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**Terms of Reference: Academic Council (AC)**

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<b>Date of Approval:</b>	June 2013, Academic Council
<b>Last Reviewed:</b>	November 2016
<b>Date for Review:</b>	November 2017
<b>Version Number:</b>	V5.0
<b>Chair:</b>	Principal & Chief Executive
<b>Lead Secretary:</b>	Academic Registrar
<b>Minute Secretary:</b>	Deputy Registrar

**Purpose & Remit (Terms of Reference):**

The Academic Council shall be accountable to the Board of Directors for:

- 1) Planning, co-ordinating, developing and overseeing the academic work of the University College of Osteopathy (UCO) and associated activities, and monitoring and implementing student feedback.
- 2) Advising the Principal and the Board of Directors on matters of resourcing necessary to support the work of the UCO.
- 3) Overseeing the research and enterprise activities of the UCO.
- 4) Overseeing the shape of the course portfolio and the approval of the curriculum.
- 5) Maintaining academic standards and arranging for the regular review of all courses in conjunction with, where applicable, the various examining, validating and accrediting bodies.
- 6) Arranging for the admission of students, their examination and assessment, the procedures for examination boards and student appeals and honorary academic titles. Establishing and monitoring procedures for the expulsion of students for academic reasons.
- 7) Arranging for the appointment of External Examiners.
- 8) Advising the Board of Directors and the Principal on any matters referred to them, and also making representations to the Board of Directors on any academic matter, either by direct representation or by specific committee representation.
- 9) Establishing such committees as it deems necessary to fulfil its function, the membership of such committees to represent the categories of membership of the Academic Council.
- 10) The Academic Council will receive minutes from the Quality Assurance Committee, Education Enhancement and Strategy Committee, Research and Scholarship Strategy Committee and Widening Participation and Admissions Strategy Group, with updates from the Exam Boards to report any issues, and any other minutes or papers requested by members appertaining to relevant matters under these terms of reference.

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### **Membership:**

- Principal & Chief Executive (**Chair**)
- Vice-Principal (Education)
- Vice-Principal (Research)
- Dean of Osteopathic Educational Development
- Dean of Academic Development
- Head of Research
- Head of Clinical Practice
- Chairs of Portfolio Boards
- Academic Registrar (Lead Secretary)
- Head of Quality
- President of the Students' Union
- A Learning Resources Representative
- A Student Support Representative
- Two Faculty Representatives
- Two Student Representatives (one from full-time mode of study and one from part-time mode of study)
- Two External Representatives (one from an Higher Education Institution and one from another Health Care profession)
- Deputy Registrar (Minute Secretary)

### **Term of office:**

Members serve for a maximum term of two 2-year terms.

Substitutes are not permitted except by prior approval of the Chair.

### **Frequency of Meetings:**

Four meetings are held per year.

### **Quorum:**

The Academic Council will be quorate when at least half of its members for the academic year are present, which must include one external representative, one faculty representative and one student representative.

### **Reporting Lines:**

The Academic Council reports to the Board of Directors.

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**Sub-Committees:**

- i. The Quality Assurance Committee (QAC)
- ii. The Education Enhancement and Strategy Committee (EESC)
- iii. Research and Scholarship Strategy Committee (RSSC)
- iv. Widening Participation and Admissions Strategy Group (WPASG)
- v. Exam Boards (EB)

**Lifespan:**

To be reviewed after 3 years.

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**Amendment Record:**

<b>Date of Amendment</b>	<b>Type &amp; Summary of Amendment</b>	<b>Amendment Approved By</b>
Mar 2014	Administrative – Amendment to reflect Minute Secretary's current role title.	PRAG Chair
Dec 2015	Minor – Amendment to reflect Secretary's role title and removal of "full-and part-time" from the Faculty Representative role.	Academic Council
Nov 2016	Major – Amendments to reflect current staff roles and the School's implementation of Taught Degree Awarding Powers.	Academic Council
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair