

Meeting of the Academic Board

10.00 am - 12.00 pm on Friday, 5 November 2021
in MS Teams - MS Teams

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
6.	Draft Schedule of Matters Reserved	130 - 141	DP

Date of next meeting

2.00 pm on Wednesday, 23 February 2022

Members: Tara Dean (Chair), Helen Aston, Asa Hilton Barber, Patrick Callaghan, Alessio Corso, Geoff Cox, Kate Ellis, Steve Faulkner, Gary Francis, Nadia Gaoua, Marc Griffith, Steve Hunter, Rosie Holden, Deborah Johnston, Nicki Martin, Sarah Moore-Williams, Luke Murray, George Ofori, Md Fazle Rabbi, Tony Roberts, Carrie Rutherford, Warren Turner, Helen Young, Ricardo Domizio, Maxwell Smith, and Rachel Picton

Apologies: Paul Ivey, Anthony McGrath, Craig Barker, Gilberto Buzzi, Ian Albery

In attendance: Dominique Phipp (Secretary), John Cole, Sammy Shumo (for item 10), Memhet Tarhan (for item 11), Ferdous Jannatul (for item 12) and Ralph Sanders (for item 13)

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	INTERNAL
Paper title:	Draft Schedule of Matters Reserved for Academic Board
Board/Committee:	Academic Board
Date of meeting:	05 November 2021
Author(s):	Dominique Phipp, Governance Assistant, Academic Board and sub-committees' Secretary
Sponsor(s):	James Stevenson, Group Secretary
Purpose:	For Review
Recommendation:	The Board is requested to review the draft document and support its development as a reference for future use by the Secretary.

Executive summary

The purpose of the Schedule of Matters Reserved is to define the decisions that require the Academic Board's approval, and which decisions are delegated to its sub-committees. It is intended to help the Governance team to streamline the flow of information between the Board and its sub-committees and to link up their work.

The document is a first draft and may not reference all aspects of the Academic Board and sub-committees' work. It is iterative and will become more precise as it is referred to over time.

Schedule of Matters Reserved to the Academic Board

1. The Board of Governors delegates “responsibility for academic governance, management of the quality of learning and teaching, and maintenance of the academic standards of the University” to the Academic Board (Board of Governors, Schedule of Matters Reserved, 7.1).
2. The Academic Board is “responsible for strategic oversight of all academic provision, including the University’s academic standards, direction and regulation.” (Academic Board Terms of Reference, Standing Orders). It is not operational and it does not take operational or funding allocation decisions.
3. The Academic Board has delegated some aspects of its work to its sub-committees (Quality and Standards, Student Experience, and University Research).
4. The purpose of the Schedule of Matters Reserved is to define the decisions that require the Academic Board’s approval, and which decisions are delegated to its sub-committees to streamline the flow of information between meetings.

1.	Academic Standards	Reference	Notes
1.1	**Academic regulations for taught courses	Academic Board ToR QSC ToR	AcBd – approves the academic regulations, associated procedures and addenda annually (QSC to review beforehand).
1.2	**Academic policies	Academic Board ToR Sub-committee ToRs	AcBd – approves new policies and substantive changes to existing policies. Approval of minor changes* to existing policies is delegated to the relevant Executive sponsor.
1.3	Academic procedures that give effect to academic policies	Sub-committee ToRs	Approval of academic procedures is delegated to all 3 sub-committees, excluding the addenda procedures that give effect

			<p>to the academic regulations.</p> <p>Approval of minor changes* to existing procedures is delegated to the relevant Executive sponsor.</p>
1.4	Regulations for research degree courses	<p>AcBd ToR</p> <p>QSC ToR</p> <p>URC ToR</p>	<p>AcBd – approves the academic regulations, associated procedures and addenda annually (QSC to review beforehand)</p> <p>QSC – oversees the framework for quality and standards of research courses</p> <p>URC – oversees PGR environment via regular reports from the Research Board of Study (RBoS)</p> <p>Research Degrees Programme manager and Head of Research Office to represent PGR students' needs by attending both QSC and URC. Research Board of Study (RBoS) to perform, including approving Research Degrees Code of Practice</p>
1.5	Granting of honorary awards and academic titles	<p>AcBd ToR</p> <p>HAJC ToR</p>	<p>AcBd – approves criteria for honorary awards</p> <p>Honorary Awards Joint Committee (HAJC) to approve nominations</p>
1.6	Granting of Emeritus Professorships	AcBd ToR	<p>Deans to recommend, Provost to approve, Provost's EA to keep record, AcBd to note annually</p>

1.7	Teaching standards	AcBd ToR STEX ToR	AcBd - supports development of and approve University-level strategies relating to teaching and learning STEX - monitors staff development processes, which promote good practice in excellent and inclusive learning and teaching, approve annual nominations for Teaching Fellowship Awards Academic Development Steering Group and OD team to perform
2.	Academic Quality		
2.1	Course development, validations, monitoring and module evaluations	AcBd ToR QSC ToR	AcBd - approves the academic regulations and list of awards which the University may validate and confer QSC – oversees of the framework for quality and standards of academic provision, in line with external expectations. It oversees validations, course monitoring processes, and module evaluations processes SASCs, Academic Planning Panel and Course Directors to perform
2.2	Admissions, enrolment, and re-enrolment	AcBd ToR STEX ToR	AcBd - approves the academic regulations and Admissions and Enrolment procedure (QSC to review) STEX – monitors issues with and student support for enrolment and re-

			enrolment, and escalates as appropriate
2.3	Progression, continuation & graduate outcomes	AcBd ToR Sub-committees ToR	AcBd - supports development of and approve University-level strategies relating to teaching and learning and quality enhancement Monitoring of data impacting students' graduate outcomes is delegated to the sub-committees, which ensure that strategic action is taken to respond to concerns, including amendments to policy, procedures and strategy as required
2.4	Assessment of students	AcBd ToR	AcBd – approves the Assessment and Examinations procedure QSC – oversees the assessment & examination environment. Approves relevant procedures, and makes recommendations to AcBd for relevant policies
2.5	External examiners – appointment, termination and oversight of recommendations	AcBd ToR QSC ToR URC ToR	AcBd – oversees appointment and termination of institutional and external examiners other than those appointments delegated to the URC QSC – oversees response to external and internal examiners' annual report recommendations URC – appoints external examiners for annual UoA

			review, AURA review, and REF preparation
2.6	Academic appeals, academic misconduct & student complaints	AcBd ToR QSC ToR URC ToR STEX ToR	AcBd – approves the Assessment and Examinations procedure and addendums, which include regulations on progression, operation of exam boards, and response to academic misconduct (QSC to review beforehand and make recommendation to AcBd) URC – oversees PhD student academic appeals’ processes Research Board of Study (RBoS) to perform and report regularly to URC STEX – oversees student complaints, identifies themes and escalates as appropriate Student Complaints Officer / GovLegal team to perform
2.7	Oversight of quality and standards of academic provision with UK and international collaborative partners	QSC ToR	QSC – oversees the framework for quality and standards of UK and international collaborative arrangements/partnerships SASCs, Academic Planning Panel, and TNE Board to perform
3.	Student engagement & satisfaction		
3.1	Student satisfaction	STEX ToR	STEX – monitors implementation of policies, processes, and actions

		URC ToR	which enhance the broad taught student experience n.b. URC – oversees PGR student satisfaction
3.2	Student engagement	STEX ToR	STEX – oversees the mechanisms for gathering and hearing student feedback and guides the framework for student feedback and engagement across the University Student Services, Student Operations teams and Students Union to perform
4.	Research		
4.1	Research assessment, performance, and strategic oversight of the research environment	AcBd ToR QSC ToR URC ToR	AcBd - approves the academic regulations, associated procedures and addenda annually (QSC to review beforehand). URC – oversees the assessment methodology for quality of research and the strategic development of the research environment RBoS to perform and approve the Research Degrees Code of Practice
4.2	Participation in major research assessment exercises, including the REF	AcBd ToR URC ToR	AcBd – supports promotion of the University’s reputation, including its research URC – oversees participation and performance in major research assessment exercises, in particular the REF and its successors

			Provost to approve REF submission
4.3	Research Ethics	AcBd ToR URC ToR	AcBd – oversees research ethics via annual report from URC URC – monitors issues of research ethics, receives annual report from University Research Ethics Panel (UEP) UEP to perform and Chair of UEP to attend URC
5.	Other		
5.1	**Group Corporate Strategy and the University's reputation	AcBd ToR	AcBd – ensure University level strategies are consonant with the Group Corporate Strateg, monitor progress against academic KPIs, and monitor performance in national surveys and international league tables Sub-committees also monitor the academic KPIs, but do so through their separate lenses and do not oversee them in consonance with the Group Corporate Strategy
5.2	**Academic portfolio and reputation	AcBd ToR Sub-Committee ToRs	AcBd – oversee development of the University's academic offer and support promotion of the University's reputation All 3 sub-committees support promotion of the University's reputation, including its research, teaching, and academic

			offer through effective delivery of their own remits.
5.3	**Provide advice to the Board of Governors or the Executive	AcBd ToR	AcBd – advises the Board of Governors and Executive on academic governance as required, and approves annual Education report to the Board (QSC to review beforehand)
5.4	**Monitor activities of Academic Board’s sub-committees and assure the Board of Governors and Executive of their effectiveness	AcBd ToR	AcBd – cannot delegate Governance team to prepare meeting minutes for sub-committees and minutes’ summaries for AcBd

Note: If there is any conflict between this schedule of matters reserved and LSBU’s Articles of Association, then the Articles shall prevail.

*The relevant Executive Sponsor can approve minor changes to existing policies and procedures on behalf of the Academic Board. Minor changes could include updates to contact details or web addresses, changes to name of the document, changes to language that do not substantially alter the meaning of the document, etc.

**Matter not to be delegated to a committee of the Academic Board. The relevant committee may make a recommendation to the Academic Board. The Academic Board as a whole takes the final decision.

Glossary:

ToR – Terms of reference

AcBd – Academic Board

QSC – Quality & Standards Committee

STEX – Student Experience Committee

URC – University Research Committee

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