

ROYAL HOLLOWAY
University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Wednesday, 7 March 2012 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, 6 March 2012**.

Those papers not attached will be circulated shortly.

AGENDA

FORMAL BUSINESS

1. MEMBERSHIP

- 1.1 To receive a list of members of the Board. AB/12/01
- 1.2 To note that this will be the last meeting for Professor Philip Beesley, Vice-Principal (Research and Enterprise).
- 1.3 To note that this will be the first meeting for Professor Bob O'Keefe, who has been appointed Dean of Management and Economics.
- 1.4 To note that this will be the first meeting (in their current capacity) for the following Representative members:
Professor Ahuvia Kahane as Head of Department of Classics and Philosophy;
Professor Dan Rebellato as Head of Department of Drama and Theatre;
Professor Vladimir Vovk as Head of Department of Computer Science.

2. MINUTES

To confirm the Minutes of the last meeting held on **Wednesday, 2 November 2011** (M 11/046 - M 11/087). Attached

3. MATTERS ARISING FROM THE MINUTES

To consider any matters arising, not elsewhere on the agenda.

4. ACTIONS TAKEN BY THE CHAIR

- 4.1 To note that the Principal, on behalf of the Academic Board, approved changes to *Section 20: Availability of Theses* of the *Research Degree Regulations* for 2011-12.
- 4.2 To note that the Principal, on behalf of the Academic Board, approved changes to the *Regulations on the Conduct of Assessment*, with revision to paragraph 20 (f).
- 4.3 To note that the Principal, on behalf of the Academic Board, approved changes to amend the Council Tax arrangements for 4th year full time HEU research students with effect from the 2012-13 academic year. AB/12/02

5. UNSTARRING OF ITEMS

To note the unstarring of any Part B items.

6. FORMAL REPORTS

6.1 Principal's Report

To receive a written report from the Principal.

AB/12/03

6.2 Reports from the Deputy Principal and the Vice-Principals

To receive oral reports from the Deputy Principal and the Vice-Principals as relevant.

6.3 Report from the Council

To receive the unconfirmed minutes from the Council meeting held on 5 October 2011.

AB/12/04

PART A: MAJOR ITEMS OF BUSINESS

7. DEVELOPMENT OF AN ACADEMIC STRATEGY

To receive an oral report on the development of an academic strategy.

8. IMPACT AGENDA

To receive a report on the proposals for embedding the Impact agenda from the Vice-Principal (Research and Enterprise).

AB/12/05

9. REF SUBMISSION

9.1 Draft Code of Practice

To receive the Draft Code of Practice for consideration.

AB/12/06a

9.2 Ref Timetable

To receive an update on progress and the timetable for REF submission from the Vice-Principal (Research and Enterprise).

AB/12/06b

10. SCHOOL OF COMPUTER SCIENCE, INFORMATION SECURITY AND MATHS

To approve a report on the progress and recommendations on next steps.

AB/12/07

11. PERSONAL ADVISOR SYSTEM

To receive a report from the Vice-Principal (Students and Staff).

AB/12/08

12. STUDENT RECRUITMENT

12.1 To consider a report on student intake targets for 2012-13.

AB/12/09

12.2 To consider a report on UG and PG applications received to date for admission in 2012.

AB/12/10

12.3 To approve the entry requirements for 2013-14.

AB/12/11

13. TERM DATES

To approve proposed revised term dates for the 2012-13 academic year. AB/12/12

PART B: ITEMS FOR REPORT OR FORMAL APPROVAL

*** 14. FACULTY BOARDS**

To receive a combined report from the meetings of the Faculty Boards held in November 2011. AB/12/13

*** 15. PROPOSED CHANGES TO CONSTITUTIONS AND TERMS OF REFERENCE**

To approve the proposed changes to the Terms of Reference for the Academic Board Executive Committee. AB/12/14

*** 16. NOMINATIONS FOR STATUTE 25 PANELS**

To approve the nomination of Professor Brian Cowan, Department of Physics, by the Faculty of Science to serve on Statute 25 Panels during 2011-13.

*** 17. ACADEMIC BOARD EXECUTIVE COMMITTEE**

To receive the unconfirmed minutes from the meeting of the Academic Board Executive Committee held on 20 February 2012. AB/12/15

*** 18. COLLEGE BOARD OF EXAMINERS EXECUTIVE COMMITTEE**

To receive the minutes of the meetings of the College Board of Examiners Executive Committee held on 24 November 2011 and the unconfirmed minutes from the meeting held on 14 February 2012. AB/12/16a,b

*** 19. ACADEMIC PLANNING COMMITTEE**

To receive the minutes of the meetings of the Academic Planning Committee held on 17 October, 28 November 2011 and 26 January 2012. AB/12/17a,b,c

*** 20. COLLABORATIVE PROVISIONS COMMITTEE**

To receive the minutes of the meeting of the Collaborative Provisions Committee held on 24 January 2012. AB/12/18

*** 21. RESEARCH COMMITTEE**

To receive the minutes of the meetings of the Research Committee held on 21 September, 20 October and 7 December 2011. AB/12/19a,b,c

*** 22. LEARNING, TEACHING AND QUALITY COMMITTEE**

To receive the report from the meetings of the Learning, Teaching and Quality Committee held on 30 November 2011 and 8 February 2012. Included as an appendix is the Careers Service Annual Report for 2010-11. AB/12/20

*** 23. STUDENTS' UNION**

To note the results of the February 2012 election for sabbatical officers. AB/12/21

* **24. HONORARY TITLES**

- * 24.1 To approve the proposal to confer the Honorary Title of Visiting Professor on:
Professor Richard Ralph Mowbray Clogg, from the Department of History AB/12/22a
(Hellenic Institute);
Professor John Harris, from the Department of Social Work. AB/12/22b
- * 24.2 To note a paper on the conferral of honorary titles and the award of titles to Royal Holloway staff. AB/12/23

* **25. PUBLICATION**

- * 25.1 To agree which, if any, items require broad dissemination around the College.
- * 25.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.
- * **26. DATE OF NEXT MEETING:** Wednesday, 30 May 2012 at 3pm in MX001

*Dr Marina Beck
Deputy Head of Academic Development Services
24 February 2012*