

ROYAL HOLLOWAY

University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Wednesday, 10 December 2014 at 3pm in the Management Seminar Room (MX 001)**.

Tea and coffee will be served outside the room from 2.30pm onwards.

Members are reminded that the items of business in Part C and Part D 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 **5pm on Friday, 5 December 2014**.

Those papers not attached will be circulated shortly. Late papers circulated after the deadline for unstarring will be unstarred.

AGENDA

FORMAL BUSINESS

1. MEMBERSHIP

- 1.1 To receive a list of members of the Board. AB/14/52
- 1.2 To note that this will be the first meeting (in their current capacity) for the following Representative, Elected and Student members:
Professor Tim Armstrong as Head of Department of English;
Dr James Bennett as Head of Department of Media Arts;
Professor Rosie Meek as Head of School of Law;
Professor Katie Willis as Representative Member for Department of Geography;
Professor Pedro Teixeira-Dias as Head of Department of Physics;
Professor Patrick Leman as Head of Department of Psychology;
Mr Steven Kendrick as Head of Centre for Professional Studies;
Professor Michael Gold, Elected Member;
Professor Juliet John, Elected Member;
Dr Christos Kremmydas, Elected Member;
Professor Dennis Tourish, Elected Member;
Miss Emma Peagam, Students' Union President (Education and Campaigns);
Mr Alexander Clarke, Students' Union Postgraduate Officer;
Mr Christopher Wall, Students' Union Academic Affairs Officer.
- 1.3 To note that Professor Elizabeth Schafer has been elected to sit on Academic Board through Council elections.
- 1.4 To note that this will be the last meeting (in his current capacity) before the current term of office expires for Professor David Gilbert as Head of Department of Geography. Professor Gilbert shall remain an elected member of the Academic Board for the duration of his period of office as a member of the Council.

2. MINUTES

To confirm the Minutes of the last meeting held on **Wednesday, 4 June 2014** (M 14/054 - M 14/110). Attached

3. MATTERS ARISING

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

Membership of Academic Board Executive Committee

Arising from Min 14/058, to receive an update from the Academic Registrar on how the composition of the Academic Board Executive Committee reflects the membership of Academic Board:

- i. The Secretary and Registrar is not a member of Academic Board, however, he is an invited member of the Academic Board Executive Committee;
- ii. There should be a further member from Academic Board appointed on an annual basis. Academic Board members would be invited to put themselves forward and a member will be selected by the Chair of the Committee.

4. ACTIONS TAKEN BY THE CHAIR

To note the Principal, on behalf of the Academic Board, approved the criteria for PhD and MPhil degrees in practice-based Geography. AB/14/53

5. UNSTARRING OF ITEMS

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

6. FORMAL REPORTS

6.1 Principal's Report

To receive a written report from the Principal. AB/14/54

6.2 Reports from the Deputy Principal and the Vice-Principals

To receive oral and written reports, which will be reported to Council for information, from the Deputy Principal and the Vice-Principals summarising key business undertaken in their areas, including: AB/14/55

- i. University Technical Colleges;
- ii. Process Review;
- iii. Magna Carta;
- iv. School of Law;
- v. Masterplan; Estates Development Plan.

6.3 Report from the Council

To receive an oral report from the Academic Board representative on Council on the Council meeting held on 18 November 2014.

To receive the minutes of the Council meetings held on 21 May, 2 July and 1 October 2014. AB/14/56
a,b,c

PART A: STRATEGY DISCUSSION

7. STUDENTS' UNION STRATEGIC PLAN

To receive a presentation from the Students' Union President (Education and Campaigns) on the Students' Union Strategic Plan.

PART B: MAJOR ITEMS OF BUSINESS

8. STUDENT RECRUITMENT

- 8.1 To receive a report on the student intake numbers for 2014-15. AB/14/57
- 8.2 To receive a report on UG and PG applications received to date for admission in 2015. AB/14/58
- 8.3 To approve the standard entry requirements and the English Language entry requirements for UG for entry in 2015-16. AB/14/59
- 8.4 To approve the proposed progression requirements for students on Study Group's International Foundation Year for 2015-16. AB/14/60

9. ACADEMIC BOARD REVISED STATUTES AND STANDING ORDERS

- To consider the final draft of the revised Statutes and Standing Orders. AB/14/61

10. EXAMINATION TIMETABLING POLICY

- To receive the examination timetabling policy which has been published for students. AB/14/62

11. REGULATIONS

- 11.1 To approve a proposed change to Code of Practice for the academic welfare of postgraduate research students for 2015-16. AB/14/63
- 11.2 To approve proposed changes to the Research Degree Regulations for 2015-16. AB/14/64
- 11.3 To approve proposed changes to the Undergraduate Regulations pertaining to study abroad and years in business/ industry programmes for 2015-16. AB/14/65
- 11.4 To receive a report on the suspension of undergraduate and postgraduate regulations in 2013-14. AB/14/66

12. COLLEGE BOARD OF EXAMINERS EXECUTIVE COMMITTEE

- To receive a report on the key areas of business considered by College Board of Examiners Executive Committee (CBEEC) during 2013-14. AB/14/67

13. RESEARCH PERFORMANCE EXPECTATIONS

- To receive the Statement on Research Performance Expectations for information and to note that it has been published on iQuad: AB/14/68
<https://www.royalholloway.ac.uk/iquad/news/articles/2014/statementonresearchperformanceexpectations.aspx>

14. DATES OF TERM

- To approve dates of terms for 2016-17 and consider provisional dates for 2017-18 and 2018-19, including proposed dates of Winter Graduation Ceremonies. AB/14/69

15. HONORARY TITLES AND ACADEMIC PROMOTIONS

- To receive a paper on the award of honorary titles and to note the list of academic promotions conferred throughout 2013-14. AB/14/70

16. PERIODIC DEPARTMENTAL REVIEW

- | | | |
|------|---|----------|
| 16.1 | To receive the updated Action Plan following the Periodic Departmental Review of the School of Management held in March 2012 | AB/14/71 |
| 16.2 | To receive the updated Action Plan following the Periodic Departmental Review of the Department of Psychology held in May 2012 | AB/14/72 |
| 16.3 | To receive the updated Action Plan following the Periodic Departmental Review of Department of Economics held in November 2012. | AB/14/73 |
| 16.4 | To receive the updated Action Plan following the Periodic Departmental Review of the Educational Development unit held in December 2012. | AB/14/74 |
| 16.5 | To receive the current schedule for Periodic Departmental Reviews as agreed by the Learning, Teaching and Quality Committee at the meeting held on 30 September 2014. | AB/14/75 |

PART C: ITEMS FOR FORMAL APPROVAL

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

- | | | |
|------|--|----------|
| 17.1 | To approve the proposed minor changes to the membership and terms of reference of the Academic Board Executive Committee. | AB/14/76 |
| 17.2 | To approve the proposed minor changes to the terms of reference of the Learning, Teaching and Quality Committee. | AB/14/77 |
| 17.3 | To approve the proposed minor changes to the membership and terms of reference of the Research Degrees Programmes Committee. | AB/14/78 |
| 17.4 | To approve the proposed amendment to the constitution of the Science Faculty Board to include the Head of the Centre for Professional Studies as an ex-officio member. | AB/14/79 |

*** 18. NOMINATIONS FOR COMMITTEES**

- | | | |
|------|--|----------|
| 18.1 | To approve the nominations for the Statute 25 Committees for 2014-15. | AB/14/80 |
| 18.2 | To approve the nominations for the Student Discipline Committee for 2014-15. | AB/14/81 |

*** 19. PUBLICATION**

- | | | |
|------|--|--|
| 19.1 | To agree which, if any, items require broad dissemination around the College. | |
| 19.2 | To confirm the designation of papers as exempt from the Freedom of Information Act requirements. | |

PART D: ITEMS FOR REPORT

*** 20. ANNUAL REPORT TO COUNCIL**

- | | | |
|--|--|----------|
| | To note the summary report of the Academic Board meetings held in 2013-14 that was submitted to Council. | AB/14/82 |
|--|--|----------|

*** 21. FACULTY BOARDS**

- | | | |
|--|---|----------|
| | To receive a combined report from the meetings of the Faculty Boards held in November 2014. | AB/14/83 |
|--|---|----------|

*** 22. ACADEMIC BOARD EXECUTIVE COMMITTEE**

- | | | |
|--|---|----------|
| | To receive the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 24 November 2014. | AB/14/84 |
|--|---|----------|

- * **23. ACADEMIC PLANNING COMMITTEE**
 To receive the minutes of the meetings of the Academic Planning Committee held on 22 May, 24 June and 17 September 2014. AB/14/85
 a,b,c
- * **24. COLLABORATIVE PROVISION COMMITTEE**
 To receive the minutes of the meeting of the Collaborative Provision Committee held on 15 May 2014. AB/14/86
- * **25. DEPARTMENTAL GRANTS GROUP**
 To receive the minutes of the meetings of the Departmental Grants Group held on 19 May 2014. AB/14/87
- * **26. RESEARCH COMMITTEE**
 To receive the minutes of the meetings of the Research Committee held on 23 June and 30 September 2014. AB/14/88
 a,b
- * **27. LEARNING, TEACHING AND QUALITY COMMITTEE**
 To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 20 May and 30 September 2014. AB/14/89
 a,b
- * **28. DATE OF NEXT MEETING:** Wednesday, 25 March 2015 at 3pm in MX001

*Anna Sendall
 Academic Registrar
 November 2014*