

# ACADEMIC BOARD

Wednesday 15 October 2025

2pm

Wettons B (on campus) or MS Teams (online) [hybrid]



Members are reminded that the items of business under *Items for formal approval* and *Items for report* 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 **5pm on Monday 13 October 2025**, detailing the reasons in accordance with the [unstarring protocol](#). Members are also requested to provide items of AOB to the Secretary 5pm on the Monday preceding the meeting.

Late papers circulated after the deadline for unstarring will be unstarred.

## Agenda

### Procedural

Where meeting is online/hybrid – Colleagues are reminded that the meeting will be recorded for the purposes of the minutes only. The recording is automatically deleted after 60 days in accordance with the MS Teams retention policy.

Colleagues joining online are asked to please raise your hand on MS Teams when you wish to speak.

A 10-minute comfort break will be scheduled during the meeting. Refreshments will be provided.

#### 1. Welcome and Apologies

To receive the Terms of Reference and Standing Orders. AB AB/25/40

To receive the updated membership list and welcome new members to the meeting, noting the outcome of election of the Academic Staff member of Council. AB AB/25/41

#### 2. Minutes of the previous meeting

To approve the Minutes of the meetings held on Wednesday 4 June 2025 and Wednesday 2 July 2025. JS *Attached*

#### 3. Matters arising

To note the following actions have been completed since the last meeting: JS

25/33	Review School overview template for reporting outcomes from Annual Review and consider including data on course sizes in the overview report. <b><i>Complete. A selection of report templates from other HEIs were reviewed in May. The template for the composite report has been updated ahead of the annual reviews of taught provision in 2024/25 to include reference to cohort size, progression and classification data.</i></b>	EM
-------	--	----

	<ul style="list-style-type: none"> <li>• Release a version of the transformation proposals which may be shared with colleagues</li> <li>• Consider sharing of the job descriptions for Faculty Dean and Head of Department</li> <li>• Circulate invitations to an extraordinary meeting of Academic Board on 2 July to review any proposed changes to Phase One post the formal consultation with directly affected colleagues</li> </ul> <p><b>Complete</b></p>	TB/MF/AB
	<p>Reorder points (v) and (vi) in proposal 1 (a) of the Regulations on Academic Misconduct (paper AB/25/29).</p> <p><b>Complete. 2025/26 Academic Misconduct Regulations have been published.</b></p> <p>Revisit the wording of proposal 3.5 in the Academic Taught Regulations (paper AB/25/29) when changes for 2026/27 are being considered to provide clarification that the component mark from either the original or the resit attempt will be used to calculate the final module mark.</p> <p><b>Complete. Alternative wording was proposed and will be considered at Assessment and Academic Regulations Sub Committee for inclusion in the 2026/27 Academic Taught Regulations. Any amendment to the regulations will be brought to Academic Board for final approval.</b></p>	CM /AB

To receive an update on other actions due:

24/297	Reflect on feedback re 2024/25 exams and results schedule	EM
--------	---	----

AB/25/42

	Discussion of Artificial Intelligence (including reference to PGR community) <b><i>Keep agenda placeholder for March meeting. Will include summary of priorities in education and research as agreed by AI working group.</i></b>	SMcA
	Provide some indicative examples of incidents that could invoke use of the Extraordinary Regulations at a future Academic Board.  <b><i>Hope to provide these with the December Academic Board papers.</i></b>	EM/NB

4. **Actions taken by the Chair**

None

JS

5. **Unstarring of items**

To note the unstarring of any *Items for formal approval* and *Items for report*. JS/AB

## Formal Reports

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

To receive a written report from the Vice-Chancellor and Principal.

JS

AB/25/43

7. **Regulatory and Legislative update**

To receive an update from the University Secretary.

AB

AB/25/44  
*Paper  
withdrawn*

8. **Report from the Students' Union President**

To receive a report from the Students' Union President.

OD

AB/25/45

9. **Report from the Council**

To receive minutes from the Council meeting held on 15 May 2025.

AB/JS

AB/25/46

## Transformation

10. **Phase 2 Transformation Work: Academic Structures**

To note the titles of the new Faculties

TB

AB/25/47a

To discuss the proposal for departmental re-organisation

TB

AB/25/47b

## Major Items of Business

- |     |   |    |           |
|-----|---|----|-----------|
| 11. | <b>Student Recruitment</b>  |    |           |
|     | To receive an update on student recruitment for 2025/26 and the 1 October Count summary.  | MF | AB/25/48  |
|     | To receive a summary of some of the key characteristics of the new cohort and a list of actions being taken to enhance support. | EB | AB/25/49  |
|     | To note the 2026 entry tariff summary.  | MF | AB/25/49a |
| 12. | <b>National Student Survey Results</b>  |    |           |
|     | To reflect on Royal Holloway's performance in the NSS 2025.   | EM | AB/25/50  |
| 13. | <b>Access and Participation Plan (APP)</b>  |    |           |
|     | To note an update on the implementation of the new 2025-2029 Access & Participation Plan (APP).                                 | VG | AB/25/51  |
| 14. | <b>Research Excellence Framework</b>  |    |           |
|     | To discuss an update on the REF 2029.   | RL | AB/25/52  |
| 15. | <b>Annual Report of Academic Board</b>  |    |           |
|     | To approve the annual report of the business of Academic Board for 2024/25.   | AB | AB/25/53  |
| 16. | <b>Nominations to Committees</b>  |    |           |
|     | To approve the list of nominations to Statute 9 and Student Discipline Committees.  | AB | AB/25/54  |

## Items for formal approval

- |     |  |    |          |
|-----|--|----|----------|
| 17. | <b>Course Closure and Suspension Policy</b>          |    |          |
|     | To approve the Course Closure and Suspension Policy. | VG | AB/25/55 |

## Items for report

- |   |     |   |    |          |
|---|-----|---|----|----------|
| * | 18. | <b>University Education Committee</b>   |    |          |
|   |     | To receive the unconfirmed minutes from the University Education Committee held on 21 May 2025. | EM | AB/25/56 |

\* 19. **Doctoral School Committee**

No meetings have taken place since the June meeting of Academic Board. DW

\* 20. **Research and Knowledge Exchange Committee**

To receive the minutes from the Research and Knowledge Exchange Committee held on 20 March 2025. RL AB/25/57

**Other Matters**

21. **Any other business**

22. **Date of next meeting**

Wednesday 3 December 2025 at 2pm JS/AB

Dates of the remaining meetings in 2025/26 are confirmed as

- Wednesday 18 March 2026 at 2pm
- Wednesday 3 June 2026 at 2pm