

**ROYAL HOLLOWAY**  
University of London

**ACADEMIC BOARD**

The next meeting of the Academic Board will be held on **Wednesday, 25 March 2015 at 3pm in the Management Seminar Room (MX 001)**.

Tea and coffee will be served outside the room from 2.30pm onwards.

Members are reminded that the items of business in Parts C and Part D 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 **5pm on Friday, 20 March 2015**.

Those papers not attached will be circulated shortly. Late papers circulated after the deadline for unstarred will be unstarred.

**AGENDA**

**FORMAL BUSINESS**

**1. MEMBERSHIP**

- 1.1 To receive a list of members of the Board. AB/15/01

**2. MINUTES**

To confirm the Minutes of the last meeting held on **Wednesday 10 December 2014** (M 14/111 - M 14/193). Attached

**3. MATTERS ARISING**

- 3.1 To consider any matters arising, not elsewhere on the agenda.
- 3.2 To note, the examination of incomplete theses was considered at the Research Degrees Programme Committee on 29 January 2015, and it was agreed that (minute RDPC/15/009) 'where students who initially submitted an incomplete or unfinished thesis which one or more examiners refused to examine resubmitted the thesis, *one* of the following outcomes could be given at the (de facto) second submission at the end of the viva:
- a) The candidate has satisfied them unconditionally in the examination for the PhD degree; or
  - b) The candidate is required to make minor amendments to the thesis specified by them within three months; or
  - c) The candidate is required to make moderate amendments to the thesis specified by them within a period of up to nine months; or
  - d) The examiners determine that the student has not satisfied them in the examination.'
- 3.3 To note that Steven Kendrick, Head of Centre for Professional Studies, will sit on Academic Board in attendance, rather than as a representative member.
- 3.4 To note that procedures will be drawn up by the Academic Board working group to support the operation of Academic Board, as these currently do not exist. These will cover, in the first instance, elections (including announcements of upcoming vacancies; voting procedure and process; timescales; announcements of successful candidates; how announcements will be communicated) and alterations to membership.

These will be brought to a future meeting of Academic Board for the consideration and approval of the members as part of the revisions to the governance framework which supports Academic Board.

#### **4. ACTIONS TAKEN BY THE CHAIR**

To note the Principal has not taken any actions on behalf of the Academic Board since the meeting on 10 December 2014.

#### **5. UNSTARRING OF ITEMS**

To note the unstarring of any Part C or D items.

#### **6. FORMAL REPORTS**

##### **6.1 Principal's Report**

To receive a written report from the Principal.

AB/15/02

##### **6.2 Reports from the Deputy Principal and the Vice-Principals**

To receive oral and written reports, which will be reported to Council for information, from the Deputy Principal and the Vice-Principals summarising key business undertaken in their areas.

AB/15/03  
(to follow)

##### **6.3 Report from the Students' Union President**

To receive an oral report from the Students' Union President.

##### **6.4 Report from the Council**

To receive an oral report from the Academic Board representative on Council on the Council meeting held on 4 March 2015.

To receive the minutes of the Council meeting held on 18 November 2014.

AB/15/04

### **PART A: STRATEGY DISCUSSION**

#### **7 REF 2014**

To consider the results of REF 2014.

AB/15/05

### **PART B: MAJOR ITEMS OF BUSINESS**

#### **8 STUDENT RECRUITMENT**

To receive a report on UG, PGT and PGR applications received to date for admission in 2015.

AB/15/06

#### **9 POLICY ON MATERNITY LEAVE FOR PhD STUDENTS**

To receive a policy on maternity leave for PhD students in receipt of a College scholarship.

AB/15/07

#### **10 MAGNA CARTA**

To receive an update on preparations for the 800<sup>th</sup> Anniversary celebrations.

AB/15/08

#### **11 STATUTES AND ACADEMIC BOARD'S STANDING ORDERS**

To consider the final draft of the revised Statutes and Standing Orders.

AB/15/09

## **12 STATUTE 25**

To receive the draft version of the revised Statute 25, now number 9 in the revised version. AB/15/10

## **PART C: ITEMS FOR FORMAL APPROVAL**

### **\* 13 PERIODIC DEPARTMENTAL REVIEWS**

- 13.1 To note that the Centre for Professional Studies will undergo their Periodic Departmental Review in Spring 2016.
- 13.2 To consider the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of History held in February 2014. AB/15/11
- 13.3 To consider the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of Earth Sciences held in March 2014. AB/15/12
- 13.4 To receive the updated Action Plan following the Periodic Departmental Review of the Department of Geography held in February 2013. AB/15/13
- 13.5 To receive the updated Action Plan following the Periodic Departmental Review of the University of London Institute in Paris (ULIP) held in April 2013. AB/15/14
- 13.6 To consider the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of English held in October 2013. AB/15/15 (to follow)
- 13.7 To consider the Periodic Departmental Review report, together with the Action Plan following the Periodic Departmental Review of the Department of Classics held in October 2013. AB/15/16 (to follow)

### **14 PUBLICATION**

- 14.1 To agree which, if any, items require broad dissemination around the College.
- 14.2 To confirm the designation of papers as exempt from the Freedom of Information Act requirements.

## **PART D: ITEMS FOR REPORT**

### **\* 15 FACULTY BOARDS**

To receive a combined report from the meetings of the Faculty Boards held in February 2015. AB/15/17

### **\* 16 ACADEMIC BOARD EXECUTIVE COMMITTEE**

To receive the unconfirmed notes of the meeting of the Academic Board Executive Committee held on 2 March 2015. AB/15/18

### **\* 17 ACADEMIC PLANNING COMMITTEE**

To receive the minutes of the meetings of the Academic Planning Committee held on 3 November 2014, 11 December 2014 and 20 January 2015. AB/15/19

### **\* 18 COLLABORATIVE PROVISION COMMITTEE**

- To receive the minutes of the meeting of the Collaborative Provision Committee held on 1 October 2014. AB/15/20
- \* **19 RESEARCH COMMITTEE**
- To receive the minutes of the meetings of the Research Committee held on 2 December 2014 and 29 January 2015. AB/15/21
- \* **20 DEPARTMENTAL GRANTS GROUP**
- To receive the minutes of the meetings of the Departmental Grants Group held on 13 October 2014 and 10 February 2015. AB/15/22
- \* **21 LEARNING, TEACHING AND QUALITY COMMITTEE**
- To receive the minutes of the meetings of the Learning, Teaching and Quality Committee held on 20 November 2014 and 28 January 2015. AB/15/23 (to follow)
- \* **22 DATE OF THE NEXT MEETING:** Wednesday 3 June 2015 at 3pm in MX001