

Committee Terms of Reference

BWRDD ACADEMAIDD

ACADEMIC BOARD

Reports to: Senate

Occurrence: at least four times a year

Terms of reference last reviewed: last revised: Sept 2022; and next due for review: Sept 2024

Members:

- Pro Vice-Chancellor (Learning, Teaching and Student Experience) (Chair)
- Faculty Pro Vice-Chancellors (x3)
- Associate Deans Learning and Teaching (x3)
- Head of Graduate School
- AU Branch Chair of Coleg Cymraeg Cenedlaethol
- Academic Registrar
- Director Information Services
- Head of Student Support and Careers Service
- Head of Planning
- Students' Union representatives (x3) (Union President, Academic Affairs Officer, Welsh Culture Officer and UMCA President)

16 members.

Quorum: 5 members

In attendance:

- Deputy Registrar (Assurance and Enhancement) (Secretary)
- Deputy Registrar (Student Casework)

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

Remit:

Senate has overall oversight of the revised UK Quality Code, with most themes sitting under Academic Board. Academic Board has responsibility for monitoring and evaluating the academic standards and quality of programmes, including internal and external assessment and review and is responsible for the following themes:

- Assessment
- Concerns, Complaints and Appeals
- Course Design and Development
- Enabling Student Achievement
- External Expertise
- Learning and Teaching
- Monitoring and Evaluation
- Research Degrees
- Student Engagement
- Work-based Learning (jointly with Collaborative Provision Board)

The following sections of the QA Code are overseen by other committees of Senate:

- Admissions, Recruitment and Widening Access (Recruitment and Marketing Board),
- Partnerships (Collaborative Provision Board)

Sub Committees of Academic Board	Chair
Academic Board	Pro Vice-Chancellor (Learning, Teaching and Student Experience)
Academic Affairs Committee, Faculty of Arts and Humanities	Faculty Pro Vice-Chancellor FASS
Academic Affairs Committee, Faculty of Business and Physical Sciences	Faculty Pro Vice-Chancellor FBAPS
Academic Affairs Committee, Faculty of Earth and Life Sciences	Faculty Pro Vice-Chancellor FELS
Academic Enhancement Committee	Director Information Services
Student Experience Committee	Head of Student Support and Careers Services
Welsh Medium Studies Committee	Faculty Pro Vice-Chancellor (WM provision)
Research Degrees Committee	Head of Graduate School
Portfolio Planning Committee	Pro Vice-Chancellor (Learning, Teaching and Student Experience)

Committee Terms of Reference

Terms of reference:

1. To consider and recommend for approval by Senate:
 - a. New strategies and policies which fall within its remit.
 - b. Rules and Regulations – consider and recommend to Senate the approval of new rules and regulations, and amendments to existing rules and regulations.
2. To consider and have authority to approve on behalf of Senate:
 - c. New and substantially revised sections of the Academic Quality Handbook
3. To receive reports for information and advise Senate as appropriate on:
 - d. The effectiveness of programme design, approval and review.
 - e. Monitoring the processes for approval and periodic review of programmes.
 - f. The management of all external review, validation and accreditation exercises relating to teaching activities within the University.
 - g. Development, implementation, review and enhancement of the University's Learning and Teaching Strategy through systematic monitoring and review with reference to best practice within the sector.
 - h. Establishing and monitoring the achievement of expectations regarding the provision of services relating to the delivery of Academic Quality within the University.
 - i. Reviewing assessment and examination policies and procedures in relation to all taught programmes, ensuring that procedures are in place to enable students to register, transfer, progress and receive appropriate supervision and advice and, under exceptional circumstances, to be suspended or excluded from a programme of study.
 - j. The oversight of the external examining process for taught schemes, including the appointment of external examiners for taught programmes of study and ensuring that all external examiner reports are considered and are responded to.
 - k. The development of innovative and technology enhanced learning and teaching practices with a view to enhancing students' overall experience.
 - l. The review and development of structures to ensure that appropriate procedures are in place to ensure the promotion of students' development and achievement for all including non-traditional learners.
 - m. Student Engagement, ensuring that the strategies and policies in place are appropriate for managing and enhancing student engagement.
 - n. Staff Engagement, to monitor and review staff input into learning and teaching, the HEA and engagement with the Centre for the Development of Staff and Academic Practice, through the PGCTHE, Recognition Scheme, and CPD programme.
 - o. Monitoring arrangements and resources for students in the areas of student support, learning resources and careers information, information, advice and guidance.
 - p. Engagement with students in the assurance and enhancement of the education experience.
 - q. Assessments and Examinations, receiving reports from Senate Examination Board and the Academic Registry.
 - r. The review and monitoring of procedures for Academic Appeals, Final Review, and Student Complaints.
 - s. Unacceptable Academic Practice regulations and procedures.
 - t. The academic development and planning of Welsh Medium provision and quality assurance activity in relation to the Coleg Cymraeg Cenedlaethol.
 - u. Receiving reports of executive actions taken by the Chair in respect of interpretation of, and exemption from, academic regulations, and monitoring compliance with those regulations.
 - v. Advice received from relevant external groups including Professional, Statutory and Regulatory Bodies (PSRBs) where relevant and advising the Academic Board on any policy implications.
 - w. Other matters referred by Senate or Vice Chancellor.

Operation

The committee may consider matters referred to it by Senate, Research Board, Recruitment and Marketing Board, and the Collaborative Provision Board. The Academic Board has delegated authority to establish, merge, or amend sub-committees established to deal with matters within its remit, including their respective Terms of Reference. The Academic Board may also establish working parties to undertake the development and review of particular areas within its Terms of Reference. Academic Board will consult with its sub-committees in discharging its responsibilities but will retain oversight of all sections of the UK Quality Code which are referenced in the Terms of Reference.