

# Thinkspace Education

## Academic Board

### 1 Terms of reference

1. To ensure that academic standards are maintained on behalf of the University;
2. To oversee the quality of learning opportunities via approval and review of policies relating to student admission, learning and teaching, student support, student engagement, assessment, programme development, monitoring and review, appeals and complaints;
3. To oversee academic development and approve proposals for onward consideration by the University;
4. To receive and consider annual programme reports, reports of periodic reviews, University reports and any reports of external bodies;
5. To approve an annual report on the quality of academic programmes;
6. To approve external examiner nominations for approval by the University;
7. To receive annual reports on any student appeals and complaints;
8. To foster and promote research and scholarly and professional activity;
9. To keep the academic plans and activities of Thinkspace Education under review.

### 2 Meetings and minutes

- The Academic Board meets two or three times a year;
- Minutes are received by the Company Board of Directors and may be shared with the University of Chichester;
- The Board receives minutes from all Programme Boards.

### 3 Membership

- Course Director (Chair)
- Course Manager
- Student Support Manager
- 1 Senior Tutor
- 2 Programme Leaders
- 2 elected members of staff
- 2 Student representatives, one from Games and one from Composition
- External Academic Consultant
- External Legal Consultant
- External Quality and Standards Consultant
- AQASU representative, University of Chichester

In attendance:

- Committee administrator

### 4 Quoracy

- 8 including the Chair or Deputy Chair