

Academic Committee Minutes

2 July 2025, 14:00 – 14:45

MS Teams / H118a (Regent's University London campus)

<p>Ex-Officio Members Present: Professor Geoff Smith Professor Fary Cachelin Professor Castulus Kolo Professor Maria Charalambous Professor Lawrence Phillips</p> <p>Professor Gill Stark</p> <p>Dan Lanigan Carl Teigh Valérie de Saegher Stephanie Murphy Steph Talliss-Foster Teresa Janikova</p> <p>Elected Members Present: Professor Jo Lusher Professor Zubin Sethna Professor Simon Carrington Robert Johnson Julie Wilson</p> <p>Apologies: Samantha Grady John Armstrong</p>	<p>Vice-Chancellor & CEO (Chair) Provost & Deputy Vice-Chancellor Non-Exec Board Director (President, Macromedia University) Associate Provost, Learning & Teaching Associate Provost, Business, Academic Development & Resources Associate Provost, Academic, Collaborative & Industry Partnerships Chief Commercial Officer Chief Finance Officer Chief People Officer Head of Student Experience & Wellbeing Head of Registry Student Union President</p> <p>Academic Representative - Director level Academic Representative - Director level Academic Representative - Director level Academic Representative – Senior Lecturer Academic Representative</p> <p>Associate Provost, Student Experience & Academic Services Chief Information Officer</p>
<p><u>In Attendance</u> Jessica Vine Alison Walker</p>	<p>Governance Manager (Committee Secretary) Deputy Head of Registry: Quality</p>
<p><u>Opening Items</u></p>	
<p>1.</p>	<p>Welcome, apologies* and declarations of interest</p> <ul style="list-style-type: none"> • Apologies for absence were noted, as set out above. • There were no new declarations of interest.
<p>2.</p>	<p>Minutes of the meeting held on 19 March 2025</p> <ul style="list-style-type: none"> • The minutes of the meeting held on 19 March 2025 were approved as a correct record. • It was noted that the actions from the last meeting had been completed (the updated SU report had been shared with the Committee Secretary and the Quality Committee Terms of Reference had been updated). There were no additional matters arising.
<p>3.</p>	<p>Elections and Appointments to Academic Committee</p> <ul style="list-style-type: none"> • It was noted that, in relation to the vacancy on the Academic Committee (one professional services representative) and several vacancies on the sub committees, the

	<p>elections/nominations processes would take place in September. This would align with the introduction of the new academic leadership structure.</p> <ul style="list-style-type: none"> The Provost & Deputy VC proposed a new policy for the Academic Committee and its sub committees whereby nominated/elected members should only send apologies to one meeting per year, and that if they could not commit to attending the majority of the meetings, they should stand down. An alternate member could be on standby to take up the position if the original member was standing down. This proposal was devised in response to instances of non-attendance at subcommittees, which had risked quoracy. The Provost highlighted that it was important for all committee members to attend and contribute to the relevant meetings, once appointed. The Academic Committee agreed to endorse the proposals set out above, subject to ensuring that the new rules were made clear to prospective applicants when advertising the next vacancies. <p><i>[Action A: Governance Manager to arrange election/appointments process in September for Academic Committee and sub committees.]</i></p> <p><i>[Action B: Governance Manager to update relevant terms of reference / procedure document to reflect the above changes; subcommittee clerks to do the same and to check that ex officio members are able to nominate a proxy if they cannot attend a meeting.]</i></p>
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Part A: Items for Discussion and / or Approval

4.	<p>Chair's Report</p> <p>A. The Committee noted the decisions taken via Chair's Action as set out at part B of Item 10 (Validation Reports).</p> <p>B. The Chair provided a verbal update on the following matters:</p> <p>Portfolio Updates: <i>[redacted]</i></p> <p>Educational Priorities for 2025-26: The Chair outlined the strategic priorities for the year under the 'Educational Excellence' theme: namely,</p> <ul style="list-style-type: none"> Evolve the Regent's Model Enhance our Academic Reputation Elevate our Learning Spaces Extend our Course Portfolio Leverage technology for growth, to transform our ways of working + support teaching excellence. <p>The Committee discussed how these major new portfolio developments could be resourced <i>[redacted]</i>.</p> <p>The Committee noted these updates and thanked the Chair.</p>
5.	<p>Updated Terms of Reference</p> <p>The Provost & Deputy Vice-Chancellor introduced this item and explained that the updates being proposed to sub committee terms of reference were relatively minor, for example, changes in membership. In future the Senior Quality Officers would act as clerks to the Collaborative Provision Committee (CPC) and the Learning, Teaching and Student</p>

	<p>Experience Committee (LTSEC) to provide consistency. This also meant that the Collaborative Provision Manager could become a member of the CPC.</p> <p>The Committee approved the updated terms of reference for:</p> <ol style="list-style-type: none"> Collaborative Provision Committee Learning, Teaching and Student Experience Committee
6.	<p>Policy Updates Recommended by the Learning, Teaching and Student Experience Committee:</p> <p>The Deputy Head of Registry: Quality introduced this item and provided a brief overview of changes to policies, these being three existing policies and one new policy. The Work-based Learning Policy had been created with academics to capture the ongoing work of providing industry placements for students. In response to a question, it was confirmed that the policy would be applicable for students of the new luxury hospitality courses. The policies had been reviewed and discussed by the LTSEC at its meeting on 25 June.</p> <p>The Committee approved:</p> <ol style="list-style-type: none"> The Collection Development and Management Policy (updated) The Proofreading Policy (updated) The Timetabling Policy (updated) The Work-based Learning Policy (new)
7.	<p>Report from the Research Committee: Annual Report on Research Integrity 2023-24</p> <p>The Associate Provost, Business, Academic Development & Resources introduced the annual Report on Research Integrity which had been written by the Chair of the Research Ethics Panel and reviewed by the Research Committee. The report was compiled in accordance with the requirements of the UUK's <i>Concordat to Support Research Integrity</i>.</p> <p>The Associate Provost explained how good progress had been made at the University to promote research integrity. In particular, the introduction of an online system had substantially increased the number of student proposals being submitted for ethical approval and had provided a structured and more efficient approach. This system was used for research proposals at any level. The Report concluded that there were no ethics process breaches during this year.</p> <p>The Committee thanked the Associate Provost and the Chair of the Research Ethics Panel for this Report and congratulated them on the outcome. The Committee endorsed the Report, prior to its submission to the Board of Directors and its publication.</p>
Part B: Items from the Quality Committee - to approve or note	
8.	<p>Updated Student Protection Plan</p> <p>The Head of Registry introduced this item and explained that the Student Protection Plan was reviewed on an annual basis in light of the OfS' expectations that it remained up-to-date. Once finalised, the latest version would be published and shared with the OfS. This version included updates in relation to cyber attacks, following helpful feedback from the SU. The Quality Committee had also reviewed the Plan.</p> <p>The Committee approved the updated Student Protection Plan, subject to any minor amendments which may be necessary in relation to job titles from the 2025-26 year onwards.</p>
9.	<p>Academic Regulations and Policies 2025-26 (updates for approval):</p> <p>The Head of Registry and Deputy Head of Registry: Quality provided a brief overview of the updates to academic regulations and policies for 2025-26. These updates had been agreed by the Policy Working Group and the Quality Committee.</p>

The Committee **noted** that some policies were still being revised and would be considered at a special meeting of the Quality Committee in mid July (and would then be taken to Academic Committee via email/Chair's action). In addition, some minor amendments to job titles may be required to reflect the new academic leadership structure.

Subject to these points, the Committee agreed to **approve** the updates to the following policies/regulations:

- a. *Assessment and Course Regulations*
- b. *Exceptional Circumstances*
- c. *Academic Integrity and Misconduct*
- d. *Academic Appeals*
- e. *Admission Complaints*
- f. *Course and Module Amendments, Suspension and Closure*
- g. *Course Development and Oversight*
- h. *Academic Ethics Review*
- i. *European Credit Transfer System*
- j. *Fitness to Study*
- k. *Handling Sensitive and Confidential Documents*
- l. *Rescinding awards and academic credit*
- m. *Student Suspensions*
- n. *Assessment Boards*
- o. *External Examiners*
- p. *Quality Assurance Monitoring and Enhancement*

The Committee thanked the Head of Registry, the Deputy Head of Registry: Quality and all involved for their work to update these documents.

10.

Validation Outcomes 2024-25

The Committee reviewed the validation reports which had also been reviewed by the Quality Committee and/or the Collaborative Provision Committee (where relevant).

The Committee **noted** that the reports at section B of the cover paper had already been approved by Chair's action.

The Committee **approved** the reports at Section A of the cover paper:

Internal Courses:

- *MSc Psychology (Conversion)*
- *MA Global Media and Communications (this incorporated a course title change from MA Media and Digital Communications)*
- *Three new L7 special elective modules*
- *BA (Hons) Counselling*
- *BA (Hons) Business and Psychology ** The Committee noted that the decision has since been taken to suspend the course for AY25/26, with the first intake now anticipated in AY26/27.*

Collaborative Provision Courses:

- *DOMUS Academy: MA Business Design; MA Luxury Brand Management; MA Fashion Design; MA Fashion Styling and Visual Merchandising; MA Fashion Management; MA Product Design; MA Interior and Living Design; MA Urban Vision and Architectural Design; MA Service Design; MA Interaction Design; MA Visual Brand Design*

(Further details were set out in the cover paper to this item)

11.	Conferment Lists The Committee received and noted the Conferment Lists
12.	Update on the new E6 Condition of Registration The Committee received a written update from the Associate Provost, Student Experience & Academic Services on the University's response to the OfS' new condition 'E6' of registration. This condition set out expectations about how universities address harassment and sexual misconduct allegations. The Head of Student Experience and Wellbeing confirmed that the University was putting a new reporting system in place, including the option for anonymised reporting, in time for the deadline of 1 August 2025. The Committee welcomed this update and noted the information set out in the report.
Part C: Items for Information	
13.	Strategic Risk Register The Chief Finance Officer provided an update on the strategic risk register, highlighting that there had been progress in student recruitment over the past weeks, but that this remained an amber risk due to the challenging context. <i>[redacted]</i> The Committee noted the update.
14.	Draft Sub Committee Meeting Minutes The Committee received and noted the minutes from the following committees: <ol style="list-style-type: none"> a. Learning, Teaching and Student Experience Committee – 6 March 2025 b. Collaborative Provision Committee – 21 May 2025 (draft) c. Research Committee – 4 June 2025 (draft) d. Quality Committee – 11 June 2025 (draft) e. Learning, Teaching and Student Experience Committee – 25 June 2025
Closing Items	
15.	Confidentiality Items 4 and 13
16.	Communication from the Committee Item 7 to the Board
17.	Any Other Business The Committee congratulated all involved for the University's achievement of B Corp certified status . In response to a question, the Chief Finance Officer summarised the process that was followed to submit the University's application and what areas could be focused on to improve the score (which was a good score for the first application). The relevant teams were also working on how to communicate the news to applications, students, alumni and industry partners.
17a.	Calendar of Meetings 2025-26 The Committee approved the calendar of meetings for the Academic Committee and its sub committees for the next academic year.
18.	Next meeting: <ul style="list-style-type: none"> • 3 December 2025