



UNIVERSITY OF
LINCOLN

Academic Board and its Committees

Constitution and Terms of Reference

2019/2020

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Introduction

Academic Board and its three functional sub-committees (Academic Affairs Committee, Education and Student Life Committee and Research Committee) are senior, policy-making committees, chaired at VCO level. Membership is based on cross-University representation.

College Academic Boards also report directly to Academic Board and oversee the implementation of policy at College level. They are likewise representative of their communities.

As key participants in the academic business of the University, Academic Board and its sub-committees will always include student representatives to ensure their voice is heard in decision-making.

Each of the sub-committees, in addition to its stated terms of reference, is required to report annually to Academic Board.

Sub-committees of Academic Board may choose to delegate focussed and specific functions to expert groups or time-limited project groups, but may not establish standing representative sub-committees to fulfil activities within their own core terms of reference

Academic Board

Terms of Reference¹

- To be responsible for general issues relating to the research, scholarship, teaching and courses of the University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies
- To advise the Vice Chancellor and Board of Governors on the development of the academic activities of the University and the resources needed to support them
- To advise on any other matter referred to the Board by the Vice Chancellor or Board of Governors

To ensure that it is best placed to respond to new strategic developments, Academic Board will keep its own committee structure and working practices under review, and may institute new committees reporting directly to it, should the need arise. Conversely, should any committee come to the term of its useful life, it will be discontinued.

Membership

Vice Chancellor [Chair]

University Registrar [Secretary]

Deputy Vice Chancellors: Research & Innovation, Student Development & Engagement, and External Relations

Heads of College

Heads of School/Department/Deputy Heads of LIBS/Associate Dean of the Medical School

Director of Student Affairs

University Librarian

University Secretary

Dean of Lincoln Learning and Teaching Academy

Dean of Digital Education

Director of Quality, Enhancement & Standards

President of the Students' Union

Students' Union Officer

2 x members of academic staff per College, elected by and from the academic staff of the relevant College

5 x members of academic staff, elected by and from the total academic community

1 x member of professional services staff, elected by and from the professional services staff

5 x student representatives, provided by the Students' Union

Total: 58

Head of Governance [Officer]

Notes

- a) Elected members sit for one three-year term, but may stand for election again for one further three-year term

¹ These are specified in the University Articles of Government and can only be changed through a change to the Articles, which itself requires Privy Council approval

Academic Affairs Committee

Terms of Reference

- To oversee, on behalf of Academic Board, the good conduct of the academic affairs of the University
- To ensure that the University takes account of and effectively responds to the demands of external regulation and changes in governmental legislation which may impact on the delivery of academic programmes and quality and standards (at Levels 3 to 8)
- To ensure that the quality and standards of all the University's awards are maintained, including those delivered within the University and through recognised partnerships
- To keep under review the academic priorities and policy development of the University and advise Academic Board accordingly
- To approve the academic portfolio, the validation of new programmes and proposed new partnerships
- To ensure that new programme proposals are commensurate with sound academic principles

Membership

Deputy Vice Chancellor (Student Development & Engagement) [Chair]

Director of Student Affairs

University Secretary

College Directors of Academic Affairs (4)

University Librarian

5 x members of staff nominated by Academic Board from its staff representative members

1 x student member of Academic Board

Chair of the External Examiners' Committee (if not otherwise a member of the committee)

Director of Quality, Enhancement and Standards

Up to three co-opted members from the University and/or its partner Colleges

Officer (Secretariat)

Research Committee

Terms of Reference

- To oversee the development of research activity, impact, policy, culture and environment
- To keep under review the research strategies of the University and its Colleges, in the light of internal and external contexts
- To oversee the delivery of an excellent PGR student experience
- To oversee the development of the University's REF strategy and monitor its implementation
- To oversee the development and implementation of research ethics policies and procedures

Membership

Deputy Vice Chancellor (Research & Innovation) [Chair]
Heads of Colleges and/or College Directors of Research
Director of Planning & Corporate Strategy
Director of Research & Enterprise
University Librarian
Director of the Doctoral School
Director of the Institute for Advanced Studies
Research and Enterprise Head of Research
PGR Student Representative

Officer (Secretariat)

University Research Ethics Committee

The University Research Ethics Committee (UREC) has oversight of the principles and practices of ethical research conduct across the University, and specifically the College Research Ethics Committees. It works in unison with the Research Committee to ensure that College Research Ethics Committees are supported to implement, monitor and report on the ethical research conduct in their respective disciplines.

Terms of Reference

- To monitor and review the delivery and support for ethical research conduct at College level
- To consider and adjudicate on complex cases where challenges to ethical research conduct cannot be resolved at College level
- To maintain appropriate data on all ethical research processes, procedures and activities
- To report annually to the Research Committee on all aspects of ethical research conduct

Membership

Deputy Vice Chancellor (Research & Innovation) [Chair]

Chairs of the College Research Ethics Committees

Chair of Human Tissues Oversight Group

Chair of Human Ethics Committee

Chair of Non-Human Ethics Committee

1 x member from each College, nominated by the Head of College

1 x representative from Research and Enterprise Office

1 x representative from the Health and Safety Department

1 x Postgraduate Research student representative

1 x co-opted member, drawn from the external academic or business community

Lead Officer for Ethics

External experience may be co-opted as necessary where independent advice may be required.

Enterprise Committee

Terms of Reference

- To develop and oversee the elements of the University's Strategic Plan relating to enterprise
- To oversee the development of enterprise-related activity, policy, culture and environment
- To develop and oversee the enterprise strategies of the University and its Colleges in the light of internal and external contexts
- To develop and oversee policies and procedures relating to the management and exploitation of University intellectual

Membership

Deputy Vice Chancellor (Research & Innovation) [Chair]

Heads of Colleges and/or the most appropriate senior academic lead with an interest in/responsibility for enterprise

Director of Research and Enterprise

Head of Business Incubation and Growth

Officer (Secretariat)

Education and Student Life Committee

Terms of Reference

To oversee and monitor on behalf of Academic Board:

- progress towards meeting relevant University Strategic Objectives and Key Performance Indicators
- the development and enhancement of the student experience within and beyond the curriculum
- the preparation of students for life after university
- the development of all staff supporting student education
- the enhancement of the University's physical and virtual learning environments and other infrastructural support and processes supporting student education including oversight of the Library and related resources
- the development of a culture of enterprise, innovation and entrepreneurial activities across the University, working closely with students and employers
- the governance and implementation and delivery of outcomes of the Lincoln Academy of Learning and Teaching
- the governance of student engagement

Membership

Deputy Vice Chancellor (Student Development & Engagement) [Co-Chair]

SU Vice President (Education) [Co-Chair]

Dean of Digital Education [Deputy Chair]

Dean of LALT

Pro Vice Chancellor

College Directors of Education x4

PGT Dean

Head of HE Research Institute (vacancy)

Director of Planning & Business Intelligence or nominee

Director of ICT or nominee

Director of Student Affairs

Director of Digital Student Life

University Librarian or nominee

Director of Quality, Enhancement and Standards

Head of Careers & Employability

Head of Equality Engagement & Development (vacancy)

Head of Administrative Support for LALT

SU President and VPs x3

Student College Officer representatives x4

PGT Student Representative

SU Chief Executive

Co-opted: Director of Pharmacy Education (vacancy)

Officer (Secretariat)

College Academic Board

Terms of Reference

- To monitor and oversee the overall academic character of the College including research, the curriculum, teaching and learning and the student experience
- To oversee School development and ensure cross-College and School collaboration and cross-disciplinary working
- To oversee the delivery of taught programmes and research of the highest academic standard and quality within the College
- To ensure that all academic policies, procedures and regulations agreed by Academic Board are implemented within the College and that relevant consumer rights legislation is complied with
- To ensure the continued enhancement of the student experience
- To oversee and continually strengthen the relationship between the College and the Students' Union
- To consider annual reports from the College Research Committee, College Academic Affairs Committee, College Research Degrees Board and College Education and Students Committee and make recommendations as appropriate to those Committees or Academic Board.

Membership

Head of College [Chair]

Heads of School/Department or nominees

College Director of Research

College Director of Academic Affairs

College Director of Education

At least eight and no more than ten academic staff from the College, elected from each School/Department. *NB The number of staff representatives will be agreed in advance by the Head of College in consultation with the Heads of School/Department, in proportion to the size of each School*

One member of College administrative staff, elected by the College administrative staff team

One member of the College technical staff, elected by the College technical staff team

(where applicable)

Student Representatives x 5

College Manager or equivalent

Quality Officer

Officer (Secretariat)

The College Academic Boards formally report into Academic Board and will meet once per term

Quoracy constitutes 50% of the membership.

College Board of Examiners

Terms of Reference

- To ensure that the University's regulations on assessment and the regulations governing awards within the Board's competence are applied.
- To oversee the review and maintenance of the academic standards of the programmes for which the College is responsible.
- To determine whether or not students are entitled to have awards conferred, and to decide the classification or grade of those awards, as appropriate, taking into account the recommendations of the College Research Degree Board.
- To confirm the entitlement to progression of all students registered on a relevant programme.
- To confirm the entitlement of any student claiming academic credit for any part of a relevant programme.
- To apply a decision that a student's performance has been affected by adverse circumstances.
- To take decisions on the penalty to be applied in cases where academic offences are proved.
- To consider, and where appropriate ensure that effect is given to the opinions and advice of the External Examiners.
- To approve the examinations and other forms of assessment, including re-assessment, for the relevant programmes where this is not the responsibility of a Subject Board of Examiners².
- To confirm the administrative arrangements for the assessment and re-assessment of students registered on a relevant programme where this is not the responsibility of a Subject Board of Examiners
- To establish progress panels to keep under review the progress being made by students registered on a relevant programme.
- To advise the Chair of the Academic Board, where appropriate, of matters that have come to its attention through the discharge of its responsibilities.

Membership

Chair: Head of College, College Director of Academic Affairs, Head of School/Department where there is no conflict of interest involved (or in exceptional circumstances a Head of another College or another College Director of Academic Affairs as nominated by the Head of College and approved beforehand by the University Registrar)

Secretary: Appointed by Student Administration

Other members: External Examiners appointed to the College/School programmes. External Examiners shall only attend the part of the Board where items relating to the conferment of awards are considered. Senior Academics of the College/School/, Programme or Course Leaders, and individuals responsible for the academic counselling of students³.

² Subject Boards of Examiners undertake this responsibility in respect of undergraduate awards, HN provision and non-tariff and work-based study at undergraduate level.

³ Under present arrangements, these would be academic tutors.

Subject Board of Examiners

Terms of reference

- To ensure that the University's requirements and the requirements of any other external body for the approval of marks and grades have been satisfied⁴
- To review the evidence of quality and the achievement of standards in all modules falling within its competence and, in this regard, to adopt appropriate measures where necessary.
- To ratify the marks awarded, and where appropriate agreed by an External Examiner, in respect of relevant modules.
- To consider and, where appropriate, ensure that effect is given to opinions and advice of External Examiners.
- To approve all assessments, including re-assessments, for all modules falling within its competence, having regard for the validated assessment regime for each module.
- To approve the arrangements for the setting, the conduct and the marking of all examinations and other assessments, including re-sit examinations and re-assessments, for all modules falling within its competence.
- To advise the Chair of the relevant College Board of Examiners, where appropriate, of matters that have come to its attention through the discharge of its responsibilities.

Membership

Chair: The Senior Academic appointed Head of School with responsibility for the subject, or another Senior Academic nominated by the relevant Head of College.

Secretary: Appointed by Student Administration.

Other members: All staff of the University who teach or assess modules falling within the Board's competence

College Director of Education/College Director of Academic Affairs

Staff of partner institutions who have module coordination responsibilities for modules falling within the Board's competence

External Examiners appointed to a subject or a module or cognate group of modules falling within the Board's competence

⁴ This refers to, for example, requirements for double-marking, second-marking and moderation.

College Research Degrees Board

Terms of Reference

- To apply the University's regulations on assessment and the regulations governing awards within the Board's competence.
- To consider recommendations from the School Postgraduate Research Committee on an individual student's programme of study, entitlement to progress, and examination arrangements.
- To take decisions regarding an individual student's entitlement to progress and confirmation of award.
- To confirm the appointment of thesis supervisors for all research students and any changes in supervision arrangements.
- To authorise and, where appropriate, stipulate conditions for authorisation of ethical applications linked directly to a specific research degree project and oversee adherence to such conditions.
- To recommend the entitlement of any student to receive a research award.
- To apply a decision that a student's performance has been affected by extenuating circumstances.
- To take decisions on the penalty to be applied in cases where academic offences are proved.
- To review the academic standards of research awards and to assure these standards to the relevant College Board of Examiners.
- To consider and, where appropriate, ensure that effect is given to the opinions and advice of External Examiners.
- To provide an annual report on its business to the College Academic Board and the Research and Enterprise Committee including statistical data on research students covering enrolments, progression, completions, awards, completion times, and complaints.
- To advise the Chair of the relevant College Board of Examiners, of the College Academic Board, or of Academic Board where appropriate, of matters that have come to its attention through the discharge of its responsibilities.
- To recommend External Examiners to the External Examiner's Committee

Membership

Chair:	Head of College (or Senior Academic nominated by the Head of College). Where the Chair is not the Head of College they should be appointed for no more than 3 years. The Chair cannot be a Chair of a School PGR Committee.
Secretary:	Appointed by Student Administration
Other members:	A Chair of another College Research Degrees Board A PGR lead or nominee from each School
External Examiners:	External Examiners appointed to any programmes under consideration. At least one External Examiner should be present to cover generic research programmes such as MPhil/PhD etc ⁵

⁵ At least one External Examiner should attend the College Research Degrees Board to cover generic research programmes. This will not be an Examiner appointed to examine a particular thesis. External thesis Examiners are not members of the College Research Degrees Board.

College Academic Affairs Committee⁶

Terms of Reference

- To scrutinise and approve all annual programme monitoring reports and action plans, and associated overview reports, for submission to the University Academic Affairs Committee.
- To approve annual programme monitoring reports from partners for validated programmes, alongside Link Tutor reports⁷.
- To approve nominations of External Examiners and their onward referral to External Examiners Committee
- To consider a summary of comments made by External Examiners in their annual reports, and to oversee action taken by subject teams in response to recommendations.
- To respond to the requirements of relevant external professional organisations, such as PSRBs, and statutory bodies such as the QAA.
- To provide support and guidance to programme teams in addressing quality issues.
- With authority devolved from the College Academic Board:
 - To review proposals for modifications to existing modules and programmes, and to approve these when appropriate.
 - To review proposals for new programmes and Short Courses, and to approve these for recommendation to the University Academic Affairs Committee when appropriate.
 - To oversee College involvement in quality related events, including (re)validations, periodic academic reviews and visits to partners.
 - To review due diligence issues and other quality assurance matters relating to partnerships
- To provide an annual report to the College Academic Board on progress and achievements made against the Committee's terms of reference

Membership

College Director of Academic Affairs [Chair]

College Manager

Two academic staff representatives from each School

Link Tutors

Representative from the Office of Quality, Standards and Partnerships

Representative from University Library

Student representatives x 5

Representatives from partner institutions as business requires

The College Academic Affairs Committee reports into the College Academic Board and its minutes are received by the University Academic Affairs Committee.

The Chair of the College Academic Affairs Committee is an ex-officio member of the University Academic Affairs Committee.

Quoracy constitutes 50% of the membership although if this is not reached the Chair may determine with the members present if there is sufficient representation, expertise and competence for the meeting to continue and transact business.

⁶ Colleges may vary the above Terms of Reference to respond to local practice. These terms of reference were updated and approved by the University AAC on 1 October 2014

⁷ Both amendments to first two bullet points proposed by Director of Quality, Enhancement & Standards

College Education and Students Committee⁸

Terms of Reference

- To develop and implement the College Education Strategy, within the remit agreed by the College Academic Board.
- To foster an appropriate intellectual graduate culture across the College and develop an understanding of 'graduateness'
- To implement effective systems to enable students to provide feedback on the quality of their experience
- To review and approve action plans resulting from the NSS and other internal and external surveys
- To promote and support the enhancement of the student experience
- To ensure appropriate graduate training is available for postgraduate taught and postgraduate research students and their supervisors
- To promote and support student engagement
- To identify strategies to improve student retention and progression rates.
- To ensure adequate support for those students assessed by DART as having special requirements.
- To respond to any issues raised by internal reports including annual monitoring and related action plans and from, for example, the Periodic Subject Reviews or Quality visits.
- To respond to reports from external agencies such as the QAA.
- To recommend the approval of proposals for teaching development funding to the University's Education and Students Committee.
- To provide an annual report to the College Academic Board on progress and achievements made against the Committee's terms of reference

Membership

College Director of Education and Students [Chair]
Two academic staff representatives from each School
Representative from the University Library
Representative from ICT
Student Representatives x 5
Representative from the Disability Service
Representative from EDEU
Representative from the Office of Quality, Standards and Partnerships
Representatives from partner colleges as business requires

The College Education and Students Committee reports into the College Academic Board and its minutes are received by the University Education and Students Committee

The Chair of the College Education and Students Committee is an ex-officio member of the University Education and Students Committee, Graduate Committee and Student Experience Committee

Quoracy constitutes 50% of the membership.

⁸ Colleges may vary the above terms of reference to respond to local practice.

College Research Committee⁹

Terms of Reference

- To develop and promote the College research strategy, activity, culture and infrastructure across all Schools in the College
- To ensure the College develops and maintains the highest standards of research awards and quality of research provision
- To encourage and support bids for externally funded research and development projects.
- To plan the College strategy in relation to the Research Excellence Framework and embedding an appropriate and vibrant research culture and environment more broadly
- To bring matters affecting research, scholarship, development, consultancy and enterprise to the attention of the College Academic Board when necessary.
- To bring matters affecting research students to the attention of the College Academic Board when necessary.
- To monitor College research, education and consultancy income against agreed targets*
- To monitor, oversee and review the College's ethical protocols for research activity
- To provide an annual report to the College Academic Board on progress and achievements made against the Committee's terms of reference

Membership

College Director of Research [chair]

Two academic staff representatives from each School (one of whom will hold research responsibilities)

Representative from Research and Enterprise Office

Representative from the University Library

Student representatives x 5

The College Research Committee reports into the College Academic Board and its minutes are received by the University Research and Enterprise Committee.

The Chair of the College Research Committee is an ex-officio member of the University Research and Enterprise Committee.

Quoracy constitutes 50% of the membership.

* This term of reference may be fulfilled by local College external income committees (e.g. External Research Income Committee in the College of Social Sciences)

⁹ Colleges may vary the above terms of reference to respond to local practice.

Subject Committee

Terms of Reference

- To provide a forum for active consultation with students reading the subject
- To be a platform for partnership working with students to enhance the teaching, learning and student experience within the subject
- To ensure that appropriate mechanisms are in place by which students can comment on and help to develop the quality of their learning experience
- To act as the school quality enhancement body for university priorities; ensuring that the curriculum, the teaching and assessment strategies are appropriate on an ongoing basis
- To receive and consider the annual programme monitoring report/s, including those produced by Partner Institutions and the associated Link Tutor reports, and survey action plans, reporting the outcome to the College Academic Affairs Committee
- To receive reports from subject external examiners and professional bodies
- To consider proposals for programme modifications
- To monitor the effectiveness of learning support systems in facilitating the delivery of a high quality learning experience for all students

Membership

Head of School or nominee & School Student Rep or nominee (joint chairs)
Elected student representatives from each status/level/mode in which the subject is delivered

Programme Leaders

Senior Personal Tutors

Representatives from partner institutions/organisations as appropriate

Representative from University Library

Student Engagement Champion

School lead on Teaching & Learning

Additional department representatives as necessary

Additional students as necessary

Lincoln Academy of Learning and Teaching (LALT) - Academy Board

Terms of Reference

- To direct the development and implementation of LALT's processes and procedures
- To support the Dean of LALT in achieving the aims of their manifesto project and in developing and supporting the community of teaching and learning at the University of Lincoln
- To identify, receive and prioritise all proposals to support key elements of the University strategic plan
- To receive, disseminate and generate examples of internal and external best practice
- To allocate resources to, and monitor progress of, projects approved by the Board
- To monitor relevant internal and external developments, and take account of them, in the development of LALT activities
- To regularly report to ESLC and TEGS on activities and plans
- To oversee the activities of the LALT engagement Team Administrative Support

Membership

Deputy Vice Chancellor (Student Development & Engagement) [Chair]

Dean of LALT

Head of Administrative Support for LALT

College Directors of Education x 4

Dean of Digital Engagement

Dean of Postgraduate Taught

Dean of Student Learning Development and University Librarian

VP Education, Students' Union

Academic Representative: Programme Leaders Forum

Academic Representative: Digital Leads Forum

Academic Representative: Student Engagement Forum

Academic Representative: Senior Tutors Forum

Officer (TBC)

Representatives from the various fora will be recruited/elected as required. Quoracy is a minimum of six *ex-officio* members and one academic representative, and the Board will meet up to four times per annum.