

ACADEMIC BOARD
Standing Orders (November 2023)

1. **Function of the Academic Board**

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

- (a) general issues relating to the research, scholarship, teaching and courses at the University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies;
- (b) considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor & Principal and the Board of Governors thereon; and
- (c) advising on such other matters as the Board of Governors or the Vice-Chancellor & Principal may refer to the Academic Board

2. **Membership of the Academic Board**

The Academic Board shall consist of:

- (i) The Vice-Chancellor & Principal (Chair of the Academic Board)
- (ii) Nine ex-officio staff appointed by the Vice-Chancellor & Principal:
 - University Secretary and Registrar
 - Pro-Vice-Chancellor (Access, Participation and Student Experience)
 - Pro-Vice-Chancellor (Learning, Teaching and Digital)
 - Executive Deans and Directors of School
 - Executive Director of FE Quality Enhancement (or equivalent)
 - FE Principal
 - Director of Inclusive Education and Quality Enhancement
- (iii) Three Universal Teaching Staff Representatives
- (iv) One Universal Support Staff Representative
- (v) A full-time sabbatical officer from the Guild of Students
- (vi) Two Universal Student Representatives

(Total 18)

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

3. **Absence of Chair**

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

4. **Frequency of Meetings**

The Board shall hold a meeting at least once in every University term and such other meetings as may be necessary for the efficient discharge of its functions. The date of each meeting shall be fixed, whenever possible, at the first meeting in each Academic Year.

Additional meetings may be called by:

- (a) The Vice-Chancellor & Principal
- (b) a decision of the Board at any of its meetings, or
- (c) by at least 8 of the members of the Board.

The Vice-Chancellor & Principal has the right to veto meetings called under (c) provided that all refusals of meetings are automatically reported to the Corporation and an explanation given.

5. **Convening of Meetings**

At least five working days reminder notice of a meeting of the Board shall be given or sent, in writing, to all members of the Board.

6. **Agenda**

All proposed matters to be discussed by the Board shall be notified to the Head of Information Services and Academic Registry, in writing, at least ten working days before the date of the meeting at which they are to be discussed.

An Agenda, with supporting documentation as appropriate, shall be determined by the Vice-Chancellor & Principal and circulated in accordance with paragraph 5 with sufficient copies for staff and students' notice boards. The Agenda of the Board meeting shall be based on:

- (a) Minutes of the previous meeting
- (b) Matters arising
- (c) Formal business including committee reports
- (d) Other items for discussion proposed by members
- (e) Nomination of Staff Member of the Corporation (as required)
- (f) Any Other Business

7. **Quorum**

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

8. **Voting**

- (a) Any question put to the vote at a meeting of the Board shall be determined by a majority of the members present. Where there is an equal division of votes, the Chair of the meeting may exercise a second and casting vote. In the event of equality of votes and the Chair not exercising his rights to a casting vote, a motion shall fall.
- (b) Voting on a motion will ordinarily be by show of hands but may be by a secret ballot at the discretion of the Chair.

9. **Committees of the Academic Board**

In accordance with paragraph 3(4) of the Articles of Government, the Academic Board may establish such committees as it considers necessary to enable it to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor & Principal and Corporation. Where appropriate, these committees have delegated authority to make decisions on behalf of Academic Board. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board.

10. **Minutes**

The names of the members present at a meeting of the Board shall be recorded in the minutes of the meeting.

Full, unapproved, minutes shall be circulated to all members within two weeks of the meeting date.

11. **Motions and Amendments**

The motion or amendment shall not be discussed unless it has been proposed and seconded. A proposer may withdraw a motion or amendment with the consent of the seconder and with the consent of the meeting and once withdrawn all discussion on it shall cease.

The discussion of any item under 'Any Other Business' shall be at the discretion of the Chair.

12. **Attendance of Non-members**

The attendance at Academic Board meetings of any person who is not a member shall only be with the approval of at least 8 of the members of the Academic Board. A guest shall not have the right to vote.

13. **Clerk**

The Head of Information Services and Academic Registry (or in his/her absence a person approved by the Chair) will be the Clerk to the Board shall attend all meetings and shall keep a record of the proceedings.

14. **Suspension of Standing Orders**

Any or all of the Standing Orders may be suspended for such time as the Academic Board may determine by a minimum of 8 members present and voting.

15. **Changes to Standing Orders**

Proposed changes to the Standing Orders must be referred to the Vice-Chancellor & Principal and Corporation for consideration and approval.

BOARDS OF STUDIES (Higher Education)

1. Functions of the Committee

- (i) To receive reports regarding any key issues arising from Subject Boards.
- (ii) To discuss and comment upon matters which affect whole areas of study and assessment at different levels.
- (iii) To advise the Academic Board on issues of continuity and progression.
- (iv) To report to Academic Board on the academic progress of the University's programmes.
- (v) To engage students in the development and enhancement of academic provision and standards
- (vi) To consider any other issues which may be raised to the Academic Board.
- (vii) To consider any cross-institutional non-academic matters affecting students.
- (viii) To highlight and escalate student queries and requests and to respond in a timely and effective manner

2. Membership

- (i) The Pro-Vice Chancellor (Learning, Teaching and Digital), who shall chair the meetings
- (ii) The Pro-Vice-Chancellor (Access, Participation and Student Experience)
- (iii) A nominee from the Estates Department
- (iv) Executive Deans and Directors of Schools
- (v) The Director of Inclusive Education and Quality Enhancement
- (vi) Any other relevant Heads of Department or Deputy Deans
- (vii) The Higher Education Lead or Director of Student Employability
- (viii) A student representative from each subject board for which the Board of Studies is responsible
- (ix) A full-time sabbatical officer from the Guild of Students
- (x) A nominee from the IT Department

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

3. Frequency

A minimum of two meetings in each Academic Year.

4. Quorum

Seven members.

BOARDS OF STUDIES (Further Education)

1. Functions of the Committee

- (i) To receive reports regarding any key issues arising from Subject Boards.
- (ii) To discuss and comment upon matters which affect whole areas of study and assessment at different levels.
- (iii) To advise the Academic Board on issues of continuity and progression.
- (iv) To report to Academic Board on the academic progress of the University's programmes.
- (v) To engage students in the development and enhancement of academic provision and standards
- (vi) To consider any other issues which may be raised to the Academic Board.
- (vii) To consider any cross-institutional non-academic matters affecting students.

2. Membership

- (i) The FE Principal, who shall chair the meetings
- (ii) The Pro-Vice-Chancellor (Access, Participation and Student Experience)
- (iii) The Executive Dean for Engineering, Digital and Sustainable Construction
- (iv) A nominee from the Estates Department
- (v) Executive Director of FE Quality
- (vi) Any other relevant Heads of Department or subject leads
- (vii) The Further Education Lead or Director of Student Employability
- (vii) A student representative from each subject board for which the Board of Studies is responsible
- (ix) A full-time sabbatical officer from the Guild of Students
- (x) A nominee from the IT Department

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

3. Frequency

A minimum of two meetings in each Academic Year.

4. Quorum

Seven members.

ACCESS, PARTICIPATION AND EQUAL OPPORTUNITIES COMMITTEE

1. Functions of the Committee

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

2. Membership

- (i) The Pro-Vice-Chancellor (Access, Participation and Student Experience), who shall chair the meetings.
- (ii) The Pro-Vice-Chancellor (Learning, Teaching and Digital)
- (iii) The Director of Inclusive Education and Quality Enhancement
- (iv) The Director of Marketing and Admissions (or nominee)
- (v) Two Teaching Staff representatives nominated by the Chair
- (vi) Deputy Deans (Teaching, Learning and Digital)
- (vii) The Head of Disability Services
- (viii) The Data Analyst
- (ix) One representative from Human Resources
- (x) One support staff representative nominated by the Chair
- (xi) Two students nominated by the Guild of Students

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

3. Frequency of Meetings

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

4. Quorum

Six members.

THE ACADEMIC QUALITY, STANDARDS AND ENHANCEMENT COMMITTEE

1. **Functions of the Committee**

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

2. **Membership**

- (i) The Pro-Vice-Chancellor (Learning, Teaching and Digital), who shall Chair the meetings
- (ii) The Pro-Vice-Chancellor (Access and Widening Participation)
- (iii) The Director of Inclusive Education and Quality Enhancement
- (iv) The Executive Director of FE Quality
- (v) The Head of Information Services and Academic Registry
- (vi) Executive Deans or Directors of Schools or designated nominees
- (vii) Deputy Deans (Teaching, Learning and Digital)
- (viii) Deputy Deans (Quality Assurance and Enhancement)
- (ix) Relevant Heads of Department by invitation
- (x) A student nominated by the Guild of Students

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

3. **Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

4. **Quorum**

Eight members.

VALIDATION AND APPROVALS COMMITTEE

1. **Functions of the Committee**

- (i) To consider proposals for the introduction/renewal/modification of academic programmes of study, with powers to approve these in the case of UCB awards and make recommendations to other awarding bodies as appropriate.
- (ii) To consider applications by other institutions for collaboration with the University and to recognise programmes of study.
- (iii) To report to Academic Board on matters relating to the validation, re-validation and franchise of the University's programmes and the recognition of programmes from other institutions.
- (iv) To consider any other issues which may be raised by the Academic Board.

2. **Membership**

- (i) The Pro-Vice-Chancellor (Learning, Teaching and Digital), who shall chair the meetings.
- (ii) The Pro-Vice-Chancellor (Access, Participation and Student Experience)
- (iii) The Higher Education Lead or Director of Student Employability
- (iv) The Director of Inclusive Education and Quality Enhancement
- (v) An Executive Dean or Director who is not from the School concerned
- (vi) A student nominated by the Guild of Students
- (vii) A representative from the Marketing and Admissions Department
- (viii) A Deputy Dean for Quality Assurance and Enhancement
- (ix) A Deputy Dean for Teaching, Learning and Digital
- (x) External representation, where appropriate.
- (xi) The Head of Information Services and Academic Registry
- (xii) For University of Warwick awards, a representative from UoW authorised by the Joint Accreditation Board.
- (xii) The Director of International Recruitment and Partnerships, where appropriate.
- (xiv) The Director of Apprenticeships, where appropriate.

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

3. **Frequency of Meetings**

The Committee shall meet as necessary for the efficient discharge of its functions.

4. **Quorum**

Seven Members, but with at least one Deputy Dean for Quality Assurance and Enhancement.

ASSESSMENT APPEAL COMMITTEE

1. **Functions of the Committee**

(i) To consider and determine appeals against the decisions by a Board of Examiners that a student has failed to meet the minimum requirements to continue on his/her programme of study.

(ii) To consider and determine appeals against assessment or Examination Board decisions.

2. **Membership**

(a)

i) An Executive Dean, but not from the School concerned, who shall Chair the Committee

ii) A Deputy Dean, but not from the School concerned.

iii) The Head of Information Services and Academic Registry

iv) The Committee may co-opt a fourth member if it recognises that the meeting would benefit from a person with a particular specialism.

(b) No person will be allowed to be a member of the Committee, who has been involved in the original assessment decision or has any significant acquaintance with the student concerned.

(c) No member of the University shall be allowed to sit on the Committee where matters concerning their own subject area are to be considered.

(d) No Committee shall include more than one member who is inexperienced in the hearing of appeals.

(e) In the absence of the Chair (due to extraordinary circumstances) the Committee may appoint from amongst its number a Chair for the meeting.

3. **Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

4. **Quorum**

Three members of the Committee.

ACADEMIC REGULATIONS COMMITTEE

1. **Functions of the Committee**

- (i) To review and revise regulations in line with national developments and university experience.
- (ii) To provide a framework for the systematic review of the University's academic regulations on an ongoing basis.
- (iii) To approve the introduction of new regulations.
- (iv) To monitor the application of regulations and ensure their consistent use.
- (v) To approve qualifications for fitness to practise.

2. **Membership**

- (i) The Pro-Vice-Chancellor (Learning, Teaching and Digital), who shall chair the meetings
- (ii) Executive Deans
- (iii) A student nominated by the Guild of Students
- (iv) The Head of Information Services and Academic Registry or equivalent
- (v) The Director of Inclusive Education and Quality Enhancement
- (vi) Deputy Deans (Quality Assurance and Enhancement)

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

The Committee may, from time to time, invite guests to attend meetings to provide it with detailed and expert advice.

3. **Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions. Typically, this may be twice a year.

4. **Quorum**

Five Members.

BOARDS OF EXAMINERS

There will be an Internal and External Board of Examiners for each programme of study leading to an award.

1. Functions of the Boards

- (i) To consider the performance of individual students in assessment.
- (ii) To make decisions concerning student progress within a programme of study.
- (iii) To make decisions concerning student achievement at the end of their programme.
- (iv) To make UCB awards to students or recommend to awarding bodies the eligibility of students for particular awards and grading as appropriate.
- (v) To report to Academic Board on matters of student progress and achievement.

2. Membership

- (i) The Executive Dean of the School concerned, who shall chair the meetings.
- (ii) The relevant Head of Department and module leader (or nominee)
- (iii) The relevant External Examiner (or equivalent)
- (iv) One Examinations Officer (or equivalent).
- (v) One other representative from the Academic Registry.
- (vi) Two representatives of University of Warwick, as appointed by the Joint Accreditation Board. (For External Exam Boards for University of Warwick awards)

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

3. Frequency of Meetings

The Committee shall meet as often as may be necessary for the efficient discharge of its functions.

4. Quorum

For all Boards of Examiners, a quorum will comprise: The Chair, a representative for each module of study being considered, a representative from the Examinations Unit and a representative from the Academic Registry. In addition, for External Boards of Examiners, the relevant External Examiner and at least 1 representative of University of Warwick, as appointed by the Joint Accreditation Board is required for a quorum.

APPRENTICESHIP MANAGEMENT COMMITTEE

1. Function of the Committee

- (i) To oversee the governance of all apprenticeship provision across UCB.
- (ii) To provide a senior management group dedicated to a high level of organisational effectiveness in relation to apprenticeships policy and process which will contribute to growth, stability and the quality of provision within UCB.
- (iii) To determine levels of accountability, transparency, participation and openness.
- (iv) To create the enabling environment within UCB Schools to build capacity and capability to deliver a step change in apprenticeship provision both in terms of quantity but also the quality and range of apprenticeship provision.

2. Membership

- (i) The Pro-Vice-Chancellor (Learning, Teaching and Digital), who shall co-chair the meetings
- (ii) The Pro-Vice-Chancellor (External Affairs), who shall co-chair the meetings.
- (iii) The Director of Workforce, CPD and Apprenticeships
- (iv) The Executive Director of FE Quality Enhancement
- (v) The Director of Inclusive Education and Quality Enhancement
- (vi) The Director of Apprenticeships
- (vii) The Executive Director of Finance and Corporate Services or nominee
- (viii) The Head of Information Services and Academic Registry
- (ix) The Director of Marketing
- (x) The Director of Student Services and wellbeing
- (xi) All Executive Deans/Directors
- (xii) The FE Principal

The Committee will, where appropriate, invite other attendees.

3. Frequency of Meetings

The Committee shall meet at least quarterly, but initially every eight weeks.

4. Quorum

Six members, including the Chair, and representation from at least five of the departments.

STUDENT SUCCESS COMMITTEE

1. Function of the Committee

- (i) To discuss any matters relating to the implementation and outcomes of the Student Success Strategy
- (ii) To establish and monitor key performance indicators for the Student Success Strategy
- (iii) To receive reports from groups overseeing specific elements of the Student Success Strategy
- (iv) To monitor the University's compliance with the Office for Students' B Conditions, raising matters of concern to EMT, AMT, Academic Board or the Corporation as appropriate.
- (v) To maintain an overview of associated data collection, reporting and evaluation plans.

2. Membership

- (i) The Pro-Vice-Chancellor (Access and Participation and Student Experience), who shall Chair the meetings.
- (ii) The Pro-Vice-Chancellor (External Affairs)
- (iii) The Pro-Vice-Chancellor (Learning, Teaching and Digital)
- (iv) The Director of Inclusive Curriculum and Quality Enhancement
- (v) The Director of Student Services and Wellbeing
- (vi) The Head of Information Services and Academic Registry
- (vii) Deputy Deans for Quality and Student Experience
- (viii) A nominee from the Guild of Students
- (ix) The Head of Strategic Planning and Reporting or equivalent.

The Committee will, where appropriate, invite other attendees.

3. Frequency of Meetings

The Committee shall meet six times per year on average.

4. Quorum

Four members, including the Chair.

ACADEMIC TITLES COMMITTEE

1. **Function of the Committee**

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

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

2. **Membership**

- (i) The Vice-Chancellor & Principal (who shall chair the meetings)
- (ii) The University Secretary and Registrar
- (iii) The Pro-Vice-Chancellor (Access, Participation and Student Experience)
- (I v) The Pro-Vice-Chancellor (Learning, Teaching and Digital)

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

3. **Frequency of Meetings**

The Committee shall meet as often as may be necessary for the efficient discharge of its functions. Typically, this may be once a year.

4. **Quorum**

Two Members, including the Vice-Chancellor and Principal.