Academic Board

ACTIONS

Action from current meeting

~~Action completed since last meeting~~

Ref	Action	Lead	Due Date
~~23/011~~	~~Invite the Students' Union sabbatical officers elected for the 2023-24 academic year to observe the June Academic Board meeting~~	~~CM~~	~~June AB~~
~~23/018~~	~~Add a discussion item on artificial intelligence tools and academic integrity to the next agenda of Academic Board~~	~~CM~~	~~June AB~~
~~23/039 and 23/053~~	~~Elected member to send detailed queries on the proposed amendments to the College Statutes to Academicboard@rhul.ac.uk~~ ~~Principal to review comments~~	~~SM and JS~~	~~June AB~~
~~23/040~~	~~Update Academic Board on analysis of the responses to the Committee Effectiveness Review~~	~~CM~~	~~June AB~~
~~22/193~~	~~Add Foundation Year Degree to a future agenda of Academic Board~~	~~CM~~	~~End of autumn 2023~~
~~23/061~~	~~Clarify the timeline for the publication of the Emergency Regulations outside the meeting and update the Board in October.~~	~~MH/CM~~	~~October 2023~~
~~23/68~~	~~Circulate the proposed Terms of Reference and membership of the Schools review group~~	~~TB~~	~~October 2023~~
~~23/097~~	~~further update on progress with Assessment Futures should be provided to the 29 November meeting of Academic Board~~	~~MH~~	~~November 2023~~
~~23/101~~	~~Set up working group to scope future developments in AI~~	~~MH~~	~~Summer 2023~~
~~23/109~~	~~Update Academic Board on the implementation of recommendations arising out of the effectiveness review~~	~~CM/AB~~	~~Autumn 2023~~
~~23/118~~	~~Discuss with the University Secretary whether the Committees Handbook, last published in 2015, should be re-introduced~~	~~CM/AB~~	~~October 2023~~
~~23/122~~	~~Inform the Secretariat and Events Manager that AB approve the recommendations in the Honorary Degrees paper~~	~~CM~~	~~June 2023~~
~~23/124~~	~~Advise the Secretariat an the Events Manager that AB recommend references to marital and parental status are removed from appendix 2 of the Honorary Degrees paper as a matter of urgency.~~	~~CM~~	~~June 2023~~
~~23/137~~	~~To hold an information/ drop-in session for academic staff interested in applying for one of the elected member positions~~	~~AB/ CM~~	
~~23/156~~	~~Present Regulatory Addendum for 2023/24 and timeline for review of academic regulations~~	~~MH~~	~~November 2023~~
~~23/159~~	~~Update the timeline of the Emergency Regulations to include the date of the announcement of the Marking and Assessment Boycott and the instruction from the Office for Students issued on 12 June~~	~~MH~~	~~November 2023~~

~~23/177~~	~~To present the terms of reference for an external review of Academic Board~~	~~AB~~	~~November 2023~~
~~23/211~~	~~Provide an update on discussions at AQuASC about degree outcomes in Economics, Electronic Engineering and Geography~~	~~MH~~	~~June 2024~~
~~23/224~~	~~Provide update on implementation of a mark management system and assessment changes as part of Assessment Futures project~~	~~MH~~	~~March 2024~~
~~23/238~~	~~Give further consideration regarding input into the AB governance review a wider pool of staff than those sitting on the Board.~~ ~~Present report and recommendations from external AB governance review~~	~~AB~~ ~~AB~~	~~January 2024~~ ~~March 2024~~
~~23/240~~	~~Present recommendation on additional Honorary Degree to Council for approval~~	~~AB/CM~~	~~November 2024~~
24/24	To note that any discussion of Artificial Intelligence and the sector includes reference to PGR	AB/CM	Will be included as an agenda item in March or June 2025
24/31	~~To include item on June agenda on prioritises emergening from academic governance review and approval of terms of reference for implementation working group~~	~~AB/CM~~	~~June 2024~~
~~24/58~~	~~To receive an update on the processing times referenced in the Admissions Policy~~	~~MF~~	~~June 2024~~
~~23/209, 24/76~~	~~Receive final update on the last year of the current strategic plan (June 2024) – on agenda~~	~~MF/AW~~	~~October 2024~~
~~24/84-85~~	~~Update Costing and Pricing policy to either replace 'man' or insert 'sic' against the Frascati definition of research quoted in the policy - completed~~	~~RL~~	~~Summer 2024~~
~~24/154~~	~~Update on non-submission of External Examiner report 2022-23 for Clinical Psychology – Uni Sec provided verbal update~~	~~MH~~	~~Autumn 2024~~
~~24/160~~	~~Add agenda item on strategic vision for London campus and enhancing the student experience for students based there~~	~~AB/CM~~	~~During 24-25~~
~~24/203~~	~~Correct Daniel Elphick's title to Dr in the 4 July Minutes~~	~~CM~~	~~December 2024~~
~~24/218~~	~~Add cataylsts lessons learned paper to December meeting agenda~~	~~CM~~	~~December~~
22/227	Add Agenda Item in March 2025 for NSS Action Plan update	CM	March 2025

ACADEMIC BOARD

Wednesday 16 October 2024

2pm

Wettons B (in person) or MS Teams (online) [hybrid]

Min. 24/196-24/272

Minutes

Present:	Prof J Sanders (Chair), Prof T Bhamra, Prof M Fellowes, Prof W Morgan, Prof A Gupta, Prof R Mock, Prof G Pieri, Prof C Tsinopoulos, Prof K Dodds, Prof C Frost, Dr R Priest, Prof S Wright, Prof C Kremmydas, Prof A Roberts, Prof J Parker-Starbuck, Dr N Hall, Prof S Rose, Prof D Anderberg, Prof R Barn, Dr K Smets, Prof S Hosany, Prof S Sian, Dr C Tsai, Prof T Wainwright, Dr P Wu, Prof J McEvoy, Dr C Manning, Prof S Blockley, Prof A Palombi, Prof H Zagefka,	Prof C Matos, Dr S Alty, Prof E Coles-Kemp, Prof S Gibson, Prof I Moffatt, Dr M Bentley, Prof R D'Alton-Harrison, Dr S Dissanayeke, Dr M Ribary, Dr C Paltrinieri, Prof P Meeson, Prof S Shah, Ms S Sivarajah, Ms M Gray, Ms O Davies, Ms B Asqalan, Dr D Brown, Dr V Greenaway, Prof M Humphreys, Prof R Livesey, Prof D Watling.
Secretary:	Mr A M Boggs	
In attendance:	Dr N Barratt, Mr S Kendrick, Mr S McAuliffe, Dr N Rata, Ms A Wallis, Ms Alice Wilby (Independent consultant)	Miss C Munton (Clerk)
Apologies:	Prof M Humphreys, Dr J Murdoch, Dr S Nield, Prof M Tsakiris	
Trade Union Observers:	Mr A Alway , Dr Daniel Elphick	

1. **Welcome and Apologies**

New members were welcomed as follows:

Professor Chris Frost as the new Executive Dean for Engineering, Physical and Mathematical Sciences. 24/196

Professor Sarah Wright as Head of Departent (HoD) of Languages, Literatures and Cultures (LLC), Dr Rob Priest as HoD of History, Professor Jen Parker-Starbuck as HoD of Drama, Theatre and Dance, Dr Christina Manning as HoD of Earth Sciences, Professor Simon Blockley as HoD of Geography, Dr Kaat Smets as acting HoD of Politics, International Relations and Philosophy (PIRP) and Professor Suki Sian as HoD of Accounting and Financial Management. 24/197

Sharanya Sivarajah in her new role as President of the Students' Union. Madelaine Gray as Vice President (VP) Education, Olivia Davies as VP Wellbeing and Diversity and Bana Asaqalan as VP Societies and Sport. 24/198

Professor Manos Tsakiris as a newly elected member of Council. 24/199

Professor Phil Meeson as a newly elected member of Academic Board. 24/200

The University Secretary REPORTED that Dr Alfie Bown has left the university, creating one vacancy in the elected members category. An election will be held in due course. 24/201

Apologies are noted in the section above. 24/202

2. **Minutes of the previous meeting**

The Minutes of the meetings held on 5 June 2024 and 4 July 2024 were APPROVED. It was noted that Daniel Elphick's title should be corrected from Mr to Dr in the June minutes. 24/203

3. **Matters arising**

The Board NOTED the following actions had been completed since the last meeting: 24/204

24/84-85	Update Costing and Pricing policy to either replace 'man' or insert 'sic' against the Frascati definition of research quoted in the policy. **The policy was AMENDED to read "Research and experimental development (R&D) comprise creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge. "**	RL
24/154	Update on non-submission of External Examiner report 2022/23 for Clinical Psychology. **The University Secretary REPORTED that despite additional follow up emails, the External Examiner report had not yet been submitted. The University had, however, received verbal assurance that there were no issues of concern on this course and the Chief External Examiner for Life Sciences and the Environment had been asked to affirm standards in their annual report.**	MH
24/160	Add agenda item on strategic vision for London campus and enhancing the student experience for students based there. **The University Secretary REPORTED this would be listed as an agenda item at the 4 December 2024 meeting.**	TB/AB

The Board RECEIVED an update on the following actions: 24/205

23/09	Receive final update on the last year of 3 year strategic plan **Discussed under item 10.**	TB
23/174-175 and 24/78	Update on review of creation of Schools **Discussed under item 15.**	MF

24/193	Update on extenuating circumstances policy implementation **The Pro-Vice-Chancellor (Education and Student Experience) REPORTED that the Students' Union were working on a communication plan for informing students about the agreed process for 2024/25. A working group will review the Extenuating Circumstances policy and process during 2024/25, taking into consideration practice elsewhere in the sector, and will report back to Academic Board in June 2025.**	WM
24/24	Add agenda item on Artificial Intelligence in HE and ensure any discussion of this includes reference to PGR **The University Secretary REPORTED this would be included as agenda item in March or June 2025.**	AB

4. **Actions taken by the Chair**

No actions were taken by the Chair.

5. **Unstarring of items**

The following papers were unstarred- 24/206

- Item 18, paper AB/24/66 Entry Grades 2025/26
- Item 20, paper AB/24/68 Minutes from the Assessment, Quality and Standards Committee

Formal Reports

6. **Vice-Chancellor and Principal's Report**

Paper AB/24/53 Vice-Chancellor and Principal's Report was RECEIVED. 24/207

Highlights included –

- The achievements recorded in the Celebrating Success section, including recent grant success; 24/208
- Reflections on reputations and rankings, including the outcome of the recent Knowledge Exchange Framework evaluation, which had also been the focus of an extended discussion at Executive Board;
- Thanks for contributions and engagement with the RH2030s Strategy launch;
- Signing of the Civic University agreement and the need to work on making this tangible with partners;
- Senior Leadership Team updates including longlisting for a Pro-Vice-Chancellor (Education and Student Experience).

7. **Regulatory and Legislative update**

Paper AB/24/54 Regulatory and Legislative update was RECEIVED. 24/209

Paper AB/24/55 Freedom of Speech Code of Practice was RECEIVED. 24/210

The University Secretary REPORTED that the new government had suspended further implementation of the Higher Education (Freedom of Speech) Act (2023) pending consideration of the implications of the legislation. As a result sections 3 and 6 of the Code had been removed. It was confirmed, in response to a question from the Head of Biological Sciences, that all universities will have removed similar sections, taking out reference to the Act and an Office for Students' Complaints procedure. 24/211

8. Report from the Students' Union President

The Board RECEIVED paper AB/24/56 Report from the Students' Union President. 24/212

Highlights included – 24/213

- Setting out the nine priorities for the sabbatical officers in 2024/25 and the key supporting campaigns currently underway;
- The new Students' Union Strategy 2024-27, setting out the four main aims of building communities for all students, building stronger student voice and representation, providing inclusive activity and spaces and providing advice and advocating for students;
- SU Policy Inquiry into commuter students;
- A large proportion of queries received at the SU Advice Centre relate to students seeking support with Academic Misconduct cases, especially allegations of commissioning;

The Chair REPORTED that students, including the SU President and Vice President Education, are actively involved in the recruitment process for the permanent Pro-Vice-Chancellor Education and Student Experience. 24/214

9. Report from the Council

The Board RECEIVED papers AB/24/57a and AB/24/57b, the minutes from the Council meetings held on 16 May and 9 July 2024. 24/215

10. Strategy Discussion

Strategic Projects Update

The Board RECEIVED paper AB/24/58, closing the 3-year strategic plan. 24/216

The Provost REPORTED that the paper gives overview of achievements, a reminder of the pillars and a selection of the success stories. Professor Bhamra noted that one of the most important things in the report is the lessons learned, especially noting that capacity is finite, and strategic activities need to be prioritised, the need to be clear about the strategic goals the institution is trying to achieve in individual projects and the need to have clarity over the overall governance approach to managing projects. The report lists a few key areas of activity that are continuing and feed into the new strategy along with those coming to an end and moving into the implementation phase. 24/217

The Associate Pro-Vice-Chancellor (Research and Innovation) advised that a catalysts 'lessons learned' paper would be presented at December's meeting. 24/218

The Board RECEIVED paper AB/24/59 Performance Indicators – RH2030s 24/219

The Pro-Vice-Chancellor (Academic Planning, Strategy and Resources) noted the commitment to the lessons learned and ensuring that change is prioritised and appropriately resourced. The Director of Strategic Planning advised that the Strategic Performance Indicators were closely aligned with the three Strategic Action Plans and would be reviewed against the university's risk register to understand the tensions, avoid duplication and help with the prioritisation before being finalised. 24/220

The Chair highlighted that the work undertaken on the previous People Strategy has been retained and will inform the People, Culture, and Inclusion Strategic Enabler and those involved in this area have been mindful to avoid duplicating multiple sets of Key Performance Indicators. 24/221

A member of the Board asked for further information about resourcing initiatives to close the awarding gap. It was noted that the People and Culture pulse survey suggests an increase in reports of increased workload and incidents of bullying and harassment. The Chair advised that the People, Culture and Inclusion Strategic Enabler will actively work to address issues raised. The Chair also stressed the importance of unpacking the data on bullying and harassment to fully understand the behaviours and concerns before targeted interventions can be implemented. Workload issues were being looked at through the workstreams of the Education and Student Experience Action Plan, including simplification of processes and streamlining meetings and committees. The Associate Pro-Vice-Chancellor (Inclusive Learning and Teaching) advised that addressing the awarding gap is a KPI in the Education and Student Experience Strategic Action and the work is being resourced at a leadership level through buyout for her APVC role, the new Head of Access and Student Success role has clear alignment in the job description for implementation of the APP and there is a budget allocated for the inventions in the APP. 24/222

Major items of business

11. Student Recruitment

The Pro-Vice-Chancellor (Academic Strategy, Planning and Resources) PROVIDED a verbal update on applications for 2025/26, noting that the university receives the majority of its undergraduate applications after the October Oxbridge deadline and it was therefore difficult to draw any conclusions at this point. He summarised the initiatives underway to boost student recruitment in an increasingly competitive environment. 24/223

Work has been undertaken and is ongoing to prevent application processing delays, including additional temporary resource in the Admissions team. Departments will be be consulted to eliminate any other decision-making bottlenecks. Ensuring systems are fit for purpose, to consider market position, and ensure our courses are addressing market demand with respect of title and content are also in scope for consideration. 24/224

It was noted that Schools would benefit from additional marketing insights from central services. 24/225

12. **National Student Survey**

The Board RECEIVED paper AB/24/60 National Student Survey Results 2024. 24/226

The Pro-Vice-Chancellor (Education) REPORTED that although Royal Holloway had performed better overall than last year, the university remains mid-table. Challenge meetings with each School were held in September to discuss the success of measures implemented last year and to agree action plans for the coming year. The meetings revealed that a number of departments are implementing local solutions to issues such as supporting commuter students and joint honours students, which is creating inconsistencies in student experience and additional work for colleagues. Professor Morgan advised there needs to be greater focus on working together to resolve institution-wide concerns and improve consistency, noting that there is a significant impact on the survey results of even small numbers of students reporting a poor experience. Regular check-in meetings are taking place with the Schools, and Academic Board would receive a further update in spring 2025. Planning was already underway for the 2025 survey. 24/227

In response to questions from Board members about initiatives that are working well and why the university has taken longer to recover from the impact of the pandemic than other institutions, Professor Morgan advised that initiatives that are working well include greater efforts to foster cohort identity and sense of belonging post pandemic and reinstating peer observation. The challenge meetings provided an opportunity for departments to share good practice. He further noted that some subject areas had seen rapid growth and there is currently planning around how to support to large numbers of students and enable them to feel part of a learning community, noting the correlation between feeling part of a community and feeling confident in accessing both learning and support resources and a positive student experience. 24/228

24/229

The Board agreed that the institution also needs to be better at communicating successes, noting it is empowering for students to know that their feedback has made a positive impact.

13. **TEF update**

The Board RECEIVED paper AB/24/61 update to TEF dashboard and underlying data set. 24/230

The Pro-Vice-Chancellor (Education) REPORTED that the next TEF submission is in 2027. Ahead of this submission the university receives an annual update on performance against the metrics. The university is on an upward trajectory, although is below benchmark against similar institutions on teaching quality and student voice. Progression and continuity and completion were slipping slightly against the benchmark and would be monitored. Professor Morgan emphasised the importance of explaining institutional success stories in the narrative that underpins the data and engaging with initiatives such as the portfolio review to the university's ability to retain TEF Silver or indeed achieve TEF Gold. 24/231

24/232

The Associate Pro-Vice-Chancellor (Inclusive Learning and Teaching) reminded the Board that the university is already in the next TEF cycle and needs to be showing the impact of initiatives referenced in the last TEF as well as preparing for the 2027 submission. She advised that the TEF is the university's best marker of inclusive education and whether it is delivering on this.

A Board member reported on the importance of ensuring the data in papers such as this is properly explained as not all members are familiar with the terminology used and doing so would support wider institutional buy in. 24/233

14. **Access and Participation Plan**

The Board RECEIVED paper AB/24/62 Access and Participation Plan. 24/234

Alice Wilby, independent consultant, REPORTED that the plan had been submitted to the Office for Students and noted her thanks to those who contributed, including the Students' Union who provided a submission alongside the institutional submission. If approved the plan will start from the 2025/26 academic year. 24/235

The target areas in the plan are focussed on access and success, especially attainment and gaps between black and white students and IMD quintiles 1 and 5. Five intervention strategies have been developed to support the target areas. 24/236

There is a larger focus on evaluation in the new plan compared to previous plans. The Board will receive progress reports on the success of the interventions, although it will take approximately two years to provide robust data. 24/237

The institution will continue to be measured against the targets in the current plan and is on track or ahead in all except access for students in polar quintile 1 and the awarding gap between black and white students. There is overlap between the old and new plan and therefore many initiatives will be taken forward, however, access for students from polar quintile 1 has been dropped because it is not a good measure of deprivation in the south east area. There is a more robust plan in place in the new APP for addressing the awarding gap between black and white students and IMD quintile 1 and 5 students. 24/238

In response to a question on intervention strategy 3, it was confirmed that the Languages for All programme referenced is a different programme to the Languages for All course offered by the Department of Languages, Literatures and Cultures. 24/239

Secretary's note: The APP Languages For All (LFA) activity is a multi-year collaborative partnership with the Reach Foundation. LFA aims to increase the number of students taking languages at A-level in our local state schools and at university. The LFA programme works with pupils from Y11-Y13 across local schools in Hounslow offering language tuition, enrichment activities, and trips to RHUL.

The Head of Biological Sciences noted that looking at the TEF results, the university is significantly above benchmark in the self-reported academic support of black students. Ms Wilby considered this might be because the TEF metric is benchmarked and the awarding gap is a sector wide problem and therefore the university might be performing better than the sector. Alternatively, it could be that students tend respond positively in surveys if their expectations are met and expectations vary between students who are and are not first in family to attend university. 24/240

The Board asked which students are captured in the two ethnic categories in the target groups on page 15. It was confirmed that the university is bound by the OfS framework and therefore the categories used reflect OfS language, criteria in the HESA return and also language that students used to describe their ethnicity. The university also conducts further analysis of the split demographics. 24/241

15. **Academic Restructuring.**

The Board RECEIVED paper AB/24/63 Report from the Academic Restructuring Review Group. 24/242

The Pro-Vice-Chancellor (Academic Strategy, Planning and Resources), Chair of the Review Group, thanked the members of the working group, those who contributed to the questionnaire and workshops and. He PROVIDED an overview of the process, conclusions and recommendations. 24/243

The group determined that objectives 1-3 of the restructuring around ensuring effective decision making and local autonomy, bringing together cognate disciplines to ensure effective course development and enabling academic disciplines to be more effective in institutional decision making had not been fully met with the reasons for this set out in detail in the report. Objective 6 to reduce the net cost of the Executive team had not been met. 24/244

Professor Fellowes drew attention to the questionnaire results which show the significant variation across the different Schools. 24/245

Workshop attendees suggested drafting a set of principles around which Schools should operate, which Board members were asked to reflected on as a possible solution. 24/246

It was confirmed, in response to a question from a Board member, that a review of objectives 4 and 5 relating to academic administration in professional services, were not within the remit of the review group. The Executive Director of Student Journey advised there was some Professional Services voice in the group's work via the School Managers. The planning round had started discussions about the most efficient way of delivering professional services to support academic endeavour and students. A Student Services Delivery Group were reflecting on some of these themes, whilst others would be picked up in the Strategic Action Plans. This work would bring the strands together and link back to objectives 4 and 5. 24/247

A Board member asked how colleagues were selected to complete the questionnaire and attend the workshop. It was confirmed that Academic members of staff and School Managers who had insight into how the organisation works to understand what was and wasn't working were asked to complete the questionnaire. There was a 70% survey response rate with good representation of responses across the Schools. Executive Deans were asked to recommend colleagues for the workshop. It was felt there was a diverse membership in the room and the feedback was robust. 24/248

In response to points raised by the Heads of Information Security and Geography about using the word duplication, Professor Fellowes confirmed the aim is to achieve greater clarity about roles at Department and School level, prevent significant overlap in responsibilities and ensure roles are working together. It was noted that the disciplinary differences were greater in those Schools with science-based disciplines. The questionnaire revealed some Schools had also created additional roles beyond the original design and members noted it would be interesting to reflect on the reasons for this. 24/249

In response to a comment about providing better institutional structures to promote research collaboration between Schools, the Associate Pro-Vice-Chancellor (Research and Innovation) advised she would work with the School Vice Deans (Research and Knowledge Exchange) on creating more events such as interdisciplinary sand pits. 24/250

It was confirmed that the survey did not include the technicians and their role in Schools should be reflected on in the next steps. 24/251

The Executive Dean of Performing and Digital Arts responded to free text comments made in the questionnaire about the positioning of the Foundation Year, noting that the Foundation Year have been part of the School for over a year and a lot of work has taken place to integrate them into the School. Over the next year the team would begin further 24/252 engagement with wider university stakeholders in networks, connections and collaboration.

The Associate Pro-Vice-Chancellor (Research and Innovation) noted that there was no appetite in the workshop discussions for further significant restructuring and the focus should be on making improvements. 24/253

The Board AGREED to move forward with recommendations 1-3 outlined in the report, under the overall leadership of the Provost. Academic Board would receive a full progress update in October 2025. It was noted that the questionnaire could be re-run to assess the extent to which any changes implemented have worked. 24/254

16. Annual Report of Academic Board

The Board RECEIVED and APPROVED paper AB/24/64 Annual Report of Academic Board. 24/255

The report would be remitted to the next meeting of Council. 24/256

17. Nominations to Committees

The Board RECEIVED and APPROVED paper AB/24/65 nominations to Statute 9 and Student Discipline Committees. 24/257

It was NOTED that Professor Satya Shah is both an elected member of Academic Board and a panel member on the Student Discipline and Complaints Committee. 24/258

Items for formal approval

18. Item unstarred.

Paper AB/24/66 UG Offer Grades for 2025 was RECEIVED. The paper was unstarred at the request of two members. 24/259

An elected member asked about the impact of changing entry tariffs during Clearing. In response, the Pro-Vice-Chancellor (Academic Planning, Strategy and Resources) advised that entry tariffs count in some league tables but sometimes difficult decisions have to be taken on tariff vs resource. Professor Fellowes noted that setting entry tariffs is a complex task involving several variables, but the longer-term vision is to narrow the gap between the grades advertised and the actual grades accepted. 24/260

The Head of Music noted that he had not been consulted about the entry grades ahead of them being presented to Academic Board and he was concerned about a change to the subject specific requirements that his department considered would be detrimental to recruitment. Professor Fellowes apologised for the lack of consultation with Heads of Department, noting discussions are underway on 2026/27 entry requirements and Heads of Department will be involved. He confirmed that Admissions would amend the paper to remove the subject specific requirement for Music. 24/261

The Head of Physics observed that entry grades for the Foundation Year were not listed in the paper. It was noted that this was unfortunately an oversight and Professor Fellowes asked that this point is raised in discussions about 2026/27 entry grades. 24/262

The Board APPROVED the entry grades subject to the above correction. 24/263

The Chair noted that items for approval will not be marked as starred in future. 24/264

19. ***University Education Committee**

Paper AB/24/67 University Education Committee minutes 2 October 2024 were RECEIVED. 24/265

20. ***Assessment, Quality Assurance and Standards Committee**

Item unstarred.

Paper AB/24/68 Assessment, Quality Assurance and Standards Committee minutes 13 May 2024 were RECEIVED. 24/266

A question was raised regarding the minuting of reasons contributing to late return of feedback and student work. The Pro-Vice-Chancellor (Education and Student Experience) confirmed that the university was looking at structures, for example thinking about assessments structures, simplification, sharing teaching, course design which will help academics manage workload and enhance the student experience. 24/267

A question was raised regarding a minute on training of hourly paid teaching staff (HPTs). The Associate Pro-Vice-Chancellor (Inclusive Learning and Teaching) note the discussion at AQUASC arose from an area of concern identified in a recent OfS Regulatory Inspections report, and the importance of there being a University understanding of its use of HPTs. The Associate Pro-Vice-Chancellor (Postgraduate Research) added that many HPTs are PGR students and she has been working on a number of initiatives in this area, including a possible graduate teaching assistantship model and some teaching principles to help with providing role clarity for HPTs. 24/268

21. ***Doctoral School Committee**

No meetings had taken place since the June Academic Board meeting. The minutes from the meeting scheduled for 5 November would be circulated with the 4 December papers. 24/269

22. **Research and Knowledge Exchange Committee**

Paper AB/24/69 Research and Knowledge Exchange Committee minutes 16 September 2024 were RECEIVED. 24/270

Other Matters

23. **Any other business**

None. 24/271

24. **Date of next meeting**

Wednesday 4 December at 2pm, Wettons B 24/272

Dates of the remaining meetings in 2024-25 are confirmed as

- Wednesday 19 March 2025 at 2pm, Wettons B
- Wednesday 4 June 2025 at 2pm, venue tbc