TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE
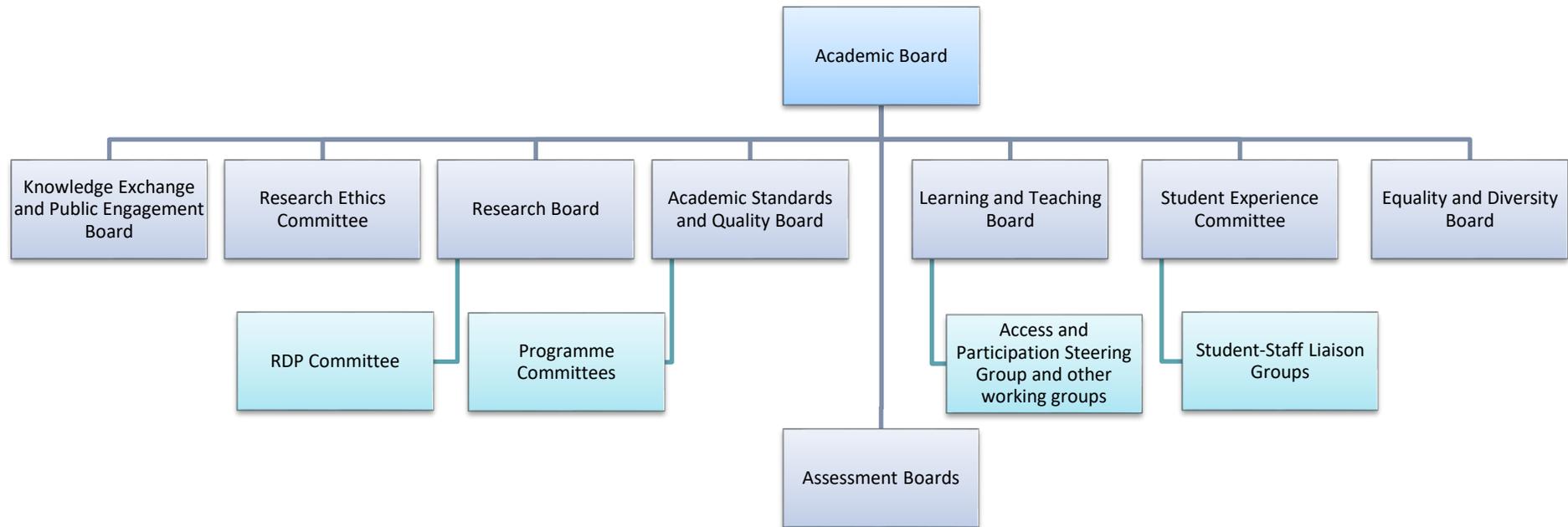
ACADEMIC BOARD COMMITTEES
(SEPTEMBER 2020)

CONTENTS

1. Academic Board Committee Structure

NB: The term Committee denotes a body with designated decision-making responsibility. The term Meeting or Group denotes a body with responsibilities for communication and gathering information.

Five committees – Academic Standards and Quality; Learning & Teaching; Research; Knowledge Exchange and Public Engagement; Equality and Diversity – are referred to as 'Boards'; to indicate the slight pre-eminence of these committees within the structure, which derives from their respective responsibilities for the main activities of the Institution – learning and teaching, research and third stream activities. The assessment activity is also overseen by Boards.

1.1 Academic Board

Reporting to Board of Governors

Chair: Principal
Secretary: Deputy Registrar (Quality Assurance and Enhancement)

▪ **Meetings - Termly**

▪ **Terms of reference** *(as per Memorandum & Articles of Association - Article 45)*
The Academic Board is responsible, subject to the overall responsibility of the Board [of Governors] and the requirements of validating and accrediting bodies, for:

1. All matters relating to research, scholarship, learning and teaching and courses and programmes at Trinity Laban:
   a. criteria for the admission of students
   b. approval of the appointment and removal of internal and external examiners
   c. policies and procedures for teaching, assessment and examination of the academic performance of students
   d. the content of the curriculum
   e. academic standards and the validation, annual monitoring and review, and periodic re-validation of programmes and modules
   f. procedures for the award of qualifications and honorary academic titles
   g. procedures for the exclusion of students for academic reasons
   h. overseeing the institution's pre-HE and public engagement activities

2. Advising the Principal and the Governing Body on resources required to support the development of the activities of the Institution.

3. Advising on such other matters as the Board of Governors or the Principal may refer to the Academic Board.

4. Establishing such committees as the Board considers necessary to carry out its responsibilities, subject to approval by the Principal.

▪ **Membership** (*Not more than thirty members*)

- Principal [Chair]
- Registrar and Director of Academic Services
- Directors of Faculty
- Director of Strategy and Business Operations
- Dean of Dance
- Assistant Director of Music
- Head of Research
- Head of Planning
- Head of Dance Programmes
- One representative of Learning and Participation
- Deputy Registrar (Quality Assurance and Enhancement) [Secretary]

Ex Officio (if not already a member listed above):
- Chairs of sub-committees of Academic Board
- President of the Students' Union
- 2 Vice Presidents (Music and Dance) of the Student Union
- Staff Representative Governors

▪ **In attendance**

- Independent Governor
- Representative from Trinity College London

▪ **Quorum:** One third of the voting members, rounded up to the nearest whole number

1.2   Assessment Boards (Music and Dance)

Chair: Director of Faculty or representative
Secretary: Registrar's nominee

Assessment Boards are appointed on behalf of the Academic Board to make decisions on student progression, award, award of credit or withdrawal from a programme of study as a result of academic failure. They make such decisions through their consideration of student results on delegated authority from the Academic Board. An Assessment Board may be required to review a decision or have a decision annulled as a result of an academic appeal (see section 17 of the Assessment Regulations).

▪ **Meetings**

For each Part of each Undergraduate and Graduate programme and each Postgraduate and Diploma programme there shall be an Assessment Board.

A meeting of an Assessment Board shall normally be held as soon as convenient after the completion of the assessment at the end of each Part of an Undergraduate or Graduate programme or each Postgraduate or Diploma programme, or where relevant key progression point.

Where necessary, a further meeting shall be held after the completion of resit procedures.

Interim Assessment Panels, Preliminary Assessment Boards and meetings to discuss results for modules shared across programmes may also be held (see section 2.3(h) of the Assessment Regulations).

▪ **Terms of reference**

(a)   The Assessment Board shall:

   (i)   Agree the marks obtained by each student in the separate assessment components which make up the module assessment, any aggregate marks where relevant and the overall module marks and credit to be awarded.

   Where, as a result of professional, statutory or regulatory body requirements, student marks have been considered by an Examination Board of the PSRB, the Assessment Board shall note the marks already considered but shall not consider them further.

   Assessment Boards are encouraged to consider results anonymously. There may be a professional, statutory or regulatory requirement or local procedure that states this should occur.

   (ii)   Consider recommendations from Mitigating Circumstances Panels (see section 13) and Academic Misconduct Panels (see section 15).

   (iii) Make decisions under delegated authority from Academic Board based on the performance of students and in accordance with the Programme Specification on the areas below:

      (a)   those who pass and may proceed on their programme,

      (b)   those who shall be permitted to resit an assessment (see section 7),

      (c)   those who shall be permitted to retake or repeat (see section 7),

      (d)   those who fail and shall be required to withdraw from the programme,

      (e)   those who shall be permitted to transfer to a related programme,

(f)   those students who shall receive an award other than that for which they were registered and assessed, including interim awards.

(g)   those who shall be awarded Degrees, Diplomas or Certificates, and, where appropriate, the classifications for Honours, Merits or Distinctions,

(iv)   Consider initial comments from the External Examiner in advance of the written report.

(v)   Report any recommendations concerning the content, operation and assessment of the programme to the Academic Standards and Quality Board.

(vi)   Exercise discretion in a consistent manner in the following areas:

(a)   Agree compensation, resit, retake and repeat claims in accordance with section 7 of the assessment regulations.

(b)   Round results as follows,

- o   Rounding-up may only be applied to marks that are no more than 0.5% below the pass mark (in the case of assessment components, module marks and/or overall Part mark) or classification boundaries (in the case of degree awards).
- o   Where Boards use part or all of this discretionary range, rounding should be applied consistently to all students.
- o   Boards should avoid use of rounding-up at multiple levels (i.e. at assessment component and/or module aggregate and/or degree classification) to prevent any undue inflation of marks.
- o   Rounding to enable marks to be eligible for compensation must not occur.
- o   Any consideration of borderline cases arising from mitigating circumstances should be undertaken in accordance with the Mitigating Circumstances Regulations (see Section 13 of the Assessment Regulations)

(c)   Apply relevant professional, statutory or regulatory body requirements in keeping with the information provided to students,

Where the exercise of discretion leads to deviation from the award or classification boundaries stated in the assessment regulations the Assessment Board must provide a written justification for its action in the Assessment Board minutes.

(b)   Chair's Action can be taken:

(i)   Where recommendations are outstanding following a meeting of the Assessment Board, and the Board has given permission for the Chair to make such recommendations.

(ii)   Exceptionally, where circumstances meant it was not possible for the results of a student to be considered at the meeting, the Chair will consult with the External Examiner prior to taking action.

(c)   Where mitigating circumstances apply, Assessment Boards will apply section 13 of the assessment regulations. This may result in consequences for students that depart from those which would apply under normal circumstances.

(d)   Students have the right to appeal against a recommendation of the Assessment Board if specific grounds are met (see the Appeal Procedures for further details, available in 'Trinity Laban Policies and Procedures' on *Moodle*).

(e)   For programmes on which reassessment is permitted in-year, before the Assessment Board, Interim Assessment Panels will be held.

(i)   Interim Assessment Panels shall normally be composed of the Programme Leader, one or more internal examiners and a secretary. There must be appropriate representation from those engaged in the internal assessment process. The external examiner is not required to be present.

(ii)   Interim Assessment Panels:

- o   Make provisional recommendations on student achievement in modules completed up to a specified but non progression point,

- o   Exercise discretion in deciding whether and how a student can resit failed assessment(s) while continuing their studies so long as the Board also explains the implications for the student's progression in the event of resit failure.

(iii)   Interim Assessment Panels do not:

- o   Make recommendations on the progression of students from one Part of the programme to another,

- o   Apply compensation,

- o   Produce outcomes against which students can appeal.

(iv)   Communications to students will state that any results released following an Interim Assessment Panel are provisional and may be amended following discussion at an Assessment Board.

(v)   The recommendations of an Interim Assessment Panel shall be reported to the Assessment Board for approval. Assessment Boards should only overrule the recommendations of Interim Assessment Panels where the majority of those present, including the external examiner, agree that those recommendations are not justified. In such instances clear reasons must be given and included in the minutes of the Board.

- **Membership**
  - Director of Faculty, or representative [Chair],
  - Registrar and Director of Academic Services or nominee,
  - Head of Dance Programmes (as appropriate)
  - Assistant Director of Music (as appropriate),
  - Head(s) of Department(s) (as required)
  - Programme Leader for each named award to be conferred
  - Programme Co-ordinators/Pathway Leaders (as appropriate)
  - Registrar's nominee [Secretary]
  - The External Examiner(s) (see section 5). An External Examiner is normally required to be present at meetings of an Assessment Board. *NB: If, in exceptional circumstances, the External Examiner cannot attend, the recommendations of the Board shall stand. In such circumstances, the views of the External Examiner shall be sought in advance and, if received, shall be reported to the Board.*

- **Quorum**

1. The quorum for a meeting of an Assessment Board shall be one third of the voting membership.

2. In the absence of a quorum the meeting must be adjourned and the lack of a quorum reported to the Registrar. The adjourned meeting shall be held with the approval of the Registrar, only after due notice has been sent to all members of the Assessment Board.

3. At the adjourned meeting, the business for which the original meeting was called may be completed with the consent of the Registrar in the absence of a quorum provided that, in the case of Boards recommending awards, at least one External Examiner is present.

1.3   Academic Standards and Quality Board (ASQB)

Reporting to Academic Board

Chair: Registrar and Director of Academic Services
Secretary: Deputy Registrar (Quality Assurance and Enhancement)

- **Meetings -** normally three a year

- **Terms of reference**

    1. To oversee academic and curricula development, learning, teaching and assessment, lifelong learning and enhancement initiatives, advancing the institutional and academic strategy.

    2. To advise the Academic Board on matters relating to the quality assurance, academic standards and enhancement of taught and research degree provision, including assurance of the quality of learning resources to meet the academic needs of the Institution. ASQB will oversee the development of procedures for assurance and enhancement, taking account of: the QAA Quality Code, national legislation and regulatory frameworks, subject benchmarks and other external reference points.

    3. The ASQB will carry out its functions for HE and non-HE provision. ASQB will monitor the mechanisms in place to quality assure pre/non-HE provision, including those required by external accrediting, funding and regulatory bodies.

    4. The ASQB will oversee the external links of the institution in relation to the management of quality and standards and the development of learning and teaching, including:
        - national and international dialogue and the development of the art forms
        - academic and artistic collaborations and partnerships
        - links with employers

    5. To monitor preparations for and the outcomes of quality and standards reviews (QSR), university validations and Professional and Statutory Body accreditation.

    6. To oversee the recognition and re-recognition process with collaborative partners.

    7. To oversee the programme development and validation process, including issues relating to the provision of learning resources, reporting to Academic Board and (where appropriate) to the validating partner.

    8. To approve changes to modules and programmes (as defined in the Academic Quality Handbook)

    9. To oversee annual and periodic monitoring and review for taught programmes, safeguarding and promoting the maintenance and enhancement of academic standards and quality, including learning resources, and providing assurance to Academic Board. The Learning and Teaching Board will hold a dedicated meeting to scrutinise the annual monitoring process in the first instance, with a member from each faculty acting as the 'Critical Reader' (as specified in the annual monitoring process).

    10. To oversee the effective operation of the external examining system, including the production of an annual report summarising the main themes and items of good practice; and overseeing the register of appointments.

    11. To oversee the process for the appointment of Specialist Advisers by the Music Management Group.

    12. To approve the institutional Academic Quality Handbook, as prepared by the Registry, in liaison with the Chair of ASQB.

    13. To oversee the provision of public information and arrangements for the publication of programme information, including programme specifications and programme handbooks, as prepared by the Registry in liaison with the programme teams.

14. To monitor and oversee the allocation of scholarships and awards across the Institution, in order to assure Academic Board that policy and implementation meet the academic strategic needs and priorities of the Institution.

15. To review the Admissions Policy annually and to prepare recommendations for any changes to the policy for the approval of Academic Board.

16. To oversee the implementation of the Admissions Policy across the Institution, taking account of the institutional policy on equality and diversity and national and international good practice in admissions

17. To make recommendations to Academic Board for changes in the Academic Regulations as required.

Delegated authority from Academic Board:

1. Approval of the appointments of external examiners on the recommendation of programme committees.

2. Oversight of the process for the appointment of specialist advisers by the Music Management Group.

3. Approval of modular and programme modifications; approval of recommendations to the Academic Board for in-year programme modifications.

4. To approve annual programme evaluation reports from the programme committees, preparing reports on institutional issues for Academic Board.

5. Approval of the institutional Academic Quality Handbook, in accordance with regulations and policies.

6. Oversight of the contents and format of programme information, including programme specifications and programme/handbooks.

7. Approval of a framework for the management of the provision of public information relating to academic standards and quality.

▪ **Membership**
- Registrar and Director of Academic Services [Chair]
- Deputy Registrar (Quality Assurance and Enhancement) [Secretary]
- Assistant Director of Music
- One Programme Leader from the Faculty of Music
- Dean of Dance
- Head of Dance Programmes
- Head of Research
- One representative of the subject area of Music
- One representative of the subject area of Dance
- Research Degree Programme Student Representative
- One student representative each for the Faculties of Music and Dance (nominated by the President of the Students' Union)

▪ **Quorum**
One third of the membership, rounded up to the nearest whole number of the total actual membership

Sub-committee of the Academic Standards and Quality Board

1.3.1 Programme Committees, Faculty of Dance
(one committee each for Foundation Programmes, BA (Hons) Contemporary Dance (including SAP), BSc (Hons) Dance Science, Diploma Programmes, Taught Postgraduate Programmes)

Reporting to Academic Standards and Quality Board for matters of academic quality.

Chair: Head of Dance Programmes
Secretary: Programmes Administrator

- **Terms of reference**

  To oversee the effective delivery and enhancement of the programme(s)

  a. Academic welfare of students and, specifically, induction for the programme(s) and the effectiveness of academic support.

  b. Student and staff feedback; comments on programme operation, curriculum content learning, teaching, and assessment study skills, student support, assessment, facilities, library, archive and computing provision, administrative support and careers advice.

  c. Overseeing the programme and module evaluation and tracking resolution of issues raised through this process.

  d. Monitoring and evaluation of academic standards and critical appraisal of the quality and delivery of the programme and its outcomes for students, including comment on and approval of the Programme Leader's Annual Programme Evaluation (APE) and monitoring the progress of actions identified through the Programme Leader's annual monitoring reports.

     The committee will approve the APE for presentation to the Academic Standards and Quality Board.

  e. Consultation on proposed changes to module content, assessment and/or course/programme structure.

     The committee will make recommendations to the Academic Standards and Quality Board.

  f. Approving recommendations to the Academic Standards and Quality Board for the appointment of external examiners .

  g. Approval of proposals to the Academic Standards and Quality Board resulting from periodic review.

  h. To receive reports on issues referred from the Dance Management Group.

- **Membership**

  - Head of Dance Programmes
  - Head of Dance Science [for BSc Dance Science]
  - Programme Leaders/Year Co-ordinators
  - Component Leaders, Module Leaders and Personal Tutors
  - Head of Laban Library & Archive or subject librarian
  - Academic Administration Manager (Dance)
  - Assistant Registrar (Academic Administration)
  - Head of Student Services & Accessibility or nominee
  - Programmes Administrator [Secretary]
  - Elected student representatives (including representation from all modes and years of study as far as possible)

- **In attendance**

  - SU Academic Officer
  - Graduate Interns/technical or support staff/other teaching staff (as required)

  NB: the Committee may co-opt other staff from time to time

- **Quorum**

One third of the defined membership, rounded up to the nearest whole number. The Chair may, in consultation with the Committee and with the approval of the Registrar, modify the quorum in order to specify particular members who must be present. The Chair and the Committee must take particular care to ensure an appropriate level of student representation before declaring a meeting quorate.

- **Meetings:** Termly
  (committees for new programmes may meet less frequently in their first year of operation)

- **Standing items for agenda**

  Sharing relevant information with/from other Trinity Laban Boards/Committees

Sub-committee of the Academic Standards and Quality Board

1.3.2 Programme Committees, Faculty of Music
(one committee each for Undergraduate and Foundation Music Programmes, Musical Theatre Programmes, Taught Postgraduate Programmes)

Reporting to Academic Standards and Quality Board

Chair: Assistant Director of Music
Secretary: Programmes Administrator

- **Terms of reference**

  To oversee the effective delivery and enhancement of the programme(s), including the:

  a. Academic welfare of students and, specifically, induction for the programme(s) and the effectiveness of academic support.

  b. Student and staff feedback; comments on programme operation, curriculum content learning, teaching, and assessment study skills, student support, assessment, facilities, library, archive and IT/AV provision, administrative support and careers advice.

  c. Overseeing the programme and module evaluation process and tracking resolution of issues raised through this process.

  d. Monitoring and evaluation of academic standards and critical appraisal of the quality and delivery of the programme and its outcomes for students, including contribution to and approval of the Annual Programme Evaluation (APE) and monitoring the progress of actions identified through the annual monitoring reports.

     The committee will approve the APE for presentation to the Academic Standards and Quality Board.

  e. Consultation on proposed changes to module content, assessment and/or course/programme structure.

     The committee will make recommendations to the Academic Standards and Quality Board.

  f. Approving recommendations to the Academic Standards and Quality Board for the appointment of external examiners

  g. Approval of proposals to the Academic Standards and Quality Board resulting from periodic review.

  h. To receive reports on issues referred from the music or dance management groups

- **Membership**
  - Assistant Director of Music [Chair]
  - Programme Leaders/Co-ordinators
  - Heads of Department
  - Head Librarian, Jerwood Library or nominee
  - Academic Administration Manager (Music)
  - Assistant Registrar (Academic Administration)
  - Head of Student Services & Accessibility or nominee
  - Programmes Administrator [Secretary]
  - Elected student representatives (including representation from all modes and years of study as far as possible)

- **In attendance**

  - SU Academic Officer
  - Graduate Interns/Faculty Administrators (as required)

  NB: the Committee may co-opt other staff to the committee from time to time

- **Quorum**

One third of the defined membership, rounded up to the nearest whole number. The Chair may, in consultation with the committee and with the approval of the Registrar, modify the quorum in order to specify particular members who must be present. The Chair and the committee must take particular care to ensure an appropriate level of student representation before declaring a meeting quorate.

▪ **Meetings:** Termly

▪ **Standing items for agenda**

Sharing relevant information with/from other Trinity Laban Boards/Committees
Issues raised by Performance Planning committees and Music departmental meetings

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NOTE

Instrumental/Vocal Department and Subject/Programme Team Meetings, and Performance Planning Meetings

Departmental and subject team meetings are held for communication and consultative purposes and to enable additional feedback from staff and students.

Any recommendations in relation to content and delivery of the subject areas are noted for consideration by the Programme Committees.

Music Performance Planning meetings are also undertaken to consider performance/project proposals and make recommendations to Programme Committees in respect of the music performance programme for the academic year.

1.4 Learning and Teaching Board (LTB)
Reporting to Academic Board

Terms of Reference and membership

Chair: Deputy Registrar (Quality Assurance and Enhancement)
Secretary: Registrar's nominee

> Meetings - normally three per year

Terms of reference

1. To report to the Academic Board on the developments and enhancements in learning and teaching across Trinity Laban Conservatoire of Music and Dance, advancing institutional and academic strategies.

2. To act as a forum for the development of the Learning and Teaching Plan for approval by Academic Board and to oversee its implementation.

3. To develop, recommend and disseminate policy and good practice in relation to Learning and Teaching.

4. To support Digital Enhancement of Learning and Teaching.

5. To support a whole institutional approach to Learning and Teaching, ensuring professional support services align with the priority areas of the Learning and Teaching Plan, reporting any issues to Academic Board.

6. To identify staff development needs associated with learning and teaching and ensuring that these are reflected within institutional policies.

7. To establish and monitor working groups and forums to discuss and develop the priority areas of the Learning and Teaching Plan.

8. To receive regular reports from each faculty on activities and progress against the Learning and Teaching Plan.

9. To monitor work streams set out in the Access and Participation Plan and to receive reports from the Access and Participation Steering Group, a sub-group of this Board.

10. To monitor progress against the Strategic Aims and Objectives set out in the Access and Participation Plan, reporting to Academic Board.

11. To promote opportunities for external fund bids to support Learning and Teaching activities.

12. To develop good practice in educational materials, working in consultation with the Faculties.

13. To oversee arrangements for accreditation of the TL: Augment Scheme by Advance HE.

14. To identify and raise awareness of research activities relevant to the enhancement of pedagogical practice

> Membership
- Deputy Registrar (Quality Assurance & Enhancement) [Chair]
- Executive lead for learning and teaching
- Dean of Dance
- Assistant Director of Music
- Head of Planning
- Three representatives of teaching staff from the Faculty of Music *
- Three representatives of teaching staff from the Faculty of Dance *

- Digital Learning Manager
- One representative of the Learning and Participation team
- Head of Library & Archive (Dance) or Head Librarian, Jerwood Library
- Head of Learning Advisory Service
- Learning Enhancement Projects Manager
- Head of Research
- Post-Doctoral Research Fellow and Developer
- 1 x student representative, Faculty of Dance**
- 1 x student representative, Faculty of Music**

* To be nominated by Director of Faculty or nominee for a period of two years
**To be nominated by the President of the Students' Union

> Quorum

One third of the membership, rounded up to the nearest whole number of the total actual membership

1.5   Equality and Diversity Board

Reporting to Academic Board

Chair: Principal
Secretary: Assistant Registrar (Quality & Governance)

▪ **Meetings:** One meeting per term, plus working party meetings as required

▪ **Terms of reference**

1. To promote the development, implementation and evaluation of institutional equality and diversity policies, in order to meet both the statutory obligations and the strategic aims of the institution, as set out in the institutional and academic strategies.

2. To prepare equality and diversity policies for approval by the senior management and the Academic Board.

3. Overseeing the formulation of institutional action plans to ensure that equality and diversity policies are effectively translated into programmes of action.4. To oversee equality and diversity monitoring, reporting annually to the Senior Management and the Academic Board.

5. Monitor and evaluate the implementation and effectiveness of equality and diversity policies, procedures and action plans.

6. Encourage and assist directorates in the effective integration and implementation of equality and diversity policies and procedures

7. To develop, monitor and review procedures associated with the Safeguarding Policy, liaising with the Knowledge Transfer and Public Engagement Board.

8. Keep under review all areas of practice in regard to equality and diversity.

▪ **Membership**

- Principal [Chair]
- Independent Governor
- Head of Student Services & Accessibility
- Head of Marketing and Communications
- Director of Strategy & Business Operations
- Directors of Faculty
- Head of Planning
- Head of Learning Advisory Service
- One teaching staff representative from each Faculty*
- One staff representative from Musical Theatre
- One representative of the Learning & Participation team
- President of the Students' Union
- Students' Union BAME Officer
- Students' Union Disabled Students Officer
- Students' Union LGBTQ+ Officer
- Up to three co-opted members with a particular interest in issues of equality & diversity (priority will be given to those from minority groups not otherwise represented on the committee)
- Assistant Registrar (Quality & Governance [Secretary]

*nominated by the respective Director of Faculty with the approval of the Chair

- **Quorum**

  - One third of the membership, rounded up to the nearest whole number of the total actual membership, including at least five 'core' members. Co-opted members will count towards quoracy.

  - Working parties should include at least two core members.

1.6   Knowledge Exchange and Public Engagement Board

Reporting to Academic Board

Chair: TBC
Secretary: Head of Planning

- **Meetings** - Termly

- **Terms of reference**

    The Board will oversee institutional activities relating to Knowledge Exchange and Public Engagement and public programme activities, including pre-HE, non-HE and HE provision:

    1. To implement the institutional goals for knowledge exchange and public engagement as set out in the institutional and academic strategies.

    2. To promote the responsiveness of the institution to local and regional needs and national developments.

    3. To create and oversee initiatives to engage people from local, national and international communities with Trinity Laban, ensuring the excellence of the institution's cultural provision.

    4. To develop the awareness of staff, students and alumni of external developments and opportunities and to promote the dissemination and marketing of knowledge exchange and public engagement for Trinity Laban.

    5. To monitor and support the harnessing of the income generating potential of public engagement activities, and their role in the business model of the institution, taking account of identified key performance indicators.

    6. To work in partnership with the Equality, Diversity and Access Committee to promote and monitor participation and access to the art forms of Music and Dance. The Committee will receive periodic reports – as appropriate - from the Working Group on Widening Participation.

- **Membership**

    - One Director of Faculty (as agreed by the two Directors)
    - Director of Strategy and Business Operations
    - Director of Blackheath Halls
    - Head of Laban Theatre Programme
    - Head of Marketing and Communications or nominee
    - Head of Development or nominee
    - Head of Planning [Secretary]
    - Head of Children & Young People's Programmes (Music)
    - A representative from Trinity Laban Health
    - 1 x student representative nominated by the President of the Students' Union
      (drawn from Dance, Music and the research degree programmes)

    The committee may, from time to time, invite external representatives to contribute their expertise to particular meetings or identified projects and initiatives or to join the board as co-opted representatives.

- **Quorum**

    One third of the core membership, rounded up to the nearest whole number of the total actual membership (excluding co-opted members)

- **Standing items for agenda**

    External bids and reports
    Sharing information with other Trinity Laban committees/boards

1.7   Research Board

Reporting to Academic Board

Chair: Head of Research
Secretary: Research Administrator

▪ **Meetings** - Termly

▪ **Terms of reference**

1. To develop, monitor and review the research policy in line with the institutional research, learning and teaching and scholarship strategies. To make recommendations to Academic Board on strategic priorities for research and scholarly activity.

2. To oversee the institutional research profile, policy and activities, reviewing the progress, outcomes and dissemination of research and scholarly activity.

3. To approve recommendations for the distribution of research funding, considering the resource implications of research activities.

4. To monitor and review the progress, outcomes and dissemination of research and scholarly activity.

5. To develop and foster a research environment and culture in support of the Institution's postgraduate provision.

6. To review and approve all research applications to external funding bodies.

▪ **Membership**

- Head of Research [Chair]
- Assistant Head of Research
- Executive lead for Research
- Dean of Dance
- Assistant Director of Music
- Head of Library & Archive (Dance)/Head Librarian, Jerwood Library
- Professors and Readers nominated by Directors of Faculty
- Head of Dance Science
- Director of Corporate Affairs or nominee
- Research Administrator [Secretary]
- One nominated representative of each strategic research grouping
- One research student

▪ **Quorum**

One third of the membership rounded up to the nearest whole number of the total actual membership

Sub-committee of Research Board

1.7.1 Research Degrees Committee

Reporting to Academic Board through the Research Board

Chair: Head of Research
Secretary: Research Administrator

- **Meetings**: Termly

- **Terms of reference**

    1. To oversee the effective delivery, and enhancement of the research degree programmes across the Institution:

        a.   to approve nominations for research supervisors and examiners for presentation to the City University of London through ASQB (reserved business)

        b.   to approve the admission of research students (reserved business)

        c.   to monitor research outputs and the progress of research students (reserved business)

    2. To consider research issues as they relate to the Taught Postgraduate Programmes, making recommendations to the Research Board.

- **Delegated authority from Academic Board**

    1   To make recommendations to the City University of London for the admission and changes of status for research students

    2   To make recommendations to City University of London for the appointment of research supervisors.

- **Membership**

    - Head of Research [Chair]
    - Executive lead for Research
    - Assistant Director of Music
    - Head of Dance Programmes
    - Assistant Registrar (Academic Administration)
    - Head of Dance Science
    - Head of Library & Archive (Dance)/Head Librarian, Jerwood Library
    - All Research Degrees Programme Supervisors
    - Research Administrator [Secretary]
    - One research student

- **Quorum**

    One third of the defined membership, rounded up to the nearest whole number. The Chair may, in consultation with the committee and with the approval of the Registrar, modify the quorum in order to specify particular members who must be present. The Chair and the committee must take particular care to ensure an appropriate level of student representation before declaring a meeting quorate.

- **Standing items for agenda**

    Sharing relevant information with/from other Trinity Laban Boards/Committees

1.8   Research Ethics Committee

Reporting to Academic Board

Chair: Head of Research
Secretary: Research Administrator

- **Meetings**: Annually

- **Terms of reference**

   1. To consider ethical issues relating to research, enterprise, knowledge transfer and staff/student performances. To articulate standards and a framework (including codes of practice where appropriate) to ensure that all research conducted within the Conservatoire, particularly that involving human subjects or material derived from human subjects, meet the highest ethical standards.

   2. To be accountable to Trinity Laban Academic Board and have independent, delegated authority from the above to approve, with or without modification, or to reject proposals for research involving human subjects or material derived there from, or proposals which are referred to it on other ethical grounds.

   3. To require reports, if appropriate, from committees or sub-groups within the institution.

   4. To act as a forum and expert panel for all ethical issues in relation to research, enterprise, knowledge transfer and public-facing activity and to ensure awareness of ethical issues throughout the institution are determined by current and relevant national and international codes of best practice.

   5. To be the appropriate body to consider the ethical implications of particular research partnerships and of particular sources of research funding.

   6. To provide an annual report to Academic Board on the projects, experiments, investigations and procedures allowed by the Committee, and any issues of principle identified by the committee

- **Delegated authority from Academic Board**

   To grant approval for projects, experiments, investigations and procedures on behalf of the Academic Board.

- **Membership**

   - Head of Research [Chair]
   - Dean of Dance
   - Head of Dance Science
   - M-Level Programme Leader with designated responsibility (Music)
   - Research Active Staff (one volunteer – two year appointment)
   - Research Administrator [Secretary]

- **Co-opted (as required)**

   - Internal or external contributors to discuss specific issues
   - Directors of Faculty

- **Quorum** One third of the membership, rounded up to the nearest whole number of the total actual membership (excluding co-opted members)

1.9 Student Experience Committee

Reporting to Academic Board

Chair: Registrar and Director of Academic Services
Secretary: Academic Administration Manager (Dance)

- **Meetings:** Termly

- **Terms of Reference**

  To develop and have oversight of the Student Engagement Strategy.

  1. To consider key measures of the student experience including the National Student Survey (NSS) and other institutional student surveys as well feedback from the student representative system.

  2. To monitor the effectiveness of the student representation system, in conjunction with the Students' Union.

  3. To investigate and identify areas for development.

  4. To make recommendations on priorities with regards to the student experience.

  5. To ensure that students are aware of actions being taken to enhance to the student experience

  6. To provide a forum for engagement between student representatives and staff in order to contribute to the development of the Trinity Laban Community.

  7. To monitor the effectiveness of support services in ensuring the well-being of students within the Conservatoire.

  8. To make recommendations to improve the applicant, student and graduate journey.

  9. To review annually and recommend to Academic Board any changes in the statement of staff/student responsibilities.

  10. To receive the notes from Student / Staff Liaison Group

  11. To provide an annual report on initiatives and projects undertaken to the Academic Board.

- **Membership**

  - Registrar and Director of Academic Services or nominee [Chair]
  - Head of IT
  - Dean of Dance
  - Assistant Director of Music
  - Head of Musical Theatre
  - Head of Dance Programmes
  - Head of Student Services & Accessibility or nominee
  - Learning Enhancement Projects Manager
  - Assistant Registrar (Quality & Governance)
  - Academic Administration Manager (Dance) [Secretary]
  - President of the Students' Union
  - Up to six co-opted students

- **Quorum -** One third of the membership, rounded up to the nearest whole number of the total actual membership, including at least three student representatives.