

## **ACADEMIC BOARD – TERMS OF REFERENCE**

### **Responsibilities of the Committee**

To establish and oversee operation of the University's Regulatory Framework and to ensure the delivery of higher education within Arden University in accordance with the requirements of this Regulatory Framework and/or the regulations of any partner awarding bodies, relevant legislation and external benchmarks relating to the delivery of Higher Education within the UK, including the UK Quality Code and associated guidance as defined by the Quality Assurance Agency for Higher Education (QAA).

To approve the conferment of all awards of Arden University.

### **Composition**

- Chair: Pro Vice Chancellor (Academic)
- Secretary, nominated by the Chair
- Registrar
- Deputy Registrar (Planning and Registry)
- Heads of Schools
- Director of Learning and Teaching
- Director of Academic Resources
- Director of Academic Professional Development
- Director of Student Experience
- Director Library Services
- Deputy CEO
- External Quality Advisor
- Three External Members with experience of the UK higher education sector
- Two elected members of academic staff
- One elected member of non-academic staff (excludes members of the Senior Management Team)
- President of the Arden University Student Association
- One other student representative
- Up to three other members as co-opted by the Board

### **Selection process for members**

The Academic Board will receive nominations for and elect a Deputy Chair from among its membership.

The Academic Board will receive nominations for External members for approval in advance of appointment.

Elected members will be elected by their peer group.

### **Terms of office**

External members will normally have a maximum term of office of 4 years.

Elected members will normally have a maximum term of office of 2 years.

### **Quorum**

The quorum is 50% of the membership to include at least one external member.

Where decisions are taken via iQuality, these must have the support of the majority of respondents to include at least one external member.

### **Terms of Reference**

1. To promote and enhance effective student learning, teaching, scholarship and research in relation to all Higher Education programmes delivered by Arden University.
2. To advise the Chief Executive of Arden University and Board of Governors on the development of Arden University's academic activities and the resources needed to support these activities.
3. To develop, approve and keep under review a framework of principles and regulations to be complied with by all of the programmes of study delivered by Arden University.
4. To determine conditions and procedures, and the requirements by students for the granting, conferment, assessment and evidencing of attainment of all Arden University academic awards and to ensure compliance with other partner validating and awarding bodies.
5. To confer all Arden University awards, including honorary awards on the recommendation of the Boards of Examiners
6. To establish and keep under review policies and procedures on matters relating to the admission of students, teaching, curriculum content, assessment and examination of the academic performance of students, subject to the requirements of Arden University's authority and that of any external bodies.
7. To appoint and, if necessary, to remove internal and external examiners or, where appropriate, recommend the appointment of examiners to external validating bodies.
8. To determine, and to keep under review, procedures whereby students may appeal against decisions made by a Board of Examiners.
9. To determine, and to keep under review, procedures whereby students may complain about matters which they feel affect the quality of their learning opportunities
10. To determine, and keep under review, procedures for the expulsion of students for academic reasons, after having consulted with the Board of Governors.
11. To establish policies for the management of risk to academic standards and quality, and to receive regular reports on academic standards and quality
12. To have oversight of student success rates and outcomes, including graduate destinations, and to keep under review the comparative success rates and outcomes for different groups
13. To establish and maintain a Learning and Teaching Committee as a sub-committee of the Academic Board
14. To establish and maintain such other sub- Committees as it deems appropriate
15. To establish regular arrangements for the review of the Board's terms of reference and composition and effectiveness
16. To advise on such other matters as the Board of Governors Arden University may refer to the Academic Board.



**Last approved by Academic Board: 20<sup>th</sup> March 2019**