BIRKBECK
University of London

Minutes of the ACADEMIC BOARD EXECUTIVE COMMITTEE

30 October 2013

Present
David Latchman (Chair), Philip Dewe, Stephen Frosh, Li Wei, Philip Powell, Nick Keep, Robert Atkinson, Miriam Zukas, Jasbir Gill

In Attendance
Dean Pateman, Keith Harrison, Megan Reeves, Peter Westley, Keith Harrison, Katharine Bock

Apologies for absence
Hilary Fraser, Matthew Weait, Matthew Innes, Patricia Tuit, Tricia King, Julian Swann, Rebecca Gumbrell McCormick, Alex Colas, Charles Michael Berry, Nick Stewart

1 MINUTES AND MATTERS ARISING
Noted:
1.1 The Minutes of the last meeting would be amended to confirm that Megan Reeves attended
1.2 The University of London had confirmed that Birkbeck could use its degree awarding powers and continue as a College of the University. The College had no immediate plans to use degree awarding powers but may do so in future if partnership provision was developed.

2 TERMS OF REFERENCE
Confirmed:
2.1 Terms of Reference and membership for 2013-14 (X 2013 01)

3 MASTER'S REPORT
3.1 The College had performed strongly in 2013-14 student recruitment, especially for three year degrees recruited via UCAS.

3.2 HEFCE had confirmed support for the College's bid to the Catalyst Fund to further develop intensive part time provision. Discussions continued on the proposal for increased student numbers on three year degrees.

4 RESEARCH COMMITTEE
Considered:
4.1 The Report of the Research Committee (X 2013 02)

Approved:
4.2 Amended Terms of Reference for the Research Committee taking into account the constitution of the new College Ethics Committee, which would advise it on research ethics issues.
Noted:

4.3 The Terms of Reference for College Ethics Committee, which would also be submitted to Audit Committee for approval.

4.4 Research Committee had discussed the need to strengthen the College’s infrastructure for supporting research and to develop appropriate titles for senior research staff.

4.5 ABExCo agreed that there should be a review of job titles for postdoctoral researchers. It also agreed to refer the question of titles for senior researchers to the HR Policy and Strategy Committee and the Conferment of Title panel.

Endorsed:

4.6 Amendment of guidelines for appointing research degree examiners. In place of the previous four subject panels there would be a single College level panel, with a process including sign-off of proposals by Assistant Deans and oversight by the Research Students Sub Committee. ABExCo asked for the form to be amended to ask whether the nominated examiners had worked together before.

4.7 The guidelines made a distinction between the Assistant Dean role, confirming if proposed appointments were academically appropriate; and the Panel role, confirming the nominee was a fit person to conduct the examination.

Endorsed:

4.8 Amendment of the PhD regulations to provide for a conditional pass, subject to the candidate making minor amendments and resubmitting normally within six months and exceptionally up to twelve months, at the discretion of the examiners. This would replace the current regulation requiring amendments to be made within three months.

5 STUDENT EXPERIENCE AND WIDENING PARTICIPATION COMMITTEE

Received:

5.1 The Report of the Student Experience and Widening Participation Committee (X 2013 03)

Noted:

5.2 The committee intended to broaden its Terms of Reference and would bring proposals back to ABExCo next term.

6 TEACHING AND QUALITY ENHANCEMENT COMMITTEE

Received:

6.1 The Report of the Teaching and Quality Enhancement Committee (X 2013 04)

Endorsed:

6.2 The proposal to publish external examiner reports to all College IT account holders and to revise the report form to make it clear the reports would be published and to differentiate between confirmation of academic standards and identification of issues that the external examiners wished to raise with the examination boards.
6.3 **Endorsed:**
Extension of the limit for Accreditation of Prior Learning to up to 240 credits for HND holders, to enable them to enter Birkbeck and top up to a Bachelors degree. The Common Awards Scheme states that normally a maximum of 180 credits is allowed.

6.4 **Endorsed:**
Proposals for new, amended, withdrawn and suspended programmes as set out in the appendix to X 2013 05.

6.5 **Endorsed:**
Approval of International Programme regulations for MSc and Postgraduate Diploma in Organisational Psychology.

### 7 FEES BURSARIES AND SCHOLARSHIPS COMMITTEE

**Received**
7.1 The annual report of the Fees, Bursaries and Scholarships Committee for 2012-13.

### 8 FUTURE MEETINGS

**Noted**
8.1 Dates of the remaining meetings in 2013-14

- 20 February 2014 at 2.00 pm
- 17 June 2014 at 2.00 pm