

# **University Centre Middlesbrough**

## **Academic Board**

### **Terms of Reference**

|                     |           |
|---------------------|-----------|
| Owner               | HE Office |
| Version Number      | 1.6       |
| Effective Date      | Feb 2026  |
| Date to Be Reviewed | July 2029 |

## **Terms of Reference for Academic Board**

Higher education (HE) at Middlesbrough College is an integrated element of the overall College provision. The Instrument and Articles of Government of the College state that it is the responsibility of the Board of Governors and Chief Executive Officer to maintain oversight of all aspects of College activity, including higher education. The management and control of HE quality is delegated to Academic Board which is the overarching committee responsible for establishing, monitoring and maintaining academic standards within higher education at the College.

### **Membership**

- Chair – VP Quality
- 1 HE Committee Governor
- Vice Principal Curriculum
- 1 AP representative (elected annually)
- Director of Higher Education
- UCM Head of Quality
- 5 academic staff (range of faculties)
- 3 students (including president/vice president)
- External Representative
- Director of Digital and Innovation
- Research Interest Group representative

### **Observer:**

Open University Senior Quality Partnerships Manager

### **Responsibilities**

Within the requirements of validating partners, the Academic Board has overall responsibility for:

- Monitoring compliance with regulatory body quality standards and expectations.
- Monitoring compliance with partner quality standards and expectations and any professional, statutory or regulatory body requirements.
- Ensuring that academic standards on all awards at the College are maintained.
- Retaining oversight of course content and ensuring that all new awards or modifications to existing awards are in-line with current strategies.
- Monitoring external review including External Examiner reports and appointments.
- Monitor and approval of HE policies and operating procedures.
- Monitor student recruitment patterns and the effectiveness of admissions criteria.
- Monitor arrangements for the protection of academic freedom.
- Ensuring the effective integration of higher education across all necessary academic and business support areas.
- This Board also receives minutes and reports from each of its sub-committees.
- Advising the Principal and Board of Governors on higher education development and the resources required to support this development.
- Monitoring risks and any actions to mitigate them associated with higher education provision.

### **Meetings**

- Academic Board will meet six times in the academic year plus hold three Curriculum Performance Review meetings.
- The meeting will be chaired by the Vice Principal Quality & Performance.
- The agenda for the meeting shall be approved by the Chair.
- The agenda and supporting papers will be circulated via a members-only Microsoft Office SharePoint/Teams Group.
- Members should make every effort to attend every meeting.

| Revision History |                |                                                                                                                                                 |
|------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Version          | Date           | Detail                                                                                                                                          |
| 1.0              | September 2017 |                                                                                                                                                 |
| 1.1              | August 2018    | Document edited for clarity and to homogenise presentation and implement URLs to College website <a href="#">HE Essential Information</a> page. |
| 1.2              | January 2020   | Membership Updated                                                                                                                              |
| 1.3              | January 2022   | Checked for accuracy.                                                                                                                           |
| 1.4              | October 2023   | Academic staff membership added and style updated                                                                                               |
| 1.5              | February 2024  | Assistant principal/staff members clarified                                                                                                     |
| 1.6              | February 2026  | Membership updated<br>Meeting cycle updated<br>Logo removed pending update approval<br>Title amended from HE to University Centre Middlesbrough |
|                  |                |                                                                                                                                                 |