Academic Board Meeting

2.00 pm on Wednesday, 19 June 2019
in 1B27 - Technopark, SE1 6LN

Agenda

No.	Time	Item	Pages	Presenter
1.		Welcome and apologies		PB
2.		Declarations of interest *Members are required to declare any interest in any item of business at this meeting*		PB
3.		Minutes of previous meeting	3 - 8	PB
4.		Matters arising	9 - 10	PB
		Items for discussion		
5.		Provost report	Verbal Report	PB
6.		Academic Board membership	To Follow	PB
7.		Amendments to academic regulations	11 - 20	SW
8.		Academic Calendar Change Proposal	21 - 22	JB
9.		Student academic outcomes	To Follow	SW
10.		Annual ethics report	23 - 24	SP
11.		Student Union Issues (as required)	Verbal Report	NK
		Items to note		
12.		Course Closures update	25 - 44	JB
13.		Emeritus Professorships	45 - 46	PB
14.		Reports from sub-committees	47 - 48	
15.		Academic KPIs	49 - 52	PB

Date of next meeting

Page 1

2.00 pm on Wednesday, 13 November 2019

Members: Pat Bailey (Chair), Asa Hilton Barber, Ian Albery, Craig Barker, Janet Bohrer, Kirsteen Coupar, Sajjad Hossain, Paul Ivey, Nelly Kibirige, Janet Jones, Sarah Moore-Williams, Jenny Owen, Shushma Patel, Lesley Roberts, Warren Turner and Shân Wareing

In attendance

Apologies   Patrick Callaghan and Tony Roberts

London South Bank University

EST 1892

Minutes of the meeting of the Academic Board
held at 2.00 pm on Wednesday, 13 February 2019
Boardroom - Technopark, SE1 6LN

Present
Pat Bailey (Chair)
Asa Hilton Barber
Ian Albery
Craig Barker
Janet Bohrer
Kirsteen Coupar
Charles Egbu
Sajjad Hossain
Nelly Kibirige
Janet Jones
Sarah Moore-Williams
Jenny Owen
Warren Turner
Shân Wareing
Sally Skillett-Moore

Apologies
Patrick Callaghan
Paul Ivey
Shushma Patel
Lesley Roberts
Tony Roberts

In attendance
Anita Ikpa

1.   **Welcome and apologies**

      The above apologies were noted.

2.   **Declarations of interest**

      No member declared an interest in any item on the agenda.

3.   **Minutes of previous meeting**

      The Board agreed the minutes of the last meeting held on 31 October 2018 as
      a true and accurate record subject to following amendment being made to

minute 7 to reflect concerns about the ASU Bahrain partnership, health and safety and quality standards.

Minute 7 to include: Several of the Deans raised concerns that the courses were being developed without adequate consultations and without feeling sufficiently reassured that the quality processes were being followed. The Chair confirmed that the issues are being addressed.

4. **Matters arising**

- Degree Algorithm. A working group will be formed for consultations of proposed changes. The Board noted the delay in releasing a confirmed change in the algorithm and the current highly publicised grade inflation debates. However, the issues surrounding grade inflations will not deter the plans LSBU is trying to put in place. The Board noted that the degree calculator is now on the MyLSBU website and will soon be placed on Moodle and other sites. The Chair is to follow up on how to communicate the changes more widely.
- Exam invigilation. The Board were informed that no fire alarms had been set off by students during the exam period. There were no disciplinary or behavioural issues to report.

5. **Provost's report**

The Provost provided an update on the following:

- Admissions 2018 – 2019. The admissions are set to reach the intended targets. The Board noted that the apprenticeships admissions were on target. Health and Social Care courses recruit in cycles so this can influence the final admission figures.
- Finances. The Board noted that the key drivers for finance are set to reach targets.
- Recruitment September 2019. The Board noted that recruitment for the year has been good. Overall, applications have been down by 5% compared to the figures of this time last year when taking into account the Health and Social Care (HSC) applicants. However, if the HSC applicants were excluded then recruitment figures will be up by 5%. HSC numbers are constrained by placement offers and are set to reach their intended targets by the end of the academic year. The Board noted that the overall application numbers in the sector are down by 7% and the results indicate that the current market is tough.

  Firm acceptance applicants have increased significantly since last year. The publicity surrounding the offering of unconditional offers was noted. The Board noted the concerns surrounding the offer holder days. Two divisions had to be cancelled due to low student numbers. The Chair will follow up the concerns and provide a resolution outside the meeting.

- Estates changes. The Schools of Arts and Creative Industries (ACI), Health and Social Care (HSC) and Law and Social Sciences (LSS) are currently undergoing changes. The Board noted changes around the campus and the refurbishment of London Road. The Board noted concerns relating to delays of the refurbishment works and whether it may lead to problems of not having things in place by the new academic year. The Board noted that informal discussions are being held with students.
- Lambeth College. The Board noted that the College became part of the LSBU Group on 1 February 2019. The Chair thanked those that attended the Launch day. The feedback from Colleagues at LSBU and Lambeth were positive. Overall, the occasion was a success.
- Ofsted. An Ofsted inspection is currently being undertaken at the University for apprenticeships/level 4 and 5 courses.

6. **Student Union Issues (as required)**

The Board noted that the National Student Survey (NSS) video has been launched. The Chair thanked the SU President for the excellent work done on the NSS video.

7. **Academic Board membership proposal**

The Chair provided a background to the proposed changes to the Academic Board membership. The proposed changes will ensure that the Academic Board membership will be more representative of staff at all levels.

The Board raised concerns of a lack of postgraduate representatives on the Academic Board. The Board noted the issue regarding an increase in size and the effectiveness of the Board. The Board agreed that representatives from the schools should represent the breadth of what goes on in their School.

The Chair informed the Board that gender and ethnicity will be considered with the proposed changes. However, this balance may be difficult to impose as members will be assigned via voting. It was further suggested that membership training should be provided to members upon appointment. This will enable new members to fully understand their role and what it entails.

It was suggested that no representative from the personal services groups (PSGs) should be required and the focus should be on the academics and students. The Student Experience Committee may be better suited to members of the PSGs. The SU President suggested that the postgraduate officer, who is an elected member may be a potential candidate for the postgraduate membership position. The Board noted the commitment challenges this may face as the postgraduate officer is usually a part-time student.

The Board noted the nomination/selection process that will involve either candidates nominating themselves or being nominated by their colleagues. A

secret ballot/vote will take place in the various schools/departments.

The Board recommended the following membership proposals/changes:

- The senior academic members to be made up of three staff members from each School (a Dean/DESE and two other senior staff members)
- The non- teaching staff to include the Director of Academic Quality Development, one nominated research staff member, one nominated technical staff member and three student representatives (SU President, SU VP Education and a postgraduate representative).

The Board noted that any changes will need to be approved by the Board of Governors.

8. **ASU Bahrain interim update**

The Board received an update on Applied Science University (ASU) Bahrain and noted that a report was presented at the Quality and Standards Committee meeting of 23 January 2019. The issues presented by the Academic Board and Quality and Standards Committee have been addressed and the report has been signed off.

9. **Student academic outcomes**

This item will be presented at a future meeting.

10. **Education strategy 2018-2020**

The Board reviewed the Education Strategy, which is to run in sequence with the current corporate strategy. The focus is on measures that will generate the most change for the University over a two-year period. The Board noted that the strategy has been through a process of consultation and was approved by the Quality and Standards Committee meeting of 23 January 2019.

The Academic Board approved the Education strategy 2018-2020.

11. **Framework for monitoring LSBU Apprenticeship Provision (10a)**

The Board discussed the Ofsted reporting expectations that involves the Board of Governors being provided with information about the quality of the provision. It was suggested that a representative from the Apprenticeship Committee attends the Academic Board for information and reporting back purposes.

The Framework was approved subject to clarity being provided on the membership of the Apprenticeship Committee and how it reports or aligns with other committees. The information will be circulated to the members.

12. **Emeritus Professorships**

The Board noted the Emeritus Professorships.

13. **Reports from sub-committees**

The Board noted the reports from the sub-committees.

14. **Academic KPIs**

The Board noted the Academic KPIs.

AOB

The Board was notified that clarity surrounding the research funding allocations were required. The Chair agreed to address the budgeting allocations and discuss with the Deans.

**Date of next meeting
2.00 pm, on Wednesday, 12 June 2019**

Confirmed as a true record

.... (Chair)

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ACADEMIC BOARD - WEDNESDAY, 19 JUNE 2019
ACTION SHEET

Agenda No	Agenda/Decision Item	Action	Date	Officer	Action Status
5.	Provost report	Offer holder days – to follow up concerns surrounding the offer holder days (cancellations and low turnout). To provide a resolution outside the meeting	13 February 2019	Pat Bailey	
7	Academic Board membership proposal	To revise proposals	13 February 2019	Pat Bailey	On agenda
9.	Student academic outcomes	Report on student outcomes – demographics, degree classification and attainment gap.	13 February 2019	Shân Wareing	On agenda
11.	Framework for monitoring LSBU Apprenticeship Provision	Provide clarification on the membership of the Apprenticeship Committee and how it reports or aligns with other committees. Information to be circulated to members.	13 February 2019	Shân Wareing	To do

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	CONFIDENTIAL
Paper title:	Amendments to Academic Regulations
Board/Committee:	Academic Board
Date of meeting:	19/06/2019
Author:	Maighread Hegarty
Purpose:	Review and update Academic Regulations and Academic Calendar
Recommendation:	"The meeting is requested to consider the amendments and revisions to the Academic Regulations agreed at QSC plus the Academic Calendar updated for 20/21

Executive Summary

The Academic Regulations have been reviewed and amended for clarity in light of issues arising during the 18/19 academic year. The regulations have been amended for clarification and to include references to the university's procedures and any guidance relating to specific types of provision such as apprenticeships and transnational education. Following Academic Board, the relevant procedures will be updated and relevant links to guidance and procedures will be inserted at appropriate points in the regulations.

The Academic Calendar 20/21 is presented for approval. There are no significant differences from the version for 19/20 version but dates have been amended as appropriate.

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Academic Regulations

2019/20

Academic Regulations 2019/20

1.0   These regulations are approved by the Academic Board of London South Bank University. They were last updated in June 2018.

1.1   The academic regulations guarantee the standards of all our awards, including research degrees. The Academic Regulations (including any changes made to the regulations) are the responsibility of our Academic Board. They apply to all academic awards that we have the right to make under powers granted through the Further and Higher Education Act. Please refer for details to the university's Qualification Framework. The awarding powers allow us to:
   a. grant degrees, diplomas, certificates and other academic awards to students who have successfully completed courses which we have set, approved, monitored and reviewed and who have passed our assessment;
   b. grant honorary degrees and awards to students in line with criteria and conditions which we set;
   c. grant Edexcel awards under licence from Pearson (the company that owns the awards); and
   d. withdraw any academic and honorary award we have granted, if there is a good reason for this.

1.2   University Procedures and the Research Degrees Code of Practice explain how we will apply the academic Regulations

1.3   All staff and students must keep to our academic regulations. Please also refer to the Academic Misconduct Procedure. We treat all students fairly and equally, and take strict measures to avoid bias in our processes. We make reasonable adjustments to our processes when necessary to make sure that a student is not disadvantaged because of their disability, pregnancy, maternity (whether they are pregnant or have recently given birth), or other characteristics protected by law.

1.4   We are allowed to use our discretion when applying the academic regulations in exceptional circumstances, as long as any variation is reasonable, is agreed by - is agreed by the Provost or Chief Operating Officer and Deputy Vice - Chancellor (Education) and a record of the decision held by Govlegal.

1.5   There will be cases where we may need to alter the way we apply procedures for other regulatory reasons, for example to meet the requirements of different professional bodies. Some university provision will be subject to additional specific requirements. For instance apprenticeships and Transnational Education. Your course specification will also contain relevant details.

1.6   We have a responsibility to the Home Office to check that all students enrolled and studying in the UK have the right to do so. Before you enrol and while you are studying with us, we have the right to ask to see documents which show your right to remain in the UK. We can take action to suspend or exclude you if you fail to show us documents which can prove this. In all cases, the Home Office's rules take priority over our regulations. Please see further details about our Procedures relating to immigration regulations on our website.

2.0 List of awards

2.1 The different types of awards we make are approved by the Academic Board. All our awards have the appropriate approval and monitoring arrangements. For details of awards offered and the progression criteria for each, see List of Awards. Any award can be made as an 'aegrotat' (a certificate stating that you were, and are likely to   remain, too ill to take the exam) and can be awarded posthumously (after your death if you die while studying with us or after completing your course). For details on how we assess taught awards, please see the Assessment and Examinations Procedure. For research degrees you should read the academic regulations with the Research Degrees Code of Practice.

3.0 Research degrees

3.1 We may propose programmes of research in any approved field of study. All proposed programmes will lead to scholarly research that will be assessed by examiners. All proposed research programmes will be considered for research degree registration on their academic

2

merits and without referring to the concerns or interests of any associated funding body. We encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards. These organisations are known as 'collaborating establishments' and will be recorded on your thesis and certificate.

3.2 Each research degree should demonstrate research ability and, where this applies, original contribution to knowledge (specific details are in the Research Degrees Code of Practice).

4.0 University admissions and enrolment

4.1 We use admissions criteria to admit students to courses if we consider them to have a reasonable expectation of completing the award and achieving the required standard. We consider applicants based on their previous attainment (for example, qualifications and experience) and evidence of potential.

4.2 Students will normally have reached the age of 18 before admission to the university. For the purposes of this regulation, 'admission' is defined as September 1st in the academic year of entry. Applicants who will be under 18 on this date must follow requirements of the Procedures for Applicants under the age of 18 at entry

4.3 There is a specific admissions Procedure for apprentices – Please see guidance for apprenticeships. Please note that no applicant to an apprenticeship can be enrolled and admitted to study until all contractual elements have been completed. There is no circumstance in which an applicant to a university apprenticeship can be admitted to course activities before completing enrolment. You must have a suitable standard of English. Please see the Admissions and Enrolment Procedure for more details.

4.4 You must keep to the conditions set out in the **Admissions and Enrolment** Procedure**.**

4.5 If you are in the School of Health and Social Care, your studies involve contact with patients or service users and you are enrolled on any course that involves registration to practise as a professional, you must keep to the Fitness to Practise Procedure.

4.6 If you have an appeal or complaint about admissions, you should contact the Head of Admissions. Please see the Applicant Complaints and Appeals of Decision Procedure

5.0 Varying a course or transferring to a different course

5.1 If you are on a taught course, we may allow you to transfer from one course to another within the university. We will give permission only on the recommendation of the director for the course you want to transfer to and you must keep to the conditions set out in the Changing Courses Procedure.

5.2 There is specific guidance for apprentices who may wish to change course..

5.3 A student may, subject to timetable and other published restrictions, change a choice of optional module with the written approval of the school responsible for teaching the module and (if different) the school responsible for the student's course.

5.4 In exceptional circumstances, we may allow you to vary your course by swapping a module for a module from another course. Permission may be granted by an exam board on the recommendation of the relevant course director. In cases of complicated judgements about course transfers or variations, a panel of senior university staff may be responsible for making the decision.

6.0 University assessment and examinations

6.1 The assessment method, criteria for assessment and marking we use are based on learning outcomes and reflect the credit level of the module. We will assess your progress within or at the end of each module (or both). We do not allow the same allocation of credit to be used to meet the requirements of more than one academic award at the same level ('double counting'). You should not receive more than one allocation of credit for achieving a learning outcome unless you are on an approved progression pathway such as an apprenticeship where qualifications build up and contribute to the final award.

6.2 Alternative assessment arrangements can be approved by the Quality and Standards Committee for students from other higher-education providers who are taking modules at our university which do not contribute to a qualification we award. There are more details in the Assessment and Examinations Procedure.

7.0 Coursework

7.1 All work we assess must be in English, unless specified in the course specification.

7.2 There are details of the processes for handing in coursework and handing in coursework late in

3

the Assessment and Examination Procedure.

8.0 Examinations

8.1 A summary of the rules for examination candidates is displayed in every examination room. These rules apply to all examinations. You must make sure you are familiar with the examination rules. Please see the Assessment and Examinations Procedure.

8.2 The Academic Misconduct Procedure is also applicable to all students studying for an LSBU award

9.0 Circumstances outside your control

9.1 If you believe that your assessed work has been negatively affected by circumstances outside your control (extenuating circumstances), you can draw these circumstances to the attention of the award and progression examination board by making a claim for extenuating circumstances. Please see the Extenuating Circumstances Procedure which applies to all university courses.

10.0 Examination boards

10.1 Decisions about assessment outcomes for students must be made by an examination board. These decisions must be consistent with the academic regulations, and with any local rules which apply, based on other regulatory requirements, for example from a professional, statutory and regulatory body (PSRB) or apprenticeship set out in the relevant course specification.

10.2 External examiners report on university standards and student achievement in relation to those standards. They do not moderate or adjust the marks of individual students.

10.3 The University operates a two-tier system of examination boards for the determination of marks, progression and awards at undergraduate and postgraduate level:
1) Module Boards and
2) University Progression and Awards Boards

Module Boards meet prior to the University Progression and Award Board. The confirmed marks and recommendations are then considered by the University Progression and Award Board which makes decisions on the final result for each student on a particular award or group of awards

11.00 Progression and awards

11.1 Progression means a student can move to a higher stage of study. If you have passed all the modules in one stage of study you can progress to the next stage

11.2 You must have passed all relevant modules (or had any failures condoned or compensated) before you can receive an award. Further information is available in the Assessment and Examinations Procedure

11.3 If you have built up the necessary credit within the time allowed, you are eligible for the award you are enrolled for, unless we decide to withhold the award for reasons relating to academic misconduct or because you owe us money.

12.0 Attempts at assessment

12.1 Details of assessment processes and arrangements for resits are outlined in the university Assessment and Examinations Procedure

12.2 The university defines extenuating circumstances as circumstances outside your control which may have a negative impact on an assessment. You may apply for extenuating circumstances and these will be considered by an independent panel and if agreed will be applied accordingly to your assessment. The university Extenuating Circumstances Procedure explains this process in detail.

12.3 If you have not completed the module's assessment requirements to the necessary standard after the resit opportunity, we may allow you to repeat that module. - If a module is to be repeated and the university charges a fee, should all assessments be re-taken. This is in line with practice in other HEIs.

12.4 You are not usually allowed to register more than twice on any module. Please see the Assessment and Examinations Procedure.

13.0 Marks and results

13.1 Your marks and results are confidential and we will release them only to you (or, if you are an apprenticeship student to you and your employer). However, the fact that we have made an award, and its classification, are not confidential. For full details about marks and results please see the Assessment and Examinations procedure.

5

14.0 Copyright

14.1 If you take notes during lectures you must use these only for the purpose of private study. If recording l lectures will assist you in your studies, please ask for the consent of the relevant lecturer so that any specific conditions can be agreed. Any such recordings must be used for private study only.

15.0 Interrupting, suspending or ending your registration

15.1 You can apply for an interruption from your studies at any time. If you want to apply to interrupt your studies, please see the Interruption and Withdrawal Procedure and where relevant, the Student pregnancy, maternity, paternity and adoption Procedure.

15.2 If you are a student on an apprenticeship, your employer must also agree to the interruption of studies There are additional requirements for apprentices who wish to interrupt their studies and your employment status may be affected. Please refer to the apprenticeship guidance

15.3 The University Progression and Award Board records our decision to agree to an interruption of studies.

15.4 In exceptional circumstances, we may decide it is appropriate to interrupt your studies. In these cases the appropriate Director of Education and Student Experience will make the decision (in consultation with your employer if you are an apprentice) and you will have the right to appeal against the decision through the Chief Operating officer and Deputy Vice – Chancellor (Education. The maximum period of interruption to your studies in these circumstances would be until the beginning of the next academic year or the next registration point, whichever is sooner.

15.5 If you are a research student and ill-health or other circumstances outside your control prevent you from making progress with your research, you can apply to interrupt your studies, normally for six months. In exceptional cases, we may allow you to interrupt your studies for a period of one year. You must normally provide written evidence to support your application for a period of interruption. If you want to interrupt your research, please see the Research Code of Practice.

15.6 In some circumstances, we may have to exclude or suspend students. This may apply if you:

- fail to keep to the terms of a visa – see Immigration Regulations;

- have committed a disciplinary offence – see the Student Disciplinary procedure and Academic Misconduct Procedure

- are unfit to study at the moment, but may be reasonably expected to be fit to study again in the future – see the Fitness to Study Procedure.

- As a student apprentice your employment has been terminated following disciplinary or fitness to practice Procedures.

15.7 If we suspend you during a semester, you will not be considered to have made an attempt at any uncompleted assessments for that semester. The University Progression and Award Board will determine any consequences for the student's progression or award resulting from a period of suspension

15.8 If you have been suspended, you will normally continue your studies in the following academic year at the beginning of the semester in which the suspension took place.

15.9 We may ask to see evidence (for example, a medical certificate) before allowing you to enrol and continue your studies – see the Admissions and Enrolment Procedure.

15.10 You may decide to withdraw from your course. This means permanently leaving the course before successfully completing it. Once you have withdrawn from a course you will not normally be allowed to enrol onto that course again – see the Interruption, and Withdrawal Procedure. The university Award and Progression board may decide to end your studies and withdraw you from your course taking into consideration your academic record and engagement with the course. see the Assessment and Examinations Procedure.

15.11 If an examination board has ended your studies, or you have been excluded or suspended, you can appeal to the Chief Operating officer and Deputy Vice-Chancellor (education)

16.0 Complaints and appeals

16.1 A complaint is an expression of dissatisfaction about something we have done or have failed to do, or our standards of service, on or off campus, which you have not been able to deal with through

6

Commented [HM29]: Correct Title Interruption and Withdrawal Procedure and move to 1.37 above

Commented [HM210]: Add and where relevant, the Student pregnancy, maternity, paternity and adoption procedure. (Govlegal)

Commented [GM111]: This will become the University Progression and Award Board

informal processes. You can make a complaint on your own or with a group of students. Please see the Student Complaints Procedure.

16.2 Employers who sponsor students or whose employees are on an apprenticeship at LSBU can make a complaint. Please see the Employer Complaint Procedure.

16.3 You can use our Academic Complaints Procedure to appeal against our decisions relating to administering

The marking process, your progression on a course and awarding qualifications. This includes decisions made by examination boards about circumstances outside your control and decisions taken through the academic misconduct process. During the appeals process, 'academic judgement' refers to the judgement of an academic member of staff about their subject of academic expertise. You cannot appeal against academic judgement.

16.4 You must be aware of, and follow, our regulations and procedures. You cannot appeal against a decision because you did not understand or were not aware of course or university regulations. This includes regulations relating to extending a date for submitting coursework, making a claim for extenuating circumstances within the deadline, finding out examination results or interrupting your studies.

16.5 We provide an independent advice service, usually through the students' union to support you with understanding our policies, regulations and Procedures

16.6 We keep to the regulations of the Office of the Independent Adjudicator (OIA). At the end of the internal appeal or complaints process, we will issue a 'Completion of Procedures' letter which gives you a right to appeal to the OIA. The OIA review the way we apply our processes and consider whether our decision has been reasonable in the circumstances.

16.7 We will keep details of the appeal and relevant documents on file until after you have completed your course.

16.8 The University Secretary is responsible for working with the Office of the Independent Adjudicator and making sure that we follow their recommendations and observations.

Notes

Please see our glossary, which is a separate document, for definitions of the key terms used in the academic regulations

Details about our quality and enhancement processes are in our Academic Quality and Enhancement Manual.

The Examinations and Conferment Office publishes a university-wide timetable.

Page 19

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LSBU Assessment Calendar 2020/2021 – Version 1 – 17/01/2019
Note that term dates are used by Student Finance only

LSBU Assessment Calendar 2020/2021 (Staff Version)			
Week Nos and Dates			Key Activities
7	Fri	11-Sep-2020	Welcome Week (including Enrolment and Induction) Begins
8	Mon	14-Sep-2020	Autumn Term Begins
8	Fri	18-Sep-2020	Welcome Week (including Enrolment and Induction) Concludes
9	Mon	21-Sep-2020	Semester 1 starts
			Late Enrolment
			Dispatch wholly assessed Semester 1 new coursework briefs to subject area External Examiners
11	Wed	07-Oct-2020	Module Registration Deadline
12	Fri	16-Oct-2020	Publish coursework submission and return dates
			Publish schedule of Exam Boards
13	Fri	23-Oct-2020	Submit exam timetable requirements for Semester 1 to the Exams and Conferments Office
			Finalise Exam Board dates with External Examiners
16	Fri	13-Nov-2020	Deadline for External Examiners to have received draft Semester 1 examination papers
19	Fri	04-Dec-2020	Submit approved and print-ready Semester 1 exam papers plus resit versions to the Exams and Conferments Office
20	Fri	11-Dec-2020	Autumn Term ends
21	Mon	14-Dec-2020	Christmas Vacation
22	Mon	21-Dec-2020	Christmas Vacation
23	Mon	28-Dec-2020	Christmas Vacation
24	Mon	04-Jan-2021	Spring Term begins
25	Mon	11-Jan-2021	Semester 1 Exams week 1
25	Fri	15-Jan-2021	Dispatch wholly assessed Semester 2 new coursework briefs to External Examiners
26	Mon	18-Jan-2021	Semester 1 Exams week 2
			Semester 2 Enrolment
26	Fri	22-Jan-2021	Semester 1 ends
27	Mon	25-Jan-2021	Semester 2 begins Moderation for all levels
27	Fri	29-Jan-2021	Deadline for Submission of Extenuating Circumstances Claims for Semester 1 only
28	Fri	05-Feb-2021	Deadline for submission of marks to student administrators for entry onto QL
29	Mon	08-Feb-2021	Subject Area Boards for Semester 1 to be held this week
30	Mon	15-Feb-2021	Marks released to students this week
30	Fri	19-Feb-2021	Submit exam timetable requirements for Semester 2 to the Exams and Conferments Office
32	Fri	05-Mar-2021	Deadline for External Examiners to have received draft Semester 2 examination papers
34	Fri	19-Mar-2021	Deadline for appeals relating to delivery of Semester 1 modules
			Spring Term ends for Student Finance purposes but teaching continues until Friday 26 March 2021 (week 35)
36	Mon	29-Mar-2021	Easter Vacation
37	Mon	05-Apr-2021	Easter Vacation
38	Mon	12-Apr-2021	Easter Vacation Resit examinations and submission of coursework for Semester 1 modules
39	Mon	19-Apr-2021	Summer Term starts
40	Mon	26-Apr-2021	Submit approved and print-ready Semester 2 exam papers plus resit versions to the Exams and Conferments Office

			Deadline for submission of Sem 1 resit marks to Administrators for entry onto QL
40	Fri	30-Apr-2021	Deadline for Submission of Extenuating Circumstances Claims for Semester 1 resits only
41	Mon	03-May-2021	May Day Bank Holiday
41	Fri	07-May-2021	Deadline for publication of Sem 1 resit marks to students
43	Mon	17-May-2021	Semester 2 Exams Week 1
44	Mon	24-Jun-2021	Semester 2 Exams Week 2
45	Mon	31-May-2021	Recess Week
			Spring Bank Holiday on Monday 31/5/2021
45	Fri	04-Jun-2021	Semester 2 ends
			Summer Term ends
46	Mon	07-Jun-2021	Complete internal marking/moderation
46	Fri	12-Jun-2021	Deadline for Submission of Extenuating Circumstances Claims for Semester 2 only
47	Mon	14-Jun-2021	Submit all marks to course administrators to be entered onto QL
			Dispatch sample marked exam/coursework scripts to External Examiners
48	Mon	21-Jun-2021	Subject Area Boards until Thu 24-Jun-2021
48	Fri	26-Jun-2021	Student Administrators prepare verified marks for Award and Progression Boards. Results that are ratified are released to students.
49	Mon	28-Jun-2021	Award and Progression Boards
			Exams and Conferments Team enter awards onto SRS
			Student Administrators enter exam board decisions onto QL for continuing students without Semester 2 resits
50	Fri	09-Jul-2021	Publish ratified results to students. Publish all referred/deferred coursework briefs to students.
51	Mon	12-Jul-2021	Resit examinations and submission of coursework for semester 2 modules **for HSC only**
51	Fri	16-Jul-2021	Exam Board Chairs verify and sign Exam Board minutes
52	Fri	23-Jul-2021	Deadline for Submission of Extenuating Circumstances Claims for Semester 2 Health and Social Care Resits only
1	Fri	30-Jul-2021	Deadline for appeals relating to delivery of Semester 2 modules
2	Thu	05-Aug-2021	Clearing begins (Date to be confirmed)
4	Mon	16-Aug-2021	Resit exam period for all Semester 2 modules plus exceptional 3rd attempts for HSC
5	Tue	24-Aug-2021	Deadline for Submission of Extenuating Circumstances Claims for Semester 2 Resits only and Health and Social Care 3rd attempts
5	Wed	25-Aug-2021	Submit all referred/deferred coursework marks to Student Administrators to be entered onto QL
6	Mon	30-Aug-2021	August Bank Holiday
6	Tue	31-Aug-2021	Resit Exam Boards
7	Mon	06-Sep-2021	Final date for entry of post-resit award and progression decisions on QL
7	Tue	07-Sep-2021	Post-resit results released to students
8	Mon	13-Sep-2021	Enrolment and Induction
		Oct/Nov 2021	Graduation Ceremonies (Dates to be Confirmed)

	CONFIDENTIAL
Paper title:	Annual University Ethics Panel Report
Board/Committee:	Academic Board
Date of meeting:	19 June 2019
Author(s):	Shushma Patel, Director of Education and Student Experience, School of Engineering
Sponsor(s):	Pat Bailey, Provost
Purpose:	For Information
Recommendation:	Academic Board is requested to note the report

Executive Summary

The report provides an overview of the operations of the University Ethics Panel for the academic year 2018/19. The main areas:

- Implementation of HAPLO Ethics Monitor module
- Ethics Code of Practice
- Administrative support for Ethics
- Training
- Chair of the UEP

1. HAPLO Ethics Monitor module

The HAPLO Ethics monitor module was implemented in November 2018. The trial period was completed in December 2018 and from January 2019 all ethics applications are submitted and processed through HAPLO. This has enabled the schools and the university panel to monitor applications via HAPLO and share documentation more easily. Feedback from applicants and those processing applications suggest the system is a marked improvement on old processes.

2. Ethics Code of Practice

The Ethics Code of Practice is being updated and finalised. The panel is working with the REI to identify appropriate support to finalise the Code of Practice and cross-reference with other policies, such as data protection, research open, etc. This will require admin support to complete in terms of collating information, preparing sections for final publication, and cross referencing with other LSBU materials (such as other regulations)

3. Administrative support for Ethics

There is no clear support for the UEP and also in some schools. Although HAPLO has reduced some of the administrative workload, there is pressure on the chair and school coordinators to manage administrative functions of the role. This is particularly apparent during projects (such as training development/code of conduct revision) where lack of admin support hampers timely changes being implemented.

4. Training

REI is developing ethics training for doctoral supervisors and students. The chair will be providing ethics support via webinars next academic year, which will be recorded and available as a digital resource. School panels also provide training workshops to meet needs on an ad-hoc basis.

There is still a growing need for ethics panel reviewers to be trained with the help from OD and REI.

5. Chair of the UEP

From the academic year 2019/20, the vice chair of the UEP, Prof. Dan Frings, School of Applied Science, will take on the role as the chair of the University Ethics.

	INTERNAL
Paper title:	Course closures update
Board/Committee:	Academic Board
Date of meeting:	19 June 2019
Author(s):	Janet Bohrer
Sponsor(s):	Janet Bohrer, Director Teaching, Quality and Enhancement
Purpose:	For information
Recommendation:	The Academic Board is requested to note the attached list of course closures.

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Course Code	Course Title	School	Suspension	Closure	Rationale	Academic Session from which admission will be suspended/closed	Rabia's comments
4510	BA(Hons) Digital Design	ACI	Yes	No	Poor Recruitment to Course	Sep-19	Correct
4647	CertHE Digital Design	ACI	Yes	No	Poor Recruitment to Course	Sep-19	Correct
4628	BA(Hons) Visual Effects	ACI	Yes	No	Poor Recruitment to Course	Sep-19	Correct
4798	CertHE Visual Effects	ACI	Yes	No	Poor Recruitment to Course	Sep-19	Correct
5217	BA(Hons) Music Industry Management with Marketing	ACI	No	Yes	Despite our best efforts MIM failed to recruit in the 2018/19 cycle. Interest at Open Days was limited. The existing music related course BA Sound Design was revalidated in 2018 as BA Music and Sound Design and applications have picked up for this course – so we do not wish to risk splitting the application base.	Sep-19	Course closed from Sep-18 - Remove from list
5311	BA(Hons) Music Industry Management with Marketing with Placement	ACI	No	Yes	Impact on School portfolio minimal as we retain music. The existing Music and Sound degree achieved excellent results in 2018 NSS so energy needs to focus on this.	Sep-19	Course closed from Sep-18 - Remove from list
4734	MA Journalism with Development Studies FT	ACI	No	Yes	MA Journalism with Development Studies has failed to recruit in sufficient numbers for the three years we've been promoting it.	Sep-19	Course closed from Sep-18 - Remove from list
4810	MA Journalism with Development Studies PT	ACI	No	Yes		Sep-19	Course closed from Sep-18 - Remove from list
4629	BA(Hons) Game Design and Development	ACI	No	Yes	Title of course changed and replaced by 4989 BA/BSc (Hons) Game Design and D	Sep-19	Course closed from Sep-18 - Remove from list
4193	BA(Hons) Arts and Festival Management FT	ACI	No	Yes	A wider University portfolio review (2017) has shown that Arts and Festival Management is unable to attract students at the level required to make it financially sustainable. Those students we do attract, fail to progress. The poor application base, poor conversion, and poor progression indicates that Arts and Festival Management is no longer viable.	Sep-19	Course closed from Sep-16 - Remove from list
4646	CertHE Arts and Festival Management	ACI	No	Yes		Sep-19	Course closed from Sep-16 - Remove from list
4936	BA(Hons) Liberal Arts	ACI	No	Yes	Course has never run	Sep-19	Course closed from Sep-18 - Remove from list
4169	MA Creative Media Industries -Cultural Management	ACI	No	Yes	The course has seen a steady decline in market share with no improvement in recruitment over the last 4 years. The projected number of students for next year is 11 which means a deficit to the School of approximately £25,000. In the light of sustained recruitment difficulties and the continuing deficit the Dean of School took the decision to close this course to new entrants	Sep-19	Course closed from Jan-16 - Remove from list
2430	MA Creative Media Arts Scheme	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
	MA Creative Writing	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
	MA Critical Arts Management	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
	MA Cultural & Media Studies	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
	MA Digital Film	ACI	No	Yes	Recruitment does not meet School/University target to recruit 15 students.	Sep-19	Course closed from Jan-16 - Remove from list
	MA Digital Photography	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
	MA Media Writing	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
	MA New Media	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
	MA Theatre Practice: Creative Producing	ACI	No	Yes		Sep-19	Course closed from Jan-16 - Remove from list
3785	BA(Hons) English with Creative Writing	ACI	Yes	No			
4648	CertHE English with Creative Writing	ACI	Yes	No	Poor Recruitment to Course	Sep-19	
4913	BA(Hons) Drama with English (not validated but approved for marketing)	ACI	Yes	No			

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Course Code	Course Title	School	Suspension	Closure	Rationale	Academic Session from which admission will be suspended/closed
2177	BSc(Hons) Food and Nutrition	ASC	No	Yes	Student numbers are low	Sep-17
3828	BSc(Hons) Food Science	ASC	No	Yes	Student numbers are low	Sep-17
3907	Pg CPD Investigative Forensic Psychology	ASC	No	Yes	Loss of subject expertise	Sep-15
1164	BSc(Hons) Applied Science	ASC	No	Yes	No students left on the course	Sep-14
3343	FdSc Baking Technology Management	ASC	No	Yes	Course replaced by 5016 FdSc Baking Science and Technology (Management)	Sep-17
3645	MSc Coaching Psychology (Metanoia Institute)	ASC	No	Yes	Executive Decision	Sep-16
3646	MA Psychological Coaching (Metanoia Institute)	ASC	No	Yes	Executive Decision	Sep-16
3996	MSc Child Psychotheraphy	ASC	No	Yes	Executive Decision	Sep-16
3390	MSc Investigative Forensic Psychology FT	ASC	No	Yes	Loss of subject expertise	Sep-15
3391	MSc Investigative Forensic Psychology PT	ASC	No	Yes	Loss of subject expertise	Sep-15
5001	BSc(Hons) Human Nutrition (Exercise Science)	ASC	Yes	No	Suspend due to low numbers, the Division of Food Science review is ongoing, and so we did not wish to pre-empt any recommendations which might arise from this process.	Sep-19
5002	BSc(Hons) Human Nutrition (Psychology)	ASC	Yes	No		Sep-19
4889	BSc(Hons) Psychology (Health and Nutrition) FT	ASC	Yes	No		Sep-19
4890	BSc(Hons) Psychology (Health and Nutrition) PT (4.5yrs)	ASC	Yes	No		Sep-19
5259	BSc(Hons) Psychology (Health and Nutrition) PT (6yrs)	ASC	Yes	No		Sep-19
4999	BSc(Hons) Food Science (Food Safety)	ASC	No	Yes	Courses have not recruited since validation and there are no applicants	Sep-18
5000	BSc(Hons) Food Science (New Product Development)	ASC	No	Yes		Sep-18
	HND Applied Biology	ASC	No	Yes	The course should be closed - the market for this course has all but disappeared over the last few years. We believe this is because its primary target market - individuals who wish to become Lab Technicians - has moved on, such that technicians are now typically required to complete full degree courses	Sep-19
5235	MSc Food Safety and Control (FT) (SEPT)	ASC	Yes	No	Low student numbers	Sep-19
5236	MSc Food Safety and Control (PT) (SEPT)	ASC	Yes	No		
5237	MSc Food Safety and Control (PT) (JAN)	ASC	Yes	No		
5387	MSc Food Safety and Control (FT) (JAN)	ASC	Yes	No		
5150	PgDip Food Safety and Control (FT)	ASC	Yes	No		
5238	PgDip Food Safety and Control (PT)	ASC	Yes	No		

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Course Code	Course Title	School	Suspension	Closure	Rationale	Academic Session from which admission will be suspended/closed
3199	International Real Estate Management (MBA Biberach)	BEA	No	Yes	The last cohort on the course was recruited in 15/16 and there has been no recruitment since then.	Sep-15
3407	MSc Building Services Engineering (Distance Learning)	BEA	No	Yes	This course has struggled since its inception. Issues around University enrolment, VLE enrolment, examinations, and poor pedagogy have hindered the success of the course. It has proved to provide a poor student experience and poor academic staff experience. There is no immediate prospect of many of this issues being resolved in the near future.	Sep-17
4127	Architects for Health Charette	BEA	No	Yes	The last cohort on the course was recruited in 13/14 and there has been no recruitment since then.	Sep-13
192	Beng(Hons) Civil Engineering (PT)	BEA	No	Yes	Course restructured and replaced to align with Apprenticeship setup	Sep-17
5275	MSc Property Development and Planning	BEA	No	Yes	This course has had very low recruitment for a number of years with no evidence that this will pick up in the near future. The course has a number of stand-alone modules and therefore it is no longer economically viable to run.	Sep-17
5276	MSc Property Development and Planning	BEA	No	Yes		Sep-17
5277	MSc Property Development and Planning	BEA	No	Yes		Sep-17
5278	MSc Property Development and Planning	BEA	No	Yes		Sep-17
4130	PgDip Property Development and Planning	BEA	No	Yes		Sep-17
4963	PgDip Property Development and Planning	BEA	No	Yes		Sep-17
4145	MSc International Real Estate FT	BEA	No	Yes	This course failed to recruit until 17/18 academic year and only ran this year with low numbers to see whether there is a market. The recruitment and application data has shown no demand .	Sep-18
4146	MSc International Real Estate PT	BEA	No	Yes		Sep-18
3961	MSc Transport Engineering and Planning FT	BEA	No	Yes	Replaced by pathway in new MSc Civil and Structural Engineering	Sep-18
3990	MSc Transport Engineering and Planning PT	BEA	No	Yes		Sep-18
3450	Foundation Degree in Building Services Engineering	BEA	No	Yes	Course did not recruit after September 2014 and the University decided to close the partnership.	Sep-15
4071	MSc Quantity Surveying (Top-Up)	BEA	No	Yes	The last time students enrolled on any of the courses was 14/15. No student has enrolled since then.	Sep-15
4072	MSc Building Surveying (Top-Up)	BEA	No	Yes		Sep-15
4073	MSc Property Development and Planning (Top-Up)	BEA	No	Yes		Sep-15
4074	MSc Real Estate (Top-Up)	BEA	No	Yes		Sep-15
4254	MSc Real Estate (Top-Up BIBERACH)	BEA	No	Yes		Sep-15
122	PgDip Architecture FT	BEA	No	Yes	The introduction of the MArch course title superseded the PgDip and gave LSBU an award comparable with the majority of UK pg degrees in architecture.	Sep-16
123	PgDip Architecture PT	BEA	No	Yes		Sep-16
4315	BSc(Hons) Commercial Management (Quantity Surveying) (British College of Applied Studies, Colombo) Top-Up	BEA	No	Yes	Mutual agreement to terminate partnership between the partner and LSBU	Sep-19
4542	Beng(Hons) Civil and Construction Engineering (British College of Applied Studies, Colombo)	BEA	No	Yes		Sep-19

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Course Code	Course Title	School	Suspension	Closure	Rationale	Academic Session from which admission will be suspended/closed
4668	BSc(Hons) Economics with Business Analytics	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4669	BSc(Hons) Economics with E-Business	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4670	BSc(Hons) Economics with Business Management	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4671	BSc(Hons) Economics with Enterprise & Entrepreneurship	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4673	BSc(Hons) Economics with HR	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4674	BSc(Hons) Economics with Law	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4675	BSc(Hons) Economics with Marketing	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4678	BSc(Hons) Economics with Project Management	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4679	BSc(Hons) Economics with Retail Management	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
4756	BSc(Hons) Economics with Econometrics	BUS	No	Yes	Recruitment has been poor and numbers have been declining since 16/17	Sep-19
3112	HND Business Studies	BUS	No	Yes		Sep-19
4693	BA(Hons) Business Management with Retail	BUS	No	Yes	The courses all have small numbers. They have been within the portfolio for 3 years with the exception of HND Business Studies which was one of the flagship HNDs at LSBU - are not attracting students.	Sep-19
4682	BA(Hons) Business Management with Analytics	BUS	No	Yes		Sep-19
4691	BA(Hons) Business Management with Corporate Sustainability	BUS	No	Yes		Sep-19
4683	BA(Hons) Business Management with E-Business	BUS	No	Yes		Sep-19
4684	BA(Hons) Business Management with Economics	BUS	No	Yes		Sep-19
3464	FdA Accounting	BUS	No	Yes	The course is no longer relevant to the current market. The course was designed for students who can undertake it alongside their work commitments, the fees were lower than our main course and the entry criteria are lower as well. The course no longer recruits as strongly as before which makes the course financially unviable.	Sep-19
4872	Marketing with Accounting	BUS	No	Yes	The courses all have small numbers, they are not attracting the student numbers which were initially predicted	Sep-19
4880	Marketing with Finance	BUS	No	Yes		Sep-19
5098	Marketing with HR	BUS	No	Yes		Sep-19
4883	Marketing with Project Management	BUS	No	Yes		Sep-19
4873	Marketing with Economics	BUS	No	Yes		Sep-19
4882	Marketing with Law	BUS	No	Yes		Sep-19
4968	Master of Business Administration (BLOCK)	BUS	Yes	No	Requesting to suspend the January and September intake with a view of closing these MBAs which have been replaced by the MBA (IM)	Jan-19 and Sep-19
4857	Master of Business Administration (Full time) (maybe closed?)	BUS	Yes	No		Jan-19 and Sep-19
4859	Master of Business Administration (Part time) (maybe closed?)	BUS	Yes	No		Jan-19 and Sep-19
4969	Master of Business Administration (Construction & Infrastructure Management) FT	BUS	Yes	No	There is no uptake to this course and applications have been low, it has been agreed with BEA to suspend for the forseeable future for Jan and Sep	Jan-19 and Sep-19
4970	PgDip Business Administration (Construction & Infrastructure Management) FT	BUS	Yes	No		Jan-19 and Sep-19
4971	PgCert Business Administration (Construction & Infrastructure Management)	BUS	Yes	No		Jan-19 and Sep-19
4972	Master of Business Administration (Construction & Infrastructure Management) BLOCK	BUS	Yes	No		Jan-19 and Sep-19

4973	Master of Business Administration (Construction & Infrastructure Management) PT	BUS	Yes	No	starts.	
4973	Master of Business Administration (Construction & Infrastructure Management) PT	BUS	Yes	No		
4036	MSc Business Project Management	BUS	Yes	No	Jan intake suspended to run out the old curriculum	Jan-19 ONLY
4038	MSc Business Project Management	BUS	Yes	No		Jan-19 ONLY
4942	BA(Hons) Marketing with Luxury Brand Management	BUS	Yes	No	Low numbers	Sep-19
4943	BA(Hons) Marketing with Public Relations	BUS	Yes	No		
3902	MSc International Health Services and Hospital Management FT	BUS	Yes	No	Low numbers, run entirely by HPLs, School no longer has skillset to deliver, needs an extensive rewrite as it doesn't fit within School portfolio and strategy. To review in 19/20 and possibly close.	Sep-19
3908	MSc International Health Services and Hospital Management PT	BUS	Yes	No		
4545	MSc Applied Accounting (PT)	BUS	Yes	No	Suspend applications/recruitment for 19/20 only due to only 2 firm offers across all courses.	Sep-19
4546	MSc Applied Accounting (Fast Track) (FT)	BUS	Yes	No		Sep-19
4547	MSc Applied Accounting (FT)	BUS	Yes	No		Sep-19

Course Code	Course Title	School	Suspension	Closure	Rationale	Academic Session from which
5447	BSc(Hons) Mobile Computing FT/Sandwich	ENG	Yes	No	Lack of subject expertise	Sep-19
5449	BSc(Hons) Mobile Computing (Top up)	ENG	Yes	No	Lack of subject expertise	Sep-19
5448	BSc(Hons) Mobile Computing PT	ENG	Yes	No	Lack of subject expertise	Sep-19
5450	BSc(Hons) Software Engineering FT/Sandwich	ENG	Yes	No	Lack of subject expertise	Sep-19
5452	BSc(Hons) Software Engineering (Top up)	ENG	Yes	No	Lack of subject expertise	Sep-19
5451	BSc(Hons) Software Engineering PT	ENG	Yes	No	Lack of subject expertise	Sep-19
4939	MSc Internet, Mobile Systems & Applications (PT)	ENG	Yes	No	Low numbers and generic title	Sep-19
5090	MSc Internet, Mobile Systems & Applications (BLOCK) (FT)	ENG	Yes	No		Sep-19
5091	MSc Internet, Mobile Systems & Applications (BLOCK) (PT)	ENG	Yes	No		Sep-19
5092	MSc Internet, Mobile Systems & Applications (FT)	ENG	Yes	No		Sep-19
4938	MSc Systems & Cyber Security FT	ENG	Yes	No	Lack of subject expertise, unlikely to recruit before 19/20	Sep-19
5087	MSc Systems & Cyber Security PT	ENG	Yes	No		Sep-19
5088	MSc Systems & Cyber Security BLOCK FT	ENG	Yes	No		Sep-19
5089	MSc Systems & Cyber Security BLOCK PT	ENG	Yes	No		Sep-19
5112	BSc(Hons) Applied Computing FT	ENG	Yes	No	We have generally not recruited well in previous UG existing pathway courses leading to their being phased out from 2019/20. Our objective is to run fewer more streamlined courses at UG fitting our offering to meet market demand and fit with available resources. Finally we currently have limited staffing resources and are seeking to recruit specialist replacements.	Sep-19
4747	BSc(Hons) Applied Computing (Top Up) FT	ENG	Yes	No		Sep-19
5110	BSc(Hons) Computer Systems Management FT	ENG	Yes	No		Sep-19
4459	BSc(Hons) Computer Systems Management (Top Up) FT	ENG	Yes	No		Sep-19
5109	BSc(Hons) Business Information Technology FT	ENG	Yes	No		Sep-19
4456	BSc(Hons) Business Information Technology (Top Up) FT	ENG	Yes	No		Sep-19
5111	BSc(Hons) Data Science FT	ENG	Yes	No		Sep-19
4742	BSc(Hons) Data Science (Top Up) FT	ENG	Yes	No		Sep-19
4741	BSc(Hons) Data Science (Top Up) PT	ENG	Yes	No		Sep-19
5113	BSc(Hons) Web Development (IT) FT	ENG	Yes	No		Sep-19
4738	BSc(Hons) Web Development (IT) (Top Up) FT	ENG	Yes	No		Sep-19
4350	BSc(Hons) Information Technology	ENG	No	Yes	Replaced by new course code	Sep-19
4503	BSc(Hons) Computing (AIM) Top Up	ENG	No	Yes	Collaboration has closed	Sep-18
4457	BSc(Hons) Business Intelligence Top Up	ENG	Yes	No	Rationale as above with other top ups	Sep-19
4458	BSc(Hons) Computing (Top Up)	ENG	Yes	No	Rationale as above with other top ups	Sep-19
4460	BSc(Hons) Digital Business Top Up	ENG	Yes	No	Rationale as above with other top ups	Sep-19
5093	B.Eng(Hons) Electrical Engineering (Top Up)	ENG	No	Yes	The two top-up courses were validated targeting an overseas market. The link to these target markets were unfortunately not established successfully and as these courses are not accredited there is little appetite for these in the home market	Sep-19
5094	B.Eng(Hons) Electronics and Communications Engineering (Top-up)	ENG	No	Yes		
4634	B.Eng(Hons) Telecommunications Engineering FT	ENG	Yes	No	Low numbers across the courses and below 5 since validated	Sep-19
4635	B.Eng(Hons) Telecommunications Engineering PT	ENG	Yes	No		
4620	M.Eng(Hons) Telecommunications Engineering FT	ENG	Yes	No		Sep-19
4621	M.Eng(Hons) Telecommunications Engineering PT	ENG	Yes	No		
511	HND Electrical Engineering FT	ENG	Yes	No	Resourcing issue to deliver modules twice	Sep-19
4319	MSc Advanced Telecoms and Wireless Engineering FT	ENG	Yes	No	Currently there are 4 students, 2 FT and 2 PT. The course has had under 5 students in the recent past. The course however creates an overhead of teaching modules which are not viable to maintain	Sep-19
4320	MSc Advanced Telecoms and Wireless Engineering PT	ENG	Yes	No		Sep-19
4325	MSc Mechatronics, Robotics and Embedded Systems FT	ENG	Yes	No	Currently there are 4 students, 3 FT and 1 PT. The course has had	Sep-19

Code	Course	School	Susp?	Close?	Comment	Date
4326	MSc Mechatronics, Robotics and Embedded Systems PT	ENG	Yes	No	under 5 students in the recent past. The course however creates an overhead of teaching modules which are not viable to maintain	Sep-19
5166	MEng (Hons) Power Engineering (Transmission & Distribution) (FT)	ENG	Yes	No		
5167	MEng (Hons) Power Engineering (Transmission & Distribution) (PT)	ENG	Yes	No		
5168	BEng (Hons) Power Engineering (Transmission & Distribution) (FT)	ENG	Yes	No		
5169	BEng (Hons) Power Engineering (Transmission & Distribution) (PT)	ENG	Yes	No		
5170	BEng (Hons) Power Engineering (Electrical) (FT)	ENG	Yes	No		
5171	BEng (Hons) Power Engineering (Electrical) (PT)	ENG	Yes	No		
5172	MEng (Hons) Power Engineering (Electrical) (FT)	ENG	Yes	No		
5173	MEng (Hons) Power Engineering (Electrical) (PT)	ENG	Yes	No		
5174	BEng (Hons) Power Engineering (Mechanical) (FT)	ENG	Yes	No		
5175	BEng (Hons) Power Engineering (Mechanical) (PT)	ENG	Yes	No		
5176	MEng (Hons) Power Engineering (Mechanical) (FT)	ENG	Yes	No		
5177	MEng (Hons) Power Engineering (Mechanical) (PT)	ENG	Yes	No		
5178	BEng (Hons) Rail Systems Engineering (Signalling and Control) (FT)	ENG	Yes	No		
5179	BEng (Hons) Rail Systems Engineering (Signalling and Control) (PT)	ENG	Yes	No		
5185	MEng (Hons) Rail Systems Engineering (Signalling and Control) (FT)	ENG	Yes	No		
5186	MEng (Hons) Rail Systems Engineering (Signalling and Control) (PT)	ENG	Yes	No		
5187	BEng (Hons) Rail Systems Engineering (Telecommunications & Networks Digital) (FT)	ENG	Yes	No	Many of these parthways and apprenticeships that are either fully or partially embedded within other parent courses. As discussed with the HoDs, there has been no interest in the degree courses with only one firm accept on 5171. The HoD has also stated that they are lacking the expertise in Power Engineering. Furthermore, the apprenticeship courses will have to be suspended for 19/20 because the apprenticeship standard has been updated and the School will be required to review the courses against standards and possibly remap.	Sep-19
5188	BEng (Hons) Rail Systems Engineering (Telecommunications & Networks Digital) (PT)	ENG	Yes	No		
5189	MEng (Hons) Rail Systems Engineering (Telecommunications & Networks Digital) (FT)	ENG	Yes	No		
5190	MEng (Hons) Rail Systems Engineering (Telecommunications & Networks Digital) (PT)	ENG	Yes	No		
5203	BEng (Hons) Power Engineering (Transmission & Distribution) (Apprenticeship) (PT)	ENG	Yes	No		
5204	MEng (Hons) Power Engineering (Transmission & Distribution) (Apprenticeship) (PT)	ENG	Yes	No		
5205	BEng (Hons) Power Engineering (Electrical) (Apprenticeship) (PT)	ENG	Yes	No		
5206	MEng (Hons) Power Engineering (Electrical) (Apprenticeship) (PT)	ENG	Yes	No		
5207	BEng (Hons) Power Engineering (Mechanical) (Apprenticeship) (PT)	ENG	Yes	No		
5208	MEng (Hons) Power Engineering (Mechanical) (Apprenticeship) (PT)	ENG	Yes	No		
5209	BEng (Hons) Rail Systems Engineering (Signalling & Control) (Apprenticeship) (PT)	ENG	Yes	No		
5210	MEng (Hons) Rail Systems Engineering (Signalling & Control) (Apprenticeship) (PT)	ENG	Yes	No		
5211	BEng (Hons) Rail Systems Engineering (Telecommunications & Networks Digital) (Apprenticeship) (PT)	ENG	Yes	No		
5212	MEng (Hons) Rail Systems Engineering (Telecommunications & Networks Digital) (Apprenticeship) (PT)	ENG	Yes	No		
5264	MEng (Hons) Electrical and Electronic Engineering (Apprenticeship) (PT)	ENG	Yes	No		
5112	BSc(Hons) Applied Computing FT	ENG	No	Yes	Originally put forward for suspension in December 2018, but now confirming closure. We have generally not recruited well in previous UG existing pathway courses leading to their being	Sep-19
4747	BSc(Hons) Applied Computing (Top Up) FT	ENG	No	Yes		Sep-19
5110	BSc(Hons) Computer Systems Management FT	ENG	No	Yes		Sep-19
4459	BSc(Hons) Computer Systems Management (Top Up) FT	ENG	No	Yes		Sep-19

				previous UG existing pathway courses leading to their being phased out from 2019/20. Our objective is to run fewer more streamlined courses at UG fitting our offering to meet market demand and fit with available resources. Finally we currently have limited staffing resources and are seeking to recruit specialist replacements.	
5109	BSc(Hons) Business Information Technology FT	ENG	No	Yes	Sep-19
4456	BSc(Hons) Business Information Technology (Top Up) FT	ENG	No	Yes	Sep-19
5111	BSc(Hons) Data Science FT	ENG	No	Yes	Sep-19
4742	BSc(Hons) Data Science (Top Up) FT	ENG	No	Yes	Sep-19
4741	BSc(Hons) Data Science (Top Up) PT	ENG	No	Yes	Sep-19
5113	BSc(Hons) Web Development (IT) FT	ENG	No	Yes	Sep-19
4738	BSc(Hons) Web Development (IT) (Top Up) FT	ENG	No	Yes	Sep-19

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Course Code	Course Title	School	Suspension	Closure	Rationale	Academic Session from which admission will be suspended/closed
4172	BSc(Hons) Acupuncture	HSC	No	Yes		Sep-18
4171	BSc(Hons) Acupuncture	HSC	No	Yes		Sep-18
3643	IM Acupuncture	HSC	No	Yes		Sep-18
5363	BSc(Hons) Acupuncture (Extended/Foundation year)	HSC	No	Yes		Sep-18
4055	BSc(Hons) Workplace Health Management	HSC	No	Yes		Sep-18
4053	BSc(Hons) Occupational Health	HSC	No	Yes	School consultation and restructure	Sep-18
4054	BSc(Hons) Occupational Health	HSC	No	Yes		Sep-18
4051	PgDip Occupational Health	HSC	No	Yes		Sep-18
4052	PgDip Occupational Health	HSC	No	Yes		Sep-18
2107	MSc/PgDip Public Health and Health Promotion	HSC	No	Yes		Sep-18
2108	MSc/PgDip Public Health and Health Promotion	HSC	No	Yes		Sep-18
	Extended Degree - Social Work	HSC	Yes	No	Unable to secure work placements from September	Sep-19
	Year 0 Diagnostic Radiography	HSC	Yes	No	Capacity has been reached, no more spaces on the course	Sep-19
4893	PgDip Occupational Therapy	HSC	Yes	No	Capacity has been reached, no more spaces on the course	Sep-19
4895	MSc Occupational Therapy	HSC	Yes	No	Capacity has been reached, no more spaces on the course	Sep-19
5441	BSc(Hons) Mental Health (Havering)	HSC	Yes	No	Capacity has been reached, no more spaces on the course	Sep-19

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Course Code	Course Title	School	Suspension	Closure	Rationale	Academic Session from which admission will be suspended/closed	Rabia's comments
1317	MSc Built Environment Studies FT	LSS	No	Yes	The MA/MSc course recruits low numbers. However, because it uses existing course	Sep-19	Course closed from Sep-16 - Remove from list
1322	MSc Built Environment Studies PT	LSS	No	Yes	modules it has been kept going because students are relatively low cost. However, as it	Sep-19	Course closed from Sep-16 - Remove from list
2331	MSc Education for Sustainability Slow Track only and Feb intake	LSS	No	Yes	The reason for closure stems from the requirement for all taught Master's courses at LSBU to adopt a common format of 6 modules followed by a dissertation. Prior to this requirement the MSc in Education for Sustainability had 8 modules and a dissertation and was delivered via a three year Part Time distance learning course, with 4 modules in each of the first two years. Following the introduction of the three year Part Time course in 1994 there was a demand from applicants who were in jobs with a heavy workload for a version of the course with 2 modules a year over four years followed by the dissertation (this became 2 modules per year for the first three years when the move to 6 modules had taken place). Once the course moved to 3 modules per year there was little to be gained by having a 2 modules per year alternative. In addition it was harder to synchronise the slow track modules with the now standard 3 modules per year Part Time course.	Sep-19	Course closed from Sep-16 - Remove from list
3220	Foundation Degree Science Culinary Arts (Westminster Collaboration)	LSS	No	Yes		Sep-17	Correct - Remove from list
4259	Foundation Degree in Hospitality Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4260	Foundation Degree in Tourism Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4261	Foundation Degree in Tourism Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4262	BA (Hons) Hospitality and Business Management (WKC)	LSS	No	Yes	Westminster Kingsway College have chosen to seek a new partner for these courses and have now entered into arrangements with Middlesex University. As a result, they have requested that we close the courses to new recruits and that the courses run out. The loss to the School in income is approx. £140,000. There are no issues with regard to the Course Monitoring Report. There is no issue with regard to the School Portfolio.	Sep-17	Correct - Remove from list
4263	BA (Hons) Hospitality and Business Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4264	BA (Hons) Tourism and Business Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4265	BA (Hons) Tourism and Business Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4266	BA (Hons) Hospitality and Enterprise Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4274	BA (Hons) Culinary Arts and Business Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4275	BA (Hons) Culinary Arts and Business Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4307	Foundation Degree in Business Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4308	Foundation Degree in Business Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4390	BA(Hons) Business and Enterprise Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
4391	BA(Hons) Business and Enterprise Management (WKC)	LSS	No	Yes		Sep-17	Correct - Remove from list
309	HNC Housing Studies	LSS	No	Yes	The decline in numbers for the HNC programme continues to mirror the industry wide trend and reflects the continued lack of employer commitment to enable staff to study on day release programmes. The downward trend is likely to continue following the introduction of the Apprenticeship levy as training budgets for non-apprenticeship courses are further squeezed. The new housing Apprenticeship course (Cert HE Housing Management) effectively replaces the HNC and provides a route for sponsored students (at Level 4).	Sep-17	Correct - Remove from list
1248	BA(Hons) Housing Studies FT	LSS	No	Yes	The BA Housing Studies has a planned revalidation in February 2018, and it is intended to rename this as BA (Hons) Housing Policy and Practice. The new name better reflects the	Sep-17	Correct - Remove from list
3339	BA(Hons) Housing Studies PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4563	PgCert Housing Studies	LSS	No	Yes	The PGDip/MA Housing Studies is also to be revalidated in February 2018 and it is intended to rename this as MA Housing strategy and Leadership. The new name better reflects the content of the course and brings the title up-to-date. As a result we are closing recruitment to the PG Dip/MA Housing Studies course, but it is being replaced and we will continue to deliver the subject material.	Sep-17	Correct - Remove from list
5158	PgDip Housing Studies FT	LSS	No	Yes		Sep-17	Correct - Remove from list
5160	PgDip Housing Studies PT	LSS	No	Yes		Sep-17	Correct - Remove from list
5159	MA Housing Studies FT	LSS	No	Yes		Sep-17	Correct - Remove from list
5161	MA Housing Studies PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4203	LLB (Hons) Human Rights	LSS	No	Yes	These courses are redundant and should be removed from the portfolio. The part-time courses do not attract students and there are no students on the courses. The Cert HE's in specialist law programmes are not necessary as the first year of all the law courses is common. As a result, recruitment to the Cert HE Law is sufficient, and we will allow	Sep-17	Correct - Remove from list
4205	LLB (Hons) Business Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4207	LLB (Hons) Criminal Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4209	LLB (Hons) Entertainment & Media Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4211	LLB (Hons) Family Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4465	Certificate of Higher Education in Business Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4466	Certificate of Higher Education in Criminal Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4471	Certificate of Higher Education in Entertainment & Media Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4472	Certificate of Higher Education in Family Law	LSS	No	Yes		Sep-17	Correct - Remove from list
4474	Certificate of Higher Education in Human Rights	LSS	No	Yes		Sep-17	Correct - Remove from list
2462	BSc(Hons) Criminology	LSS	No	Yes		Sep-17	Correct - Remove from list
4093	BSc(Hons) Sociology	LSS	No	Yes		Sep-17	Correct - Remove from list
4095	BA(Hons) Politics	LSS	No	Yes		Sep-17	Correct - Remove from list
4117	BSc(Hons) Criminology with Psychology	LSS	No	Yes		Sep-17	Correct - Remove from list
4118	BSc(Hons) Criminology with Law	LSS	No	Yes		Sep-17	Correct - Remove from list

Code	Course				Description	Date	Status
4128	BSc(Hons) Sociology with Criminology	LSS	No	Yes	students to progress to any of the spcialist law courses at Year 2 when they have completed the Cert HE. The MSc International Tourism and Hospitality Management top-up has not recruited for at least 4 years and therefore there no longer is a market for this course.	Sep-17	Correct - Remove from list
4812	BSc(Hons) Criminology with Politics PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4814	BA(Hons) History PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4816	BA(Hons) History with Criminology PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4818	BA(Hons) History with Politics PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4820	BA(Hons) History with Sociology PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4824	BA(Hons) International Relations with Criminology PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4827	BA(Hons) International Relations with Politics PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4829	BA(Hons) International Relations with Sociology PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4831	BSc(Hons) Sociology with Politics PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4091	MSc International Tourism and Hospitality Management (Top Up)	LSS	No	Yes		Sep-17	Correct - Remove from list
4834	BA(Hons) Events and Entertainment Management PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4842	BA(Hons) Human Geography with Housing PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4846	BA(Hons) Human Geography with Tourism Development PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4848	BA(Hons) Tourism and Hospitality Management PT	LSS	No	Yes		Sep-17	Correct - Remove from list
4240	MA International Planning	LSS	No	Yes	The Divisional Portfolio is expanding into new areas and space has to be made to manage these new courses. The MA International Planning (accredited by the Royal Town Planning Institute) demands management time but recruits relatively few students e.g. in 16/17 the courses (PT and FT) recruited no students. Those that may seek to do MA International Planning will be directed to the fully accredited MA Planning Policy and Practice in which they can do the specialism in international planning, if they take validated module Global Planning Challenges that will form the International Planning specialism module. This move, plus the withdrawal of MA Urban Regeneration (but the retention of the urban regeneration specialism in the MA PPP) will enable us to maintain our postgraduate Planning offer and grow into more geographical and urban studies based courses such as MA London and Global Cities (as in the UELS Divisional Plan) and the potential MA City Management and MA Night Time Economy.	Sep-16	Correct - Remove from list
4241	MA International Planning	LSS	No	Yes		Sep-16	Correct - Remove from list
4208	LLB(Hons) Entertainment and Media Law	LSS	No	Yes	These courses are being closed as part of a University-wide closure initiative led by the Provost to rationalise course offerings to reduce complexity. Over the last few years these particular courses have recruited very small numbers of students.	Sep-19	Correct
4210	LLB(Hons) Family Law	LSS	No	Yes		Sep-19	Correct
4202	LLB(Hons) Human Rights	LSS	No	Yes		Sep-19	Correct
4841	BA(Hons) Human Geography with Housing FT	LSS	No	Yes		Sep-19	Correct
4845	BA(Hons) Human Geography with Tourism Development FT	LSS	No	Yes		Sep-19	Correct
4843	BA(Hons) Human Geography with Planning FT	LSS	No	Yes		Sep-19	Correct
4844	BA(Hons) Human Geography with Planning PT	LSS	No	Yes		Sep-19	Correct
4475	CertHE Law with Criminology	LSS	No	Yes	These CertHE courses are being closed as there is no longer a need to contain this offer within our portfolio. The tariff requirement is now at a level that applicants who previously may have been made an offer for the CertHE are now being made offered for degree courses.	Sep-19	Correct
4478	CertHE Law	LSS	No	Yes		Sep-19	Correct
4467	CertHE Criminology with Law	LSS	No	Yes		Sep-19	Correct
4468	CertHE Criminology with Psychology	LSS	No	Yes		Sep-19	Correct
5029	CertHE History with Sociology	LSS	No	Yes		Sep-19	Correct
5035	CertHE International Relations	LSS	No	Yes		Sep-19	Correct
4484	CertHE Urban and Environmental Planning	LSS	No	Yes		Sep-19	Correct
4991	CertHE Human Geography	LSS	No	Yes		Sep-19	Correct
5025	CertHE Tourism and Hospitality Management	LSS	No	Yes		Sep-19	Correct
4469	Certificate of Higher Education in Criminology	LSS	No	Yes		Sep-19	Correct
4479	Certificate of Higher Education in Politics	LSS	No	Yes		Sep-19	Correct
4480	Certificate of Higher Education in Sociology with Criminology	LSS	No	Yes		Sep-19	Correct
4481	Certificate of Higher Education in Sociology	LSS	No	Yes		Sep-19	Correct
5022	CertHE Criminology with Politics	LSS	No	Yes		Sep-19	Correct
5023	CertHE Sociology with Politics	LSS	No	Yes		Sep-19	Correct
5026	CertHE History	LSS	No	Yes		Sep-19	Correct
5027	CertHE History with Criminology	LSS	No	Yes		Sep-19	Correct
5028	CertHE History with Politics	LSS	No	Yes		Sep-19	Correct
5032	CertHE International Relations with Sociology	LSS	No	Yes		Sep-19	Correct
5033	CertHE International Relations with Politics	LSS	No	Yes		Sep-19	Correct
5034	CertHE International Relations with Criminology	LSS	No	Yes		Sep-19	Correct
4992	CertHE Human Geography with Planning	LSS	No	Yes		Sep-19	Correct
4993	CertHE Human Geography with Housing	LSS	No	Yes		Sep-19	Correct
4994	CertHE Human Geography with Tourism Development	LSS	No	Yes		Sep-19	Correct
5024	CertHE Events and Entertainment Management	LSS	No	Yes		Sep-19	Correct
5329	CertHE Housing Policy and Practice	LSS	No	Yes		Sep-19	Correct
2036	MA Education	LSS	No	Yes	Reduction in numbers of applicants for the MA Education, there is no longer a need to have the Slow track option.	Sep-19	Slow track closed from Sep-18 - Remove from list

3742	MA Urban Planning Design	LSS	No	Yes	Low number prompted the development of a new programme MA Urban Planning and Design which supersedes these courses.	Sep-18	Correct - Remove from list
3743	MA Urban Planning Design	LSS	No	Yes		Sep-18	Correct - Remove from list
4085	MSc Social Policy and Social Research Methods	LSS	No	Yes	No enrolment on this course during its activity	Sep-19	Course closed from Sep-18 - Remove from list
4086	MSc Social Policy and Social Research Methods	LSS	No	Yes	No enrolment on this course during its activity	Sep-19	Course closed from Sep-18 - Remove from list
4452	BA(Hons) Tourism, Hospitality and Leisure Management (IST)	LSS	No	Yes	The partnership has been terminated, the courses have never recruited.	Sep-19	Course closed from Sep-18 - Remove from list
4453	MSc International Tourism and Hospitality Management (IST)	LSS	No	Yes		Sep-19	Course closed from Sep-18 - Remove from list
4454	MSc International Tourism and Hospitality Management (IST)	LSS	No	Yes		Sep-19	Course closed from Sep-18 - Remove from list
3068	MA Urban Regeneration FT	LSS	No	Yes	The MA UR has recruited very few students per year since it started (see PAT Data below). Because of the course structure with options and RTPI requirements it requires course management resources (even though modules are shared with other courses). Our Division, HoD and the Dean feel that these resources will be better devoted to the new Masters and BA courses that going forward for validation.	Sep-19	Correct - Remove from list
3069	MA Urban Regeneration PT	LSS	No	Yes		Sep-19	Correct - Remove from list
4853	MA Housing and Society FT	LSS	Yes	No	The MAs listed above have not recruited partly because they have been either validated late in the cycle and awaiting professional accreditation (Housing Strategy and Leadership) or course marketing has not been proactive (MA London Global Cities and MA Housing Studies).	Sep-18 ONLY	Correct - Remove from list
4854	MA Housing and Society PT	LSS	Yes	No		Sep-18 ONLY	Correct - Remove from list
4855	MA London and Global Cities FT	LSS	Yes	No		Sep-18 ONLY	Correct - Remove from list
4856	MA London and Global Cities PT	LSS	Yes	No		Sep-18 ONLY	Correct - Remove from list
5314	MA Housing Strategy and Leadership	LSS	Yes	No		Sep-18 ONLY	Correct - Remove from list
5315	MA Housing Strategy and Leadership	LSS	Yes	No		Sep-18 ONLY	Correct - Remove from list
4811	Criminology with Politics	LSS	No	Yes	These courses are being closed as part of a University-wide closure initiative led by the Provost to rationalise course offerings to reduce complexity. Over the last two years these particular courses have recruited very small numbers of students.	Sep-19	
4819	History with Sociology	LSS	No	Yes		Sep-19	
4815	History with Criminology	LSS	No	Yes		Sep-19	
4828	International Relations with Sociology	LSS	No	Yes		Sep-19	
4823	International Relations with Criminology	LSS	No	Yes		Sep-19	
4830	Sociology with Politics	LSS	No	Yes		Sep-19	
4822	BA(Hons) International Relations PT	LSS	No	Yes			

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	INTERNAL
Paper title:	Emeritus Professorships
Board/Committee	Academic Board
Date of meeting:	5 June 2019
Author:	Pat Bailey, Provost
Executive/Operations sponsor:	Pat Bailey, Provost
Purpose:	To note
Recommendation:	The Academic Board is requested to note the names of those awarded Emeritus Professorships.

Executive Summary

The Board is requested to note the names of those awarded Emeritus Professorships to date, during the Academic year 2018-19

Professor Anne Harriss (HSC)
Professor Nicola Robinson (HSC)
Professor Jon Warwick (BUSINESS)
Professor Ebad Banissi (ENGINEERING)
Professor David Gawne (ENGINEERING)
Professor Rao Bhamidimarri (ENGINEERING)
Professor Haricharan Singh Reehal (ENGINEERING)
Professor Lawrence Dunne (ENGINEERING)

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	INTERNAL
Paper title:	Sub-committee reports
Board/Committee:	Academic Board
Date of meeting:	19 June 2019
Author(s):	Sub-committee Chairs
Sponsor(s):	Pat Bailey, Provost
Purpose:	For Information
Recommendation:	The Academic Board is requested to note the reports.

Executive Summary

Quality and Standards Committee, 5 June 2019

- The committee discussed matters affecting quality and standards and the ways to mitigate such matters.
- An update of transnational educational partnerships was provided. It was noted that the internal steering group have met and minutes are to be presented to future QSC meetings.
- The committee received an update on the outcomes of transnational education from the Academic Director for collaborative partnerships.
- The committee received an update on the Course Boards
- The committee received an update on apprenticeships.
- The committee received an update on academic planning and validations.

The Committee approved the following:
- Revisions to the Academic Regulations for 2019/20 with agreed amendments.
- The revised process for course monitoring.
- The process for observations of teaching and learning of apprenticeship provision.

The committee noted the following:
- The proposed changes to the academic calendar.
- The annual school course monitoring reports from the School of Arts and Creative Industries, Engineering, Business and Health and Social Care.
- The Apprenticeship June 2019 – National Bakery School.

- The June 2019 review of the School of Health and Social Care.
- The course closures update.
- The Schools' Academic and Standard Committee minutes.

Research Committee, 22 May 2019

- The committee received an update on the proposed changes to the committee. It was agreed that the committee will be chaired by a Dean (to rotate yearly).
- An update was provided on the draft REF Code of Practice.
- An update was given on the Researcher Development Group.
- An update was provided on research governance. The committee noted the annual requirement for compliance and discussed the recommendations given to improve annual compliance.
- The committee noted the London Doctoral Academy updates and the research degree awards.
- An update was provided on the research landscape.
- An update was provided on research grants and awards.

Student Experience Committee, 15 May 2019

- The committee received an update on the proposed changes to the committee and noted that the Executive Director of Student Services will Chair the committee.
- The committee received an update on estate matters and developments across the University.
- The SU Officers provided updates on student related issues.
- The committee discussed the Student Services Annual Report.
- The committee discussed and reviewed the student charter.

The Committee noted the following reports:
- The Equality, Diversity and Inclusion report
- The Student Voice reports
- The updated Halls of Residence Disciplinary Procedure
- The welcome week and enrolment process 2019

	INTERNAL
Paper title:	KPI Update – February 2018/19
Board/Committee:	Academic Board
Date of meeting:	19 June 2019
Author(s):	Richard Duke – Director of Strategy & Planning
Sponsor(s):	Pat Bailey - Provost
Purpose:	For Review
Recommendation:	The Board is requested to review the data

Executive Summary

The attached paper details performance against KPIs in 2017/18 as well as targets for the 2019/20 academic year (agreed by Executive in January 2019).

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Appendix A - 2019/20 KPI Targets – Agreed Executive 30/1/19

Corporate Strategy Goals	20/20 Success Measures	#	Key Performance Indicators	End of Corporate Strategy Ambition	Past Performance				2018/19				Future	Comments
					14/15	15/16	16/17	17/18	Green	Amber	Red	Target	Agreed 2019/20 Target (Exec 30/1/19)	
Teaching and Learning	Top 50% of universities for graduate employment / starting salaries.	1	Graduate level employment &/or Further study (EPI population)	80%	68.0%	76.0%	81.8%	87.7%				82%	Not Applicable	No numerical indicator will be available due to movement towards GO survey, but an internal forecast will be available. 2020 Ambition has already been achieved.
Student Experience	Top quartile of all universities in NSS	2	NSS scores – overall satisfaction (First Degree respondents)	89%	82%	82.0%	82.2%	78.8%	83 % +	80 - 82 %	< 80 %	86%	84%	Short of 2020 ambition, but represents 2017/18 sector average +1%
		3	International Student barometer (% recommending LSBU)	81%		77%	77%	80%	80% +	77 - 79%	<77 %	78%	81%	As 2020 ambition
		4	PGT experience (% satisfaction)	82%	74%	74%	71%	71%	74 % +	70 - 73 %	< 70 %	77%	76%	Short of 2020 ambition, but level of realism
		5	Student Staff Ratio	18:1	19.7:1	20.5:1	19.8:1	16:1	16.5 - 17.5	16 - 16.5 17.5 - 18	< 16 > 18	17:1	16-18:1	As 2020 ambition
Employability	95% students in employment / further study (EPI)	6	DLHE Positive Outcomes; employment or further study (EPI)	95%	90.2%	90.8%	94.6%	95.3%				94%	Not Applicable	No numerical indicator will be available due to movement towards GO survey, but an internal forecast will be available. 2020 Ambition has already been achieved.
	Top 10 UK universities for student start ups	7	Number of Student start ups (Active Firms in HE-BCI 4aiv)	150	30	50	45	48	110 +	100 - 109	< 100	110	65	Short of 2020 ambition. This is not a reliable metric when comparing to thers due to the level of ambuguity of definition. LSBU only counts sustainable startups
Research & Enterprise	Top 50% UK for Research & Enterprise Income	8	Research Income (non Hefce)	£6.0 m	£2.0	£1.9	£2.8	£3.5	£4.3 m +	£4.0 - 4.3 m	< £4 m	£3.5m	£5.0m	Short of 2020 ambition, but level of realism
		9	Enterprise Income	£19.0 m	£8.1	£7.8	£9.2	£10.9	£12 m +	£11 - 11.9 m	<£11 m	£13.0	£15.0m	Short of 2020 ambition, but level of realism
Access	Top London Modern for LPN recruitment	10	% recruits from low participation neighbourhoods (Young FT FD)	9.0%	7.7%	8.4%	9.2%	8.9%	8.0% +	7.7 -7.9 %	<7.7%	8.6%	8-10%	As 2020 ambition
		11	FTUG % (w/o HSC contract) recruited before Clearing	90%	71.8%	71.8%	71.1%	76.0%	78 % +	74 - 77 %	< 74 %	77%	+77%	Short of 2020 ambition, but level of realism
	Exceed expectations on completion	12	First Degree Completion projection (at or above benchmark)	+3%	-7 %	-5.8%	-5.5%	-1.8%	>=-1%	-2 to -3 %	<-3 %	-1%	0%	Short of 2020 ambition. This is based upon a three year cycle.
		13	Year 1 progression (can change due to Jan 2019 2nd Semester	85%	73.1%	77.3%	74.7%	73.0%	76 % +	72 - 75%	<72%	82%	80%	Short of 2020 ambition, but level of realism. 2018/19 target set before 2017/18 result known
		14	Good Honours	63 - 67%	61.2%	66.4%	69.1%	70.0%	66-71%	72-73% 64-65%	>73% <64%	63-67%	65-70%	Should not go any higher than this figure given OfS concerns
		15	PGT completion	85%	61.5%	58.7%	69%	61.0%	75 % +	71-74%	< 71 %		72%	Short of 2020 ambition, but level of realism. The PTES survey typically has response taes of less than 20%
International	4 QS Stars	16	QS Star Rating	4	3 stars	3 stars	4 stars	4 stars	4	3	2	4	4	Not intended to resubmit, so 4 stars will remain
		17	Overseas student income (millions)	£20m	£11.2	£9.8	£11.2	£10.8	£12.6 m +	£12.2 - 12.5 m	<£12.2 m	£15.0	£15m	Short of 2020 ambition, but level of realism
People and Organisation	Rated as a good employer	18	Appraisal completion % (Amongst all eligible staff)	100%	90%	91%	95.6%	85.3%	100%	95 - 99 %	< 95 %		100%	As 2020 ambition
		19	Average Engagement Score as a %	75%		58%	62%	61%	69%	65 - 68 %	< 64 %	69%	70%	Short of 2020 ambition, but target reflects LSBU's benchmark figure
Resources & Infrastructure	Grow our income by 25% to £170m annually, deliver an operating surplus of 5% and an EBITDA margin of 15%	20	Surplus as % of income	5.0%	0.9%	2.4%	1.3%	1.1%	1 % +	0.7 - 0.9 %	< 0.7%	1.4%	1.4%	Short of 2020 ambition, but represents budget
		21	Income (£m)	£170.0m	£140.8m	£138.2	£144.5	£146.3	£145.2 m +	£142 - 145 m	< £142 m	£156.1m	£160.0m	Short of 2020 ambition, but represents budget
		22	EBITDA margin (EBITDA expressed as % of income)	15.0%	9.2%	11.8%	12.0%	10.7%	12.8% +	11.7 - 12.7%	<11.7%	13.5%	13.5%	Short of 2020 ambition, but represents budget
	Student satisfaction with facilities & environment in top UK quartile	23	Student satisfaction ratings with facilities & environment (FD)	90%	87.7%	90.0%	87.2%	83.9%	87 % +	84 - 86 %	< 84%	90.0%	90.0%	As 2020 ambition
		24	ICS Service Index %	80%	68%	76%	66%					76%	80%	Change in measurement, no longer an LSBU overall figure, but benchmarking
Overall	Top London Modern university (excl UAL)	25	Times - League table ranking	85	120 / 127	120 / 128	106 / 128	107/132	99 or higher	100 - 104	105 or lower	96	90	Short of 2020 ambition, but level of realism
		26	Guardian – League table ranking	70	111 / 119	107 / 119	92 / 121	78 / 121	75 or higher	76 - 78	79 or lower	79	70	As 2020 ambition
		27	Complete University Guide – League table ranking	87	119 / 126	115 / 127	108 / 129	93 / 131	90 or higher	91 - 94	95 or lower	98	87	As 2020 ambition

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