

ROYAL HOLLOWAY

University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Wednesday, 29 May 2013 at 3pm in the Moore Building Lecture Theatre (MBLT)**.

Members are reminded that the items of business in Part B and Part C are starred. This means that those items will be taken as read, and approved or noted as appropriate, without discussion, unless any are unstarred by members contacting the Secretary by **midday on Tuesday, 28 May 2013**.

Those papers not attached will be circulated shortly.

AGENDA

FORMAL BUSINESS

1. MEMBERSHIP

- 1.1 To receive a list of members of the Board. AB/13/18
- 1.2 To welcome Professor Michael Spagat, as Head of Department of Economics, to his first meeting as a Representative member. His term of office runs to 31 July 2016.
- 1.3 To note that this will be the last meeting before the current terms of office expire for the following Representative and Elected members:
Professor Sarah Ansari, Head of Department of History;
Dr Anna Gupta, Head of Department of Social Work;
Professor Julian Johnson, Head of Department of Music;
Professor Nathan Widder, Head of Department of Politics and International Relations;
Professor Johannes Zanker, Elected Member of Academic Board to serve on Council;
Dr Neil Gascoigne, Elected Member;
Dr Finn Fordham, Elected Member;
Professor Jane Davison, Elected Member;
Professor Patrick Leman, Elected Member.
- 1.4 To note that Mr Doug German and Mr Kenny Aruwa demit on 31 July 2013, and Mr Jamie Green has been re-elected for a second term. The new Students' Union sabbatical officers, Mr Amarbeer Singh and Miss Sidonie Bertrand-Shelton, who will formally take their place on the Board in 2013-14, have been invited to attend as observers.

2. MINUTES

To confirm the Minutes of the last meeting held on **Wednesday, 6 March 2013 (M 13/001 - M 13/044)**. Attached

3. MATTERS ARISING

To consider any matters arising, not elsewhere on the agenda.

4. ACTIONS TAKEN BY THE CHAIR

To note that no actions have been taken by the Principal, on behalf of the Academic Board.

5. UNSTARRING OF ITEMS

To note the unstarring of any Part B or C items.

6. FORMAL REPORTS

6.1 Principal's Report

To receive a written report from the Principal.

AB/13/19

6.2 Reports from the Deputy Principal and the Vice-Principals

To receive oral reports from the Deputy Principal and the Vice-Principals as relevant.

6.3 Report from the Council

To receive the minutes of the Council meeting held on 23 November 2012.

AB/13/20

PART A: MAJOR ITEMS OF BUSINESS

7. ACADEMIC BOARD MEMBERSHIP

To consider a paper recommending amendments to the membership of Academic Board.

AB/13/21

8. STUDENT EMPLOYABILITY

To receive a report of good practice that has been identified in departments for promoting student employability from the Vice-Principal (External Engagement) and Dean (Management and Economics).

AB/13/22

9. STUDENT DISCIPLINE

To consider a report on the number of students facing disciplinary action following discussions at the Senior Management Team Away Day from the Registrar and Secretary.

AB/13/23

10. STUDENT ATTENDANCE MONITORING POLICY

To approve the student attendance monitoring policy to take effect from 2013-14.

AB/13/24

11. STUDENT RECRUITMENT

To consider a report on UG and PG conversion and arrangements for confirmation and clearing in 2013.

AB/13/25

12. REGULATIONS WORKING GROUP

12.1 To approve changes to the academic regulations for 2013-14 including changes to Postgraduate Taught Regulations.

AB/13/26

12.2. To approve changes to the UG Progression and Award Requirements for 2014-15 entrants.

AB/13/27

13. CENTRE FOR PROFESSIONAL STUDIES

To approve the proposal to establish a Centre for Professional Studies.

AB/13/28

14. PERIODIC DEPARTMENTAL REVIEW

14.1 To consider the Periodic Departmental Review report, together with the Action Plan following the School of Management Periodic Departmental Review held in March 2012. AB/13/29

14.2 To consider the Periodic Departmental Review report, together with the Action Plan following the Department of Psychology Periodic Departmental Review held in May 2012. AB/13/30

15. STUDENT ACADEMIC APPEALS AND COMPLAINTS

To receive a report on the student academic appeals and complaints in relation to the 2011-12 academic session from the Head of Academic Development. AB/13/31

16. HONORARY DEGREES

To consider recommendations for the conferral of Honorary Degrees in 2014, prior to consideration by the Council at its meeting on 26 June 2013. AB/13/32

PART B: ITEMS FOR FORMAL APPROVAL

*** 17. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**

To approve the minor amendments to the Terms of Reference of the Academic Board Executive Committee. AB/13/33

*** 18. PUBLICATION**

18.1 To agree which, if any, items require broad dissemination around the College.

18.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

PART C: ITEMS FOR REPORT

*** 19. WINTER GRADUATION CEREMONIES**

To note Winter Graduation Ceremonies for postgraduate students will be held again this December.

*** 20. ANNUAL REVIEW OF UNDERGRADUATE, POSTGRADUATE TAUGHT, AND POSTGRADUATE RESEARCH PROGRAMMES FOR 2011-12**

To note that the Learning, Teaching and Quality Committee considered the reports of the Faculties' scrutiny of the departmental annual review of undergraduate programmes and postgraduate taught programmes for 2011-12 at its meeting on 14 May 2013, and that the Research Degrees Programme Committee considered the reports of the Faculties' scrutiny of the departmental annual review of postgraduate research programmes for 2011-12, at its meeting on 28 May 2013. To receive a summary of the good practice identified. AB/13/34

*** 21. FACULTY BOARDS**

To receive a combined report from the meetings of the Faculty Boards held in May 2013. AB/13/35

- * **22. ACADEMIC BOARD EXECUTIVE COMMITTEE**
 To receive the unconfirmed minutes of the meeting of the Academic Board Executive Committee held on 13 May 2013. AB/13/36

- * **23. ACADEMIC PLANNING COMMITTEE**
 To receive the minutes of the meetings of the Academic Planning Committee held on 7 March and 16 April 2013. AB/13/37a,b

- * **24. DEPARTMENTAL GRANTS GROUP**
 To receive the minutes of the meetings of the Departmental Grants Group held on 13 February 2013. AB/13/38

- * **25. RESEARCH COMMITTEE**
 To receive the minutes of the meetings of the Research Committee held on 27 February 2013. AB/13/39

- * **26. LEARNING, TEACHING AND QUALITY COMMITTEE**
 To receive the minutes of the meeting of the Learning, Teaching and Quality Committee held on 30 January and 20 March 2013. AB/13/40a,b

- * **27. STUDENTS' UNION**
 To note the results of the March 2013 election for sabbatical officers. AB/13/41

- * **28. HONORARY TITLES AND ACADEMIC PROMOTIONS**
 To note a paper on the award of honorary titles and to note the list of academic promotions for 2012-13. AB/13/42a,b

- * **29. DATES OF NEXT MEETINGS**
 Wednesday, 20 November 2013 at 3pm in MX001
 (NB. The autumn term meeting is slightly earlier than in previous years so that it takes place before the November Council meeting.)
 Wednesday, 5 March 2014 at 3pm in MX001
 Wednesday, 4 June 2014 at 3pm in MBLT

Anna Sendall
Academic Registrar
13 May 2013