

**Academic Board**

**Wednesday 27 November 2019, 10.30am**

**8<sup>th</sup> Floor, Peninsular House**

**36 Monument Street, London EC3R 8LJ**

**MINUTES confirmed**

**Members present:**

Mr Alex Fraser (Chair); Professor John Annette; Mr Mathew Baker; Dr Maria Carapeto; Dr Tony Gandy; Professor Pete Hahn; Mr John Hearn; Visiting Professor Renier Lemmens; Professor Gulnur Muradoglu; Mr Osy Plummer; Ms Hema Tank; Professor Damian Ward

**In attendance:**

Mr Adrian Beckwith (Secretary)

*The starting of agenda items was noted.*

\* **AB19/03/01. Welcome and apologies**

Mr Fraser WELCOMED Professor Annette and Professor Muradoglu to their first meeting as members.

Apologies were noted from Ms Ella Fox, Professor Heather McLaughlin, Mr Ross David Miles, Mr Nick Moore, Professor Simon Wolfe and Ms Suellen White.

\* **AB19/03/02. Minutes**

The minutes from the Academic Board meeting held on 3 July 2019 were APPROVED.

*Paper*

*AB19/02MIN*

\* **AB19/03/03. Matters arising**

The Committee discussed the following matters that were not considered elsewhere in the agenda:

***Redacted - Confidential***

**MATTERS FOR DISCUSSION / REVIEW / APPROVAL**

\* **AB19/03/04. Regulations**

Academic Board considered and approved the amendments to the General and Academic Regulations for Students. Ms Tank explained that the changes that were presented were predominantly in relation to Apprentices, in addition to some other minor changes.

*Paper*

*AB19/03/04(i-ii)*

\* **AB19/03/05. Programme specifications**

Academic Board considered and approved the changes to the BSc (Hons) Banking and Finance and BSc (Hons) Finance, Investment and Risk programme specifications. Points discussed included:

- there was an amendment to the expected duration column to refer to a sandwich course;
- the QPR Team had requested that it was made clear in the specification that the Certificate in Relationship Management was a Level 4 qualification;
- the Learning and Teaching Committee had agreed that there should be a separate box added at the bottom of page 5 which confirmed that the Certificate in Relationship Management could be taken at Level 4, 5 or 6 of the qualification;
- it was clarified that the Certificate in Relationship Management had not displaced another module from the programme.

*Papers*  
*AB19/03/05a*  
*and*  
*AB19/03/05b*

\* **AB19/03/06. Programme validation & Review**

a) Academic Board considered and approved the periodic programme review and action plan of the BSc (Hons) Banking Practice & Management qualification. Ms Tank noted that there was one recommendation, three commendations, four observations and two affirmations. Points discussed included:

- the recommendation to create an assessment grid detailing the specific nature of the assessment used for each module had already been addressed by the Assessments Team;
- Ms Sandra Edwards had entered several responses into the action plan to address specific points that were raised by the panel;
- although the self-evaluation document had not been as detailed as was originally expected, the panel were very pleased with how the Programme Team had answered their queries in the review meeting;
- Ms Carapeto explained that following the validation of the BSc (Hons) Financial Services Management qualification, it had been recognised that the 6PPM Organisational Transformation: Project Planning & Management needed to be added to the BPM programme specification. Academic Board agreed to this proposal.

*Papers*  
*AB19/03/06a(i-iii)*

**ACTION: Dr Carapeto to add the 6PPM Organisational Transformation: Project Planning & Management to the BPM programme specification**

b) Academic Board considered and approved the validation of the BSc (Hons) Financial Services Management, including modifications to the BSc (Hons) Finance and Investment. Ms Tank explained that there were four recommendations, two commendations, three observations and five affirmations. Points discussed included:

- a key point to take from the action plan was the importance of employer involvement;
- apprentices that successfully completed one or more levels of the degree

*Papers*  
*AB19/03/06b(i-iv)*

- but did not complete the whole programme were eligible for an exit award;
- the degree apprenticeship programme carried a certain level of risk due to its tripartite nature;
  - conversations took place with employers before recruiting apprentices to the programme to confirm what we could provide;
  - a success indicator of the degree apprenticeship programme was the feedback that we received from employers.
- c) Academic Board considered and approved the validation of the Postgraduate Certificate in Sustainable Finance. Ms Tank noted that there were three conditions, five recommendations, two commendations and three observations. Points discussed included:
- whilst there had been interest in the qualification from Abu-Dhabi, the qualification was designed for any cohort of student;
  - the documentation that had been provided to the panel could have provided greater detail on the programme;
  - if the programme was to be offered anywhere other than Abu Dhabi than it would need to undergo a periodic programme review;
  - all the actions had now been closed in the action plan;
  - it was pleasing to note the commendation that due consideration had been given to how students in Abu Dhabi would still receive pastoral care;
  - this qualification would help enable Abu Dhabi to meet their key objectives in sustainable finance, which included diversity, poverty and fossil fuel targets.
- d) Academic Board noted the HE Validation and Review schedule.

*Papers*  
*AB19/03/06c(i-iii)*

*Paper*  
*AB19/03/06d*

\* **AB19/03/07. Programme withdrawal**

- a) Academic Board approved the withdrawal of the Professional Certificate in Banking and the Finance and Accounting for Financial Services programmes (both part-time). It was confirmed that the Learning and Teaching Committee had already discussed and endorsed the withdrawal of both programmes.
- b) Ms Tank updated Academic Board on the discontinuation of the part-time Undergraduate programmes. Points discussed included:
- that although progress had been slow in phasing out the part-time programmes, we had to be mindful of our relationship with the banks that many part-time students worked for;
  - the part-time programmes team had been pro-actively contacting students to encourage them to transfer to different programmes;
  - the results of the most recent part-time student's survey had been 4.72,

*Paper*  
*AB19/03/07a*

*Paper*  
*AB19/03/07b*

and students had commented that they liked the webinars and 1-2-1 skype/ telephone calls with lecturers;

- it was confirmed that our part-time programmes were regulated by the OfS.

\* **AB19/03/08. Code of Practice for Quality Assurance**

Academic Board considered and approved the changes to the following Code of Practice Chapters:

*Papers*

*AB19/03/08a-c*

a) Chapter 8: External Examining:

- it was explained that the amendment concerned the inclusion of the new External Examiners Appointment Group. It was noted that this group had been established to approve the appointment of external examiners at any stage of the academic year, and it was confirmed the group would report into the Academic Standards and Quality Committee.

b) Chapter 13: Programme Development, Approval, Monitoring and Review:

- Ms Tank noted that the change to the chapter confirmed that there were effective reporting structures to enable the business case and academic case for a new programme to be considered separately to each other.

c) Chapter 14: Collaborative Provision:

- It was confirmed that the change to the chapter was the removal of the reference to the 'leadership Group' (which had been replaced with the Senior Executive Team).

\* **AB19/03/09. Strategies**

Academic Board considered and approved the Mental Health Strategy. Points discussed included:

*Paper*

*AB19/03/09*

- the strategy had been based on guidelines from both the NSS and Universities UK;
- mental health workshops at our HE Conference had allowed all staff to contribute to the strategy, and student participation had been encouraged through our Student/Staff Liaison Committee;
- the development of the strategy had involved a benchmarking exercise of other universities;
- to measure the success of the strategy, we would carry out surveys on wellbeing and measure how many students accessed our services;
- an action plan had also been created to highlight the key actions and timescales needed to implement the strategy;
- it was confirmed that whilst the headings within the strategy had been taken from the Universities UK framework, the content of the strategy was unique to us;

- Ms Tank confirmed she would investigate if the on-site counsellor had received PREVENT training, and if so to what level.

**ACTION: Ms Tank to check if the on-site counsellor has received PREVENT training.**

#### **MATTERS FOR REPORT/UPDATE**

##### **AB19/03/10. Digital Banking and Finance**

Mr Lemmens provided an update on Digital Banking and Finance

***Redacted - Confidential***

##### \* **AB19/03/11. Regulatory Matters**

###### a) Office for Students

In the absence of Ms White, Ms Tank presented the OfS Monitoring Log to the Board and explained that the Log reported on the progress and implementation against actions required for ongoing maintenance of Conditions of Registration with the OfS. Ms Tank also noted that we were currently awaiting the results of our APP submission which was submitted to the OfS previously.

*Paper*

*AB/19/03/11a*

###### b) Annual Statement on Prevent Accountability

Ms Tank provided a tabled paper regarding our Prevent annual accountability statement. She confirmed that this would be presented at the Board of Governors meeting on 28 November.

*Paper*

*AB/19/03/11b*

The question was asked if we requested to see the passports of guest speakers at our events, and Ms Tank confirmed that she would clarify this with the Events Team and report back at the next meeting.

**ACTION: Ms Tank to clarify if we ask to see the passports of guest speakers for our events.**

##### \* **AB19/03/12 Collaborative arrangements**

Academic Board noted the Collaborative Provision Register.

*Paper*

*AB/19/03/12*

##### \* **AB19/03/13. Updates**

Academic Board received updates from:

- a) Associate Dean, Degree Programmes on the Degree Apprenticeship Programme and recruitment.

- b) Henry Grunfeld Professor of Banking

***Redacted - Confidential***

- c) Head of Faculty on the finalised teaching scores and the free delivery of the Emerging Markets module next semester.

- d) Mr Fraser confirmed Ms White would provide her update at the next meeting.

**AB19/03/14. Chairs action**

The Board noted the following Chair's action:

- to replace the reference to the 'Leadership Group' with the 'Senior Executive Team' in the Procedures for the Grant of Honorary Degrees policy.

**RESTRICTED ITEMS**

**AB19/03/15. Professor title**

The Group approved the conferment of the title of Professor

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*Papers*

*AB19/03/15a-b*

**MATTERS FOR RECEIPT**

**AB19/03/16 Academic Standards and Quality Committee**

Academic Board RECEIVED the minutes of the Academic Standards and Quality Committee meeting held on 24 October 2019.

*Paper*

*ASQC19/02MIN*

**AB19/03/17 Learning and Teaching Committee**

Academic Board RECEIVED the minutes of the Learning and Teaching Committee meeting held on 9 October 2019.

*Paper*

*LTC19/02MIN*

**AB19/03/18. Any other business**

Mr Fraser thanked Mr Baker and Ms Fox for the valuable contribution they had made to the Institute during their time as student representatives of Academic Board and wished them well for the future.

Mr Fraser also explained that Professor Hahn would be retiring in February 2020 and that this would be his last meeting. He noted that Professor Hahn had played an instrumental part in the transformational journey of the Institute in recent years and that he would leave behind a proud legacy.

**AB19/03/19. Date of 2020 meetings**

Wednesday 11<sup>th</sup> March

Wednesday 8<sup>th</sup> July

Wednesday 11<sup>th</sup> November