

ROYAL HOLLOWAY
University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Wednesday, 20 November 2013 at 3pm in the Management Seminar Room (MX 001)**.

Members are reminded that the items of business in Part B and Part C 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, 19 November 2013**.

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/13/43
- 1.2 To note that this will be the first meeting (in their current capacity) for the following Representative, Elected and Student members:
Professor Jonathan Phillips as Head of Department of History;
Dr Henry Stobart as Head of Department of Music;
Dr Alister Miskimmon as Head of Department of Politics and International Relations;
Professor Tony Evans as Head of Department of Social Work;
Professor Jason Crampton, Elected Member;
Professor Sean Murphy, Elected Member;
Professor Elizabeth Schafer, Elected Member;
Dr Graham Smith, Elected Member;
Dr Dawn Watling, Elected Member;
Mr Amarbeer Singh and Miss Sidonie Bertrand-Shelton from the Students' Union.
- 1.2 To note that the following Elected and Student members have been elected for a second term:
Professor Patrick Leman, Elected Member;
Mr Jamie Green from the Students' Union.
- 1.3 To note that Professor David Gilbert has been elected as a member of Academic Board to serve on Council.

2. MINUTES

To confirm the Minutes of the last meeting held on **Wednesday, 29 May 2013 (M 13/045 - M 13/098)**. Attached

3. MATTERS ARISING

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

UG Progression and Award Requirements for 2014-15 entrants

Arising from Min 13/079, to note that the new UG regulations will be introduced in 2015-16 to allow time for the necessary preparation.

4. ACTIONS TAKEN BY THE CHAIR

To note the Principal, on behalf of the Academic Board, approved the revised criteria for PhD and MPhil degrees in practice-based Drama and Theatre Studies.

5. UNSTARRING OF ITEMS

To note the unstarring of any Part B or C items.

6. FORMAL REPORTS

6.1 Principal's Report

To receive a written report from the Principal. AB/13/44

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 of the Council meeting held on 26 June 2013. AB/13/45

PART A: MAJOR ITEMS OF BUSINESS

7. JOINT HONOURS STUDENT EXPERIENCE

To receive a progress report on improvements to the experience of Joint Honours students. AB/13/46

8. ENABLING WOMEN THROUGH THE PROMOTION PROCESS

To approve the introduction of a scheme to achieve better gender balance at professorial level. AB/13/47

9. STUDENT RECRUITMENT

9.1 To consider a report on the provisional student intake targets for 2013-14. AB/13/48

9.2 To consider a report on UG and PG applications received to date for admission in 2014. AB/13/49

9.3 To approve the standard entry requirements for UG for the 2014-15 admissions cycle. AB/13/50

9.4 To approve the English Language entry requirements for entry in 2014/15. AB/13/51

9.5 To note that the proposed progression requirements for students on the International Foundation Programme for 2014-15 will be approved via Chair's Action and reported to the next Academic Board meeting.

9.6 To receive an oral report about possible new programmes as part of the work being done to increase student numbers.

10. REGULATIONS

10.1 To approve the new award and regulations for the PhD by Prior Publication. AB/13/52

10.2. To consider a report on the suspension of undergraduate and postgraduate regulations in 2012-13. AB/13/53

11. PERIODIC DEPARTMENTAL REVIEW

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| 11.1 | To consider the Periodic Departmental Review report, together with the Action Plan following the Department of Economics Periodic Departmental Review held in November 2012. | AB/13/54 |
| 11.2 | To consider the Periodic Departmental Review report, together with the Action Plan following the Department of Geography Periodic Departmental Review held in February 2013. | AB/13/55 |
| 11.3 | To note the current schedule for Periodic Departmental Reviews as agreed by the Learning, Teaching and Quality Committee at the meeting held on 9 October 2013. | AB/13/56 |

12. DATES OF TERM

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| 12.1 | To consider the proposal to extend the summer term by one week. | AB/13/57 |
| 12.2 | To approve dates of terms for 2015-16 and consider provisional dates for 2016-17 and 2017-18. | AB/13/58 |

13. ACADEMIC BOARD EFFECTIVENESS SURVEY

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| To approve the survey of academic board members and the timeframe for completion. | AB/13/59 |
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14. STANDING ORDERS OF THE ACADEMIC BOARD

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| To consider the amendment to the Standing Orders of the Academic Board with regards to the timing of the notice of elections, subject to approval by Council. | AB/13/60 |
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PART B: ITEMS FOR FORMAL APPROVAL

*** 15. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**

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| 15.1 | To approve the minor amendments to the Terms of Reference of the Academic Board Executive Committee. | AB/13/61 |
| 15.2 | To approve the proposed changes to the constitutions for the three Faculty Teaching Committees. | AB/13/62 |
| 15.3 | To approve the proposed amendments to the constitution of the Staff-Student Committee. | AB/13/63 |

*** 16. PUBLICATION**

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| 16.1 | To agree which, if any, items require broad dissemination around the College. |
| 16.2 | To confirm the designation of papers as exempt from the Freedom of Information Act requirements. |

*** 17. NOMINATIONS FOR STATUTE 25 PANELS**

To approve the nomination of Professor Brian Cowan, Department of Physics, by the Faculty of Science to serve on Statute 25 Panels for a second term during 2013-15.

PART C: ITEMS FOR REPORT

*** 18. FACULTY BOARDS**

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| To receive a combined report from the meetings of the Faculty Boards held in October 2013. | AB/13/64 |
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- * **19. ACADEMIC BOARD EXECUTIVE COMMITTEE**
 To receive the unconfirmed minutes of the meeting of the Academic Board Executive Committee held on 4 November 2013. AB/13/65
- * **20. ACADEMIC PLANNING COMMITTEE**
 To receive the minutes of the meetings of the Academic Planning Committee held on 25 June and 24 September. AB/13/66
- * **21. COLLABORATIVE PROVISION COMMITTEE**
 To receive the minutes of the meetings of the Collaborative Provision Committee held on 22 January and 16 May 2013. AB/13/67
- * **22. DEPARTMENTAL GRANTS GROUP**
 To receive the minutes of the meetings of the Departmental Grants Group held on 14 May and 14 October 2013. AB/13/68
- * **23. RESEARCH COMMITTEE**
 To receive the minutes of the meeting of the Research Committee held on 23 May 2013. AB/13/69
- * **24. LEARNING, TEACHING AND QUALITY COMMITTEE**
 To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 14 May and 9 October 2013. AB/13/70
- * **25. ACADEMIC AWARDS GROUP**
 To receive a report of the awards and prizes awarded during the 2012-13 academic session. AB/13/71
- * **26. HONORARY TITLES AND ACADEMIC PROMOTIONS**
 To note a paper on the award of honorary titles and to note the list of academic promotions for 2012-13. AB/13/72
- * **27. DATE OF NEXT MEETING:** Wednesday, 5 March 2014 at 3pm in MX001

*Anna Sendall
 Academic Registrar
 11 November 2013*