

O5: SCHOOL ACADEMIC BOARDS

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REGULATION

1. AUTHORITY FOR REGULATION

This Regulation is made in pursuance of Article 13 of *The Robert Gordon University (Scotland) Order of Council 2006*.

2. REMIT

To monitor, review and agree action relating to the operation, management, quality assurance and development of the School's academic portfolio and subject base. In pursuit of this, the Board shall, *inter alia*, undertake the following:

- (i) approve:
 - (a) the membership of Course/Programme Management Teams;
 - (b) and/or recommend course/programme changes for approval;
 - (c) core Assessment Board memberships;
 - (d) the arrangements for liaison with students;
 - (e) requests from students for a temporary suspension of studies;
 - (f) items for inclusion in section 6.1 "University Verified Additional Achievements" in the *Higher Education Achievement Record*;
- (ii) nominate to Academic Council, via the Academic Quality Officer, external examiner appointments;

- (iii) contribute to the production of:
 - (a) an annual *School Academic Board Appraisal Report*;
 - (b) the annual *Academic Plan*, and monitor its implementation;
- (iv) consider:
 - (a) issues raised by employer/industry/professional liaison groups;
 - (b) academic appeals, cases of misconduct and misconduct appeals, and student complaints, and action as appropriate;
- (v) overview and/or coordinate issues relating to validation, review, approval and professional body events, including consideration of the outcomes of such events and monitoring implementation of associated responses;
- (vi) review resource issues, including aspects relating to service input into courses/programmes;
- (vii) identify, coordinate, promote and monitor quality enhancement activities;
- (viii) monitor the effectiveness of arrangements in respect of the Personal Tutorial System;
- (ix) receive minutes and reports from Course/Programme Management Teams.

3. COMPOSITION

The Head of School shall determine the membership of the School Academic Board which shall consist of:

Core members

Head of School (Convener)
Associate Head of School
Subject Leaders
Course/Programme Leaders
Learning Enhancement Coordinator, where appropriate
Research Degrees Coordinator
Student School Officer and one research student

In attendance

Academic Quality Officers

In addition

The Head of School shall ensure that other staff with particular management responsibilities will be in attendance where relevant/appropriate, for example, Research Coordinators, Disability Coordinators and also representatives from central support departments.

4. FREQUENCY OF MEETINGS

There will be a minimum of three meetings in any academic session and at such other times as the Convener may consider necessary.

5. CONDUCT OF MEETINGS

The meetings shall be conducted according to the procedures that apply to Academic Council's Standing Committees (*Organisational Regulation O4* refers).

6. MINUTES AND REPORTS

Minutes shall be kept of each meeting of the School Academic Board and submitted to the Academic Quality Officer. Thereafter, reports may be made to the Quality Assurance and Enhancement Committee and Academic Council, as appropriate.