

ROYAL HOLLOWAY
University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Wednesday, 30 May 2012 at 3pm in the Management Seminar Room (MX 001)**.

Members are reminded that the items of business in Part B are starred. This means that those items will be taken as read, and approved or noted as appropriate, without discussion, unless any are unstarred by members contacting the Secretary by **midday on Tuesday, 29 May 2012**.

Those papers not attached will be circulated shortly.

AGENDA

FORMAL BUSINESS

1. MEMBERSHIP

- 1.1 To receive a list of members of the Board. AB/12/24
- 1.2 To note that this will be the first meeting for Professor Paul Hogg, who has been appointed Vice-Principal (Research and Enterprise).
- 1.3 To note that this will be the last meeting before the current terms of office expire for the following Representative members:
Professor Vladimir Vovk as Head of Department of Computer Science;
Dr Dave Waltham as Head of Department of Earth Sciences;
Professor Ruediger Schack as Head of Department of Mathematics.
- 1.4 To note that Mr Daniel Lemberger Cooper, Miss Katie Blow and Miss Sarah Honeycombe, demit on 31 July 2012. The new Students' Union sabbatical officers, Mr Doug German, Mr Kenny Aruwa and Mr Jamie Green, who will formally take their place on the Board in 2012/13, have been invited to attend as observers.

2. MINUTES

To confirm the Minutes of the last meeting held on **Wednesday, 7 March 2012 (M 12/001 - M 12/052)**. Attached

3. MATTERS ARISING FROM THE MINUTES

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

4. ACTIONS TAKEN BY THE CHAIR

- 4.1 To note that the Principal, on behalf of the Academic Board, approved the Draft Equality Code of Practice for submission to HEFCE. AB/12/25
- 4.2 To note that the Principal, on behalf of the Academic Board, approved the proposal to confer the Honorary Title of Visiting Professor on Mr Andrew J Clark, from the Information Security Group.

5. UNSTARRING OF ITEMS

To note the unstarred of any Part B items.

6. FORMAL REPORTS

6.1 Principal's Report

To receive a written report from the Principal. AB/12/26

6.2 Reports from the Deputy Principal and the Vice-Principals

To receive oral reports from the Deputy Principal and the Vice-Principals as relevant.

6.3 Report from the Council

To receive the minutes from the Council meeting held on 21 November 2011. AB/12/27

PART A: MAJOR ITEMS OF BUSINESS

7. UPDATE ON THE DEVELOPMENT OF AN ACADEMIC STRATEGY

To receive an oral update on the development of the College's academic strategy from the Deputy Principal.

8. ACADEMIC STRUCTURES WITHIN FACULTIES

8.1 To receive an update on the History and Classics Working Group from the Dean (Faculty of Arts and Social Science). AB/12/28

8.2 To receive a proposal on the formalisation of the Centre for Criminology & Social Studies from the Dean (Faculty of Management and Economics). AB/12/29

9. STUDENT RECRUITMENT

9.1 To consider a report on UG and PG applications received to date for admission in 2012. AB/12/30

9.2 To receive an oral update on the College's admissions policy and related processes, the review of Open Days, and plans for Welcome Week.

10. COLLEGE ASSESSMENT STRATEGY

To receive a report on the proposed College Assessment Strategy from the Vice-Principal (Education). AB/12/31

11. REGULATIONS WORKING GROUP

11.1 To approve changes to the academic regulations for 2012-13. AB/12/32

11.2 To approve the proposed Postgraduate Credit Framework. AB/12/33

12. PENALTIES FOR LATE SUBMISSION

12.1 To approve changes to the College policy on penalties for late submission of coursework. AB/12/34

12.2 To approve a College policy on submission of coursework by the deadline. AB/12/35

13. DIFFERENTIATION OF MASTERS BY RESEARCH AND MRes DEGREES

To receive a report setting out the difference between the Masters by Research degree and the MRes degree from the Vice-Principal (Education). AB/12/36

- 14. CONDUCT OF THE RESEARCH DEGREES VIVA**
- To consider a policy paper on the conduct of the research degrees viva from the Vice-Principal (Education). AB/12/37
- 15. STUDENT ACADEMIC APPEALS AND COMPLAINTS**
- To receive a report on the student academic appeals and complaints in relation to the 2010-11 academic session from the Deputy Head of Academic Development. AB/12/38
- 16. PERIODIC DEPARTMENTAL REVIEW**
- To consider the Periodic Departmental Review report, together with the Action Plan following the Mathematics and Information Security Group Periodic Departmental Review held in November 2011. AB/12/39a
AB/12/39b
- 17. INSTITUTIONAL EMPLOYABILITY STRATEGY**
- To receive a paper on the Institutional Employability Strategy from the Vice-Principal (Students and Staff). AB/12/40
- 18. HONORARY DEGREES**
- To approve recommendations for the conferral of Honorary Degrees in 2013, prior to consideration by the Council at its meeting on 20 June 2012. AB/12/41

PART B: ITEMS FOR REPORT OR FORMAL APPROVAL

- * **19. ANNUAL REVIEW OF UNDERGRADUATE, POSTGRADUATE TAUGHT, AND POSTGRADUATE RESEARCH PROGRAMMES FOR 2010-11**
- To note that the Learning, Teaching and Quality Committee considered the reports of the Faculties' scrutiny of the departmental annual review of undergraduate programmes for 2010-11 at its meeting on 21 March 2012, and of postgraduate taught programmes for 2010-11 at its meeting on 15 May 2012, and that the Research Degrees Programme Committee will consider the reports of the Faculties' scrutiny of the departmental annual review of postgraduate research programmes for 2010-11, at its meeting on 31 May 2012. To receive a summary of the good practice identified. AB/12/42
- * **20. FACULTY BOARDS**
- To receive a combined report from the meetings of the Faculty Boards held in February and May 2012. AB/12/43
- * **21. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**
- 21.1 To approve the proposed changes to the constitutions for the three Faculty Boards. AB/12/44
- 21.2 To approve the revised Staff-Student Committee constitution. AB/12/45
- 21.3 To approve the revised Research Committee Terms of Reference. AB/12/46
- * **22. ACADEMIC BOARD EXECUTIVE COMMITTEE**
- To receive the unconfirmed minutes from the meeting of the Academic Board Executive Committee held on 14 May 2012. AB/12/47

- * **23. ACADEMIC PLANNING COMMITTEE**
To receive the minutes of the meetings of the Academic Planning Committee held on 5 March 2012. AB/12/48
- * **24. DEPARTMENTAL GRANTS GROUP**
To receive the minutes of the meeting of the Departmental Grants Group held on 9 March 2012. AB/12/49
- * **25. RESEARCH COMMITTEE**
To receive the minutes of the meetings of the Research Committee held on 25 January and 28 March 2012. AB/12/50a
AB/12/50b
- * **26. LEARNING, TEACHING AND QUALITY COMMITTEE**
To receive the report from the meetings of the Learning, Teaching and Quality Committee held on 21 March and 15 May 2012. AB/12/51
- * **27. HONORARY TITLES**
 - 27.1 To approve the proposal to confer the Honorary Title of Honorary Research Fellow on Dr Alison Hodge, from the Department of Drama and Theatre. AB/12/52
 - 27.2 To approve the proposal to confer the Honorary Title of Visiting Professor on Professor Ali Ismail Al-Juboury, from the Department of Earth Sciences. AB/12/53
 - 27.3 To note a paper on the conferral of honorary titles and the award of titles to Royal Holloway staff. AB/12/54
- * **28. PUBLICATION**
 - 28.1 To agree which, if any, items require broad dissemination around the College.
 - 28.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.
- * **29. DATES OF NEXT MEETINGS**
Wednesday, 28 November 2012 at 3pm in MX001
Wednesday, 6 March 2013 at 3pm in MX001
Wednesday, 29 May 2013 at 3pm in MX001

*Dr Marina Beck
Deputy Head of Academic Development Services
17 May 2012*