

## Terms of Reference for Academic Board

### Aim

To consider all matters relating to academic management, teaching, learning and assessment within the School.

### Responsibilities

- To consider teaching and learning arrangements for all School programmes
- To receive awarding body reports and consider any necessary actions recommended
- To review the effectiveness of assessment
- To consider the outcomes from teaching observation
- To review student data and consider issues relating to performance and progression
- To prepare for inspections and external reviews
- To manage quality assurance across the School
- To prepare programme and annual monitoring reports
- To manage and monitor the internal verification process
- To consider admissions and enrolment
- To consider academic malpractice and appeals

### Membership

The Academic Board will comprise of:

- The Principal (Chair)
- The Quality Assurance Manager
- Heads of Department,
- Programme Managers
- Programme Leads
- Student representatives (2)
- Secretary to the Board

In addition, relevant academic and administrative staff may be asked to attend as appropriate.

### Meeting frequency and duration

The Academic Board will meet at least once per calendar year and may meet on other occasions as set out in the School academic calendar, as required.

### Sub-committees

The Student Committee, Assessment Boards, Admissions Committee, Standardisation Committee and the Disciplinary Committee are sub-committees of the Academic Board.

### **Reports received**

The Academic Board receives the minutes of the Student Committee, Assessment Board, Admissions Committee, Standardisation Committee and the Disciplinary Committee as and when required.