



AGENDA

The meeting will be held at 14:00 via Microsoft Teams

Preliminary Items		Item	Led by
1	Apologies	Verbal	Professor P Slee
2*	Terms of reference and membership	ACB-2122-001	Professor P Slee
3	Declarations of interest	Verbal	Professor P Slee
4	Minutes of the last meeting held on 07 July 2021	ACB-2122-002 CONFIDENTIAL	Professor P Slee
5	Matters arising	ACB-2122-003	K Harvey
Reports from Officers		Item	Led by
6	Vice Chancellor's Update	Verbal	Professor P Slee
8*	Report from Students' Union	ACB-2122-004	P Simwaka M Darroch
9	A Briefing on Progress: Access and Participation Plan	ACB-2122-016 CONFIDENTIAL	T Lancaster
10	Student Enrolment Update	Verbal	T Lancaster
11	Conferral of Emeritus Professors and Visiting Titles	ACB-2122-005	Professor P Slee
12	Update on the conferment of Honorary Awards	ACB-2122-006 CONFIDENTIAL	Professor P Slee
Quality & Student Matters		Item	Led by
15	Academic Assurance Report	ACB-2122-007 CONFIDENTIAL	L Jones

16	Considerations in the development of our classification methodology/degree algorithm	ACB-2122-008 CONFIDENTIAL	Professor P Cardew
17	National Student Survey (NSS) 2021	ACB-2122-009 CONFIDENTIAL	P Cardew
18	Addressing Harassment & Sexual Misconduct Policy	ACB-2122-017 CONFIDENTIAL	H Paver

Research Matters		Item	Led by
19	Annual Research & Enterprise Activity Report	ACB-2122-010 CONFIDENTIAL	Professor C Barnes
20	Annual Statement on Research Integrity	ACB-2122-011 CONFIDENTIAL	Professor C Barnes

Reports from Committees / Groups		Item	Led by
21*	Academic Quality & Standards Committee	ACB-2122-012 CONFIDENTIAL	Professor P Cardew
22*	Honorary Awards Committee	No report	Professor P Slee
23*	Research & Enterprise Committee	ACB-2122-013 CONFIDENTIAL	Professor A Slade
24*	Access and Participation Scrutiny Committee	ACB-2122-014 CONFIDENTIAL	T Lancaster

Other Business		Item	Led by
25	Schedule of Business 2020/21	ACB-2122-015	Professor P Slee
26	Any Other Business	Verbal	Professor P Slee

Details of next meeting:

The next meeting of the Academic Board will be held at 14:00 on Wednesday 09 February 2022 via Microsoft Teams

Shaded items indicate that the Board / Committee is being asked to make a decision.

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*

Academic Board - Constitution 2021/2022

Terms of reference

Subject to the provisions of the Articles of Government; the overall responsibility of the Board of Governors; and the responsibilities of the Vice-Chancellor, the Academic Board is responsible:

- (a) subject to the requirements of validating and accrediting bodies, for: general issues relating to the research, scholarship, teaching and courses at the institution, 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 the curriculum; academic standards and the validation and review of courses; the procedures for the awards of qualifications and honorary academic titles and the procedures for the expulsion of students for academic reasons;
- (b) for considering the development of the academic and related activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the Board of Governors thereon;
- (c) for advising on such other matters as the Board of Governors or the Vice-Chancellor may refer to the Academic Board.

Statement of Primary Responsibilities

Subject at all times to the provisions of the Articles of Government, the Academic Board shall be the principal academic authority of the University and in exercising that role shall have the following primary responsibilities:

- (a) to formulate, in consultation with the Schools, and recommend for approval to the Board of Governors, the academic strategy of the University, and to oversee its implementation;
- (b) to maintain the University's academic standards and enhance the quality of its educational provision;
- (c) to foster and promote research and other scholarly activity;
- (d) to establish such criteria and regulations as may be required for the recruitment, selection, admission, education, and assessment of the students of the University, and the approval, modification, and review of its courses;
- (e) to approve and modify, and to monitor and review the performance of, academic partnerships and the collaborative provision of education;
- (f) to appoint and remove the internal and external examiners of the University;
- (g) to confer awards and degrees of the University;
- (h) to promote a rigorous spirit of inquiry, scholarship, and debate in all the University's academic activities, and to protect academic freedom.

Delegation

Pursuant to paragraph 6 of the Articles of Government, the Academic Board may establish such committees as it considers necessary to enable it to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor and Board of Governors.

The Academic Board has established the following committees which shall exercise the functions and powers stipulated in their constitutions:

- (a) Academic Quality & Standards Committee;
- (b) Honorary Awards Committee;
- (c) Access and Participation Scrutiny Committee;
- (d) Research & Enterprise Committee;
- (e) Research Ethics Sub-Committee
- (f) Research Degrees Sub-Committee
- (g) Sports Committee
- (h) School Academic Committees

Membership profile [35]

Quorum [17]

- The Vice Chancellor (Chair) [1] – Ex-officio

Category A: Members drawn from Senior Management and Deans of School [19]

- The Deputy Vice Chancellors [3]
- The Pro Vice Chancellors [2]
- Deans of School [10]
- University Registrar [1]
- Director of the Centre for Learning & Teaching [1]
- Director of Library & Student Services [1]
- Director of Research & Enterprise [1]

Category B: Members drawn from elected academic and officer staff; students and co-opted members [15]. Members of Senior Management are not eligible for appointment in Category B.

- Student representatives [4] (The Union Affairs Officer, Academic Experience Officer and two nominees of the Students' Union)
- Professors [2]
- Research Staff [1]
- Course Directors [3]
- Academic Staff [2]
- Professional Service Staff [3]

In attendance:

- University Registrar & Secretary

For non-ex-officio members, terms of office should normally be three years. Students' terms of office should normally be one year.

The Constitution of the Committee is made by resolution of the Board of Governors on 16 July 2021

Academic Board 2021-2022

Membership [35]

Quorum [17]

<u>Position</u>	<u>Member</u>	<u>Start of term of office</u>	<u>Expiry of term of office</u>	<u>Elected / nominated / ex-officio</u>
<u>Vice-Chancellor [1]</u> 1	Professor Peter Slee (Chair)	n/a	n/a	Ex-officio
<i>Category A: Members drawn from Senior Management and Deans of School [19]</i>				
<u>The Deputy Vice-Chancellors [3]</u>				
1 Academic	Professor Phil Cardew	n/a	n/a	Ex-officio
2 Resources	Tracey Lancaster	n/a	n/a	Ex-officio
3 Research & Enterprise	Professor Andrew Slade	n/a	n/a	Ex-officio
<u>The Pro Vice Chancellors [2]</u>				
1	Professor Christopher Prince	n/a	n/a	Ex-officio
2	Professor Jeanne Keay	n/a	n/a	Ex-officio
<u>Deans of School [10]</u>				
1 Leeds School of Arts	Professor Lisa Stansbie	n/a	n/a	Ex-officio
2 School of Cultural Studies and Humanities	Professor Andrew Cooper	n/a	n/a	Ex-officio
3 School of Built Environment, and Engineering and Computing	Professor Akintola Akintoye	n/a	n/a	Ex-officio
4 Leeds Business School	Professor George Lodorfos	n/a	n/a	Ex-officio
5 Leeds Law School	Deval Capps	n/a	n/a	Ex-officio
6 Carnegie School of Education	Dr Steve Burton*	n/a	n/a	Ex-officio
7 Carnegie School of Sport	Pete Mackreth	n/a	n/a	Ex-officio
8 School of Events, Tourism and Hospitality Management	Professor Rhodri Thomas	n/a	n/a	Ex-officio
9 School of Health	Dr Duncan Sharp	n/a	n/a	Ex-officio
10 Leeds School of Social Sciences	Professor John Craig	n/a	n/a	Ex-officio
<u>Acting Director of Quality</u>				
1	Lee Jones	n/a	n/a	Ex-officio
<u>Director of the Centre for Learning & Teaching [1]</u>				
1	Professor Ruth Pickford	n/a	n/a	Ex-officio
<u>Director of Library & Student Services [1]</u>				
1	Jo Norry	n/a	n/a	Ex-officio
<u>Director of Research & Enterprise [1]</u>				
1	Professor Cathy Barnes	n/a	n/a	Ex-officio

Category B: Members drawn from elected academic and officer staff; students and co-opted members [15]. Members of Senior Management are not eligible for appointment in Category B.

Four student representatives [4]

1 Union Affairs Officer	Mphango Simwaka	01/07/2021	30/06/2022	Nominated
2 Education Officer	Megan Darroch	01/07/2021	30/06/2022	Nominated
3 One nominee of the Students' Union	TBC	TBC	TBC	Nominated
4 One nominee of the Students' Union	TBC	TBC	TBC	Nominated

Two professors [2]

1	Professor Ruth Robbins	06/11/2019	31/08/2022	Elected
2	Professor Gary Jones	01/09/2021	31/08/2024	Elected

One member of the research staff [1]

1	Dr Agata Fijalkowski	01/09/2021	31/08/2024	Elected
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Course Directors [3]

1	Martin Green	01/09/2020	31/08/2023	Elected
2	Stratis Koutsoukos	07/11/2018	31/08/2024	Elected
3	Sarah Roe	01/09/2020	31/08/2023	Elected

Academic Staff [2]

1	Dr Oliver Bray	01/09/2020	31/08/2023	Elected
2	Dr Christopher Till	01/09/2019	31/08/2022	Elected

Professional Service Staff [3]

1	Kate Cunningham	04/11/2020	31/08/2023	Elected
2	Billy Abbas	01/09/2021	31/08/2024	Elected
3	Helen Lorentz	01/09/2021	31/08/2024	Elected

Matters Arising

Purpose of Report

To provide the Academic Board with a summary of actions taken since its last meeting in July 2021 where not otherwise addressed on the agenda for this meeting.

Action Requested

The report is for decision

Actions from the last meeting

At its meeting on 07 July Academic Board recommended that the Board of Governors approve the amendments made the Academic Board terms of reference and membership, and this was subsequently approved by the Board on 12 July 2021.

Membership of the Honorary Awards Committee

Academic Board is invited **to ratify** action taken by the Vice Chancellor as Academic Board chair to approve changes to the membership of the Honorary Awards Committee, following the appointment of Dr Agata Fijalkowski.

Agata will fill the vacancy on the Committee's membership for a 'Category B' member of the Academic Board (members drawn from elected academic and officer staff; students and co-opted members). Her term of office will run parallel to her term on Academic Board, from 12 October 2021 to 31 August 2024.

The Secretariat team maintains a record of paperwork relating to chair's actions and a copy of this is available for inspection on request.

Membership of the Access & Participation Scrutiny Committee

Academic Board is invited **to approve** a minor change to the membership profile of APSC, which has been made to reflect the addition of Associate Registrar Stephen Murphy, following the establishment of the Registrar & Secretary's Office in August 2021.

Appendices

Appendix A – APSC Terms of Reference and membership 2021/22

Author

Name: Kate Harvey, Secretariat Manager

Date: 27 October 2021

Terms of reference

The Access and Participation Scrutiny Committee will monitor the University's progress against our APP targets, reviewing evaluation and referring areas of persistent underperformance to the University Executive Team for remedial action.

The Committee's main responsibilities are to:

- (a) Develop and monitor the University's Access and Participation Plans.
- (b) Lead on institutional engagement, consultation and communication related to the development, and review of the University's access and participation plans and the annual monitoring statements.
- (c) Monitor progress against the targets included in the APP for each phase of the student journey, Access, Success and Progress, with the authority to intervene where activities are not demonstrating progress against targets.
- (d) Lead the submission of the annual monitoring statement.
- (e) Commission and receive internal and sector data and research to: monitor of progress towards existing targets, identify new and emerging issues, review and change existing issues and inform the development of activities and targets to address those issues.
- (f) Develop and maintain an evaluation framework for the projects in the APP, ensuring that monitoring is fit for purpose, appropriate and proportionate to the activity being evaluated, referring any ethical approval or concerns to the ethics committee.
- (g) Receive reports on the results of relevant collaborations and their contribution to achieving the APP targets.
- (h) Report to Academic Board, University Executive Team and the Board of Governors, as required.
- (i) Maintain an institutional APP risk register and action plan to manage risk and initiate recovery plans.
- (j) Review information to applicants and students to ensure that it is compliant under the CMA, and that the interests of the students are protected.

Delegated Authority

The Access and Participation Scrutiny Committee has authority from the Academic Board to:

- (a) oversee the implementation, development and evaluation of the Access and Participation Plan targets, the annual monitoring statements and transparency information;
- (b) authority to intervene where activities are not delivering intended progress against targets, recommend proposals for intervention, and maintain an APP risk register and action plan.

Delegation

In accordance with the Standing Orders, the Committee may establish short life working groups to perform specific tasks and in so doing must determine their terms of reference, membership (including the Chair who must be a member of this Committee), and lifespan.

Membership Profile

Members [18]

Quorum [9]

Deputy Vice Chancellor Resources (Chair) [1] – Ex-Officio

Deputy Vice-Chancellor Academic [1] – Ex-Officio

A nominee of the Students' Union [2] – Nominated*

Senior School representatives [5] – Nomination**

Director of University Recruitment [1] – Ex-Officio

PVC Business Engagement [1] – Ex-Officio

University Associate Registrar [1] – Ex-

Officio

Director of the Centre for Learning & Teaching or nominee [1]

Director of Strategic Insight and Business Analysis [1]

Director of library & Student Services or nominee [1]

Co-opted members – up to 3

* Nominated by the Students' Union

** Dean of School(s) or nominee

For non-ex-officio members, terms of office should normally be three years. Students' terms of office should normally be one year.

All nominated or coopted members will be so nominated by the Chair of the Committee unless otherwise specified.

The Constitution of the Committee is made by resolution of the Academic Board on 07 July 2021



Students' Union Report

Purpose of Report

This report is to summarise the work undertaken by the Students' Union and inform the committee of any key academic issues or developments.

Action Requested

The report is **for information and to note**

Author

Name: Mphango Simwaka (Union Affairs Officer) & Meg Darroch (Academic Experience Officer)

Date: 25 October 2021

Approval Route

Name: Mphango Simwaka & Meg Darroch

Date: 25 October 2021

Students' Union Report

Introduction

1. This report covers key updates from the Students' Union relating to the student experience.

Update from the elected Officers

2. Each year the elected Officers choose a priority objective to work on during their term of office.
3. Meg Darroch, Academic Experience Officer, will be working to strengthen course communities. Last year, Meg undertook some consultation with students across the University, whilst standing for election, to understand how connected they felt to their peers and whether they felt a sense of community and belonging. For many reasons, including mode of study, COVID-19 and a lack of inter-school networking opportunities, students indicated that they felt less connected to their peers than ever before and this needed to change. With the potential to be quite a broad objective, Meg intends to focus her attentions on the Leeds Business School with whom she hopes to run a successful pilot, strengthen student engagement, and bridge any gaps between the School and the Students' Union.

A core strand of the objective encompasses a new initiative in the form of a steering group called Accelerate, centred around student opportunity and enabling them to network with their peers and making tangible change by being at the heart of the School's operations, suggesting ways of changing elements of organisational management and structure for the future by completing an array of student-led activities facilitated by Meg as the Academic Experience Officer. Opportunities will be provided to meet stakeholders from the School and Students' Union in order to enhance internal networks and broaden insights into different aspects of student life whilst studying at Leeds Beckett. Meg has met with the School to pitch her proposal and secure their support.

4. Mphango Simwaka, Union Affairs Officer, will be working on ensuring that the Students' Union is a diverse and inclusive organisation that is set up and prepared to support all students. Mphango intends to commission an equalities audit of the Students' Union with the goal of creating a new strategy.
5. Lucy MacDonald, Welfare & Community Officer, will be working to improve student safety with a focus on sexual wellbeing. Lucy's objective is called "Consent is Sexy" and it is currently in the process of registering students' interest in taking part in a survey about their perceptions of consent (specifically in relation to our University, the students here and the overall culture present). The data gathered will highlight the areas that need focusing on the most and expose some student experiences and opinions on the matter.

6. Anna Crooks, Activities & Events Officer, will be working to combat loneliness and isolation alongside key contacts in the University, external partners and, of course, students.

Academic Representation Update

7. In the last academic year, there was a small decrease in the number of Course Representatives from 1,051 to 1,006 unique individuals undertaking the role, however the number of Course Reps trained increased to 81% - once again the highest ever proportion.
8. Throughout the summer, we have been working with the team supporting MyHub to move the Course Rep Register to MyHub (replacing the online form and Excel365 database). This move will ensure the security and the accuracy of the data being collected, pulling most information directly from Banner, and will auto-notify the student of their appointment and provide details of when training will be distributed.

The system went live on 1st October 2021 and has been extremely successful.

9. Following feedback from academics last year, the deadline for appointing Course Reps had been extended this year by a week and, for the 2021/22 Academic Year, 807 Course Reps have been registered as at the stated deadline of Monday 26 October.

We expect further Course Reps to be appointed in the coming days and they should continue to be registered via MyHub.

10. Attendance at School Fora last year also decreased but still led to 1,078 individual pieces of feedback being raised by students during 2020/21 either at the Fora or via the online feedback tool. For the semester ahead, School Fora will remain online via Microsoft Teams and we continue to work directly with Timetabling to schedule them at the most appropriate time for students. The first round will take place between 15th November and 3rd December and invites have been sent out to colleagues.
11. Following a review of the efficacy of the former voluntary School Representative role and the support dedicated to academic representation in the Students' Union, a new Academic Representation Team Leader will be joining the Student Voice & Insight team on 8th November and a team of 10 paid student Academic Representation Assistants (1 per School) have recently been appointed and inducted to their roles.
12. In the year ahead, we will be undertaking a review of academic representation alongside the Deputy-Vice Chancellor (Academic), colleagues in QAS and other key stakeholders.

We have also facilitated a demonstration of the Unitu, Student Voice Platform, on 16th November for stakeholders across the University with a view to securing a potential pilot.

SU Advice Service Report

13. Overview of the year 2020-21

Our Advice Service supported 1,986 clients and worked on 2,430 cases: 1,621 were academic related; 398 related to housing; and 245 to money issues.

Much of the work the Students' Union Advice Service does supports students in progression from level to level. Some cases will directly lead to a student staying on their course and this year work by the Students' Union Advice Service retained an estimated £298,167 through student fees for the University.

14. Academic Integrity (AI) Cases

The Students' Union Advice Service offers professional, independent advice to students at Leeds Beckett on university regulations & policies, housing related issues and financial matters.

There has been a 78% increase in the number of students seeking advice on breaches of the Academic Regulations under section 10 – Academic Integrity compared to the previous year.

These stats, in and of themselves, might not be a cause for concern as this could simply be due to more students contacting the service for advice, rather than an actual increase in cases being heard at the university overall. However, it will be interesting to compare the statistics recorded by QAS to see if more work needs to be done by us all in educating students on AI or staff on bringing cases to AI hearings.

15. Appeals

The service has so far advised 145 students wishing to make Academic Appeals (From 1st May 2021 – 15th Oct 2021). This is a 53% increase compared to the same time period last year.

16. Mitigation & Extenuating Circumstances

During the last academic year 2020-21, we saw a 38% increase in the number of students contacting us to provide advice and guidance on the mitigation & extenuating circumstances procedure compared to the previous year (2019-20). We dealt with 42% more mitigation & extenuating circumstances cases compared to the previous year.

So far, in this academic year 2021-22, we have seen a 91% increase in the number of students contacting us when compared to the same time frame last academic year (1st July – 16th Oct).

Student Activities Update

17. Our vision for 2021-2022 centres on rebuilding the areas of our service which have been affected detrimentally by the pandemic, with our overall aim being ***to facilitate and support high quality opportunities for students to engage with, both on and off campus.***

18. Societies

In terms of academic and course-based societies we are undertaking work to make it as easy as possible for students to set up societies, manage them, and run events. We hope by providing a wider suite of tools with our new website, streamlining our setup and training process, and by making grant and start-up funds readily available students will face minimal barriers to getting a society going and have all the support and information they need at any given time.

We will also be coordinating work with the Student Voice & Insight team to identify ways for Course Reps and Society Leaders to work together to build course communities.

Existing Societies recognised as course/academic based with membership numbers:

Biomedical	29	Geography	15	Physiotherapy	84
Computing	49	History	29	Postgraduate Research	26
Cold Case	6	Interior Architecture	8	Psychology	72
Creative	42	Law	86	SET	43
Design	29	Ethical Hacking	21	SOAK	49
Economics	14	Leeds Business	42	Speech & Language Therapy	82
Education	42	Legal Tech & Innovation	12	Theatre & Performance	32
English	26	Marketing	49	Writing	Inactive

Existing Societies with potential links to courses, but not created with an explicit link:

Drama	38	Improv	9	Photography	46
Film	94	Investment	35		
Games	110	Music	113		

19. Volunteering and Student-Led Projects

With regards to our volunteering service, we are looking to further develop relationships with our community partners so with are able to offer a more diverse range of opportunities to more students.

In particular, we are interested in catering to students on courses where volunteering and community engagement modules are included, along with students from schools where we have historically seen lower engagement.

One approach we have begun to roll out is 'flat-pack' opportunities. These are opportunities to get involved in our in-house Student-Led Projects such as the Zero Waste shop and Ecosoup. These offer easily accessible opportunities to students in a familiar environment, which we hope lowers the barrier of entry and provides a good starting point for students to develop their skills and confidence.

Conclusions & Recommendations

20. Academic Board is invited to note this report.

Conferral of Emeritus Professors and Visiting Titles

Executive Summary

This report provides a report on the approval of the conferral of the title of Emeritus Professor, Visiting Professor and Visiting Fellow.

Action Requested

The report is **for information and to note.**

Appendices

Appendix A: The University's Guidance on Emeritus and Visiting Titles

Author

Name: Janet Norfolk
Job title: Human Resources Support Team Assistant
Date: 18 October 2021

Approval Route

Name: Michelle Broxup
Job title: Human Resources Support Team Leader
Date: 19 October 2021

Conferral of Emeritus and Visiting Academic Titles

Introduction

1. The title of Emeritus Professor or Emeritus Reader is awarded to recognise a former academic Professor's or Reader's sustained and distinguished academic service, including dedicated service to a particular field or fields of study and to the University. The University received no applications in the current period.
2. Visiting Professors must have significant standing in their field of work and will normally come from a higher education or research institution and already hold a comparable status. The criteria for the conferment of the title of Professor are included in the University's Academic Promotions Policy and Procedure and the same criteria broadly apply to the award of Visiting Professor.
3. Visiting Fellows should demonstrate outstanding contribution in their particular academic or professional field and/or have substantial and successful experience at a high level of management responsibility in industry, commerce or the public sector.

Process

4. In accordance with the University's Guidance on Emeritus and Visiting Titles (Appendix A), Dean nominations to appoint Visiting Professors and Visiting Fellows have been considered by the Vice Chancellor, as Chair of the Promotions Board.

Approval

5. The formal offer of the title of Visiting Professor has been made to Professor Paul Willis, Leeds Business School and to Professor Stella Jones-Devitt, Centre for Learning and Teaching both for a period of three years.
6. Visiting Professor Paul Johnstone, School of Clinical and Applied Sciences has been extended for a further three years. Gary Shuckford and Peter Skipworth, Leeds Sustainability Institute have both been extended for a further two years.
7. Dr Helen Staff, Joanna Saunders, Lt Col Michael Stacey, Dr Marwan Al-Dawoud and Dr Greg Tierney from the Carnegie School of Sport have been formally offered the title of Visiting Fellow for a period of three years.
8. The title of Visiting Fellow has been extended for a further three years for Professor Ben Carrington, Dr Cloe Cummins, Dr Rich Johnston and Dr Tannath Scott from the Carnegie School of Sport. In addition, Simon Thomson, Centre for Learning and Technology and Dr Johanna Fawkes, Leeds Business School have both been extended for a further three years.

Conclusion

9. The Academic Board is invited to note the approval of the conferral of the above visiting titles.



GUIDANCE ON EMERITUS AND VISITING ACADEMIC TITLES

Emeritus Professors and Emeritus Readers

The title of Emeritus Professor or Emeritus Reader is awarded to recognise a former academic Professor's or Reader's sustained and distinguished academic service, including dedicated service to a particular field or fields of study and to the University. The title will normally only be awarded to Professors or Readers who are leaving the employment of the University for reasons of permanent retirement. These titles are honorary and unpaid.

The title may be awarded at any time after the Professor or Reader has left the University (nominations may be submitted during the academic year of the planned retirement).

The relevant Dean should send a recommendation for the conferment of the title to the People Director, for consideration by the University Promotions Board as part of the annual Academic Promotions round. The recommendation should include the former Professor or Reader's curriculum vitae, together with written expressions of support from two or more Professors of the University. In exceptional circumstances, the title may be approved at other times of the year by the Vice Chancellor (as Chair of the Promotions Board).

The titles of Emeritus Professor and Emeritus Reader may be conferred for a specified period of time or in perpetuity. However, the University retains the right to remove the title if, for example, a conflict of interest arises or it is considered that damage may be caused to the reputation of the University by continued association with the person.

It is intended that Emeritus Professors and Emeritus Readers should continue to be of service to the University by participating, on a voluntary basis, in activities of the University. For purposes of courtesy and on ceremonial occasions, an Emeritus Professor is regarded as a Professor of the University, and an Emeritus Reader as a Reader of the University. Emeritus Professors and Emeritus Readers are not eligible for membership of Academic Board or ex-officio membership of any School Committees.

The award of Emeritus titles will be reported at the next meeting of the Academic Board.

Visiting Professors and Visiting Fellows

Visiting Professors must have significant standing in their field of work and will normally come from a higher education or research institution and already hold a comparable status. The criteria for the conferment of the title of Professor are included in the University's Academic Promotions Policy and Procedure and the same criteria broadly apply to the award of Visiting Professor.

Visiting Fellows should demonstrate outstanding contribution in their particular academic or professional field and/or have substantial and successful experience at a high level of management responsibility in industry, commerce or the public sector.

All nominations to appoint a Visiting Professor or Visiting Fellow should be made by the appropriate Dean to the People Director, by completion of the Visiting Professor/Visiting Fellow proposal form. Visiting Professor and Visiting Fellow appointments will be considered by the Academic Promotions Board on an annual basis (as part of the annual Academic Promotions round). Appointments at other times of year will only be considered in exceptional circumstances through approval by the Vice Chancellor (as Chair of the Promotions Board).

Although no remuneration is paid for these appointments, reasonable expenses in connection with University business may be paid in agreement with the appropriate Dean.

The title is normally conferred for a maximum of three years in the first instance and may be extended after this time. However, the University retains the right to remove the title if, for example, a conflict of interest arises or it is considered that damage may be caused to the reputation of the University by continued association with the person.

On appointment, the specific role of each Visiting Professor and Visiting Fellow will be determined in agreement with the relevant Dean.

The award of Visiting titles will be reported at the next meeting of the Academic Board.

Academic Board Schedule of Meetings and Business 2021-22

03 November 2021	09 February 2022	27 April 2022	06 July 2022
<i>Deadline: 27 October 2021</i>	<i>Deadline: 31 January 2022</i>	<i>Deadline 18 April 2022</i>	<i>Deadline: 27 June 2022</i>
NSS Outcomes 2020/21	Structure of Academic Delivery in 2022/23	Research & Enterprise Income (HE-BCI)	Admissions Policy
Annual Research & Enterprise Activity Report	Home undergraduate Entry Tariffs -2023	Access & Participation Plan Monitoring Statement	Register of Collaborations and Partnerships
Update on the conferment of honorary awards		Proposed dates for Academic Board Committee meetings for 2021/22	Annual Review of the course approved to use the Fitness to Practise Policy and Procedures
Annual Statement on Research Integrity		Research Excellence Framework (REF) Results	Annual Statement on Research Integrity
Degree Algorithms			Academic Regulations (amendments)
			Amendments to the Terms of Reference and Memberships for the Academic Board and its Committees
			Academic Board Elections
Standing Items			
<ul style="list-style-type: none"> Membership & terms of reference (first meeting only) 	<ul style="list-style-type: none"> Report from the Chair 	<ul style="list-style-type: none"> Academic Assurance Report 	
<ul style="list-style-type: none"> Declarations of interest 	<ul style="list-style-type: none"> Report from the Students' Union 		
<ul style="list-style-type: none"> Minutes of the last meeting 	<ul style="list-style-type: none"> Student recruitment / applications / enrolment update 		
<ul style="list-style-type: none"> Matters arising 	<ul style="list-style-type: none"> Reports / Minutes from committees 		
<ul style="list-style-type: none"> Schedule of business 	<ul style="list-style-type: none"> Conferral of Emeritus Professors and Visiting Titles 		