

ROYAL HOLLOWAY
University of London

ACADEMIC BOARD

Minutes of the meeting of the Academic Board, held on 10 December 2014

- Present: Professor P Layzell (In the Chair) Professor R Meek
Professor T Armstrong Dr A Miskimmon
Professor P Burgess Professor S Murphy
Mr Alexander Clarke Professor K Normington
Professor J Crampton Professor B O'Keefe
Professor T Evans Ms E Peagam
Professor J Fiadeiro Professor J Powell
Professor A Gange Professor E Schafer
Professor D Gilbert Professor A Sheppard
Professor M Gold Ms S Simon
Professor P Hogg Dr G Smith
Professor P Horden (for Professor J Phillips) Professor M Spagat
Professor J John Professor P Teixeira-Dias
Professor R Kemp Mr J Tuck
Mr S Kendrick Mr C Wall
Dr C Kremmydas Dr D Watling
Professor P Leman Professor K Willis
Dr J McKee
- With: Ms A Sendall (Secretary)
- In attendance: Mr S Higman Registrar and College Secretary
Mr S Massiah Director of IT
Ms J Roberts Director of Strategic Development
Mrs D Salisbury Academic Development Officer
Ms S Bertrand-Shelton (Item 7 only) SU Co-President (Welfare and Diversity)
Mr I Dancy (Item 7 only) SU CEO
Ms B Middleton MacPherson (Item 7 only) SU Co-President (Societies and Media)
Mr J Michalski (Item 7 only) SU Co-President (Sports and Development)
- Apologies: Dr J Bennett
Professor R Deem
Professor J Phillips
Professor E Schafer
Professor D Tourish
Professor J Unerman
Mr C Wall
Ms E Wilkinson

1. MEMBERSHIP

- 1.1 The Board received the list of members of the Board (AB/14/52) and noted apologies. 14/111
- 1.2 The Board noted that this was the first meeting (in their current capacity) for the following 14/112
Representative, Co-opted, Elected and Student members:
Professor Tim Armstrong as Head of Department of English;
Dr James Bennett as Head of Department of Media Arts;
Professor Rosie Meek as Head of School of Law;
Professor Katie Willis as Representative Member for Department of Geography;
Professor Pedro Teixeira-Dias as Head of Department of Physics;

Professor Patrick Leman as Head of Department of Psychology;
 Mr Steven Kendrick as Head of Centre for Professional Studies;
 Mr Samuel Massiah, Director of IT, Co-opted Member;
 Professor Michael Gold, Elected Member;
 Professor Juliet John, Elected Member;
 Dr Christos Kremmydas, Elected Member;
 Professor Dennis Tourish, Elected Member;
 Miss Emma Peagam, Students' Union President (Education and Campaigns);
 Mr Alexander Clarke, Students' Union Postgraduate Officer;
 Mr Christopher Wall, Students' Union Academic Affairs Officer.

- The Secretary reported that a call for nominations was carried out in the Autumn term to replace two vacancies for elected representatives. Since the call was made, it was identified that there were three further vacancies for elected members which had been generated by the appointment of two new representative members (Head of the School of Law and Head of the Centre for Professional Studies), and the change in the Director of IT role from an ex-officio member to a co-opted member. At this time, 4 nominees had been received and therefore, given the number of vacancies, it was possible to appoint all nominees, with one vacancy remaining. 14/113
- There was concern expressed by some members at the process followed that this was not best practice. The Secretary apologised that an announcement about the outcome of the call for nominations, which also clarified the number of vacancies, had not been made. In the past the results were only published if an election had been held. In future the appointments will be announced irrespective of whether or not there had been an election. 14/114
- The question was raised as to why the Council had not been asked to approve the additional elected member vacancies as was the case in previous elections. (*Secretary's note:* The Standing Orders do not require Council's permission to create new elected member vacancies as these are automatically generated by changes in the balance of members. The request made to Council in 2013 was to enable Academic Board to hold an election outside the Summer Term.) 14/115
- A member of the Board noted that the minutes from the Academic Board meeting held on 29 May 2013 reported that the Deputy Principal withdrew his intention for the Director of the Centre for Professional Studies to become a member of Academic Board. The Chair reported that this would be investigated. 14/116
- 1.3 The Board noted that Professor Elizabeth Schafer had been elected to sit on Academic Board through Council elections. 14/117
- 1.4 The Board noted that this was the last meeting (in his current capacity) before the current term of office expires for Professor David Gilbert as Head of Department of Geography. Professor Gilbert shall remain an elected member of the Academic Board for the duration of his period of office as a member of the Council. 14/118
- 2. MINUTES**
- The Minutes of the last meeting held on **Wednesday, 4 June 2014** (M14/054 - M 14/110) were confirmed as an accurate record, subject to recording that there were eight abstentions from the show of hands to indicate support for the proposal for the School of Law (Min 14/081). 14/119
- A member of the Board noted that the issue of data published by HEFCE on staff employed at HEIs had been raised at the last meeting. There had been concern about an apparent anomaly in the figures which indicated that the College employed a much larger proportion of non-academic staff than its competitors. The anomaly was partly explained by the large number of students employed in the College. However, the Registrar and College Secretary would re-examine the data. 14/120
- The Chair reported that in future the aim would be to circulate the draft minutes two weeks after the meeting to allow members to raise any concerns with the Secretary before the next meeting. 14/121

3. MATTERS ARISING

Min 14/058 Membership of Academic Board Executive Committee 14/122

The Board noted that the composition of the Academic Board Executive Committee reflects the membership of Academic Board as follows:

- i. The Secretary and Registrar is not a member of Academic Board. However, he is an invited member of the Academic Board Executive Committee;
- ii. There should be a further member from Academic Board appointed on an annual basis. Academic Board members would be invited to put themselves forward and a member will be selected by the Chair of the Committee.

4. ACTIONS TAKEN BY THE CHAIR

The Board noted that the Principal, on behalf of the Academic Board, approved the criteria for PhD and MPhil degrees in practice-based Geography (AB/14/53). 14/123

5. UNSTARRING OF ITEMS

The Board noted that the following items in Parts C and D had been unstarred for further discussion during the meeting: 14/124

Item 17.1 Terms of Reference of the Academic Board Executive Committee (AB/14/76);

Item 20 Annual Academic Board Report to Council (AB/14/82);

Item 26 Research Committee Minutes (AB/14/88).

6. FORMAL REPORTS

6.1 Principal's Report 14/125

The Board received a written report from the Principal (AB/14/54). The Principal highlighted the following:

Higher Education Environment: Regulation – Work is being conducted by the CMA on consumer protection law and how it applies to students. It is therefore important that mechanisms are in place to ensure that the College can substantiate information given to students about the College. 14/126

Higher Education Environment: Quality Assessment – HEFCE is concerned that the UK Quality Code and the Subject Benchmark Statements are long and unwieldy. It is therefore investigating alternative ways to manage quality. In particular, the review will focus on the external examiner system. The Academic Registrar and the Vice-Principal (Education) will lead on the HEFCE reviews and report back to Academic Board. 14/127

Academic Matters – The Principal conveyed his congratulations to colleagues who put together the bid to the Leverhulme Trust for the Doctoral Training Scholarship scheme. 14/128

Estates – The Principal reported that HEFCE had awarded the College £5 million to support the construction of a new Science building on campus. 14/129

Research – The REF results will be released in mid-December and will be discussed at the next Academic Board meeting. The next REF exercise will be in 2020. Meetings with the Vice-Principal (Research and Enterprise) will be held to determine how to manage and support research. 14/130

6.2 Reports from the Deputy Principal and the Vice-Principals

The Board received a written report from the Vice-Principal (Education) (AB/14/55) on top level recent activity in teaching and learning. 14/131

The Board received an oral report from the Vice-Principal (Research and Enterprise) on the proposed University Technical College (UTC) in Guildford, Surrey. The College is the university lead with backing from Guildford Education Partnership and Surrey County Council. The group formulated a bid that was submitted to the Department for Education. From a total of 15 bids submitted, 9 were invited to interview. The group was recently 14/132

interviewed and will be informed of the outcome in January. The proposed UTC will specialise in computer science and electrical engineering, and will promote a female-friendly focus.

The Board received an oral report from the Vice-Principal (Staffing) on the Process Review. The Process Review is concerned with administrative processes. Senior Faculty Administrators have been attending workshops as part of the Process Review, and it is proposed that after January multidisciplinary teams will be put together. 14/133

The Board received an oral report from the Vice-Principal (Staffing) on the College's plans to celebrate the 800th anniversary of Magna Carta next year. From January the College will be promoting events including an app exploring the Runnymede meadows and the Great Charter Festival. 14/134

The Board received an oral report from the Vice-Principal (External Engagement) on the School of Law, which has recently made two professional appointments, Rita D'Alton-Harrison and Rob Jago. The validation meeting for the LLB has been scheduled for 5 February 2015, and with 297 applications for admissions received already, it is the sixth most popular programme at the College. 14/135

The Board received an oral report from the Deputy Principal on the Estates Development Plan. The Masterplan was not approved by Runnymede Borough Council, but has been resubmitted. The decision is due on 7 January 2015. In the meantime the College is moving forward on the development of individual projects including, (i) new Science Building, (ii) new Music and Media Building, (iii) new Student Residences, and (iv) Bedford Square refurbishment. 14/136

6.3 Report from the Council

The Academic Board representative on Council reported on the Council meeting held on 18 November 2014, which included discussions on (i) the Students' Union Strategic Plan, (ii) Philanthropic Strategic College Fundraising, (iii) Student Employability with a focus on placements, (iv) Briefing on the Governance project, for which there was broad approval for the draft Statutes, (v) the Masterplan, with consideration to relations with the local community, and (vi) the position with regard to the USS. Council also approved the Equality and Diversity Strategy. 14/137

The Board received the minutes of the Council meetings held on 21 May, 2 July and 1 October 2014 (AB/14/56a,b,c). 14/138

7. **STUDENTS' UNION STRATEGIC PLAN**

The Board received a presentation from the Students' Union Sabbatical Officers on the Students' Union Strategic Plan. The Students' Union has been in discussion with students through focus groups since January 2014 to establish what students want from the Students' Union, and consequently have identified four themes: 14/139

- i. *Being Membership Focused* - By taking the time to find out what students want students will be more engaged with the Students' Union. 14/140
- ii. *Being Part of a Community* - By supporting and celebrating the diverse student body the Students' Union will continue to build a strong relationship with the College. 14/141
- iii. *Being Effective* - By operating well maintained and student-focused services the Students' Union will have clarity surrounding what students want from the Students' Union. 14/142
- iv. *Ensuring Students' Experience at Royal Holloway is the Most Rewarding it can be* - By providing students with job opportunities the Students' Union will have improved students' future career development. 14/143

	The next step is to meet the Board of Trustees on 11 December, with the aim of presenting the final document for approval at the Annual General Meeting in May 2015, and to launch the Strategic Plan in July 2015.	14/144
	The Principal, on behalf of Academic Board, thanked the Students' Union Sabbatical Officers for the valuable work they do in the College.	14/145
8.	STUDENT RECRUITMENT	
8.1	<i>Report on student intake numbers for 2014-15</i>	
	The Board considered a report on the student intake numbers for 2014-15 (AB/14/57) based on the count taken on 1 December.	14/146
8.2	<i>Report on UG and PG applications received to date for admission in 2015</i>	
	The Board considered a report on UG and PG applications received to date for admission in 2015 (AB/14/58), based on the SNAPPS report of 28 November 2014. The Director of Student Recruitment and Partnerships reported that overall applications and offers were up on last year.	14/147
8.3	<i>Standard entry requirements and English language entry requirements for 2015-16</i>	
	The Board approved the proposed standard undergraduate entry requirements and the English Language entry requirements for entry in 2015/16 (AB/14/59) as agreed by the Academic Planning Committee, subject to rewording the standard A-level offer for Classics to read, 'ABB (with B in Latin or Greek for degrees in Classics, Latin, and Greek).' The Board noted that other institutions have started making unconditional offers to applicants with high predicted grades, and the Academic Planning Committee had agreed for Computer Science, Earth Sciences and Psychology to do so as a pilot study.	14/148
8.4	<i>Progression requirements for students on Study Group's International Foundation Year for 2015-16</i>	
	The Board approved the proposed progression requirements for students on Study Group's International Foundation Year for 2015-16 (AB/14/60). The Deputy Principal reported that the College had agreed to Study Group delivering their own programme in place of the International Foundation Programme, with the proviso that the progression requirements meet the College's criteria. The progression requirements had been agreed with Study Group and were recommended for formal approval by the Academic Planning Committee.	14/149
9.	ACADEMIC BOARD REVISED STATUTES AND STANDING ORDERS	
	The Board considered the final draft of the revised Statutes and Standing Orders (AB/14/61). The Academic Registrar reported that the Statutes were drafted as a result of the consultation and legal advice provided as part of the Governance Review Project. The draft Statutes had been considered by Council. The Standing Orders were drafted by the Academic Board Working Group and had been considered by the Governance Project Board. Members of the Board felt more time was required to consult with colleagues in order to respond to the draft Statutes and Standing Orders. It was noted that there would be another opportunity to consider the statutes and standing orders at the next meeting of Academic Board.	14/150
	The Board made the following comments on the draft Statutes:	14/151
	i. <i>Statute 2.1</i> – The Statute relates to, 'Staff, while engaged in teaching, scholarship and research', and the Board questioned the coverage in terms of academic freedom for staff <u>not</u> engaged in teaching, scholarship and research.	
	ii. <i>Statutes 5.2 and 6</i> – The definition of an Academic Unit needs clarification.	14/152
	iii. <i>Statute 5.2</i> – The membership of the College Management Team needs clarification.	14/153

The Board requested a document outlining an overview of the planned changes to the Statutes. The College Secretary and Registrar confirmed that a summary document would be sent out for wider consultation in the new year. 14/154

The Board made the following comments on the draft Standing Orders: 14/155

i. *Standing Order 14* – The Standing Order needs clarification to explain what happens after co-opted members have completed two terms of office. (Compare Standing Order 10 concerning terms of office of elected members.)

ii. *Standing Order 10* – The Board asked whether the correct terminology should be ‘re-elected’ or ‘re-selected.’ 14/156

iii. *Standing Order 12* – It was noted that the ‘Academic Executive Committee’ should state the ‘Academic Board Executive Committee.’ 14/157

The Board was asked to email any further comments to the Academic Registrar. 14/158

10. EXAMINATION TIMETABLING POLICY

The Board received the examination timetabling policy which has been published for students (AB/14/62). The document was produced in response to a number of student complaints received about the spacing of examinations, and explains what students can expect from their examination timetable. 14/159

11. REGULATIONS

11.1 The Board approved a proposed change to the Code of Practice for the academic welfare of postgraduate research students for 2015-16 (AB/14/63). 14/160

11.2 The Board considered proposed changes to the Research Degree Regulations for 2015-16 relating to examining incomplete theses (AB/14/64). The Academic Registrar reported that since the meeting of the Research Degrees Programmes Committee where the proposed changes were discussed, there had been further discussion about only allowing students the option to pass or resubmit within three months. Given that this would be considered the student’s second submission it was felt that it would be appropriate to allow an added option for students to pass or resubmit within nine months. There was broad support for this additional option. The Academic Registrar would refer the recommendations back to the Research Degrees Programmes Committee for confirmation and subsequent ratification at a future meeting of Academic Board. 14/161

11.3 The Board considered proposed changes to the Undergraduate Regulations pertaining to study abroad and years in business or industry programmes for 2015-16 (AB/14/65). The amendments were approved subject to clarification regarding how the revised regulation would apply to Computer Science students. The Academic Registrar will investigate and confirm approval by Chair’s Action once the matter is resolved. 14/162

11.4 The Board received a report on the suspension of undergraduate and postgraduate regulations in 2013-14 (AB/14/66). The Board noted that the number of requests for suspension of regulations for taught provision had decreased, which could largely be attributed to changes in the regulations. However, there had been a significant increase in the number of research students requesting interruptions in the writing up year which impacts on the College’s completion rates. 14/163

The Students’ Union Postgraduate Officer reported that some research students were concerned by the clause in the research degree regulations which states that students would normally only be permitted to change their mode of attendance before the start of their third year. The Board also noted that students should not be deterred from interrupting for work placements. 14/164

12. COLLEGE BOARD OF EXAMINERS EXECUTIVE COMMITTEE

The Board received a report on the key areas of business considered by College Board of Examiners Executive Committee (CBEEC) during 2013-14 (AB/14/67). Points of note included the year-on-year increase in the number of students who apply for exam access arrangements for mental health disabilities, and the decrease in the number of exam offences. 14/165

13. RESEARCH PERFORMANCE EXPECTATIONS

The Board received the Statement on Research Performance Expectations for information and noted that it has been published on iQuad (AB/14/68): 14/166
<https://www.royalholloway.ac.uk/iquad/news/articles/2014/statementonresearchperformanceexpectations.aspx>

The Board considered that clarification was required on whether targets are departmental targets or individual targets, and on who defines research performance. The Vice-Principal (Research and Enterprise) responded that the targets were departmental targets and that the Head of Department would have overall responsibility for achieving those targets. He explained that the document sets out broad principles and matters of judgment for encouraging staff to increase research income. Research performance of an individual has to be considered within the boundaries of discipline norms and is therefore evaluated by the Head of Department. Comments were made by some members of the Board that it was important for incentives to be clearly identified. 14/167

14. DATES OF TERM

The Board approved the dates of terms for 2016-17 and the provisional dates for 2017-18 and 2018-19, including proposed dates for the Winter Graduation Ceremonies (AB/14/69). 14/168

15. HONORARY TITLES AND ACADEMIC PROMOTIONS

The Board received a paper on the award of honorary titles and noted the list of academic promotions conferred throughout 2013-14 (AB/14/70). The Chair congratulated all staff who had received awards and promotions. 14/169

16. PERIODIC DEPARTMENTAL REVIEW

16.1 The Board received the updated Action Plan following the Periodic Departmental Review of the School of Management held in March 2012 (AB/14/71). 14/170

16.2 The Board received the updated Action Plan following the Periodic Departmental Review of the Department of Psychology held in May 2012 (AB/14/72). 14/171

16.3 The Board received the updated Action Plan following the Periodic Departmental Review of Department of Economics held in November 2012 (AB/14/73). 14/172

16.4 The Board received the updated Action Plan following the Periodic Departmental Review of the Educational Development unit held in December 2012 (AB/14/74). 14/173

16.5 The Board received the current schedule for Periodic Departmental Reviews as agreed by the Learning, Teaching and Quality Committee at the meeting held on 30 September 2014 (AB/14/75). 14/174

The Chair noted that for future meetings reports and action plans following Periodic Departmental Reviews would be starred as these are reviewed in detail by the Learning, Teaching and Quality Committee, however, it would be useful to receive an annual report summarising the key findings from these reviews. 14/175

STARRED ITEMS

17. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE

17.1	The Board approved the proposed minor changes to the membership and terms of reference of the Academic Board Executive Committee (AB/14/76). The Board noted that the membership and terms of reference of the Academic Board Executive Committee should be considered in the context of the draft Statutes and Standing Orders of Academic Board.	14/176
17.2	The Board approved the proposed minor changes to the terms of reference of the Learning, Teaching and Quality Committee (AB/14/77).	14/177
17.3	The Board approved the proposed minor changes to the membership and terms of reference of the Research Degrees Programmes Committee (AB/14/78).	14/178
17.4	The Board approved the proposed amendment to the constitution of the Science Faculty Board to include the Head of the Centre for Professional Studies as an ex-officio member (AB/14/79).	14/179
18. NOMINATIONS FOR COMMITTEES		
18.1	The Board approved the nominations for the Statute 25 Committees for 2014-15 (AB/14/80).	14/180
18.2	The Board approved the nominations for the Student Discipline Committee for 2014-15 (AB/14/81).	14/181
19. PUBLICATION		
19.1	The Board agreed that no papers required broad dissemination around the College.	14/182
19.2	The Board confirmed that no papers needed exemption from the Freedom of Information Act requirements.	14/183
20. ANNUAL REPORT TO COUNCIL		
	The Board noted the summary report of the Academic Board meetings held in 2013-14 that was submitted to Council (AB/14/82). It was agreed in future that the summary report would be circulated for review by Academic Board before it is submitted to Council.	14/184
21. FACULTY BOARDS		
	The Board received the combined report from the meetings of the Faculty Boards held in November 2014 (AB/14/83).	14/185
22. ACADEMIC BOARD EXECUTIVE COMMITTEE		
	The Board received the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 24 November 2014 (AB/14/84).	14/186
23. ACADEMIC PLANNING COMMITTEE		
	The Board received the minutes of the meetings of the Academic Planning Committee held on 22 May, 24 June and 17 September 2014 (AB/14/85a,b,c).	14/187
24. COLLABORATIVE PROVISION COMMITTEE		
	The Board received the minutes of the meeting of the Collaborative Provision Committee held on 15 May 2014 (AB/14/86).	14/188
25. DEPARTMENTAL GRANTS GROUP		
	The Board received the minutes of the meeting of the Departmental Grants Group held on 19 May 2014 (AB/14/87).	14/189
26. RESEARCH COMMITTEE		
	The Board received the minutes of the meetings of the Research Committee held on 23 June and 30 September 2014 (AB/14/88a,b). It was noted that minute M/14/128 of AB/14/88b which states that it is a HEFCE REF open access requirement to place outputs in an	14/190

institutional repository, was inaccurate. The relevant HEFCE policy is on the [HEFCE Policy Guide Open Access Research webpage](#):

The policy states that, to be eligible for submission to the post-2014 REF, authors' final peer-reviewed manuscripts must have been deposited in an institutional or subject repository on acceptance for publication. Deposited material should be discoverable, and free to read and download, for anyone with an internet connection.

The correction would be reported to the Secretary of the Research Committee. 14/191

27. LEARNING, TEACHING AND QUALITY COMMITTEE

The Board received the minutes of the meetings of the Learning, Teaching and Quality Committee held on 20 May and 30 September 2014 (AB/14/89a,b). 14/192

28. DATE OF NEXT MEETING

The next meeting of Academic Board will take place on **Wednesday 25 March 2015 at 3pm in MX001.** 14/193

*Anna Sendall
Academic Registrar
February 2015*