

ROYAL HOLLOWAY
University of London

ACADEMIC BOARD

The next meeting of the Academic Board will be held on **Wednesday, 28 November 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, 27 November 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/12/55
- 1.2 To note that this will be the last meeting as Representative member before the current term of office expires for Dr Richard Pym as Head of School of Modern Languages, Literatures and Cultures. Dr Jon Hughes has been appointed successor to Dr Pym as Head of School and will attend future Academic Board meetings in this capacity.
- 1.3 To note that Professor Anne Sheppard becomes an Elected Member of the Board for a second term, by virtue of her election to the Council and that her term of office runs to 30 September 2015.
- 1.4 To note that this will be the first meeting (in their current capacity) for the following Representative and Student members:
Professor José Fiadeiro as Head of Department of Computer Science;
Professor Jason Morgan as Head of Department of Earth Sciences;
Dr James McKee as Head of School of Mathematics and Information Security;
Professor Brian Cowan as Head of Department of Physics;
Mr Doug German, Mr Kenny Aruwa and Mr Jamie Green from the Students' Union.

2. STATUTES AND STANDING ORDERS

- To receive the Statutes and Standing Orders of the Board. AB/12/56

3. MINUTES

- To confirm the Minutes of the last meeting held on **Wednesday, 30 May 2012 (M 12/053 - M 12/122)**. Attached

4. MATTERS ARISING

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

4.1 Centre for Criminology and Sociology

Arising from Min 12/075, to note that the Centre for Criminology and Sociology will not be changing its name to the Centre for Criminology and Social Studies as originally intended. This was approved by the Dean (Management and Economics).

4.2 Conduct of the Research Degrees Viva

Arising from Min 12/099, to note that guidelines on the audio recording of vivas, and the appointment of independent chairs, have been published and circulated to departments. The new process came into effect for students whose application to be examined was received after 1st November 2012.

4.3 Review of the Membership of Academic Board

To note that there was overwhelming support for the proposal to include the Associate Deans as ex-officio members of Academic Board. This will feed into the formal review of governance effectiveness which will include the statutes and standing orders of key governance committees.

5. ACTIONS TAKEN BY THE CHAIR

5.1 To note that the Principal, on behalf of the Academic Board, approved some minor changes to the Academic Regulations for 2012-13. AB/12/57

5.2 To note that the Principal, on behalf of the Academic Board, approved the name of the new School of Mathematics and Information Security effective 31 August 2012.

6. UNSTARRING OF ITEMS

To note the unstarring of any Part B items.

7. FORMAL REPORTS

7.1 Principal's Report

To receive a written report from the Principal. AB/12/58

7.2 Reports from the Deputy Principal and the Vice-Principals

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

7.3 Report from the Council

To receive the minutes of the Council meetings held on 28 March and 20 June 2012. AB/12/59a
AB/12/59b

PART A: MAJOR ITEMS OF BUSINESS

8. ROYAL HOLLOWAY STRATEGIC PLAN OUTLINE

To receive an update from the Deputy Principal and the Director of Strategic Development on the Royal Holloway Strategic Plan outline. AB/12/60

9. STUDENT RECRUITMENT

9.1 To consider a report on the provisional student numbers for 2012-13. AB/12/61

~~9.2 To consider a proposal on ABB Equivalence & Student Targets for 2013 Entry. AB/12/62~~

9.3 To consider a report on UG applications received to date for admission in 2013. AB/12/63

9.4 To approve the amendments to the entry requirements for 2013-14. AB/12/64

9.5 To approve the proposed progression requirements for students on the International Foundation Programme for 2013-14. AB/12/65

9.6 To approve the Admissions Policy and Handbook. AB/12/66

10. RESEARCH EXCELLENCE FRAMEWORK

To receive an oral update from the Vice-Principal (Research and Enterprise) on preparations for the REF.

11. TEACHING PROMOTIONS

To approve a paper on Senior Teaching Fellows and Lecturer Teaching Focused promotions. AB/12/67

12. PERIODIC DEPARTMENTAL REVIEW

To note the current schedule for Periodic Departmental Reviews as agreed by the Learning, Teaching and Quality Committee at the meeting held on 24 October 2012. AB/12/68

13. REGULATIONS

13.1 To approve an amendment to the Research Degrees Regulations to introduce the outcome of 'moderate changes' for PhD and MPhil degree programmes. AB/12/69

13.2 To consider a report on the suspension of undergraduate and postgraduate regulations in 2011-12. AB/12/70

PART B: ITEMS FOR FORMAL APPROVAL

*** 14. DATES OF TERM**

To approve dates of terms for 2014-15 and consider provisional dates for 2015-16 and 2016-17. AB/12/71

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

15.1 To approve the proposed changes to the constitutions for the three Faculty Boards. AB/12/72

15.2 To approve the proposed changes to the Terms of Reference and the membership of the Learning, Teaching and Quality Committee. AB/12/73

*** 16. NOMINATIONS FOR STATUTE 25 COMMITTEES**

To approve the nominations for the Statute 25 Committees for 2012-14. AB/12/74

*** 17. HONORARY TITLES**

17.1 To approve the proposal to confer the Honorary Title of Visiting Professor on:
Professor Claudio Minca, from the Department of Geography; AB/12/75a
Professor Xingmin Meng, from the Department of Geography. AB/12/75b

17.2 To approve the proposal to renew the Honorary Title of Visiting Professor:
Dr David Grimshaw, from the Department of Geography. AB/12/76

*** 18. PUBLICATION**

18.1 To agree which, if any, items require broad dissemination around the College.

18.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

PART C: ITEMS FOR REPORT

*** 19. FACULTY BOARDS**

To receive a combined report from the meetings of the Faculty Boards held in November 2012. AB/12/77

*** 20. ACADEMIC BOARD EXECUTIVE COMMITTEE**

To receive the unconfirmed minutes of the meeting of the Academic Board Executive Committee held on 12 November 2012. AB/12/78

*** 21. ACADEMIC PLANNING COMMITTEE**

To receive the minutes of the meetings of the Academic Planning Committee held on 24 May and 26 June 2012 and the unconfirmed minutes of the meeting held on 26 September 2012. AB/12/79a
AB/12/79b
AB/12/79c

*** 22. COLLABORATIVE PROVISIONS COMMITTEE**

To receive the minutes of the meeting of the Collaborative Provisions Committee held on 17 May 2012 and the unconfirmed minutes of the meeting held on 4 October 2012. AB/12/80a
AB/12/80b

*** 23. DEPARTMENTAL GRANTS GROUP**

To receive the minutes of the meetings of the Departmental Grants Group held on 15 May and 15 October 2012. AB/12/81a
AB/12/81b

*** 24. RESEARCH COMMITTEE**

To receive the minutes of the meetings of the Research Committee held on 23 May and 25 June 2012. AB/12/82a
AB/12/82b

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

To receive the unconfirmed minutes of the meetings of the Learning, Teaching and Quality Committee held on 24 October 2012. AB/12/83

*** 26. ACADEMIC AWARDS GROUP**

To receive a report of the awards and prizes awarded during the 2011-12 academic session. AB/12/84

*** 27. CONFERMENT OF TITLES**

27.1 To receive the list of the conferment of titles for 2011-12. AB/12/85

27.2 To note a paper on the conferral of honorary titles and the award of titles to Royal Holloway staff. AB/12/86

*** 28. DATE OF NEXT MEETING: Wednesday, 6 March 2013 at 3pm in MX001**

Anna Sendall
Academic Registrar and Deputy Director of Academic Services
19 November 2012