring Task Group - Subject & Course Review Task Group - Course Approval Task Group - Student Information Task Group - Regulations and Guidance Task Group - PSRB Monitoring Group - Short Course Approval Panel
The Quality Enhancement Committee	Learning Infrastructure Action Group Teaching & Learning Assessment Group VC's Student Experience Action Group Retention & Performance Action Group Employability Action Group Extra-Curricular Award Board
University Research Degrees Committee	
The Research and Enterprise Committee	
The Student Liaison Committee	
The Faculty Academic Boards	Research Institute Boards Portfolio Executive Committees Faculty Teaching & Quality Standards

The Scheme Board (Undergraduate and Postgraduate)	UG Portfolio Examination Boards PG Portfolio Examination Boards
Honours Committee	
Professorial Promotions Panel	

REVIEW

The Academic Board will formally review its terms of reference on an annual basis.

COMMITTEE SUPPORT

Clerk: Assistant University Secretary (Governance)

Policy control

Approved by	Academic Board	
Contact/s	Registrar	
History/Revision dates	Current at: October 2016	
Audience	Internal (Intranet only)	x
	External (Internet)	x