



## Academic Board Terms of Reference

### 1. Constitution and Purpose

- 1.1** The Norland Board of Directors has established the Academic Board to be the academic authority of Norland.
- 1.2** The Academic Board shall promote academic freedom and freedom of speech within the law for members of Norland (including the staff and students of Norland) and for external speakers invited to make use of Norland facilities.
- 1.3** The Academic Board is responsible for setting, maintaining and assuring the academic standards of Norland and any awards that it makes. The Academic Board shall take such measures and act in such a manner as shall best promote the academic and professional work of Norland and safeguard the integrity and standards of its awards

### 2. Membership

The membership of the Academic Board is determined by the Board of Directors:

- Principal (Chair)
- Vice Principal, Head of Quality and Standards and Registrar
- Head of Learning, Teaching and Research
- Deputy Head of Learning and Teaching/Student Engagement Manager
- Principal Lecturers
- Student Services and Wellbeing Manager
- Library Manager
- Placement Manager
- NQN Manager
- Programmes Manager
- Student Records, Data and International Students Manager
- Quality and Regulations Manager
- Research Fellow
- External Advisor
- Head or Deputy Head Student from each Set (Not at the parts of meetings reserved for consideration of assessment results or other matters relating to specific staff or students)

*In attendance:*

- Quality and Regulations Officer (Minutes)
- Members of the Board (by invitation)
- Lecturers/staff by invitation

### 3. Quorum

- 3.1** Quorum is eight members including either the Principal or Vice Principal.



#### **4. Chairship**

**4.1** The Board shall be chaired by the Principal or the Vice Principal.

**4.2** In exceptional circumstances the Principal may delegate the Chair to another member of the Academic Board.

#### **5. Frequency of Meetings**

**5.1** The Academic Board will meet at least three times per year.

**5.2** Additional meetings may be held with the agreement of the Principal.

#### **6. Remit**

**6.1** The Academic Board is responsible for:

- approving the academic regulations of the College;
- approving processes for the setting and maintaining the threshold academic standards of the higher education awards delivered by the College;
- approving the titles of awards, and for programme approval and modification;
- approving procedures for the closure of programmes;
- approving assessment policies and procedures;
- approving second marking and verification policies and procedures;
- reviewing and approving Norland's Regulatory Framework and its constituent regulations, policies and procedures in line with the review schedule;
- maintaining oversight of Norland's compliance with its regulatory conditions of OfS registration and reporting any risks to the Board of Directors;
- maintaining oversight of course annual monitoring activity, including the receipt and review of annual reports and associated action plans;
- considering the approval of new programmes and revalidation of existing programmes;
- considering approval of major modifications to programmes and modules;
- the appointment and oversight of external examiners;
- receiving External Examiner reports and approving the responses;
- confirming the outcomes of module and award boards;
- assuring the quality of the students' academic experience and learning opportunities;
- approving the process for the annual review of programmes;
- approving the process for the periodic review of programmes;
- approval of documentation for external review;
- considering and responding to external review reports;
- considering information to be provided for external organisations;
- approving policies and procedures for the assurance of the quality of the information about its provision;
- approving policies and procedures for enhancing students' learning opportunities,



experiences and employability;

- considering the results of NSS and other student surveys;
- approving policies and procedures for student engagement;
- approving policies which assure the scholarship and pedagogic effectiveness of staff;
- approving the staff training and development policy;
- fostering an ethos of inclusive practice and widening participation;
- reporting concerns to the Board of Directors on financial pressures impacting on quality and standards;
- providing advice and guidance to the Board of Directors on academic matters;
- reporting regularly to the Board of Directors;
- monitoring compliance to the Terms of Reference and remit of all its sub-committees;
- commissioning thematic reviews on an ad hoc basis.

**6.2** The Academic Board will consider any other matters as determined by the Chair.

## **7. Reporting Procedures**

**7.1** Apart from confidential sections, the minutes of the Academic Board will be published on the Norland SharePoint and provided to the Board of Directors

## **8. Confidentiality**

**8.1** The record of matters which the Chair and the Academic Board are satisfied should be dealt with on a confidential basis will be recorded separately from the main minutes.

## **9. Chair's Action**

**9.1** The Chair is to have delegated authority to act between meetings, following appropriate consultation with members, to deal with matters of urgency. Details of any action taken shall be reported to the next meeting of the Board.

## **Document Control Information**



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