

LASE Academic Board Terms of Reference

1. Constitution

- 1.1 The Academic Board is a committee of the Board of Governors, operating under delegated authority.

2. Scope

- 2.1 Subject to the control and approval of the Board of Governors, the Academic Board oversees the teaching and research of the University Group and its Academic Divisions and is responsible for the academic quality and standards of the Group and the admission and regulation of students.
- 2.2 The Academic Board provides regular assurance to the Board of Governors that the standards of academic governance, academic awards, the student academic experience and student outcomes are adequate and effective. The Academic Board ensures that the Office for Students (OfS) Conditions of Registration are met in relation to access and participation, quality and standards, and the protection of the interests of students, and provides assurance to the Board of Governors that the University Group is compliant with OfS requirements. The Board of Governors receives and tests the assurance provided by the Academic Board and the Academic Board also provides the Board of Governors with such assurance as the Board of Governors may require from time to time.
- 2.3 The Academic Board makes academic regulations, procedures and policies which regulate programmes of study and research at the University Group and within each Academic Division and other matters concerning students. The Academic Board is empowered to delegate any of its powers, functions or duties to any person, committee or body.

3. Membership

- 3.1 The membership of the Academic Board shall comprise:

Ex officio

- Vice-Chancellor and Chief Executive Officer (chair)
- Senior Deputy Vice-Chancellor and Deputy CEO (vice-chair)
- Deputy Vice-Chancellor and Provost (Greenwich)
- Deputy Vice-Chancellor and Provost (Kent)
- Deputy Vice-Chancellor (Research and Innovation)
- Pro Vice-Chancellor Research and Innovation
- Pro Vice-Chancellors Education (2)
- Faculty Pro Vice-Chancellors and Executive Deans (3)
- Chief Information Officer
- Chief Marketing Officer

- Chief Student Officer
- Director of Employability and Partnerships
- Director of Research, Innovation and Commercialisation
- Group University Secretary

Staff members appointed by the Vice-Chancellor (3 or more)

- One Faculty learning and teaching lead – normally serving for two years in rotation with other Faculty learning and teaching leads.
- One Faculty research lead – normally serving for two years in rotation with other Faculty research leads.
- One Faculty knowledge exchange lead – normally serving for two years in rotation with other Faculty knowledge exchange leads.
- The Vice-Chancellor may appoint additional staff to the Academic Board because of their particular expertise, for a term to be determined by the Vice-Chancellor.

Academic staff members (3)

- 3 members appointed by the Vice-Chancellor from the academic staff (one per Faculty), appointed for a two year term following a selection process.

Student members (3)

- 3 elected student officers of LASE Students' Union nominated by the Students' Union.

3.2 For the Academic Board, the quorum is one third of the membership.

4. Attendance at meetings

4.1 Other staff may be invited to attend for specific items where their attendance can inform and support the Academic Board.

5. Frequency and format of meetings

5.1 The Academic Board will meet a minimum of four times per academic year.

5.2 Meetings will be held either in-person, via electronic means (e.g. online) or via a hybrid format, subject to agreement by the Chair. The Academic Board may also decide matters by email circulation. In between meeting of the Committee, the Chair of the Academic Board is empowered to decide matters falling within the Academic Board's remit by chair's action; matters decided by chairs action shall be reported to the next meeting of the Academic Board.

6. Delegated authority

Under the University Group's Delegation Framework, the Academic Board is authorised by the Board of Governors to approve:

- 6.1 **Academic regulations, policies and procedures:** all academic regulations, related policies and procedures governing for the University Group and its Academic Divisions:
 - programmes of study
 - the admission, conduct, suspension, exclusion and expulsion of students
 - research and knowledge exchange;
- 6.2 **Academic awards:** all academic awards (excluding honorary awards) to be awarded by the University Group to students, the process for ensuring the integrity of those awards; academic prizes or other distinctions including honorary academic titles (e.g. emeritus);
- 6.3 **Quality assurance:** all plans to enhance academic quality (educational or research), to monitor academic quality assurance, and to improve the student experience. The Academic Board shall monitor the implementation of these plans;
- 6.4 **Educational programmes:** all educational programmes and collaborative provision including educational partnerships and any validations;
- 6.5 **Review of educational programmes:** the arrangements for the regular review of educational programmes and collaborative provision including any student surveys;
- 6.6 **Validation agreements:** agreements with other validating and accrediting bodies, including professional institutions;
- 6.7 **Post external review plans:** any action plan following an external review, e.g. by the Office for Students, a Professional, Statutory or Regulatory Body or UK Research & Innovation;
- 6.8 **Research collaboration:** research partnerships and interdisciplinary research centres;
- 6.9 **Formulating terms of reference:** the terms of reference and membership of any committee of the Academic Board or any ad hoc working group or advisory committee. The committees of the Academic Board shall include an Education and Student Experience Committee for each Academic Division and for the University Group;
- 6.10 **Delegation framework:** a delegation framework identifying where authority to make any of the above decisions is delegated by the Academic Board to its committees or the Vice Chancellor.

7. Other duties

The other duties of the Academic Board shall be to:

- 7.1 **Assurance:** provide regular assurance to the Board of Governors through reports relating to the scope of the Academic Board's responsibilities, which should include any significant actions to mitigate risks and to make significant enhancements to academic quality and standards;

- 7.2 **OfS compliance:** ensure the Group's compliance with OfS requirements related to the Academic Board's remit, including registration conditions relating to access and participation (A conditions), quality and standards (B conditions), protecting the interests of students (C conditions), and harassment and sexual misconduct (condition E6);
- 7.3 **Strategy:** support the development of the Group's Strategic Plan and recommend for Board of Governors' approval any specific academic sub-strategies. In particular, the Academic Board shall keep under review and recommend any changes to sub-strategies related to student success, research and innovation and partnerships;
- 7.4 **Regulatory documents:** review any academic regulatory documents (e.g. LASE's Student Protection Plan(s), Degree Outcomes Statement(s) and Access and Participation Plan(s)) where approval by the Board of Governors is required and recommend them to the Board of Governors;
- 7.5 **Freedom of speech and academic freedom:** approve the University Group's Freedom of Speech Code of Practice (and any codes for Academic Divisions) prior to approval by the Board of Governors, and keep under review the Group's arrangements to ensure freedom of speech and academic freedom; have particular regard to the importance of freedom of speech and academic freedom in the Academic Board's business, acting in accordance with the commitments in the Group's Freedom of Speech Code(s) of Practice.
- 7.6 **Risk:** review the management of risks and opportunities relating to the Group's academic activities and monitor actions taken to minimise those risks or take advantage of opportunities;
- 7.7 **Miscellaneous academic matters:** report and make recommendations to the Board of Governors on any significant academic and related matters, including any matters referred to the Academic Board by the Board of Governors;
- 7.8 **EDI:** Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Academic Board's business.

8. Reporting procedures

The Academic Board reports to the Board of Governors as follows:

- **Frequently:** through summaries of the minutes of each meeting to the next meeting of the Board. Additionally, the Academic Board's Chair delivers an oral report (along with other committee chairs) as an item on the Board meeting agenda.
- **Annually:** through the Academic Board's annual report on academic quality and standards to the Board of Governors (as well as other reports over the course of the year);
- **Periodically:** via other policies, reports, plans and progress updates which it reviews and/or recommends for Board approval within the business cycle and its terms of reference;
- **Ad hoc:** where urgent Group-wide matters require direct escalation to the Board of Governors for decision or discussion.

9. Secretarial arrangements

- 9.1 The Academic Board will be clerked by the Group's University Secretary or their nominee.

10. Review

- 10.1 The Academic Board will review its own effectiveness annually and in greater depth at a minimum of every three years. Reviews may be performed as part of wider governance effectiveness reviews.
- 10.2 These terms of reference will be reviewed annually to ensure their effectiveness and any amendments recommended to the Board of Governors for approval.

Approved by Board of Governors: 12 August 2026

Date of next review: August 2027

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