## ABExCo Minutes

### Summary

These are the minutes of the ABExCo meeting of 14 February 2013. They were confirmed at the Academic Board meeting of 6 March 2013.

### Recommended Action

The Committee is asked to **note** these minutes; no further action is required.

Trevor Pearce  
May 2013
BIRKBECK
University of London
Minutes of the Academic Board Executive Committee
14 February 2013

Present:
Professor David Latchman (Chair), Professor Philip Dewe, Professor Stephen Frosh, Ms Tricia King, Professor Philip Powell, Professor Patricia Tuit, Professor Miriam Zukas, Pierre Smith Khanna, Professor Sue Jackson, Professor Li Wei, Ms Megan Reeves

By invitation:
Dr Jasbir Gill (Director of IT services)

In attendance:
Ms Katharine Bock (Deputy Clerk to the Governors), Mr Keith Harrison (Secretary and Clerk to the Governors), Mr Dean Pateman (Academic Registrar), Mr Trevor Pearce (Deputy Academic Registrar)

Apologies for absence:
Professor John Kelly, Professor Matthew Weait, Ms Naina Patel, Jed Keenan

11. MINUTES (X 9 2012/13; X 10 (2012/13))
Received and Noted:
11.1 (i) The minutes of the meeting of 24 October 2012, which were confirmed at the Academic Board on 15 November;

(ii) the unconfirmed minutes of the Academic Board meeting of 15 November 2012.

Noted:
11.2 The following recommendations from the ABExCo meeting of 24 October 2012 were endorsed on the 15 November 2012 by the Academic Board:

- Establishment of the History and Theory of Photography Research Centre
- The adoption of the Research Student Admissions Policy
- The amendment to the MPhil / PhD Regulations permitting the examination of practice-based research degrees towards the award of MPhil or PhD
- The adoption of the Student Communication Guidelines
- The adoption of the Minimum Virtual Learning Environment Standards.
- The amendment to the Regulations for Taught Programmes of Study facilitating the delivery of programmes of longer than 7 years (undergraduate) / 5 years (postgraduate)
- The adoption of a revised Assessment Offences Policy
- The adoption of the template Institutional Partnership Agreement.
- The new and amended programmes as recommended by the College Programmes Committee
12. MATTERS ARISING
Noted:
12.1 (i) That Professor Matthew Innes had been nominated for the post of Vice Master; this nomination had been approved and he would take up this office once Professor Dewe had retired at the end of 2013/14;

(ii) that proposals on the development of the College’s technology infrastructure would be presented to the College’s Strategic Planning Committee;

13. MASTERS REPORT
Reported by the Master:
13.1 (i) That enrolments for 3-year undergraduate degree courses had been increased for 2012/13 whilst enrolments for 4-year undergraduate courses had declined;

(ii) The College had been notified by HEFCE that they had over recruited to 3-year programmes and would be penalised as a result, but this had been revoked on appeal. Enrolment numbers for 2013/14 however had been set at the same number as for 2012/13; this was subject to further appeal to HEFCE;

14. RESEARCH COMMITTEE (X 11 – 2012/13)
Received:

Reported by the Pro-vice Master (Research):
14.2 (i) That currently students needing student visas to enter the country required ten “academic contact points” per year; students on Examination Only / Write Up status often did not meet with the supervisors this many times and would therefore need to return to their home country. The Policy on International Students and Write-Up /Examination Only status was intended to address this issue;

(ii) The College’s Open Access Working Group had considered the Finch Report on Open Access; RCUK were committed to ensuring that all of its funded research was available on open access. Funding would be available to institutions to support this area, but there were significant implications for the College to consider.

Agreed:
14.3 (i) To recommend the following for approval by Academic Board:

- The establishment of the Centre for Social Change and Transformation in Higher Education.
- To endorse the recommendation of the Open Access Working Group
- To adopt the amended Policy on Maternity Leave for Research Students

(ii) To refer the draft Policy on International Students and Write Up / Examination Only status back to the Sub-Committee, pending a fuller review of write up status for all students of the College.
15. **STUDENT EXPERIENCE & WIDENING PARTICIPATION COMMITTEE (X 12 – 2012/13)**

Received:

15.1 The Report of the Student Experience & Widening Participation Committee meeting of 22 January 2013).

Reported by the Pro-vice Master (Student Experience):

15.2 (i) that a Universities UK review of part-time provision was being established, and the Government had expressed support for part-time provision and lifelong learning.

16. **TEACHING & QUALITY ENHANCEMENT COMMITTEE REPORT (X 13 – 2012/13)**

Received:


Agreed:

16.2 To recommend the following for approval by Academic Board:

- To adopt the a standard model for three term learning programmes with examinations at the end of each term (subject to an inclusion indicating that current procedures within a department can continue if preferred)
- That examinations for three term learning programmes normally take place on the timetabled day for teaching, in the final week of term
- That programme teams consider offering resit examinations on Saturdays, with alternative arrangements made for students who cannot attend for religious reasons (with alternative arrangements considered and ready before they are required)
- That SPC confirm, by January of each year, the deadline date for enrolment for the following year
- That programmes wishing to move to three term learning confirm their wish to do so to the Academic Registrar by 28 February 2013 and by 31 January in each subsequent year
- To approve the revised approach to resit and retake fees (this will also need to be approved by SPC);
- To adopt the Policy on Peer Review of Teaching;
- To approve the proposal to publish all external examiner reports, together with responses;
- To adopt the Policy on Students Under the Age of 18
- To adopt revised regulations for the MPhilStud

17. **DATE OF NEXT MEETINGS**

Noted

17.1 The next meeting of the Committee was scheduled for 29 May.

Meeting Concluded.