

Academic Board

21 October 2020



Actions

Ref	Action	Lead	Due Date
20/73	Update Membership List to reflect (i) the change in the Head of Department of Human Resource Management and Organisational Studies. (ii) the academic member of staff elected to Council, who will also sit on the Academic Board	JHE	Complete
19/143, 19/183 and 20/76	To add update on the College's Access and Participation Plan as an agenda item for the December AB meeting	JHE	Complete
20/78	Set up a Call for election in January to fill the remaining two vacancies for elected members	JHE	January 2021
20/117	Review Intellectual Property Policy and bring back to December meeting for discussion	KN	December 2020
20/10	Deputy Principal (Academic) to respond to queries raised in email requesting to unstar paper AB/20/51	KN	Complete
	Secretary to add the following to the agenda for the October meeting—	JHE	Complete
20/14	SU Digital Survey Outcomes		
20/41	Update on delivery of College's Enhancement Plan		
20/16	Circulate summer term Council Minutes to Academic Board	JHE	Complete
19/167	Correct the minutes of the meeting of the Board on 23 October 2019 as noted.	RH	Complete
19/170	Refer this matter [the length of papers for Academic Board and the timing of the circulation of these] to the Academic Board Executive meeting in February for further discussion.	RH	Complete (paper presented to ABE, needs to be actioned)
19/175	The Secretary and VP Education to review the election of academic representatives and present a report to Academic Board in March 2020.	RH/KR	Complete
19/179	Circulate the PowerPoint presentation on KEF to Schools.	RH/KN	Complete
19/182	Reword Section 2 (a) (iii) on page 7 of the Access and Participation Plan to clarify what is being measured: <i>Brilliant Club: support 590 pupils to improve their written communication, subject knowledge and critical thinking skills by 5% or more.</i>	DA	Complete

19/183	Academic Board to receive a regular update on progress in meeting the Access and Participation Plan targets.	PJL/RH	Ongoing
19/185	Present a draft Degree Outcomes statement to the March meeting of Academic Board.	DG	Complete (Considered in June)
19/195	DDS to review the guidance and report to the Executive Committee for Assessment in the Spring term.	RH	Complete
19/196	Review the wording of Proposal 3 on regulatory changes with colleagues.	RH/MB	Complete
19/119	Put a note on the Academic Board website about the decision made to amend the terms of office of elected members to one year.	RH	ASAP
19/121	Correct the minutes of the meeting of Academic Board on 5 June.	RH	Completed
19/129	Take forward the provision of support for students studying in London in the Academic Development and Resources Committee.	KB	ASAP
19/131	Check with the interim Director of Human Resources whether recommendations from UCU were considered as part of the review of the Gender Pay Gap.	RH	ASAP
19/137	Present a 'lessons learned' paper on lecture recording to Academic Board in December.	KB	Complete (moved to March meeting)
19/143	Provide an update to Academic Board later in the year on work undertaken to close the attainment gap.	JK	March/June 2020
19/147	Link the Committees Handbook page to the Terms of Reference for new School and College committees, currently published on the academic restructuring pages.	RH	ASAP
19/148	Add the casualization of staff to topics to be considered as part of the redevelopment of the College strategy given the number of staff in the College on casual contracts.	KB	ASAP

Academic Board

21 October 2020

Min. 20/70-20/141



Minutes

Present:	Prof P Layzell (Chair); Prof K Normington, Prof K Badcock, Prof J Knowles, Prof M Humphreys, Prof G Agyemang, Prof J Parker-Starbuck, Prof G Pieri, Prof S Boogert (left the meeting at 2.50pm), Prof T Pincus, , Prof R Alston, Prof S Wright, Prof R Livesey, Dr A Whitelock, , Dr M Berry, Prof B Langford, Dr M Naef, Mr R Jago, Prof O Heath, Prof A Jashapara, , Dr S Wagner, Prof V Jansen, Prof J Adam, Prof P Dalton,	Prof D Howard, Prof R Schack, Prof P Komisarczuk, Dr S West, Dr C Matos, Prof S Ansari, Dr T Berry, Prof V Boisvert, Dr S Kuenzel, Prof S Murphy, Dr E Xhetani, Prof H Zagefka, Prof D Gilbert, Prof H Nicholson, Miss K Roberts, Ms A Chohan, Ms H Warwick.
Secretary:	Dr J Howden-Evans	
In attendance:	Dr D Ashton, Ms M Ennis, Mrs A Wallis	Miss C Munton (Assistant Secretary)
Observers:	Mr A Alway	

1. Welcome and Apologies

The Chair OPENED the meeting by thanking staff for their considerable efforts in ensuring a successful start to the 2020-21 academic year under difficult circumstances. 20/70

The Chair WELCOMED all members to the Board, noting were a number of new members for this first meeting of the academic year. Apologies were received from Prof A Bradshaw, Prof P Crang, Dr B Lease, Dr J Nuri, Prof G Symon and Mr Steven Kendrick. Prof D Schreve attended on behalf of Prof P Crang. 20/71

2. Terms of Reference and Standing Orders

2.1 Paper AB/20/52 the Academic Board Terms of Reference and Standing Orders for 2020-21 were RECEIVED and APPROVED. 20/72

2.2 Paper AB/20/53 the updated membership list for 2020-21 was RECEIVED and APPROVED subject to correcting the membership list to reflect that Professor Gillian Symon is Head of Human Resource Management and Organisational Studies. 20/73

3. Minutes of the previous meeting

The Minutes of the meeting held on 3 June 2020 were APPROVED. 20/74

4. Matters arising

Paper AB/20/54 the Student Attendance and Engagement Policy was APPROVED by circulation. 20/75

- The Chair REPORTED that the actions in *min. 20/10, 20/14, 20/16 and 20/41* had been completed. Academic Board would receive an update on progress in meeting the College's Access and Participation Plan targets, *min. 19/143*, at the December meeting. 20/76
5. **Actions taken by the Chair**
- The Chair NOTED that, as per the agenda, he had APPROVED the following since the last meeting: 20/77
- Paper AB/20/55 the Admissions Policy for the 2021-22 recruitment cycle
 - Paper AB/20/56 the UG entry grades for the 2021-22 recruitment cycle.
6. **Report on Academic Board elections**
- The Secretary REPORTED that eight of the ten positions for elected members have been filled following calls for nominations in August and September 2020. Fewer nominations were received than the number of vacancies and those members were appointed in accordance with the Standing Orders, without recourse to an election. Several colleagues had indicated an interest in being nominated but did not have capacity to put themselves forward this year. A third call for nominations would be circulated in the new calendar year with the aim of filling the two vacancies in advance of the Academic Board meeting on 17 March 2021. 20/78
7. **Unstarring of items**
- No items were unstarred for discussion during the meeting. 20/79
8. **Report from the Principal**
- Paper AB/20/57, Principal's Report to Academic Board was RECEIVED. 20/80
- The Chair NOTED the following aspects of his report - 20/81
- That the government are pressing on with plans for reform in the Higher Education sector and one of the likely outcomes is a greater focus on the value of a degree expressed in terms of graduate level employability and earnings. This would be discussed further under item 13 College Strategy.
 - The DfE are working closely with the OfS to reduce unnecessary bureaucracy. One aspect of this is a root and branch review of the NSS. The College value the student opinions offered via the NSS and consider it has a valuable impact on university life, and would therefore continue to participate in the survey until such time as it is told otherwise.
 - Although numbers are still provisional, indications are that the September 2020 student intake is better than the worst case scenario.
 - Universities are awaiting confirmation from the DfE on the method and timing of the 2021 A-level results. The College would put in place plans to protect its recruitment activity as soon as information becomes available. Term dates for 2021-22 may also need to be revised.
 - As of 21 October, there were 17 confirmed cases of COVID-19 amongst the student community and no confirmed cases in members of staff. The College was keeping in contact with students who had tested positive and/or were self-isolating to ensure they had access to wellbeing support, groceries, appropriate learning support materials and could attend their lessons online
- The Board congratulated Professor Normington on her appointment as Vice-Chancellor of Leicester De Montfort University. 20/82

9.	Reports from the Senior Management Team	
	There were no updates from the Senior Management Team not covered elsewhere on the agenda.	20/83
10.	Report from the Students' Union President	
	Paper AB/20/58, update from the Students' Union President was RECEIVED.	20/84
	The President REPORTED the Students' Union had worked in partnership with the Senior Management Team over the summer to shape the flexible education offer and on the delivery of a high quality student experience in the new academic year. She noted that working with students throughout the year to maintain that positive experience will remain a priority. Miss Roberts thanked the Senior Management Team for the opportunity to work collaboratively on this to ensure that the student voice was heard.	20/85
	The Board were informed that the majority of the Department and School student representatives had been elected and training for those students was well underway. The vacant School Representative position for the Performing and Digital Arts School will be filled via an election process as previously.	20/86
11.	Report from the Council	
11.1	Papers AB/20/59 and AB/20/59a, minutes of the Council meetings held on 15 April 2020, 7 May 2020, 4 June 2020, 2 July 2020, 14 August 2020 and 18 September 2020 were RECEIVED.	20/87
11.2	Paper 20/60 update on the proposed changes to Council membership was RECEIVED.	20/88
	At its meeting on 3 June 2020, the Academic Board raised concerns over Council's proposal to reduce the number of academic members of staff sitting on Council and to move to an appointment process instead of an election. The Deputy Principal (Operations) REPORTED that these concerns had been raised with the Council and they agreed they would progress with the reduction in their size of membership but would retain the election process. An election was underway to fill the vacancy for an academic member of staff and the outcome would be published on 22 October. A summary of changes to the Statutes and a copy of the updated Statutes were included in Paper 20/60.	20/89
12.	Reports from Schools	
	The Head of the School of Business and Management PROVIDED a presentation about current activities being undertaken and future aspirations. This included	20/90
	<ul style="list-style-type: none"> • An overview of the School's challenges and opportunities. Challenges included a need to improve NSS scores, meeting the needs of different and changing student groups, reducing the BAME awarding gap, maintaining and improving REF performance whilst there were opportunities around increasing the number of courses offered in London, increasing offshore delivery and partnerships, increasing research income and creating new research centres to enable more interdisciplinary research. • Recent innovations in teaching, for example a Digital Innovation Lab, Business simulations, student leadership development programmes and additional opportunities for company visits and field trips and research collaborations with international business schools. • External outreach, for example Professor Alan Bradshaw hosted a "Quarantine set of Marketing Podcasts" and Dr Lucy Gill-Simmen featured in an article in the Guardian discussing how supporting students during a lockdown. • Research success stories, including a significant grant from the UKRI Global Challenges Research Fund for Professor Hari Harindranath (Business and Management, Principal 	20/91

Investigator) and Professor Tim Unwin (Geography) for a project entitled 'Technology, inequality and migration'

- The Impact case studies being prepared for REF
- AACSB accreditation 2020/21 which is the 'gold standard' of accreditation for Business Schools

The Head of the School of Life Sciences and the Environment PROVIDED a presentation starting with a summary of the 2019-20 academic year. Highlights included 20/92

- The excellent NSS scores achieved in all departments, including Biological Sciences which received 100% for overall satisfaction
- An increase in research income across the School, despite the challenging external environment. Particular success stories are the Department of Geography doubling their income in one year to £3m and the Department of Earth Sciences increasing their income through making fewer but more strategic applications
- World leading research for example on bees, seeds, volcanoes, baby behaviour
- Good recruitment at UG for 2020-21, although PGR student numbers are down by 25% compared with the previous year

The key areas of the School's strategy and vision will focus on 20/93

- Growing student numbers in the areas of careful consideration of sustainability and health whilst recognising the limitations of physical space and staff workload
- Attracting diverse student groups and widening participation
- Increasing research income and impact
- Increasing partnerships and strengthening existing collaborations to inform the syllabus, support student employability and create research consortiums

13. College Strategy

Paper 20/61, 3 year College Strategy was RECEIVED. 20/94

The Senior Vice Principal (Academic Strategy, Partnerships and Resources) REPORTED that the proposal set out in AB/20/61 is the core of a strategic plan that will be supplemented in 2021 with appendices on the staff environment and environmental sustainability. Staff would be invited to work with the Senior Management Team on developing the two appendices from January 2021 with a view to presenting to Council for approval in summer 2021. 20/95

The core strategic plan seeks to address two main challenges, viz protecting the financial position of the College, which has been sharpened by the risks to student recruitment caused by the pandemic, and the increased emphasis on the public agenda for universities. The plan focusses on protecting the dual excellence of Royal Holloway in teaching and research, and meeting the demands of research based innovation and the employability expectations of a modern university. It aims to do this in three main ways. Firstly, the demographics in London and the local area in the next few years are particularly favourable for the College and therefore the strategy must align to the increasing demand for Higher Education from these areas. It was noted that there is a particular requirement from this group for subjects focussed on employability. Secondly, through protecting and expanding overseas recruitment, an area that is underdeveloped compared to competitors, by developing additional pathway programmes and articulation routes into the College. Thirdly, by developing catalyst themes to accelerate the College's research impact in knowledge exchange for a broader societal impact. This would also lead to additional external funding and the ongoing recognition of strong research at Royal Holloway. 20/96

In response to questions from the Board, the Senior Vice Principal (Academic Strategy, Partnerships and Resources) summarised the importance of focussing on the London market and also the relevance of the College's Central London campus. He advised that when looking at the preferences of the London market compared to the national market there are three things that stand out and that the strategy must address; that is that the College is significantly underrepresented in health and therefore should look to develop an offering appropriate to Royal Holloway in this growing area, there is a stronger focus on business than management and finally that this market chooses less frequently arts and humanities subjects than the rest of the country, which is coupled with a gradual decline of Arts and Humanities over a number of years. A key challenge for the College in the next 3 years will be to determine how to preserve the relevance of arts and humanities in the College and to position it to succeed against these facts, with the Senior Vice Principal (Education) noting that the key to ensuring the humanities continue to thrive is likely to be strengthening the role of the creative industries in the College's portfolio. The Heads of Department in the School of Humanities asked to be provided with the HESA data on student preferences as this was important in informing their thinking and working to support this new generation of students. The Senior Vice Principal (Academic Strategy, Partnerships and Resources) noted that London is a popular destination for overseas students and therefore the Central London campus will be used to support the ambition to increase overseas student recruitment on PGT programmes. 20/97

A member of the Board asked about the College's plans for strengthening the Entry Tariff. The Senior Vice Principal (Academic Strategy, Partnerships and Resources) advised that Royal Holloway has historically had few choices on the tariff and these opportunities could be created if College can reduce its dependency on the number of students joining through insurance offers and clearing and make itself more attractive as a first choice institution with a high tariff. 20/98

The Board agreed that it was important there was a parallel discussion on resources when operationalising the strategy, especially as there has been under investment in some buildings and this can make the offer appear less attractive compared to competitors. 20/99

The Senior Vice Principal (Academic Strategy, Partnerships and Resources) thanked the Board for their input. He advised that there would be a similar discussion at Council on 22 October, and he would write an implementation plan for approval at Council in November. Consultation on the staff environment and sustainability appendices would start in January. 20/100

14. Academic Year 2019-20 – end of year report

Paper AB/20/62 Academic Year 2019-20 end of year report was RECEIVED. 20/101

The Senior Vice Principal (Education) and Vice Principal (Quality and Standards) recorded their thanks to all staff involved making changes to education and assessment at the end of the 2019-20 academic year and in planning for the 2020-21 academic year. Particular thanks were given to the Students' Union sabbatical officers, noting that their engagement with the development of the flexible learning model had been a critical part of its successful implementation. 20/102

The Senior Vice Principal (Education) and Vice Principal (Quality and Standards) REPORTED on the following 20/103

- There was a level of undergraduate degree inflation which can be attributed to the assessment changes and emergency regulations. They considered these measures were an appropriate response to ensuring that students were able to fulfil their academic potential and in addressing student anxiety. Departments were asked to review course and module assessments over the summer to ensure the assessment regime for 2020-21 was resilient, avoided assessment bunching and heavy reliance

upon end of year exams. It was expected that this work would mitigate against any need for a similar set of emergency regulations next summer. A broader review of degree outcomes across College would be presented at the December meeting.

- A summary of the three large areas of ongoing work started in the summer, viz restructuring the academic offer to maximise recruitment and protect the student experience, and substantial reviews of learning and pedagogy and systems design and infrastructure. A considerable of work went into determining how the College could teach under the restrictive conditions and what would represent a safe working environment for staff and students. From there staff worked through the pedagogic argument about what needed to be done and what could be done in the interstices between these two points.
- The Information Technology Services department provided excellent support, enabling the College to transform its technology enhanced learning provision. The co-use of Teams and Moodle has given the basis of a social learning platform that can be used for several years.
- Not everything had worked perfectly at the start of term but overall it is reasonable to conclude that student feedback received so far indicates students are broadly satisfied with the education they are receiving.
- Further pieces of work this year included preparing for January starts on specific degree courses, planning for Term 3, extenuating circumstances and extensions, attendance monitoring and capitalising on and developing the flexible learning models. Board members were asked to note the statistics provided in the concluding section of the report.

The Head of the Department of Biological Sciences REPORTED that students in his department had described feeling less exam anxiety as a result of the changes made to Term 3 assessment in 2019-20. The Chair AGREED that this was reflected in the data which shows that levels of engagement with end of year assessment were on a par with previous years across the College.

20/104

The Chair REPORTED that he has asked the Deputy Principal (Academic) and the President of the Students' Union to review the academic delivery and professional services support arrangements in place for this academic year, particularly with regards to equality and diversity. He NOTED that the College is a diverse community and he wanted early assurance that the offer is working for all student groups. One area that may need further consideration is better signposting for students of where and how to access the array of information and support on offer.

20/105

15. Students' Union Digital Survey

The Students' Union Vice President (Education) PROVIDED a summary of the background to the Digital Education Survey, namely that it was released in May 2020 to understand the students' preliminary experience of digital education at the end of term 2 going into term 3 and covered a range of topics such as the availability and quality of support and resources, accessibility of the digital experience, satisfaction and overall experience. There was also an assessment of the levels of support for students registered with the Disability and Dyslexia Services. She advised it was important to consider the results in the context of an experience of digital education that happened quickly.

20/106

The results of the survey were turned into a report containing a series of recommendations. The Vice President (Education) and the Senior Vice Principal (Education) REPORTED on the five key recommendations that the Students' Union and College have worked together on implementing in the flexible education model for 2020-21, viz that the College should set out a

20/107

minimum standards approach to communication between the College, departments and students, the online provision should be consistently implemented, all live streamed lectures and seminars should be recorded and uploaded to Moodle within 48 hours, the Technology Support Hardship Fund should be continued into 2020-21 and professional services should run asynchronous content and provide support during the academic year.

The Vice President (Education) further REPORTED that a second survey is planned later in the term to assess student views of the digital education experience in 2020-21. The Board NOTED it will be interesting to compare the results of the two surveys. 20/108

16. Reading List policy

Paper 20/64 Reading List Policy was RECEIVED and APPROVED. 20/109

17. E-text book policy

Paper 20/65 E-text book policy was RECEIVED and APPROVED. 20/110

The Senior Vice Principal (Education) clarified, in response to a concern raised by the Head of the Department of Economics, that the final decision on whether to purchase an e text book remains with the academic department and not with Library Services. He emphasised that it was important for the College to have a set of principles underpinning the purchase of e textbooks to address the financial concerns they present. 20/111

18. Update on NSS

Paper AB/20/66 was WITHDRAWN. Discussion of the OfS review of the NSS was covered under item 8, Principal's Report. 20/112

19. Intellectual Property Policy

Paper AB/20/67 Intellectual Policy was RECEIVED. 20/113

The Deputy Principal (Academic) REPORTED that the updated policy brings together the Intellectual Property Policy, the Exploitation of Inventions and Patents Code of Practice and the Spin-out Company Formation Policy into one document. The recommended changes to the policy included a clarification that that IP generated by undergraduate students belongs to the student and that IP generated by postgraduate students belongs to the College, a revision to the distribution of IP income to lower the income distribution thresholds and percentage share received by inventors, and to build a centrally held fund to invest in future College patenting activity. 20/114

Some members of the Board raised concerns about the proposed redistribution of IP revenue share set out in Appendix A, and considered that this was below the thresholds set elsewhere in the sector, created a disincentive to exploit inventions and patents and may negatively impact on staff retention. The Deputy Principal (Academic) replied that the revisions were intended to ensure College money is available to support new patent development, and if there is no change to the status quo there will be less central money available to support patents and speculative applications. The Head of the Department of Biological Sciences considered that the issue of colleagues pushing for new patents to be a separate issue and has been addressed by a separate policy created by Research and Enterprise, and also that colleagues in his department have generated substantial amounts of commercial revenue. 20/115

Professor Normington considered that these were isolated instances and this was not the case across College.

The Board agreed that there needed to be further consideration of the figures in Appendix A and the policy was NOT APPROVED. 20/116

The Policy would be re-considered at the December meeting. 20/117

20. Update on REF preparations

Paper AB/20/68 Preparations for REF was RECEIVED. 20/118

The Deputy Principal (Academic) NOTED the following 20/119

- That the summary of grades assigned to the outputs planned for submission in paragraph 4 is incomplete. Ungraded outputs primarily relate to new starters in July and unpublished articles.
- Impact case studies with a 1* grade have been prioritised for revision, and as part of this exercise Philosophy are substituting one of their case studies with a new study where the research for the original publication would not been finished in time to enable submission.
- The table in paragraph 14 showed the current summary of grades assigned to the Environment by an internal panel and reflected the different stages of readiness of each unit of assessment. The units towards the bottom end of the table were areas where the College is making submissions for the first time, viz Allied Health, Philosophy, Engineering and Social Work and this was expected as they reflect new research, do not have the history of an environment and some impact cases studies have been brought in from other areas of the College.

21. Research Recovery and Growth

Paper AB/20/68a Research Recovery and Growth Plan was RECEIVED and APPROVED. 20/120

The Deputy Principal (Academic) NOTED that the Research Recovery and Growth Plan forms part of the 3 year strategic plan presented in item 13 and REPORTED on the following aspects of the paper - 20/121

- COVID-19 has been a catalyst for the College to look at its research activity and brings a focus on the fact that our research is not sustainable. The funding opportunity presented by the government's pledge to invest a further £22bn by 2024 requires greater interdisciplinarity and increased knowledge exchange activity.
- As a result of consultation with Schools, there are no longer plans to create clusters following concerns over a lack of clarity of their purpose and too much architecture.
- The research model focusses on creating a new framework of support and enhancement for the next 3 years. It is built on the bedrock of original and blue skies research done within departments, a review of research centres in Schools to ensure they are achieving their strategic purpose and if there are opportunities to set up new centres of research, and the creation of four catalyst research and knowledge exchange hubs, as set out in the paper, that will respond to College strengths and aim to increase research income through targeting the additional government funding.
- That a key objective of the plan is ensuring the College sets clear research expectations and career progression for academic staff, and an important part of this

is providing adequate support and progression opportunities for early career researchers.

In response to a question from a member of the Board, the Deputy Principal (Academic) confirmed that all academic staff can apply to join a catalyst and they can also be a member of more than one catalyst. 20/122

The Principal thanked everyone involved in writing the plan. 20/123

22. Student Recruitment

Paper AB/20/69 October Count summary was RECEIVED. 20/124

The Deputy Principal Operations NOTED that the paper presented the figures for October 2020 and that these are set against the January targets. Home/EU undergraduate and postgraduate taught student recruitment looked encouraging but he urged a cautious approach to the data until the census date as there was a significantly greater risk of student withdrawals this year. Overseas undergraduate and postgraduate taught numbers were currently under target, however he hoped that enough students would join in January 2021 to boost these numbers to the middle case scenario. 20/125

The Chair REPORTED that the Executive Board had reviewed student engagement data, including the online attendance data and the results of the pulse survey, at their meeting on 20 October. All academic colleagues are being asked to reflect on what they can do to continue to support student engagement with their degree course and with other support services offered across the College. The Deputy Principal (Academic) NOTED that she has regular meetings with the School Directors of Student Engagement, and there are some excellent engagement initiatives happening in the Schools. School Directors have been asked to ensure Personal Tutors are making regular contact with their tutees, and to check attendance and submission data for those who do not respond as this will help colleagues to identify students where there may be specific concerns. 20/126

23. PGR Scholarships and Recruitment

Paper AB/20/70 PGR funding and recruitment was RECEIVED. The Deputy Principal Academic REPORTED on the following – 20/127

- It is recommended that College funded studentships should be awarded for 3.5 years rather than 3 years. There will be fewer studentships but this is balanced against a more competitive offering. 20/128
- The policy prioritises matched funding schemes via UKRI or industry, as this ensures more students can be recruited for the same amount of College money.
- PGR students currently in their second or third year of study on College studentships would exceptionally be offered an extension to their funding in response to the difficult circumstances created by the pandemic.
- In a change to the paper that was circulated, the Senior Vice Principal (Academic Strategy, Partnerships and Resources) has promised additional resource that ensures if a UKRI scholarship is awarded to an international student, the College is able to cover the total tuition fee and not just the home rate fee.

One member of the Board welcomed the clarification of the Doctoral School responsibilities for PGR admissions, recruitment and scholarship assignments set out in the paper, noting that there had been confusion in the last academic year over the split of responsibilities between the 20/129

Doctoral School and the academic Schools. The Deputy Principal (Academic) confirmed that the Doctoral School had agreed studentships would be advertised centrally and that staff should contact the Doctoral School Manager (Funding & Recruitment) if they require further information.

In response to a question from the President of the Students' Union, the Deputy Principal (Academic) confirmed it was important that Schools are able to use leftover monies to create funding packages that meet their disciplinary needs, and therefore the College would not be issuing them with guidance on how this money should be used. She advised that the College is investigating whether to establish a formal Graduate Teaching Assistant Scheme which would standardise the terms and conditions of College studentships. 20/130

24. **Annual Report of Academic Board**

Paper AB/20/71, the annual report of the business of Academic Board for 2019-20 was withdrawn. The report would be presented to the meeting on 9 December. 20/131

Items for formal approval

25. *** Nominations for Committees**

Paper AB/20/72, nominations for Statute 9 and student discipline committees was RECEIVED and APPROVED. 20/132

26. ***Publication**

This item was withdrawn. 20/133

Items for Report

27. ***Reportable Events**

Paper AB/20/73, events that the College is obliged to report to the Office for Students was RECEIVED. 20/134

28. ***Office for Students**

Paper AB/20/74, College compliance with the OfS guidance on CMA regulations was RECEIVED 20/135

29. ***Academic Promotions**

Paper AB/20/75, academic promotions 2020-21 was RECEIVED. 20/136

30. ***Lecture Recording**

Paper AB/20/76, proposal on the Recording of Classes for the academic year 2020-21 was RECEIVED. It was NOTED that the paper had been approved by the Academic Board Executive. 20/137

31. ***Academic Board Executive**

Paper AB/20/78, Minutes of the meeting of the Academic Board Executive held on 14 September 2020 was RECEIVED. 20/138

32. ***Quality Assurance and Standards Committee**

Paper AB/20/78, Minutes of the meetings of the Quality Assurance and Standards Committee held on 13 May 2020 and 24 July 2020 was RECEIVED. 20/139

33. ***Any other business**

There was no other business. 20/140

34. ***Date of next meeting**

Wednesday 9 December at 2pm on MS Teams.

20/141