

01.2

ACADEMIC BOARD

ACADEMIC BOARD TERMS OF REFERENCE

Academic Board will, either directly or by virtue of its powers to establish such Committees as it considers necessary to enable it to carry out its responsibilities, through its Sub-Boards (Learning & Teaching, Internationalisation, Research & Enterprise and Academic Quality & Standards) fulfil the responsibilities indicated below:

1. General issues relating to the research, scholarship, teaching and programmes at the University including:
 - (i) the criteria for the admission of students;
 - (ii) the appointment and removal of internal and external examiners;
 - (iii) policies and procedures for the assessment and examination of the academic performance of students;
 - (iv) the content of the curriculum;
 - (v) academic standards and the validation and review of programmes;
 - (vi) the procedures for the award of qualifications and honorary academic titles; in particular:
 - to authorise the admission to Degrees of persons who shall have pursued an approved programme of study or research and who has passed the assessments of the University;
 - to deprive any person of any Degree on what the Academic Board shall in its unfettered discretion consider to be good cause and at any time to restore such Degree to any person so deprived (*e.g. proven unfair practice after admission to a degree*);
 - to confer and grant Diplomas, Certificates or other academic awards on and to persons who have pursued an approved programme of study;
 - to revoke any such Diplomas, Certificates, or other academic awards made on what the Academic Board shall in its unfettered discretion consider to be good cause and at any time to reinstate any such award so revoked;
 - to approve the designation of the Degrees, Diplomas, Certificates and other academic awards of the University;
 - to authorise the holding of degree congregations;
 - (vii) the procedures for, and making decisions regarding the expulsion of students for academic reasons.

(The above are also subject to the requirements of validating, awarding and accrediting bodies).

- 2 Consideration of the development of the academic dimensions of the strategic planning arrangements of the University and the resources needed to support them and for advising the Vice-Chancellor and the Board of Governors thereon.

- 3 Advising on such matters as the Board of Governors or the Vice-Chancellor may refer to the Academic Board.

Frequency of Meetings:
Five times in each academic year.

Cardiff Metropolitan University Academic Board Membership

President & Vice-Chancellor (Chair)	1
Deputy Vice-Chancellor (Learning & Teaching) (Vice Chair) ¹	1
Pro-Vice-Chancellor (Enterprise)	1
Pro-Vice-Chancellor (Research) ²	1
Pro-Vice-Chancellor (International) ³	1
Pro-Vice-Chancellor (Strategy and Performance)	1
Dean of Quality & Standards ⁴	1
Deans of School	5
School Director from each SMPT [#]	5
Director of Research and Graduate Studies ⁵	1
Dean of Learning & Teaching	1
Dean of Students	1
Director of Employability	1
Director of Library and Information Services	1
Director of Enterprise	1
A Professor elected by Professoriate	1*
Academic Staff Members (elected by academic staff)	2*
Support Staff Member (elected by support staff)	1*
Students chosen by the Student Union	2
Total	29

Maximum possible membership - 30

*Terms of Office: 3 years with no three terms to be consecutive.

to be drawn from Associate Deans of Research, Enterprise, Internationalisation and Learning & Teaching. The balance of Associate Dean representation to fit the needs of Academic Board for the session.

Co-option

Up to 3 co-opted members who shall be at the discretion of the Chair.

In Attendance

The Secretary to Academic Board.

VCB Members and other staff as invited by the Chair.

Observers

At the invitation of the Chair.

¹ Chair of Learning & Teaching Board, Vice-Chair of Academic Board

² Chair of Research & Enterprise Board

³ Chair of Internationalisation Board

⁴ Chair of Academic Quality & Standards Board

⁵ Chair of University Ethics Committee

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Substitution

Where a member is unable to attend there shall not be a substitute unless approved by the Chair.

Quorum

Meetings of the Academic Board shall be quorate if 50% or more members are present.