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University College Birmingham

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**ACADEMIC BOARD**  
Standing Orders (January 2009)

## **ACADEMIC BOARD**

### **Standing Orders (January 2009)**

#### **1. Function of the Academic Board**

The Academic Board is established under paragraphs 3 and 4 of the Articles of Government of the College. The Academic Board shall be responsible for:

- (a) general issues relating to the research, scholarship, teaching and courses at the College, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies;
- (b) considering the development of the academic activities of the College and the resources needed to support them and for advising the Principal and the Board of Governors thereon; and
- (c) advising on such other matters as the Board of Governors or the Principal may refer to the Academic Board

#### **2. Membership of the Academic Board**

The Academic Board shall consist of:

- (i) The Principal (Chair of the Academic Board)
- (ii) 7 ex-officio staff appointed by the Principal:
- (iii) Three Universal Teaching Staff Representatives
- (iv) One Universal Support Staff Representative
- (v) The President of the Guild of Students
- (vi) One Universal Student Representative.

(Total 14)

Members identified in (iii) and (iv) shall be elected for a period of three years.

3. **Absence of Chairman and Deputy Chairmen**

In the absence of the Principal and Deputy Principal the Board shall appoint its own Chairman for the purpose of the meeting.

4. **Frequency of Meetings**

The Board shall hold a meeting at least once in every College term and such other meetings as may be necessary for the efficient discharge of its functions. The date of each meeting shall be fixed, whenever possible, at the first meeting in each Academic Year.

Additional meetings may be called by:

- (a) The Principal
- (b) a decision of the Board at any of its meetings, or
- (c) by at least 8 of the members of the Board.

The Principal has the right to veto meetings called under (c) provided that all refusals of meetings are automatically reported to the Corporation and an explanation given.

5. **Convening of Meetings**

At least five working days reminder notice of a meeting of the Board shall be given or sent, in writing, to all members of the Board.

6. **Agenda**

All proposed matters to be discussed by the Board shall be notified to the Registry Manager, in writing, at least ten working days before the date of the meeting at which they are to be discussed.

An Agenda, with supporting documentation as appropriate, shall be determined by the Principal and circulated in accordance with paragraph 5 with sufficient copies for staff and students' notice boards. The Agenda of the Board meeting shall be based on:

- (a) Minutes of the previous meeting
- (b) Matters arising
- (c) Formal business including committee reports
- (d) Other items for discussion proposed by members
- (e) Any Other Business

7. **Quorum**

The quorum of the Board shall be at least eight (8) of its members. There shall be no substitution without the prior approval of the Chairman.

8. **Voting**

- (a) Any question put to the vote at a meeting of the Board shall be determined by a majority of the members present. Where there is an equal division of votes, the Chairman of the meeting may exercise a second and casting vote. In the event of equality of votes and the Chairman not exercising his rights to a casting vote, a motion shall fall.
- (b) Voting on a motion will ordinarily be by show of hands but may be by a secret ballot at the discretion of the Chairman.

9. **Committees of the Academic Board**

In accordance with paragraph 3(4) of the Articles of Government, the Academic Board may establish such committees as it considers necessary to enable it to carry out its responsibilities provided that each establishment is first approved by the Principal and Corporation. Where appropriate, these committees have delegated authority to make decisions on behalf of Academic Board. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board.

10. **Minutes**

The names of the members present at a meeting of the Board shall be recorded in the minutes of the meeting.

Full, unapproved, minutes shall be circulated to all members as soon as possible after the meeting.

11. **Motions and Amendments**

The motion or amendment shall not be discussed unless it has been proposed and seconded. A proposer may withdraw a motion or amendment with the consent of the seconder and with the consent of the meeting and once withdrawn all discussion on it shall cease.

The discussion of any item under 'Any Other Business' shall be at the discretion of the Chairman.

12. **Attendance of Non-members**

The attendance at Academic Board meetings of any person who is not a member shall only be with the approval of at least 8 of the members of the Academic Board. A guest shall not have the right to vote.

13. **Secretary**

The Registry Manager (or in his/her absence a person approved by the Chairman) will be the Secretary to the Board shall attend all meetings and shall keep a record of the proceedings.

14. **Suspension of Standing Orders**

Any or all of the Standing Orders may be suspended for such time as the Academic Board may determine by a minimum of 8 members present and voting.

15. **Changes to Standing Orders**

Proposed changes to the Standing Orders must be referred to the Principal and Corporation for consideration and approval.

## **BOARDS OF STUDIES**

### **1. Functions of the Committee**

- (i) To receive reports from Subject Boards.
- (ii) To discuss and comment upon matters which affect whole areas of study and assessment at different levels.
- (iii) To advise the Vice Principal (Academic Affairs) and Academic Board on issues of continuity and progression.
- (iv) To report to Academic Board on the academic progress of the College's programmes.
- (v) To consider any other issues which may be raised by Academic Board.

### **2. Membership**

- (i) Vice Principal (Academic Affairs) (who shall chair the meetings)
- (ii) A member of the Curriculum and Quality team
- (iii) The relevant Deans
- (iv) All relevant programme co-ordinators, managers and nominated teaching staff
- (v) A representative of the Library staff
- (vi) A student representative from each subject board for which the Board of Studies is responsible
- (vii) The Principal or his/her nominee.

In the absence of the Chairman, the Committee shall appoint from amongst its number a chairman for the meeting.

### **3. Frequency**

Once every term, in accordance with the published academic diary.

### **4. Quorum**

60% of the membership.

## **EQUAL OPPORTUNITIES COMMITTEE**

### **1. Functions of the Committee**

- (i) To provide a forum for the discussion of matters of Equal Opportunity, as they relate to the academic life of the College.
- (ii) To receive reports from the Equal Opportunities Co-ordinator concerned with equality of opportunity within the College.
- (iii) To advise the Curriculum and Quality, Professional Development and other committees on all matters relating to equality of opportunity.
- (iv) To report to Academic Board on equal opportunities matters.
- (v) To consider any other issues which may be raised by Academic Board.

### **2. Membership**

- (i) The Vice Principal (Corporate Services) (who shall Chair the meetings)
- (ii) The Director of Personnel
- (iii) The Equal Opportunities Co-ordinator
- (iv) The Specific Learning Needs Co-ordinator
- (v) A Marketing Manager
- (vi) A Representative from the Library
- (vii) Two Teaching Staff representatives nominated by the Chair
- (viii) One support staff representative nominated by the Chair
- (ix) Two students nominated by the Guild of Students
- (x) The Principal or his/her nominee.

In the absence of the Chairman, the Committee shall appoint from amongst its number a chairman for the meeting.

3. **Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

4. **Quorum**

60% of the membership.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### **1. Functions of the Committee**

- (i) To provide a forum for the discussion of training, development and research activities.
- (ii) To assume responsibility for overseeing the ongoing development, monitoring and evaluation of the College's appraisal scheme.
- (iii) To develop an annual Training and Development Plan linked to the College's Strategic objectives.
- (iv) To monitor the progress of training and development activities in line with the annual Training and Development Plan.
- (v) To report to Academic Board on matters relating to Professional Development.
- (vi) To consider any other issues which may be raised by Academic Board.

### **2. Membership**

- (i) The Vice Principal (Corporate Services) (who shall Chair the meetings)
- (ii) The Director of Personnel
- (iii) The Training and Personnel Officer
- (iv) One Teaching Staff Representative from Further Education Programmes
- (v) One Teaching Staff representative from Higher Education Programmes
- (vi) One representative from the Support Staff
- (vii) One member of staff with research responsibilities
- (viii) The Specific Learning Needs Co-ordinator
- (ix) The Equal Opportunities Co-ordinator
- (x) The Principal or his/her nominee.

In the absence of the Chairman, the Committee shall appoint from amongst its number a chairman for the meeting.

3. **Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

4. **Quorum**

60% of the membership.

## **CURRICULUM AND QUALITY COMMITTEE**

### **1. Functions of the Committee**

- (i) To provide a forum for the discussion of the curriculum and its development.
- (ii) To receive reports concerned with the quality of education and training provision at the College.
- (iii) To receive reports concerned with the quality of franchised education and training provision.
- (iv) Report to the Academic Board on matters relating to curriculum and quality of provision.
- (v) To consider any other issues which may be raised by the Academic Board.

### **2. Membership**

- (i) The Deputy Principal (who shall Chair the meetings)
- (ii) The Quality Systems Manager
- (iii) One Teaching Staff representative from Further Education Programmes
- (iv) One Teaching Staff representative from Higher Education Programmes
- (v) One representative from the Support Staff
- (vi) One representative from the Student Services Unit
- (vii) The Equal Opportunities Co-ordinator
- (viii) A student nominated by the Guild of Students
- (ix) The Principal or his/her nominee.

In the absence of the Chairman, the Committee shall appoint from amongst its number a chairman for the meeting.

### **3. Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

### **4. Quorum**

60% of the membership.

## **VALIDATION AND APPROVALS COMMITTEE**

### **1. Functions of the Committee**

- (i) To consider proposals for the introduction and/or renewal of academic programmes of study, with powers to approve these in the case of UCB awards and make recommendations to other awarding bodies as appropriate.
- (ii) To consider applications by other institutions for collaboration with the College and to recognise programmes of study.
- (iii) To report to Academic Board on matters relating to the validation, re-validation and franchise of the College's programmes and the recognition of programmes from other institutions.
- (iv) To consider any other issues which may be raised by the Academic Board.

### **2. Membership**

- (i) The Deputy Principal (who shall Chair the meetings).
- (ii) The Vice Principal (Academic Affairs)
- (iii) The Vice Principal (Corporate Services)
- (iv) The Assistant Principal (Finance)
- (v) Two Deans
- (vi) A student nominated by the Guild of Students
- (vii) A representative from the Marketing Unit
- (viii) A representative from a student support function
- (ix) External representation from industry and/or the appropriate awarding body, as deemed necessary.

In the absence of the Chairman, the Committee shall appoint from amongst its number a chairman for the meeting.

### **3. Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

### **4. Quorum**

60% of the membership.

## **ASSESSMENT RE-APPRAISAL COMMITTEE**

### **1. Functions of the Committee**

- (i) To consider and determine appeals against the decisions by a Board of Examiners that a student has failed to meet the minimum requirements to continue on his/her programme of study.
- (ii) To consider and determine appeals against assessment or Examination Board decisions.

### **2. Membership**

- (a)
  - (i) Two members of the Academic Board, one of whom shall be either the Principal or Deputy Principal and shall Chair the Committee
  - (ii) A Dean or Assistant Dean, but not from the programme concerned
  - (iii) The committee may co-opt a fourth member if it recognises that the meeting would benefit from a person with a particular specialism.
- (b) No person will be allowed to be a member of the Committee, who has been involved in the original assessment decision or has any significant acquaintance with the student concerned.
- (c) No member of the College shall be allowed to sit on the Committee where matters concerning their own subject area are to be considered.
- (d) No Committee shall include more than one member who is inexperienced in the hearing of appeals.

### **3. Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

### **4. Quorum**

All members of the Committee.

## **ACADEMIC REGULATIONS COMMITTEE**

### **1. Functions of the Committee**

- (i) To review and revise regulations in line with national developments and college experience.
- (ii) To provide a framework for the systematic review of the college's academic regulations on an ongoing basis.
- (iii) To approve the introduction of new regulations.
- (iv) To monitor the application of regulations and ensure their consistent use
- (v) To approve qualifications for fitness to practice

### **2. Membership**

- (i) Vice Principal (Academic Affairs) (who shall chair the meetings)
- (ii) Deputy Principal
- (iii) One Dean
- (iv) A student nominated by the Guild of Students
- (v) One representative from the College Registry

In the absence of the Chairman, the Committee shall appoint from amongst its number a chairman for the meeting.

The Committee may, from time to time, invite guests to attend meetings to provide it with detailed and expert advice.

### **3. Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions. Typically this may be twice a year.

### **4. Quorum**

80% of the membership.

## **BOARDS OF EXAMINERS**

There will be a Board of Examiners for each programme of study leading to an award.

### **1. Functions of the Boards**

- (i) To consider the performance of individual students in assessment.
- (ii) To make decisions concerning student progress within a programme of study.
- (iii) To make decisions concerning student achievement at the end of their programme.
- (iv) To make UCB awards to students or recommend to awarding bodies the eligibility of students for particular awards and grading as appropriate.
- (v) To report to Academic Board on matters of student progress and achievement.

### **2. Membership**

- (i) Vice Principal (Academic Affairs) or his/her nominee (who shall chair the meetings)
- (ii) All members of the teaching team for the programme
- (iii) The relevant External Examiner (or equivalent)
- (iv) One representative from the Examinations Unit
- (v) One representative from the College Registry.
- (vi) The Principal or his/her nominee.

### **3. Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

### **4. Quorum**

The Chair, a representative for each module of study being considered, a representative from the Examinations Unit and a representative from the College Registry.

## **ACADEMIC TITLES COMMITTEE**

### **1. Function of the Committee**

In accordance with University College regulations and on behalf of the Academic Board, award to appropriate candidates, any of the following titles:

Professor  
Honorary Professor  
Emeritus Professor  
Associate Professor  
Reader  
Visiting Reader  
Honorary Fellow

### **2. Membership**

- (i) The Principal (who shall chair the meetings)
- (ii) Deputy Principal
- (iii) Vice Principal (Academic Affairs)
- (iv) Vice Principal (Corporate Services)

The Committee may, from time to time, invite guests to attend meetings to provide detailed and expert advice.

### **3. Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions. Typically this may be once a year.

### **4. Quorum**

75% of the membership (including the Principal).