

**ROYAL HOLLOWAY**  
University of London

**ACADEMIC BOARD**

The next meeting of the Academic Board will be held on **Wednesday 16 March 2011 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 15 March 2011**.

Those papers not attached will be circulated shortly.

**AGENDA**

**FORMAL BUSINESS**

- 1. MEMBERSHIP**  
To receive a list of members of the board. AB/11/01
- 2. MINUTES**  
To confirm the Minutes of the last meeting held on **Thursday 9 December 2010** (M10/107 - M 10/148). Attached
- 3. MATTERS ARISING FROM THE MINUTES**  
To consider any matters arising, not elsewhere on the agenda.
- 4. ACTIONS TAKEN BY THE CHAIR**  
To note that no actions have been taken by the Principal, on behalf of the Academic Board.
- 5. UNSTARRING OF ITEMS**  
To note the unstarring of any Part B items.
- 6. FORMAL REPORTS**
  - 6.1 Principal's Report  
To receive an oral report from the Principal.
  - 6.2 Report from the Council  
To receive the minutes from the Council meetings held on 13 October 2010 and 8 December 2010. AB/11/02a  
AB/11/02b

**PART A: MAJOR ITEMS OF BUSINESS**

- 7. STUDENT RECRUITMENT**
  - 7.1 To consider a report on student intake numbers for 2011-12. AB/11/03
  - 7.2 To consider an updated report on UG and PG applications received to date for admission in 2011. AB/11/04

- 8. MANIFESTO 2011**
- 8.1 To receive and consider the Manifesto 2011, considered by Council at its meeting on 26 January 2011. AB/11/05
- 8.2 To endorse the measures of academic sustainability set out on page 9 of the Manifesto 2011.
- 9. ORGANISING FOR SUCCESS**  
To receive and consider a paper on organisational changes. AB/11/06
- 10. STUDENT AND ACADEMIC SERVICES REVIEW**  
To receive an update on progress in the Student and Academic Services Review (SASR). AB/11/07
- 11. SUBMISSION TO OFFA**  
To note the timetable and process for making the submission to OFFA on the student fees to be charged for 2012-13. AB/11/08
- 12. INSTITUTIONAL AUDIT**  
To receive an oral report from the Deputy Principal.
- 13. RESEARCH DEGREES WORKING GROUP**  
To consider the report of the Research Degrees Working Group and to approve the proposed policies. AB/11/09
- 14. DEPARTMENT OF HEALTH AND SOCIAL CARE**  
To receive a paper on changes to the Department of Health and Social Care. AB/11/10
- 15. PROGRESS REPORTS & REVIEW**
- 15.1 **PERIODIC DEPARTMENTAL REVIEW**  
To consider the Periodic Departmental Review report, together with the Action Plan following the Music Periodic Departmental Review (November 2010). AB/11/11a  
AB/11/11b
- 15.2 **ANNUAL REVIEW OF UNDERGRADUATE PROGRAMMES FOR 2009-10**  
(i) 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 2009-10, at its meeting on 2 March 2011.  
(ii) To receive a summary of the good practice identified. AB/11/12
- 16. ACADEMIC APPEALS**  
To receive a report on the student academic appeals in relation to the 2008-09 academic session. AB/11/13
- 17. REGULATIONS REVIEW GROUP**  
To receive an oral report from the Deputy Principal.
- 18. NOMINATIONS FOR STATUTE 25 PANELS**
- 18.1 To approve the members of staff nominated by the Faculties to serve on Statute 25 Panels. AB/11/14

- 18.2 To approve the proposal to extend the list of staff who can serve on Statute 25 Panels to include academic staff who have attended the College's Leadership Programme, in order to facilitate arranging panels in a timely manner.

## **PART B: ITEMS FOR REPORT OR FORMAL APPROVAL**

- |   |                                                                                                                                                                                                                                         |                        |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| * | <b>19. ACADEMIC DEVELOPMENT COMMITTEE</b><br>To receive the minutes from the meetings of the Academic Development Committee held on 30 November 2010 and 25 January 2011.                                                               | AB/11/15a<br>AB/11/15b |
| * | <b>20. FACULTY BOARDS</b><br>To receive a combined report from the meetings of the Faculty Boards held in February 2011.                                                                                                                | AB/11/16               |
| * | <b>21. DEPARTMENTAL GRANTS</b><br>To note that the November meeting of the Departmental Grants Group was cancelled.                                                                                                                     |                        |
| * | <b>22. INFORMATION SERVICES ADVISORY GROUP</b><br>To receive the minutes of the meeting of the Information Services Advisory Group (ISAG) held on 1 December 2010 and note that the meeting scheduled for this term has been cancelled. | AB/11/17               |
| * | <b>23. RESEARCH</b><br>To receive the report from the meetings of the Research Committee held on 14 December 2010 and 13 January 2011.                                                                                                  | AB/11/18               |
| * | <b>24. LEARNING, TEACHING AND QUALITY COMMITTEE</b><br>To receive the report from the meetings of the Learning, Teaching and Quality Committee held on 26 January and 2 March 2011.                                                     | AB/11/19               |
| * | <b>25. STUDENTS' UNION</b><br>To note the results of the February 2011 elections for sabbatical officers.                                                                                                                               | AB/11/20               |
| * | <b>26. HONORARY TITLES</b>                                                                                                                                                                                                              |                        |
| * | 26.1 To approve the proposals to confer the Honorary Title of Visiting Professor on Professor Andrei Seryi, from the Department of Physics.                                                                                             | AB/11/21               |
| * | 26.2 To note a paper on the conferral of honorary titles.                                                                                                                                                                               | AB/11/22               |
| * | <b>27. PUBLICATION</b>                                                                                                                                                                                                                  |                        |
| * | 27.1 To agree which, if any, items require broad dissemination around the College.                                                                                                                                                      |                        |
| * | 27.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.                                                                                                                                   |                        |
| * | <b>28. DATE OF NEXT MEETING:</b> Wednesday 1 June 2011 at 3pm in MX001                                                                                                                                                                  |                        |

Anna Sendall  
Head of Academic Development Services  
February 2011