UNIVERSITY OF HERTFORDSHIRE

ACADEMIC BOARD

Minutes of the meeting of the Academic Board held on 13 March 2019.

PRESENT: Professor Q A McKellar (Chair)

Mr A Aman Ms Z Hakim Ms E Roberts
Professor I G Campbell Mrs S Harrison-Barker Professor J M Senior
Mrs P Carey Dr S M Jarvis Ms J St John
Dr K Coppin Dr S B Kirton Dr L Trodd
Dr D M Ford Mr A Lambert Mrs G Ward
Dr T Gilbert Dr L Mitchell Mr R Wilkinson
Mrs S C Grant Professor A Murphy Ms A Yip

IN ATTENDANCE:

Mrs J H Allen Mr R Beazley Dr F L Haddleton
Ms K Barton Mrs L Caselles-Vallejo Dr S Grey

APOLOGIES:

Mrs J Kelly Mrs J A Price Dr R L V Southern
Mrs J A Newlan Mrs B Rahl

864  STANDING ORDERS

The Board noted its Standing Orders of the Board, effective 1 December 2018.

(Agenda Paper 2, refers.)

865  TERMS OF REFERENCE AND COMPOSITION

865.1 The Board noted its terms of reference of the Board with effect from 1 December 2018.

865.2 Following the Board’s acceptance of the amended terms of reference on 21 November 2018, the decision to restrict re-election to two three-year consecutive terms of office before requiring a break of one three-year term had been challenged. Members appreciated the reasons for and against the rationale of the decision and a proposal was invited in order to canvass opinion among academic members of the University’s staff.

(Agenda Paper 3, refers.)

866  MEMBERSHIP

866.1 The Board noted its membership.

(Agenda Paper 4.1, refers.)

866.2 Category 9: ‘The President of the Students’ Union or one (1) student nominated by the Trustees of the University of Hertfordshire Students’ Union’

In noting that the term of office of Ms Z Hakim would conclude on 31 May 2019 and that this would be the last meeting to be attended by her in this category, the Board thanked
her for her contribution to the Board’s work. The Board also noted that elections would be held to elect a new team of Students' Union sabbatical officers to take effect from 1 June 2019.

866.3 Category 10: ‘Two (2) students, nominated by the Student Representative Council’

866.3.1 The Board noted that the term of office of Mr A Aman would conclude on 31 May 2019 and that this would be the last meeting to be attended by him in this category. The Student Representative Council would nominate two representatives on the Academic Board, to take effect from 1 June 2019. Mr Aman was also thanked for his contribution to the work of the Board.

866.3.2 The Board noted that the position for a second student representative in this membership category remained vacant.

866.4 In attendance

866.4.1 Mr R Beazley, Chairman of the Board of Governors, in attendance at this meeting, commented that the opportunity to observe at a meeting of the Academic Board, rare in the sector, gave reassurance to the Board of Governors of the diligence with which academic matters were addressed.

866.4.2 The Board noted that Mrs L Caselles-Vallejo, Governance Services Officer, was in attendance.

867 MINUTES – 21 NOVEMBER 2018

The minutes were confirmed and signed.

(Confidential Agenda Paper 5, refers.)

868 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes not taken elsewhere on the Agenda.

869 VICE-CHANCELLOR’S ITEMS FOR REPORT

869.1 Vice-Chancellor’s Monthly Reviews

In bringing his monthly reviews for October, November and December 2018, and January 2019 to the Board's attention, the Vice-Chancellor commented on their revised format, designed to make them more easily readable and that they were available on-line at:

https://herts365.sharepoint.com/sites/Office-of-Vice-Chancellor/SitePages/Latest-news.aspx

869.2 National agenda for Higher Education

869.2.1 In introducing a policy review prepared by Ms T James, Head of Policy, the Vice-Chancellor commented that uncertainties remained concerning the outcome of Brexit following the rejection of the Prime Minister’s deal proposal. The Prime Minister was expected to seek another vote on the proposal, followed by a vote to attempt to extend the deadline to leave the EU. Officials in Brussels were believed to be unenthusiastic about an extension. In respect of EU staff and students of the University, any information that constituted a change to the current position would be communicated as soon as possible. The University's contingency plans in the event of a 'hard' Brexit would include the protection of the position of EU staff and students.
The recommendations of the Augar Review of Post-18 Education and Funding, which included a review of Further Education, were likely to be delayed as a result of continuing Brexit discussions. A possible reduction of fees to £7,500 might also be accompanied by an extension to the repayment period, from 30 to 40 years. Comments from Universities UK suggested that the difference between this amount and the current fee was unlikely to be made up by the Government.

In predicting that the Augar Review might also recommend a minimum tariff for eligibility for a student loan; the Vice-Chancellor commented that such an initiative would effectively create a numbers cap and that Universities UK would prefer not to see the introduction of the limiting of the number of students studying for a degree on the grounds of minimum tariff levels.

The Augar Review was also expected to recommend that students might be given the opportunity to work towards final awards at Levels 4 and 5 only, via colleges of Further Education, rather than University. Such awards would require the recognition of their value by employers and the Academic Board would need to consider how to allow students to gain exit awards at Levels 4 and 5, given that exit awards below degree level already existed.

Mrs S Harrison-Barker, Academic Registrar, informed the Board that the Data Futures initiative of the Office for Students (OfS) would be delayed, such that it would not be available for the 2019-2020 academic year. The delay would allow universities and software providers a breathing space.

RECRUITMENT

Minutes 870.1-870.3 are confidential and available to Members and Officers in Attendance only.

Unconditional offers

Minute 870.4 is confidential and available to Members and Officers in Attendance only.

BOARD OF GOVERNORS

Dr L Mitchell reported on the non-confidential academic issues considered by the Board of Governors since the 21 November 2018 meeting of the Academic Board. Matters considered had included links with Trinity College, Cambridge, the 2020-2025 Strategic Plan, student recruitment and wellbeing of students. The Board of Governors routinely noted the minutes of the Academic Board.

RESEARCH - RESEARCH EXCELLENCE FRAMEWORK 2021 - Minute 844 refers

The Board noted a draft Code of Practice, set out in Confidential Agenda Paper 10. Professor J M Senior, Pro Vice-Chancellor (Research and Enterprise), explained that the Code of Practice addressed the management of the submission of staff as well as the selection of outputs to the Research Excellence Framework (REF) 2021. The document remained a draft until approval was granted by Research England, to whom it would be sent by early June 2019. The table set out on pages 3 and 4 of Confidential Agenda Paper 10 demonstrated the consultation process in the development of the Code of Practice.
Staff meeting the three-fold range of criteria, set out in Section 16 of Confidential Agenda Paper 10, in respect of significant responsibility for research would be submitted. Section 18 of the Paper described the criteria to determine independent researchers, which was one of the criteria for significant responsibility for research. The paper would be amended to reflect that it was expected that Associate Deans (Research) would share with their Deans detail of the process for the determination of staff having significant responsibility for Research in their Schools. Professor Senior confirmed that lines of communication back to Deans of School would be via Associate Deans (Research). The Board was assured that a process was already under way in conjunction with Dr C Manthorpe, Head of Research Office, to ensure all eligible staff were considered.

Professor Senior acknowledged the interdisciplinary nature of research in Education and indicated that educationally-related research across the University would be submitted in the Education Unit of Assessment.

Although the purpose of the Code of Practice did not include the matter of risk assessment, concerns were expressed in respect of the undertaking of research given the current economic climate and restrictions on recruitment which might impact on the quality and quantity of outputs that could be submitted.

(Confidential Agenda Paper 10, refers.)

In reporting on progress with the preparations for a new Strategic Plan 2020-2025, Professor I G Campbell, Deputy Vice-Chancellor, informed the Board that workshops had taken place during the Autumn 2018, resulting in valuable feedback. The Chief Executive’s Group had held an awayday in December 2018 to consider an outline Plan, following which discussions were continuing by the Group and with the Board of Governors. Engagement with students concerning the shape of a future Plan had been managed by Dr S M Jarvis, Pro-Vice Chancellor (Education and Student Experience).

Additional Agenda Paper 11 illustrated an initial outline Plan but it was stressed that this was still at a developmental stage. Task groups would be convened to develop objectives once the broad themes had been agreed.

The Plan’s principal purpose would be to ‘transform lives’. Workshop discussions had indicated that staff continued to value the ‘FACES’ theme (Friendly, Ambitious, Collegiate, Enterprising, Student-focused). The ‘Go Herts’ initiative had supported significantly the bonding of the University community for both students and staff.

The business-facing, enterprising and entrepreneurial strand that had dominated the outgoing Strategic Plan remained a significant strategic feature.

The response of members of the Board in respect of the concept of ‘transforming lives’ varied widely, though most members acknowledged the emotional power of giving individuals the opportunity and flexibility to study and develop within the community of the University. In respect of helping individuals achieve their potential through developing positive behavioural attitudes, the University’s research on group work was already being recognised by other institutions.

(Additional Confidential Agenda Paper 11 refers.)

In presenting her report, Dr Jarvis informed the Board that there would be an item for discussion on the Teaching Excellence Framework (TEF) on 26 June 2019.
Access and Participation Plan (APP)

Dr Jarvis reported that new guidance had been provided: the APPs would operate over a five-year period, which would require strategically ambitious planning in order to meet the requirement to focus on closing gaps in access, success and progression, based on a robust analysis of these gaps (Paragraph 3 of Section 5 in Confidential Agenda Paper 12.1, refers). Cooperation across the Institution, including the Board of Governors and the academic community, was paramount in ensuring the Plan worked effectively.

Student Voice

Dr Jarvis commented that response rates to mid-module feedback remained challenging, though much of what had been submitted had been detailed and valuable.

Student Educational Experience Committee (SEEC) working groups

Dr Jarvis brought to the Board’s attention the establishment of a Data for Learning Working Group that would develop a system to enable collation of elements of student data to support student success.

Minute 874.5 is confidential and available to Members and Officers in Attendance only.

Academic Quality Review

Section 8 of Confidential Agenda Paper 12.1 explained how the Academic Quality Review, agreed by the Chief Executive’s Group, would be conducted.

Mrs Harrison-Barker reported that a Student Administration Review (StAR) was also under way.

(Confidential Agenda Paper 12.1, refers.)

National Student Survey (NSS) 2018

The Board noted that the NSS had opened on 28 January 2019 and would close on 30 April 2019, with the results being made available to Schools during July 2019. The minimum number of responses for the Institution had already been reached to enable publication of the results, though not for all programmes.

Postgraduate Research Experience Survey (PRES)

Dr S Grey, Director of the Doctoral College, informed the Board that the PRES would commence on 18 March 2019. This would be the last survey before REF 2021 and it was hoped that the previously high rate of engagement would be repeated.

Annual Learning and Teaching Conference

The Board noted that the Annual Learning and Teaching Conference would be held on Friday 7 June 2019 in the Weston Auditorium. This year’s conference theme would be Student-Staff Partnerships.

Times Higher Education Awards 2018

The Board congratulated Dr T Gilbert, Associate Professor of Learning and Teaching, on winning the Award in the category of ‘Most Innovative Teacher of the Year’. The awards had been announced on 29 November 2018.

The Board also offered its congratulations to Professor R Chilcott, who led the University’s research into decontamination techniques following chemical attacks that had won the Award in the category of ‘Research Project of the Year: STEM’.
874.11 **Principal Fellowships of the Higher Education Academy**

The Board noted with pleasure the awards of Principal Fellowships to Ms S Flynn, Associate Director of Learning and Teaching (Workplace Learning and Degree Apprenticeships), Ms A Roberts, Senior Lecturer Learning and Teaching (Degree Apprenticeships and Workplace Learning), and Ms J Petty, Senior Lecturer Children's Nursing School of Health and Social Work. Congratulations were offered to Ms Flynn, Ms Roberts and Ms Petty.

874.12 **Quality Code for Higher Education**


874.12.2 The Board also noted the publication on 29 November 2018 of Quality Assurance Agency advice and guidance to support the Quality Code, at: [http://www.qaa.ac.uk/en/quality-code/advice-and-guidance](http://www.qaa.ac.uk/en/quality-code/advice-and-guidance) comprising 12 themes that underpinned the Core and Common Practices of the Quality Code:

i. Course Design and Development
ii. Admissions, Recruitment and Widening Access
iii. Learning and Teaching
iv. Enabling Student Achievement
v. Student Engagement
vi. Partnerships
vii. Work-Based Learning
viii. External Expertise
ix. Concerns, Complaints and Appeals
x. Assessment
xi. Research Degrees
xii. Monitoring and Evaluation

874.12.3 Dr F L Haddleton, Director of Academic Quality Assurance, commented that the core practices of the Institution could be subject to examination by the Quality Assurance Agency at any time. Members of the Board were encouraged by the Vice-Chancellor to familiarise themselves with the content of these two documents.

874.13 **Report from the Dean of Students, including Student Discipline**

*Minute 874.13 is confidential and available to Members and Officers in Attendance only.*

875 **BLACK, ASIAN AND MINORITY ETHNIC STUDENTS (BAME): ATTAINMENT GAP**

875.1 In introducing the presentation, made by Ms A Yip and Ms J St John, Dr Jarvis explained that Black, Asian and Minority ethnicity was liable to impact negatively on degree outcomes. The Office for Students (OfS) had also identified an 'unexplained' attainment gap in respect of those who entered Higher Education with the same A Level/BTEC grades as non-BAME students but graduated with lower grades; the OfS was committed to eliminating all gaps by 2034-2035.

875.2 The BAME Success Working Group, of which Ms Yip and Ms St John were members, was working on behalf of the University with the Office for Students to analyse value-added data. The initiative was being led by Kingston University and all six institutions involved had a comparable proportion of BAME students.

*Minutes 875.3-875.6 are confidential and available to Members and Officers in Attendance only.*
It was agreed that this matter would remain on the Board's agenda item at every meeting and a substantial portion of the time on 26 June 2019 would be devoted to it.

Ms Yip and Ms St John were congratulated, on behalf of the team, for their work and for the improvements so far in reducing the attainment gap.

(Agenda Paper 13, refers.)

**STANDING WORKING PARTY ON UNIVERSITY POLICIES AND REGULATIONS (UPRs)**

**876.1** Mrs Grant explained that the Standing Working Party on UPRs met on a regular basis to consider proposed changes to academic UPRs requiring approval of the Board through the recommendations of its constituent committees/boards. The process allowed for consistency across the UPRs. The Standing Working Party was authorised to approve changes for clarification; any other changes were referred to the Academic Board for approval.

**876.2** UPR AS11, ‘Schedule of Awards’

**876.2.1 Award titles acknowledging employment experience**

On the recommendation of the Academic Development Committee and Academic Standards and Audit Committee (ASAC), the Board approved, with effect from 1 September 2019, the provision of award titles acknowledging employment experience.

**876.2.2 Withdrawal of redundant awards**

In acknowledging that the Enhanced Diploma and Enhanced Diploma in Midwifery had not been awarded since February 2016, the Board approved, with effect from 1 September 2019, the withdrawal from the Schedule of Awards of the awards of Enhanced Diploma and Enhanced Diploma in Midwifery.

**876.3** UPR AS14 – ‘Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes’

**876.3.1 Contribution of prior University of Hertfordshire credit to degree classification**

Given that the re-use of grades from a previous University of Hertfordshire award represented a change in policy, on the recommendation of ASAC, the Board approved amendments, as set out in Section 3.2.1 of Confidential Agenda Paper 14, with effect from 1 September 2019.

**876.3.2 Capping of grades for modules passed on referral**

On the recommendation of the Assessment Working Group of the Student Educational Experience Committee (SEEC) and ASAC, the Board approved, with effect from 1 September 2019, the restriction of the capping of grades to a bare pass mark of 40% only the elements in which a student had failed and then passed on referral. In these circumstances a student might achieve a grade for a referred module which was higher than a bare pass.

**876.3.3 Lifting of grading cap for modules passed on re-enrolment**

*Minute 876.3.3 is confidential and available to Members and Officers in Attendance only.*

**876.3.4 Grading options**

On the recommendations of the Assessment Working Group of SEEC and ASAC, the Board approved, with effect from 1 September 2019, amendments to Section D of UPR AS14 to clarify the range of grading systems from which to choose.
876.4 **UPR AS10 – ‘Research Degrees – Generic Institutional Regulations’**

876.4.1 **Suspension of registration**

The Board approved an amendment proposed in Section 10.3 of UPR AS10, for implementation from 1 September 2019, to clarify that a compulsory suspension of a student in relation to a Fitness to Practise investigation would last for the duration of the investigation regardless of the period of the investigation, which might be for more than twelve months. This is in contrast to a request from a student that such a suspension normally be limited to twelve months.

(Confidential Agenda Paper 14, refers.)

877 **AWARD REVIEW COMMITTEE**

The Board approved the recommendation of the Award Review Committee, as set out in Restricted Agenda Paper 15.

(Restricted Agenda Paper 15, refers.)

878 **AGENDA - PART II**

The Board noted and approved Part II of the Agenda (Minutes -879-887, refer).

879 **ACADEMIC QUALITY**

879.1 The Board noted the conclusions and recommendations of reports, for the period 19 September 2018 to 15 January 2019 in respect of new and reviewed/revalidated programmes, confirmed by the Chair of the Student Educational Experience Committee (formerly Academic Quality Enhancement Committee) and ratified by the Vice-Chancellor:

**Hertfordshire Business School**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Chair of Student Educational Experience Committee</th>
<th>Date ratified by Vice Chancellor on behalf of Academic Board</th>
</tr>
</thead>
</table>
| 879.1.1 BSBA, BSACC, BSFIN, BSEVMGT, BSHR, BSMK, BSTMAN | BA (Hons) Business Administration with Language  
BA (Hons) Business and Accounting Management  
BA (Hons) Business and Event Management  
BA (Hons) Business and Finance Management  
BA (Hons) Business and Human Resources Management  
BA (Hons) Business and Marketing Management  
BA (Hons) Business and Tourism Management  
Joint Honours ‘Business’ Field(s) (with ‘Sandwich’, ‘Year Abroad’ and ‘Sandwich with Study Abroad’) Management | 10/12/2018  
10/12/2018  
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10/12/2018  
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11/12/2018  
11/12/2018 |
<p>| 879.1.2 BSPM | MSc Project Management | 11/12/2018 | 11/12/2018 |</p>
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<td>MSc International Business</td>
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<td>BA (Hons) Business Studies with Leadership and Management</td>
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<td>BA (Hons) Business Studies with Logistics</td>
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<td>879.1.6</td>
<td>BSBANC</td>
<td>MSc Business Analytics and Consultancy</td>
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**School of Computer Science**

**Programmes reviewed / revalidated**

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<td>CMCSM</td>
<td>Modular Masters in Computer Science</td>
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**School of Creative Arts**

**New Programmes**

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<td>879.1.8</td>
<td>CTMARCH</td>
<td>MArch Architecture and Urbanism</td>
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**Programmes reviewed / revalidated**

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**School of Education**

**New Programmes**

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**School of Health and Social Work**

**New Programmes**

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<td>HSEHLTCMSC, HSEHREPMSC, HSEHDCCPGC, HSEHLTCPPGC</td>
<td>MSc Long Term Conditions, MSc Respiratory Practice, PgCert Diabetes Care and PgCert Learning and Teaching in Clinical Practice, Education for Health Warwick.</td>
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**Programmes reviewed / revalidated**

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**School of Humanities**

**New Programmes/Subject Fields**

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**Programmes reviewed / revalidated**

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**School of Life and Medical Science**

**Programmes reviewed / revalidated**

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<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.1.29</td>
<td>HHGE (HHGEG, HHGEH, HHGEP, HHGEME)</td>
<td>BSc (Hons) Geography and Environment</td>
<td>18/12/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.1.30</td>
<td>HMCLP</td>
<td>MSc Research in Clinical Psychology</td>
<td>18/12/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.1.31</td>
<td>HHMSP</td>
<td>MSc Sustainable Planning</td>
<td>18/12/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.1.32</td>
<td>HHSPO</td>
<td>BSc (Hons) Sports Studies</td>
<td>18/12/2018</td>
<td>18/12/2018</td>
</tr>
</tbody>
</table>

**School of Physics, Astronomy and Mathematics**

**Programmes reviewed / revalidated**

<table>
<thead>
<tr>
<th>Code</th>
<th>Programme</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.1.33</td>
<td>EPHY</td>
<td>BSc (Hons) Physics/ Astrophysics</td>
<td>18/12/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.1.34</td>
<td>PMMPHY</td>
<td>MPhys Physics/ Astrophysics</td>
<td>18/12/2018</td>
<td>18/12/2018</td>
</tr>
</tbody>
</table>
The Board noted the withdrawn and suspended programmes, for the period 7 November 2018 to 27 February 2019 confirmed by the Chair of the Academic Development Committee; and agreements signed between the University and Partner Organisations:

**Hertfordshire Business School**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Dean of School</th>
<th>Date confirmed by Chair of Academic Development Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.1</td>
<td>Postgraduate Diploma Project Management (BSPMPGD)/Postgraduate Certificate Project Management (BSPMPGC)</td>
<td>23/11/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.2.2</td>
<td>BA (Hons) Business Studies</td>
<td>22/11/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.2.3</td>
<td>MSc Project Management Practice</td>
<td>22/01/2019</td>
<td>04/02/2019</td>
</tr>
</tbody>
</table>

**Programmes suspended**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Dean of School</th>
<th>Date confirmed by Chair of Academic Development Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.4</td>
<td>MSc Leadership and Management in the Public Sector</td>
<td>29/10/2018</td>
<td>14/11/2018</td>
</tr>
<tr>
<td>879.2.5</td>
<td>BA Hons Marketing with Fashion</td>
<td>15/01/2019</td>
<td>15/01/2019</td>
</tr>
</tbody>
</table>

**School of Creative Arts**

**Programmes/ Courses/ Courses Instances (CIs) withdrawn**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Dean of School</th>
<th>Date confirmed by Chair of Academic Development Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.6</td>
<td>MA Experience Design</td>
<td>07/11/2018</td>
<td>16/11/2018</td>
</tr>
</tbody>
</table>

**Programmes suspended**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Dean of School</th>
<th>Date confirmed by Chair of Academic Development Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.7</td>
<td>Fd Creative Enterprise-Fashion and Textiles - at WHC Fd Creative Enterprise–Illustration - at WHC</td>
<td>27/11/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.2.8</td>
<td>Fd Graphic Design - WHC</td>
<td>27/11/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.2.9</td>
<td>FD Creative Enterprise (Media Production) at WHC only</td>
<td>27/11/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.2.10</td>
<td>Fd Photography - WHC</td>
<td>27/11/2018</td>
<td>18/12/2018</td>
</tr>
<tr>
<td>879.2.11</td>
<td>FD Creative Enterprise (Fashion &amp; Textiles) at NHC only</td>
<td>14/12/2018</td>
<td>19/12/2018</td>
</tr>
</tbody>
</table>

**School of Education**

**Programmes/ Courses/ Courses Instances (CIs) withdrawn**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Programme Title</th>
<th>Date confirmed by Dean of School</th>
<th>Date confirmed by Chair of Academic Development Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.12</td>
<td>MA/MSc Educational Studies, Mary Hare</td>
<td>17/12/2018</td>
<td>18/12/2018</td>
</tr>
</tbody>
</table>
### School of Engineering and Technology

<table>
<thead>
<tr>
<th>Code</th>
<th>Programme</th>
<th>Courses Instances withdrawn</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.13</td>
<td>ENWETPME Msc Production and</td>
<td>Msc Production and Manufacturing Engineering (Online) and MSc Operations and Supply Chain</td>
<td>01/11/2018 - 11/11/2018</td>
</tr>
<tr>
<td></td>
<td>Msc Operations and Supply Chain</td>
<td>Management(Online)- Semester B intake only.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EIMASTE Msc Radio and Communication</td>
<td>Msc Radio and Communication Systems and MSc Embedded Intelligent Systems</td>
<td>18/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td>879.2.15</td>
<td>EIMASTEM Msc Mechatronics</td>
<td>Msc Mechatronics</td>
<td>18/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td>879.2.16</td>
<td>EIMASTEMC Msc MicroElectronics and</td>
<td>Msc Microelectronics and Computer Engineering</td>
<td>18/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td></td>
<td>Msc Embedded Intelligent Systems</td>
<td>Msc Embedded Intelligent Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENMANBENG/ ENMANMENG BEng (Hons)</td>
<td>BEng (Hons) Manufacturing Engineering/MEng (Hons) Manufacturing Engineering</td>
<td>17/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td></td>
<td>MECHENG Msc Mechatronics</td>
<td>Msc Mechatronics</td>
<td>18/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td>879.2.18</td>
<td>EIEF Extended Degree Engineering</td>
<td>Extended Degree Engineering and Technology at Hertford Regional College</td>
<td>15/01/2019 - 23/01/2019</td>
</tr>
</tbody>
</table>

### School of Health and Social Work

<table>
<thead>
<tr>
<th>Code</th>
<th>Programme</th>
<th>Courses Instances withdrawn</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.19</td>
<td>HSUAHCPFD FdSc Health Care Practice,</td>
<td>FdSc Health Care Practice, UCISA</td>
<td>30/11/2018 - 19/12/2018</td>
</tr>
<tr>
<td></td>
<td>FdSc Health Care Practice, UCASA</td>
<td>FdSc Health Care Practice, UCASA</td>
<td></td>
</tr>
<tr>
<td>879.2.20</td>
<td>HHMPPMSC Msc Psychiatric Practice and Mental Health Practice</td>
<td>Msc Psychiatric Practice and Mental Health Practice</td>
<td>30/11/2018 - 19/12/2018</td>
</tr>
</tbody>
</table>

### School of Humanities

<table>
<thead>
<tr>
<th>Code</th>
<th>Programme</th>
<th>Courses Instances withdrawn</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.21</td>
<td>APJH Joint Honours programme</td>
<td>Joint Honours programme</td>
<td>21/12/2018 - 21/12/2018</td>
</tr>
<tr>
<td>879.2.22</td>
<td>HEHMS Humanities programme</td>
<td>Humanities programme</td>
<td>13/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td>879.2.23</td>
<td>HEMCS BA (Hons) Mass Communications (award titles only)</td>
<td>BA (Hons) Mass Communications (award titles only)</td>
<td>13/12/2018 - 18/12/2018</td>
</tr>
</tbody>
</table>

### School of Life and Medical Science

<table>
<thead>
<tr>
<th>Code</th>
<th>Programme</th>
<th>Courses Instances withdrawn</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>879.2.24</td>
<td>LMIWP / HHOCC Msc Occupational Psychology</td>
<td>Msc Occupational Psychology</td>
<td>05/11/2018 - 16/11/2018</td>
</tr>
<tr>
<td>879.2.25</td>
<td>LMIWP / HHOCC Msc Business Psychology</td>
<td>Msc Business Psychology</td>
<td>05/11/2018 - 16/11/2018</td>
</tr>
<tr>
<td>879.2.26</td>
<td>HHBPSYM Msc Research Methods in</td>
<td>Msc Research Methods in Psychology</td>
<td>06/11/2018 - 26/11/2018</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>Msc Research Methods in Psychology</td>
<td></td>
</tr>
<tr>
<td>879.2.27</td>
<td>IDKFDSS FD Sports Studies - only at OAK</td>
<td>FD Sports Studies - only at OAK</td>
<td>06/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td>879.2.28</td>
<td>HHGE BSc (Hons) Human Geography with Environmental Studies - pathway only closing</td>
<td>BSc (Hons) Human Geography with Environmental Studies - pathway only closing</td>
<td>08/12/2018 - 18/12/2018</td>
</tr>
<tr>
<td>879.2.29</td>
<td>LMAGR BSc (Hons) Agriculture</td>
<td>BSc (Hons) Agriculture</td>
<td>17/12/2018 - 18/12/2018</td>
</tr>
</tbody>
</table>
Programmes suspended

879.2.30 IDKFDSS FD Sports Studies - suspension for 19-20 at WHC 26/11/2018 18/12/2018
(form received on 6/12/18)

879.2.31 LMIYSMT / LMIYSPS Initial Year for Extended Degree Science / Physical Sciences - HRC 17/01/2019 25/01/2019

879.2.32 LMIYSPS / LMIYSMT Initial Year for Extended Degree Science / Mathematics / Physical Sciences - OAK 17/01/2019 25/01/2019

879.2.33 IDKFDSS FD Sports Studies - NHC 17/01/2019 25/01/2019

Physics, Astronomy and Mathematics

Programmes/ Courses/ Courses Instances withdrawn

879.2.34 EIPHYSE BSc (Hons) Physics with Science Education/ BSc (Hons) Astrophysics with Science Education 18/12/2018 18/12/2018

(Confidential Agenda Paper A.1, refers.)

879.3

External examiners

The Board noted the full list of appointments of External Examiners across all Schools.

(Confidential Agenda Paper A.2, refers.)

879.4

Boards of Examiners - 2018-2019

The Board noted titles of Programme, Module and Short Course Boards of Examiners and their Chairmen for the Academic Year 2018-2019 approved by the Vice Chancellor:

879.4.1 School of Creative Arts (Confidential Agenda Paper A.3.1, refers);

879.4.2 School of Education (Confidential Agenda Paper A.3.2, refers);

879.4.3 Schools of Engineering and Technology and Computer Science (Confidential Agenda Paper A.3.3, refers);

i amendment in respect of chairmanship (Confidential Agenda Paper A.3.3.1, refers);

879.4.4 School of Health and Social Work (Confidential Agenda Paper A.3.4, refers);

879.4.5 Hertfordshire Business School (Confidential Agenda Paper A.3.5, refers);

879.4.6 Hertfordshire Law School (Confidential Agenda Paper A.3.6, refers);

879.4.7 School of Humanities (Confidential Agenda Paper A.3.7, refers);

879.4.8 School of Life and Medical Sciences (Confidential Agenda Paper A.3.8, refers);

i amendment in respect of chairmanship (Confidential Agenda Paper A.3.8.1, refers);

879.4.9 School of Physics, Astronomy and Mathematics (Confidential Agenda Paper A.3.9, refers);

879.4.10 Collaborative Partnerships (Confidential Agenda Paper A.3.10, refers);

879.4.11 Learning and Teaching Innovation Centre (Confidential Agenda Paper A.3.11, refers).
879.5  **Research Degrees**

The Board noted the research degrees awarded during the period 1 November 2018 to 31 January 2019.

(Agenda Paper A.4, refers.)

879.6  **Research Centres**

The Board noted the current Research Centres.

(Agenda Paper A.5, refers.)

879.7  **Student monitoring and performance**

The Board noted statistics relating to student monitoring and performance for the Academic Year 2017-2018 which could be accessed via the following link in StaffNet (Student Facts and Figures):

http://www.studynet1.herts.ac.uk/ptl/common/studentfacts.nsf/Teaching+Documents?Openview&count=9999&restricttocategory=Student+Monitoring+and+Performance+Measures

879.8  **Research integrity**

The Board noted that the annual statement on Research Integrity and that a new statement amended in November 2018 would be noted on 26 June 2019:

https://www.herts.ac.uk/research/research-management/ethics-and-research-integrity

880  **ANNUAL REPORTS**

880.1  **Boards and Committees of the Academic Board**

880.1.1  **Academic Standards and Audit Committee**

The Board noted a report of the meetings of the Academic Standards and Audit Committee held on 9 October and 4 December 2018 from Dr Haddleton, Chair of the Committee.

(Confidential Agenda Paper B.1.1, refers.)

880.1.2  **Academic Development Committee**

i  The Board noted a report of the meetings held on 2 May and 11 July 2018 from Professor Campbell, Chair of the Committee.

(Confidential Agenda Paper B.1.2.1, refers.)

ii  the Committee’s Annual Report for 2017-2018.

(Agenda Paper B.1.2.2, refers.)

880.1.3  **Ethics Committee for Studies Involving Human Participants (‘Ethics Committee’)**

The Board noted a report of the meeting held on 24 October 2018 from Professor W B Hunt, Chair of the Committee.

(Agenda Paper B.1.3, refers.)
880.1.4  **Recruitment and Admissions Policy Review Committee**

The Board noted the minutes of the Recruitment and Admissions Policy Review Committee of 8 February 2018 which constituted the Committee's Annual Report for 2017-2018.

(Confidential Agenda Paper B.1.4, refers.)

880.1.5  **Research Degrees Board**

The Board noted a report of the meetings held on 4 October and 29 November 2018 from Dr S Grey, Director of the Doctoral College, Chair of the Research Degrees Board.

(Agenda Paper B.1.5, refers.)

880.1.6  **Research Committee**

The Board noted a report of the meeting held on 18 October 2018 from Professor Senior, Chair of the Committee.

(Agenda Paper B.1.6, refers.)

880.1.7  **Student Educational Experience Committee**

i  The Board noted a report of the meetings held on 2 October and 27 November 2018 from Dr Jarvis, Chair of the Committee.

(Agenda Paper B.1.7.1, refers.)

ii  The Board noted the Committee's Annual Report for 2017-2018.

(Agenda Paper B.1.7.2, refers.)

880.1.8  **School Academic Committees - Minutes and reports**

The Board noted the most recent Minutes in publication which could be viewed via the following links:

i  **School of Creative Arts**


ii  **School of Education**


iii  **Schools of Engineering and Technology/Computer Science**


a  Annual Report, School of Engineering and Technology (Agenda Paper B.1.8.3, i, refers);

b  Annual Report, School of Computer Science (Agenda Paper B.1.8.3, ii, refers).

iv  **School of Health and Social Work**

[https://www.herts.ac.uk/__data/assets/word_doc/0007/234358/2018-03-01-SAC-HSK-Minutes.doc](https://www.herts.ac.uk/__data/assets/word_doc/0007/234358/2018-03-01-SAC-HSK-Minutes.doc)
v  Hertfordshire Business School
    a  Annual Report (Agenda Paper B.1.8.5, refers);

vi School of Humanities
    a  Annual Report (Agenda Paper B.1.8.6, refers);

vii Hertfordshire Law School
    https://www.herts.ac.uk/__data/assets/word_doc/0019/234370/2018-06-27-SAC-LAW-Minutes.doc

viii School of Life and Medical Sciences

ix School of Physics, Astronomy and Mathematics

880.2 ANNUAL REPORTS - CENTRES AND UNITS

880.2.1 Record of Annual Reports
    The Board noted the record of Annual Reports received by the Board to date.
    (Agenda Paper B.2.1, refers.)

880.2.2 Careers and Employment Service
    The Board noted the Annual Report in respect of 2017-2018.
    (Agenda Paper B.2.2, refers.)

880.2.3 Learning and Teaching Innovation Centre
    The Board noted the Annual Report in respect of 2017-2018.
    (Confidential Agenda Paper B.2.3, refers.)

880.2.4 Chief Information Officer
    The Board noted the Annual Report in respect of 2017-2018 which could be accessed at the following link:
Validation and review of programmes by external bodies during the forthcoming year

The Board noted a schedule of programmes that required accreditation/review by professional and statutory, regulatory bodies and, in so doing, noted that the schedule was subject to change and that any queries should be directed to the Centre for Academic Quality Assurance.

(Confidential Agenda Paper B.2.5, refers.)

BOARD OF GOVERNORS

The Board noted that there were no items for report.

POLICY AND REGULATION

The Board noted that there were no items for report.

COMMITTEES AND BOARDS OF THE ACADEMIC BOARD

Committee and Board structures

Student Educational Experience Committee

The Board noted amendments to the terms of reference of the Student Educational Experience Committee approved by the Vice-Chancellor on 10 January 2019 (2019-01-01-Constitution).

(Agenda Paper E.1.1, refers.)

Minutes published

The Board noted publication of the minutes of the following meetings of boards and committees of the Academic Board:

- Academic Development Committee 10.10.2018
- Academic Standards and Audit Committee 14.12.2018
- Ethics 24.10.2018
- HHEC-CQC 11.10.2018, 06.12.2018
- Research Committee 18.10.2018
- Research Degrees Board 04.10.2018, 29.11.2018
- Student Educational Experience Committee 27.11.2018, 22.1.2019

School Academic Committees:

- SAC-COM 05.12.2018
- SAC-CTA 14.11.2018
- SAC-EDU 07.11.2018
- SAC-ENT 05.12.2018
- SAC-HBS 28.11.2018
- SAC-HSK 25.10.2018
- SAC-HUM 05.12.2018
- SAC-LAW 14.11.2018
- SAC-LMS 06.11.2018
- SAC-PAM 17.10.2018
SCHOOL STRUCTURES
The Board noted Schools’ current internal structures.
(Confidential Agenda Paper F, refers.)

APPROVED TITLES
The Board noted the latest information provided by Schools in accordance with the requirements of UPR HR01 (‘Approved Titles’), concerning holders of approved titles.
(Confidential Agenda Paper G, refers.)

STUDENTS’ UNION
The Board noted that the annual members’ meeting of the Hertfordshire Students’ Union had met on 28 February 2019.

MATTERS REPORTED FOR INFORMATION

887.1 Mr Jerry Lancaster
The Board noted with sadness the death of Mr Lancaster on 18 November 2018. Mr Lancaster had worked for the University following its merger with Barnet College of Nursing in 1993 until his retirement in 2009. During some of that time he had served as a Deputy programme Tutor for the Pre-registration Nursing Dip HE and later as Alternate Academic Group Leader. He had returned to the University as a Visiting Lecturer in 2010. A letter of condolence had been sent to his family and the University had been represented at his funeral.

887.2 Professorships
The Board noted the appointment of Dr Farshid Amirabdollahian as Professor of Human-Robot Interaction in the School of Engineering and Computer Science with effect from 1 February 2019.

887.3 Chancellor’s Lecture
The Board noted that the 2018 Chancellor’s Lecture had taken place on 4 December 2018. The guest speaker had been The Honourable Alexander Downer KC, former politician and diplomat, and Australian High Commissioner to the United Kingdom, until the Summer 2018.

EMERGENCY BUSINESS
There was no emergency business.

SCHEDULE OF MEETINGS

889.1 2018-2019
Wednesday, 26 June 2019. to be held in the Central Committee Room at 14.00 hours.
2019-2020

Wednesday, 20 November 2019;
Wednesday, 11 March 2020;
Wednesday, 24 June 2020;

to be held in the Central Committee Room at 14.00 hours.

DATE OF NEXT MEETING

Wednesday, 26 June 2019, at 14.00 hours, in the Central Committee Room, MacLaurin Building.

Agenda items should be notified to the Clerk by Wednesday, 5 June 2019. Supporting papers must be lodged with the Clerk by Wednesday, 12 June 2019 (e-mail: l.caseles-vallejo@herts.ac.uk; Telephone ext 1254).

It will be assumed that all items from the Schools have been submitted with the approval of the relevant Dean of School.