

ORGANISATIONAL REGULATION O5: SCHOOL ACADEMIC BOARDS**CONTENTS**

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REGULATION**1. AUTHORITY FOR REGULATION**

This Regulation is made in pursuance of Article 17 of *The Robert Gordon University (Scotland) Order of Council 2019*.

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) monitor the School's portfolio of courses within each subject area and identify actions for development/enhancement as appropriate;
- (ii) ensure the effective implementation of University policy in respect of quality enhancement, including teaching, learning and assessment policy;
- (iii) 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*;
- (iv) nominate to Academic Council, via the Academic Quality Officer, external examiner appointments;
- (v) undertake the Annual Appraisal Process, specifically:
 - (a) consider and approve *Annual Course Appraisal Reports*, including confirmation of the appropriateness of actions identified;
 - (b) approve Course/Programme Management Team responses to *External Examiner Annual Reports*;
 - (c) contribute to the production of the annual *School Academic Board Appraisal Report*;
 - (d) ongoing monitoring of actions identified within *Appraisal Reports*;
- (vi) contribute to the production of the annual *Academic Plan*, and monitor its implementation;
- (vii) 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;
- (viii) 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;
- (ix) review resource issues, including aspects relating to service input into courses/programmes;
- (x) identify, coordinate, promote and monitor quality enhancement activities;
- (xi) monitor and ensure the effectiveness of arrangements in respect of the Personal Tutorial System;
- (xii) receive minutes and reports from Course/Programme Management Teams;
- (xiii) receive regular reports from the Student School Officer, including an annual report.

3. COMPOSITION

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

Core members

Dean of School (Convener)

Associate Deans, as appropriate

Subject Leaders

Course/Programme Leaders

Research Degrees Coordinator

School representatives on the Quality Assurance and Enhancement Committee and its Sub-Committees

Student School Officer(s)

One research student

In attendance

Academic Quality Officer

In addition

The Dean 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.