

ACADEMIC BOARD

Standing Orders (August 2020)

1. Function of the Academic Board

The Academic Board is established under paragraphs 3 and 4 of the Articles of Government of the University's Higher Education Corporation. The Academic Board shall be responsible for:

- (a) general issues relating to the research, scholarship, teaching and courses at the University, 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 University and the resources needed to support them and for advising the Vice-Chancellor & Principal and the Board of Governors thereon; and
- (c) advising on such other matters as the Board of Governors or the Vice-Chancellor & Principal may refer to the Academic Board

2. Membership of the Academic Board

The Academic Board shall consist of:

- (i) The Vice-Chancellor & Principal (Chair of the Academic Board)
- (ii) Six ex-officio staff appointed by the Vice-Chancellor & Principal:
 - Pro-Vice-Chancellor (Curriculum, Teaching and Learning)
 - University Secretary and Registrar
 - Pro-Vice-Chancellor (Access, Participation and Student Experience)
 - Equality and Diversity Co-ordinator
 - Executive Deans of School
- (iii) Three Universal Teaching Staff Representatives
- (iv) One Universal Support Staff Representative
- (v) The President of the Guild of Students
- (vi) Two Universal Student Representatives

(Total 14)

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

3. **Absence of Chair and Deputy Chair**

In the absence of the Vice-Chancellor & Principal, the Board shall appoint its own Chair for the purpose of the meeting.

4. **Frequency of Meetings**

The Board shall hold a meeting at least once in every University 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 Vice-Chancellor & 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 Vice-Chancellor & 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 Deputy Registrar, 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 Vice-Chancellor & 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) Nomination of Staff Member of the Corporation (as required)
- (f) Any Other Business

7. **Quorum**

The quorum of the Board shall be at least six (6) of its members. There shall be no substitution without the prior approval of the Chair.

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 Chair of the meeting may exercise a second and casting vote. In the event of equality of votes and the Chair 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 Chair.

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 Vice-Chancellor & 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 within two weeks of the meeting date.

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 Chair.

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. **Clerk**

The Deputy Registrar (or in his/her absence a person approved by the Chair) will be the Clerk 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 Vice-Chancellor & Principal and Corporation for consideration and approval.

BOARDS OF STUDIES (Higher Education)

1. Functions of the Committee

- (i) To receive reports regarding any key issues arising 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 Academic Board on issues of continuity and progression.
- (iv) To report to Academic Board on the academic progress of the University's programmes.
- (v) To engage students in the development and enhancement of academic provision and standards
- (vi) To consider any other issues which may be raised by the Academic Board.

2. Membership

- (i) The Pro-Vice-Chancellor (Curriculum, Teaching and Learning), who shall chair the meetings
- (ii) The Pro-Vice-Chancellor (Access, Participation and Student Experience)
- (iii) The Director of Quality Systems
- (iv) Executive Deans of School.
- (v) The Assistant Dean (Quality Enhancement – HE)
- (vi) Any other relevant Heads of Department or Deputy Deans
- (vii) The Executive Director of Employability, Engagement and E-Learning
- (viii) A student representative from each subject board for which the Board of Studies is responsible
- (ix) The President of the Guild of Students, or nominee.

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

3. Frequency

A minimum of three meetings in each Academic Year.

4. Quorum

Seven members.

BOARDS OF STUDIES (Further Education)

1. Functions of the Committee

- (i) To receive reports regarding any key issues arising 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 Academic Board on issues of continuity and progression.
- (iv) To report to Academic Board on the academic progress of the University's programmes.
- (v) To engage students in the development and enhancement of academic provision and standards
- (vi) To consider any other issues which may be raised by the Academic Board.

2. Membership

- (i) The Pro-Vice-Chancellor (Curriculum, Teaching and Learning), who shall chair the meetings
- (ii) The Pro-Vice-Chancellor (Access, Participation and Student Experience)
- (iii) The Director of Quality Systems
- (iv) Executive Deans of School.
- (v) Executive Director of FE Quality
- (vi) Any other relevant Heads of Department or Deputy Deans
- (vii) The Executive Director of Employability, Engagement and E-Learning
- (viii) A student representative from each subject board for which the Board of Studies is responsible
- (ix) The President of the Guild of Students, or nominee.

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

3. Frequency

A minimum of three meetings in each Academic Year.

4. Quorum

Seven members.

ACCESS, PARTICIPATION AND EQUAL OPPORTUNITIES COMMITTEE

1. Functions of the Committee

- (i) To provide a forum for the discussion of matters of access, participation, and equality of opportunity, as they relate to the operation of the University.
- (ii) To monitor progress in delivering the University's Access and Participation Plan commitments, including progress against numerical targets.
- (iii) To receive reports on the impact of access, participation and equality of opportunity initiatives from staff and students across the University.
- (iv) To oversee, and make recommendations on, the Access and Participation Plan evaluation strategy.
- (v) To advise the Academic Quality, Standards and Enhancement, Professional Development and other committees on all matters relating to access, participation and equality of opportunity.
- (vi) To report to Academic Board on Access, Participation and Equal Opportunities matters.
- (vii) To consider any other issues which may be raised by the Academic Board.

2. Membership

- (i) The Pro-Vice-Chancellor (Access, Participation and Student Experience), who shall chair the meetings.
- (ii) Executive Director of HR and Organisational Development
- (iii) The Equality and Diversity Co-ordinator
- (iv) The Director of Marketing, Admissions and International
- (v) Two Teaching Staff representatives nominated by the Chair
- (vi) Both Deputy Deans (Teaching, Learning and Digital)
- (vii) The Education Health and Care Plan Co-ordinator
- (viii) The Head of Information Services
- (ix) One representative from Human Resources
- (x) One support staff representative nominated by the Chair
- (xi) Two students nominated by the Guild of Students

In the absence of the Chair, the Committee shall appoint from amongst its number a Chair 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

Six members.

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 University's appraisal scheme.
- (iii) To develop an annual Training and Development Plan linked to the University'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 the Academic Board.

2. **Membership**

- (i) The Executive Director of HR and Organisational Development, who shall chair the meetings.
- (ii) The Deputy Director of HR
- (iii) One Teaching Staff representative from Further Education Programmes
- (iv) One Teaching Staff representative from Higher Education Programmes
- (v) One member of staff with research responsibilities
- (vi) One Support Staff Representative
- (vii) The Equality and Diversity Co-ordinator

In the absence of the Chair, the Committee shall appoint from amongst its number a Chair 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**

Five members.

THE ACADEMIC QUALITY, STANDARDS AND ENHANCEMENT COMMITTEE

1. **Functions of the Committee**

- (i) To advise and make recommendations to Academic Board on the University's strategies, policies and procedures relating to the setting and maintenance of academic standards and the quality assurance of the University's awards
- (ii) To report to the Academic Board on matters relating to strategies, policies and procedures for the curriculum, learning, teaching and assessment
- (iii) To receive reports concerned with the academic standards of collaborative provision to ensure standards are safeguarded.
- (iv) To receive and consider reports and annual action plans from Audits and School reviews.
- (v) To report to the Academic Board on the operation of the quality framework and its processes.
- (vi) To consider reports and make recommendations to the Academic Board on the University's engagement with national requirements for standards, quality and learning and teaching.
- (vii) To monitor policies and processes relating to student engagement and the quality of the student experience. This includes consideration of student feedback, module evaluations, the National Student Survey and other relevant surveys.
- (viii) To guide and monitor preparation for external reviews, outcomes and action plans by the QAA, Ofsted and TEF.

2. **Membership**

- (i) The Pro-Vice-Chancellor (Curriculum, Teaching and Learning), who shall Chair the meetings.
- (ii) The Director of Quality Systems
- (iii) The Pro-Vice-Chancellor (Access and Widening Participation)
- (iv) The Assistant Dean (Quality Enhancement – HE)
- (v) The Executive Director of FE Quality
- (vi) The Deputy Registrar or equivalent
- (vii) The Equality and Diversity Co-ordinator
- (viii) Both Executive Deans
- (ix) Both Deputy Deans (Quality and Student Experience)

(x) Relevant Heads of Department by invitation.

(xi) A student nominated by the Guild of Students

In the absence of the Chair, the Committee shall appoint from amongst its number a Chair 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**

Nine members.

VALIDATION AND APPROVALS COMMITTEE

1. Functions of the Committee

- (i) To consider proposals for the introduction/renewal/modification 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 University and to recognise programmes of study.
- (iii) To report to Academic Board on matters relating to the validation, re-validation and franchise of the University'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 Pro-Vice-Chancellor (Curriculum, Teaching and Learning), who shall chair the meetings.
- (ii) The Pro-Vice-Chancellor (Access, Participation and Student Experience)
- (iii) The Executive Director of Employability, Engagement and E-Learning
- (iv) The Director of Quality Systems
- (v) The Pro-Vice-Chancellor (Finance)
- (vi) An Executive Dean who is not from the School concerned
- (vii) A student nominated by the Guild of Students
- (viii) Two representatives from the Marketing, Admissions and International Department
- (ix) The Assistant Dean (Quality Enhancement – HE)
- (x) External representation, where appropriate.

Staff proposing the introduction of new academic programmes of study or a significant modification of an existing programme may also bring a student representative from the area of study concerned. In the absence of the Chair, the Committee shall appoint from amongst its number a Chair 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

Eight Members.

ASSESSMENT APPEALS 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) An Executive Dean, but not from the School concerned, who shall Chair the Committee
 - ii) A Deputy Dean (Quality and Student Experience), but not from the School concerned.
 - iii) The Deputy Registrar
 - iv) 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 University 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 university experience.
- (ii) To provide a framework for the systematic review of the University'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 practise.

2. **Membership**

- (i) The Pro-Vice-Chancellor (Curriculum, Teaching and Learning, who shall chair the meetings
- (ii) Both Executive Deans
- (iii) A student nominated by the Guild of Students
- (iv) The Deputy Registrar or equivalent
- (v) The Assistant Dean (Quality Enhancement – HE)
- (vi) Both Deputy Deans (Quality and Student Experience)

In the absence of the Chair, the Committee shall appoint from amongst its number a Chair 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**

Five Members.

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) The Executive Dean of the School concerned, who shall chair the meetings.
- (ii) The relevant Head of Department and module leader (or nominee)
- (iii) The relevant External Examiner (or equivalent)
- (iv) One Examinations Officer (or equivalent).
- (v) One other representative from the Academic Registry.

In the absence of the Chair, the Committee shall appoint from amongst its number a Chair 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

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

ACADEMIC TITLES COMMITTEE

1. **Function of the Committee**

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

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

In addition, the Committee shall consider, where appropriate, nominations for recommendation to the Nominations Committee of the University of Birmingham for the conferment of Honorary Degrees of the University of Birmingham.

2. **Membership**

- (i) The Vice-Chancellor & Principal (who shall chair the meetings)
- (ii) The Pro-Vice-Chancellor (Curriculum, Teaching and Learning)
- (iii) The University Secretary and Registrar

The Committee will, where appropriate, seek advice from other members of the UCB Professoriate and independent external sources.

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**

Two Members, including the Vice-Chancellor and Principal.