

## TERM OF REFERENCE FOR ACADEMIC BOARD

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## DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Learning and Teaching Committee	Senate	25.08.2020
1.1	Learning and Teaching Committee	Chair of Academic Board	04.01.2022
1.2	Academic Board	Senate	05.04.2023

The Academic Board Terms of Reference are valid for all programmes running at BUV. This includes both BUV own degrees and ones from partner institutions.

## **1. AUTHORITY OF THE COMMITTEE**

On behalf of the Senate, the Academic Board is responsible for the development and review of the University's Learning, Teaching and Assessment and Employability strategies and approving, reviewing and overseeing the implementation of attendance policies, procedures and practices. The Board will be responsible for maintaining a consistently high quality of student experience and for promoting a culture of continual improvement. The Board will oversee the arrangements for assuring the academic quality and standards of off-campus collaborative provision.

## **2. DUTIES OF THE COMMITTEE**

1. To formulate, revise, promote and oversee the implementation of the University's Learning, Teaching and Assessment Strategy and the University's Employability Strategy and to recommend these for approval to Senate.
2. To oversee the implementation of the University's strategic plan in relation to learning, teaching, standards, assessment, employability and the wider student experience through the development of relevant policies and procedures.
3. To make recommendations to Senate on the approval of collaborative partnerships and to monitor their operation, identifying risk and taking action as required.
4. To develop, approve and monitor policies and procedures for the promotion of student engagement, student representation and the gathering of feedback from students.
5. To monitor the effectiveness of the External Examiner system, including receiving and considering summary reports of matters raised by External Examiners, to approve responses to them on behalf of the University and to take action as required.
6. To support the enhancement of learning and teaching and the student experience through the development and dissemination of good practice and innovation and by raising the profile of learning and teaching, both on-campus and off-campus.
7. To promote a self-critical, reflective approach to academic standards throughout the University and its partners and to identify and encourage good practice and innovation in learning, teaching, curriculum development and assessment, including the use of new learning technologies, and to identify and promote related opportunities for staff development.

8. To monitor and evaluate the preparation of students for employment and life by introducing policy and promoting:
  - a. curriculum provision for employability skills;
  - b. opportunities for work experience, internships and placements
  - c. careers' awareness/guidance.

### **3. MEMBERSHIP**

The membership of the Academic Board shall be as follows:

- Chief Academic Officer (Chair)
- Dean (Deputy Chair)
- All Discipline Leads
- University Registrar
- Head of Student Engagement
- Exams Office Manager
- Learning Management System Officer
- Team Leader of Career Services and Industry Relations
- Personal and Social Growth Programme Manager
- Student Representative (nominated by the Student Association Committee)
- Secretary of Senate and Committees

When required, other members can be invited to attend the meeting.

### **4. QUORUM**

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair (or Deputy Chair) and when at least one half of those members present are University staff.

### **5. APPOINTMENT OF CHAIR**

The Chair shall be the Chief Academic Officer.

### **6. MEETINGS**

Meetings should be held at least three (03) times per academic year.

## **7. BOARD REPORTING**

This Board reports to Senate

## **8. REVIEW**

Terms of Reference are reviewed at the first meeting of the Board annually and any changes are approved by Senate

## **9. SUPPORTING DOCUMENTS**

NA

## **10. RELATED DOCUMENTS**

Terms of Reference for Senate.

## **11. DOCUMENT RESPONSIBILITIES**

Policy Owner	:	Chief Academic Officer
Policy Delegate	:	Chair of Academic Board