

Academic Board Terms of Reference

Purpose

The Academic Board is established under Royal Charter as the supreme academic authority of The London Institute of Banking & Finance and guardian of the academic standards and quality of its higher education awards.

Status

The Academic Board is a standing committee of the Board of Governors and exercises powers vested in it by the By Laws and the Regulations, or as delegated by the Board of Governors.

The Academic Board appoints and monitors the work of three sub-committees (the Academic Standards and Quality Committee, the Learning and Teaching Committee and the Student Experience Committee) with delegated powers in respect of the approval, monitoring and review of academic standards, student recruitment and attendance and the quality of student learning opportunities associated with programmes of study including Apprenticeships. It also operates specialist sub-committees in respect of the granting of honorary awards (the Honorary Degrees Committee) and the conferment of the title of Professor (Professoriate Panel).

The proceedings and terms of membership of the Academic Board are conducted in accordance with the 'Standing Orders of the Academic Sub-Committees of the Board of Governors'.

Meetings

The Academic Board will meet a minimum of three times a year.

Reporting

The Academic Board reports to the Board of Governors after each meeting, and annually in respect of academic quality and standards and the effectiveness of its quality assurance procedures. It receives reports after each meeting of the Academic Standards and Quality Committee, the Learning and Teaching Committee and the Student Experience Committee.

Terms of reference

The Academic Board will manage and transact the following business:

(i) Academic oversight

Deliberation on the development of the academic activities of The London Institute of Banking & Finance, advising the Chief Executive and making recommendations to the Board of Governors on:

- a. Academic strategy
- b. Legislation underpinning higher education and apprenticeship provision
- c. Regulatory requirements governing the delivery and awarding of Higher Education programmes and apprenticeships
- d. The development of thought leadership and scholarly activity
- e. The conferment of honorary degrees, the title of Professor and other such awards bestowed on persons of distinction, and
- f. The risks involved in HE and apprenticeship provision and their mitigation.

(ii) Academic provision and awards

Matters relating to teaching, learning, assessment and awards, scholarship and research, in particular:

- a. Academic standards, including the validation, monitoring, review and withdrawal of programmes and collaborative arrangements
- b. The assurance and enhancement of learning opportunities
- c. The learning, teaching and assessment, and thought leadership strategies
- d. The assessment and examination of students and apprentices
- e. The annual monitoring of the Higher Education and apprenticeship programmes
- f. The criteria for the appointment and removal of external examiners
- g. The criteria for appointment to the academic community
- h. The procedures for the conferment of credit and awards, including any linked professional awards, honorary awards and academic titles adopted, and also in respect of their revocation, and
- i. The procedures and criteria for the admission of students and apprentices and for the superintendence of their education and discipline.

(iii) Academic framework

Oversee the development, monitoring and review of The London Institute of Banking & Finance's regulations, policies and procedures and their implementation, relating to:

- a. The award of scholarships, bursaries, prizes and other such recognition
- b. The manner of ceremony for and conferment of degrees and other awards

- c. Assessment Boards
- d. Student complaints and appeals, including the hearing of any final appeals following the conclusion of all other internal procedures, and
- e. All other aspects prescribed within The London Institute of Banking & Finance's academic framework.

Membership

Chief Executive (Chair)

Ex officio:

Those holding academic leadership positions in respect of The London Institute of Banking & Finance's Higher Education provision¹:

Managing Director, Higher Education
Registrar, Quality, Policy and Regulation
Director of Studies

By invitation

Up to ten academics with relevant qualifications and experience, drawn from The London Institute of Banking & Finance's Faculty and externally.

By election:

A minimum of two student representatives.

The Quality, Policy and Regulation Team will provide secretarial services to the Academic Board.

Reviewed June 2021

¹ Appointed by the Chief Executive and with their number restricted so that, in combination with the 'by invitation' and 'by election' categories, the total of members, including the Chief Executive, shall not exceed 21.