

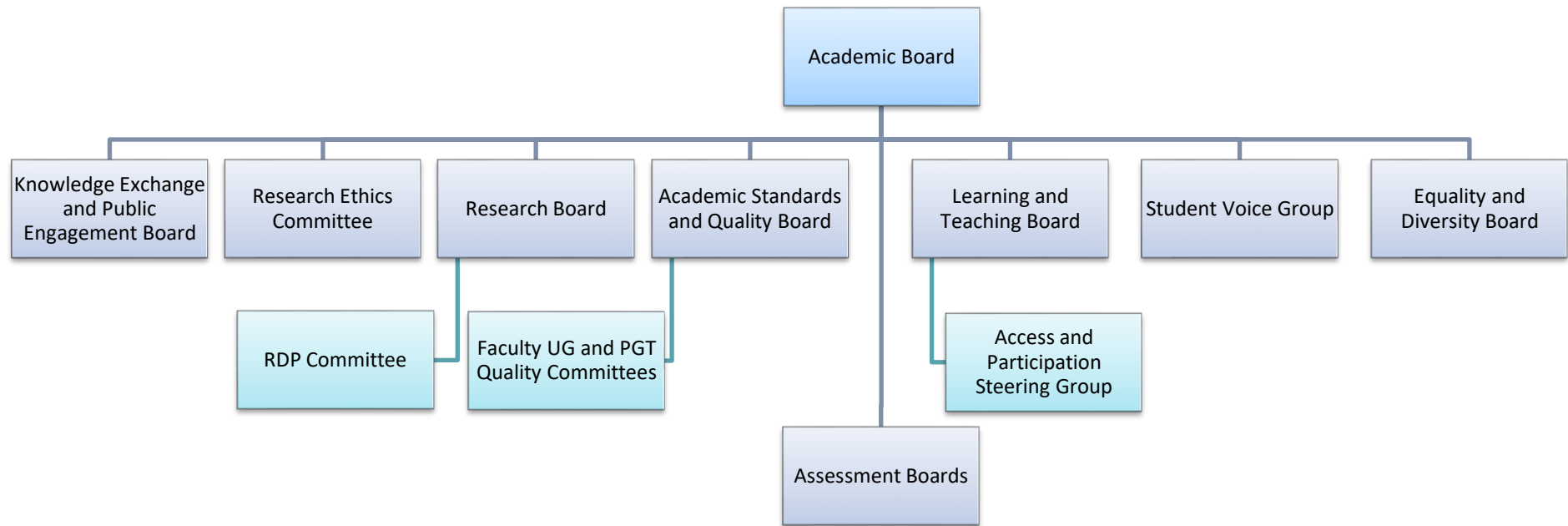
TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

ACADEMIC BOARD COMMITTEES (SEPTEMBER 2023)

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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: Senior Assistant Registrar (Quality & Governance)

▪ 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 the validating body for the research degree programme, for:

1. All matters relating to research, scholarship, learning and teaching and courses and programmes at Trinity Laban, including, but not limited to:
 - 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 and supervision, assessment and examination of students
 - d. academic standards and the validation, annual monitoring and review, and periodic re-validation of programmes and modules
 - e. the award of qualifications and honorary academic titles
 - f. considering and approving the exclusion of students for academic reasons
 - g. approval, re-approval, monitoring and termination of academic partnerships
 - h. overseeing the institution's pre-HE and public engagement activities
 - i. overseeing the institution's compliance with external requirements and regulations in relation to quality and standards of education
 - j. overseeing the institution's participation in any external or national frameworks or processes.
2. Advising the Principal and the Governing Body on resources required to support the development of the academic activities of the Institution.
3. Advising on any 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.

▪ Membership *(Not more than thirty members)*

- Principal [Chair]
- Senior Assistant Registrar (Quality & Governance) [Secretary]
- Registrar and Director of Academic Services
- Director of Music
- Director of Dance
- Director of Strategy & Business Operations
- Dean of Dance
- Dean of Music
- Head of Research & Knowledge Exchange
- Head of Community & Artist Development
- Head of Planning
- Head of Children & Young People (Dance)
- Head of Children & Young People (Music)
- One teaching staff representative from the Faculty of Music (nominated by the Director of Music)
- One teaching staff representative from the Faculty of Dance (nominated by the Director of Dance)

Ex Officio (if not already a member listed above):

- Chairs of sub-committees of Academic Board [all included in membership in 2022-23]
- President of the Students' Union
- Students' Union Dance Officer
- Students' Union Music Officer

▪ In attendance

- Independent Governor
- Representative from Trinity College London

- **Quorum:** One third of the voting members, rounded up to the nearest whole number [5 members in 2022-23]

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 in accordance with the Academic 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 in accordance with the Academic 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 any applicable Professional or Statutory Body (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 the outcomes of requests for additional consideration and recommendations from Academic Misconduct Panels
- (ii) 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),
 - (c) those who shall be permitted to retake or repeat
 - (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,
- (iii) Consider initial comments from the External Examiner in advance of the written report.
- (iv) Report any recommendations concerning the content, operation and assessment of the programme to the Academic Standards and Quality Board.
- (v) Exercise discretion in a consistent manner in the following areas:
 - (a) Agree compensation, resit, retake and repeat claims in accordance with of the Academic Regulations
 - (b) (For accredited or regulated programmes) 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 academic regulations, the Assessment Board must provide a written justification for its action in the Assessment Board minutes.

Assessment boards do not have discretion to make awards within a higher classification boundary than that determined by the aggregate mark.

- (b) Chair's Action can be taken:
 - (i) Where decisions are outstanding following a meeting of the Assessment Board, and the Board has given permission for the Chair to make such decisions.
 - (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 a request for additional consideration has been accepted, Assessment Boards will apply the relevant regulations in the academic 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:
 - Make provisional recommendations on student achievement in modules completed up to a specified but non progression point,
 - 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:
 - Make recommendations on the progression of students from one Part of the programme to another,
 - Apply compensation,

- 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,
- Dean of Dance (as appropriate)
- Dean 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: Assistant Registrar (Quality & Governance)

- **Meetings** - termly
- **Terms of reference**
 1. To oversee the development of curriculum and assessment and lifelong learning and enhancement initiatives, advancing relevant institutional strategies and plans.
 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.
 4. To oversee the development of procedures for quality assurance and enhancement, including student representation, with reference to and in compliance with national legislation and regulatory frameworks, subject benchmarks and other external reference points.
 3. To monitor the mechanisms in place to quality assure pre/non-HE provision, including those required by external accrediting, funding and regulatory bodies.
 4. To oversee the external links of the institution in relation to the management of quality and standards and, in liaison with the Learning and Teaching Board, 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 external quality and standards reviews (QSR), validating body reviews and Professional and Statutory Body accreditations where relevant.
 6. To oversee the operation of the Faculty Undergraduate and Taught Postgraduate Quality Committees, specifically in relation to the monitoring of Programme Forum action grids.
 6. To oversee the approval and re-approval process of academic partnerships and recommending approval or re-approval of academic partnerships to Academic Board.
 7. To oversee the programme development and validation process, including issues relating to the provision of learning resources, recommending approval to validate new programmes to Academic Board.
 8. To oversee the module and programme amendments process, including reviewing and approving major amendments and referring complex amendments to Academic Board for approval where appropriate.
 9. In liaison with the Learning and Teaching Board and Research Board, to oversee the Annual Programme Evaluation process, safeguarding and promoting the maintenance and enhancement of academic standards and quality, including learning resources, and providing assurance to Academic Board.
 10. To oversee the periodic revalidation process for taught programmes and, in collaboration with the Research Board, the research degree programmes, recommending approval to revalidate programmes to Academic Board.
 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 review and approve the institutional Academic Quality Handbook annually.
13. To oversee the publication of programme information, including programme specifications and programme handbooks.
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.

ASQB has delegated authority from Academic Board to make final decisions in relation to the following matters:

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 amendments; approval of recommendations to the Academic Board for in-year programme amendments.
4. To approve Annual Programme Evaluation reports from the Programme Committees (an oversight report on institutional issues will be presented for Academic Board).
5. Review and approval of the institutional Academic Quality Handbook.
6. Review and amend the contents and format of 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]
- Assistant Registrar (Quality & Governance) [Secretary]
- Dean of Music
- Dean of Dance
- Head of Research & Knowledge Exchange
- One Programme Leader from the Faculty of Music
- One Programme Leader from the Faculty of Dance
- One academic member of staff from the Faculty of Music (nominated by the Director of Music)
- One academic member of staff from the Faculty of Dance (nominated by the Director of Dance)
- Senior Assistant Registrar (Quality & Governance)
- Academic Standards Manager
- One student representative from the Faculty of Music (nominated by the President of the Students' Union)
- One student representative from the Faculty of Dance (nominated by the President of the Students' Union)
- One student representative from the Research Degrees Programme (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 Faculty Undergraduate Quality Committee

(one committee for each Faculty)

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

Chair: Dean of Faculty

Secretary: Programmes Administrator

▪ Terms of reference

To oversee and monitor the effective delivery and enhancement of the undergraduate programme(s) in the Faculty, including, but not limited to:

- a. Monitoring the operation and outputs of the UG Programme Forums in the Faculty, including monitoring of the action grids produced by the Forums based on student and programme staff discussions and taking timely action where appropriate progress on those actions has not been made.
- b. Discussing Programme Forum action grids with the student representatives on the Committee to maintain a full picture of the student experience on the programmes.
- c. Preparing a summary monitoring report on Programme Forums and action grids to the Academic Standards and Quality Board each term.
- d. Monitoring the Programme and Module Leaders' responses to the programme and module surveys ensuring actions identified in the responses are included in the APE action plan.
- e. Monitoring and evaluation of academic standards and the critical appraisal of the quality and delivery of the programme(s) and their outcomes for students through commenting on and approving the Annual Programme Evaluation (APE), and monitoring the progress of actions identified through the APE.
- f. Reviewing programme and module amendments before recommending them for approval to the Academic Standards and Quality Board.
- g. Approving recommendations to the Academic Standards and Quality Board for the appointment of external examiners.
- h. Reviewing and approving Programme Leaders' responses to External Examiner reports before publication, ensuring actions identified in the responses are included in the APE action plan.
- i. Monitoring the schedule for and timeliness of assessment feedback on modules and taking action to resolve issues quickly.
- j. Reviewing and approving amendments to assessment tasks (including Departmental assessments in Music) in Term 1 of each Academic Year, ensuring that external examiner comments are sought before amendments to assessment tasks are approved.
- k. Approving validation and revalidation submissions for presentation to the Academic Standards and Quality Board and monitoring the fulfilment of conditions and recommendations set by the Academic Standards and Quality Board for the approval of validations and revalidations.
- l. To receive reports on issues referred from the Faculty Management Group and/or Departmental and Performance Planning meetings (Music).
- m. To monitor and report on any topics or issues referred to the Committee from the Academic Standards and Quality Board from time to time.

▪ Membership

- Dean of Faculty [Chair]
- Programmes Administrator [Secretary]
- Undergraduate Programme Leaders
- Three members of teaching staff*
- Two Heads of Music Departments (Music only)
- Undergraduate Dance Year Coordinators (Dance only)
- Senior Assistant Registrar (Quality & Governance) or nominee
- Assistant Registrar (Academic Administration) or nominee

- One elected student representative from each programme
- One student representative from the relevant Faculty (nominated by the President of the Students' Union)

** To be nominated by Director of Faculty, rotating bi-annually*

▪ **In attendance**

- Dean of the other Faculty or nominee

NB: the Committee may co-opt other staff from time to time as relevant to the Committee business.

▪ **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.

▪ **Meetings:** Termly

Sub-committee of the Academic Standards and Quality Board

1.3.2 Faculty Taught Postgraduate Quality Committee

(one committee for each Faculty)

Reporting to Academic Standards and Quality Board

Chair: Dean of Faculty

Secretary: Academic Standards Manager/Programmes Administrator

▪ Terms of reference

To oversee and monitor the effective delivery and enhancement of the postgraduate taught programme(s) in the Faculty, including, but not limited to:

- a. Monitoring the operation and outputs of the UG Programme Forums in the Faculty, including monitoring of the action grids produced by the Forums based on student and programme staff discussions and taking timely action where appropriate progress on those actions has not been made.
- b. Discussing Programme Forum action grids with the student representatives on the Committee to maintain a full picture of the student experience on the programmes.
- c. Preparing a summary monitoring report on Programme Forums and action grids to the Academic Standards and Quality Board each term.
- d. Monitoring the Programme and Module Leaders' responses to the programme and module surveys ensuring actions identified in the responses are included in the APE action plan.
- e. Monitoring and evaluation of academic standards and the critical appraisal of the quality and delivery of the programme(s) and their outcomes for students through commenting on and approving the Annual Programme Evaluation (APE), and monitoring the progress of actions identified through the APE.
- f. Reviewing programme and module amendments before recommending them for approval to the Academic Standards and Quality Board.
- g. Approving recommendations to the Academic Standards and Quality Board for the appointment of external examiners.
- h. Reviewing and approving Programme Leaders' responses to External Examiner reports before publication, ensuring actions identified in the responses are included in the APE action plan.
- i. Monitoring the schedule for and timeliness of assessment feedback on modules and taking action to resolve issues quickly.
- j. Reviewing and approving amendments to assessment tasks (including Departmental assessments in Music) in Term 1 of each Academic Year, ensuring that external examiner comments are sought before amendments to assessment tasks are approved.
- k. Approving validation and revalidation submissions for presentation to the Academic Standards and Quality Board and monitoring the fulfilment of conditions and recommendations set by the Academic Standards and Quality Board for the approval of validations and revalidations.
- l. To receive reports on issues referred from the Faculty Management Group and/or Departmental and Performance Planning meetings (Music).
- m. To monitor and report on any topics or issues referred to the Committee from the Academic Standards and Quality Board from time to time.

▪ Membership

- Dean of Faculty [Chair]
- Academic Standards Manager/Programmes Administrator [Secretary]
- Programme Leader of each postgraduate taught programme
- One Head of a Music Department (nominated by the Director of Music) (Music only)
- Two members of teaching staff*
- Senior Assistant Registrar (Quality & Governance) or nominee
- Assistant Registrar (Academic Administration) or nominee
- One elected student representative from each programme

- One student representative from the relevant Faculty (nominated by the President of the Students' Union)

** To be nominated by Director of Faculty, rotating bi-annually*

- **In attendance**

- Dean of the other Faculty or nominee

NB: the Committee may co-opt other staff to the committee from time to time as relevant to the Committee business.

- **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.

- **Meetings:** Termly

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 programmes and modules in the subject areas are submitted for consideration by the Faculty Quality Committees in the first instance in line with the standard programme and module amendment process.

Music Performance Planning meetings are also undertaken to consider performance/project proposals and to make recommendations to Music Faculty Quality 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: Dean of Music
Secretary: Assistant Registrar (Academic Administration)

> Meetings - termly

Terms of reference

1. To report to the Academic Board on the developments and enhancements in learning and teaching across the institution, advancing relevant institutional strategies and plans.
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 the Learning and Teaching 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.
15. To develop, maintain and oversee the implementation of the Student Engagement Plan, consulting with relevant groups of staff and students as necessary and reporting to the Academic Board annually.

> Membership

- Dean of Music [Chair]
- Assistant Registrar (Academic Administration) [Secretary]
- Director of Dance
- Dean of Dance*

- Head of Research & Knowledge Exchange
- Senior Assistant Registrar (Quality & Governance)
- Head of Planning
- Head of Community & Artist Development
- TL Augment Programme Leader
- Three representatives of teaching staff from the Faculty of Music (nominated by the Director of Music)**
- Three representatives of teaching staff from the Faculty of Dance (nominated by the Director of Dance)**
- Digital Learning Manager
- Head of Children & Young People (Dance) or nominee
- Head of Children & Young People (Music) or nominee
- Head of Libraries
- Head of Learning Advisory Service
- Post-Doctoral Research Fellow and Developer
- One student representative from the Faculty of Dance (nominated by the President of the Students' Union)
- One student representative from the Faculty of Music (nominated by the President of the Students' Union)

** As executive lead for learning and teaching*

*** To be nominated by Director of Faculty for a period of two years*

Papers for information to:

Deputy Registrar

- **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 relevant institutional strategies and plans.
 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.
 8. To receive reports on equality and diversity training undertaken by both students and staff.
 9. 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
 - Dean of Dance
 - Dean of Music
 - Interim Head of People & Organisational Development
 - Head of Planning
 - Head of IT
 - Head of Learning Advisory Service
 - One teaching staff representative from each Faculty*
 - One staff representative from Musical Theatre
 - Two representatives of the Learning & Participation team
 - President of the Students' Union
 - Students' Union Vice-President of Welfare
 - Students' Union Diversity 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: Head of Research & Knowledge Exchange

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 relevant institutional strategies and plans.
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 and Diversity Board 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**

- Head of Research & Knowledge Exchange [Chair]
- Head of Planning [Secretary]
- One Director of Faculty (as agreed by the two Directors)
- Director of Strategy & Business Operations
- Director of Blackheath Halls
- Head of Brand & Communications or nominee
- Head of Community & Artist Development
- Alumni Relations Manager
- Head of Development or nominee
- Head of Children & Young People's Programmes (Music)
- Head of Children & Young People's Programmes (Dance)
- Postdoctoral Research Fellow
- A member of the Finance Department (nominated by the Director of Finance & Estates)
- One 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.

Papers for information to:

Principal

Director of Music/Dance (where not included for the time being on the membership of the Board)

▪ **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 & Knowledge Exchange

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 & Knowledge Exchange [Chair]
 - Research Administrator [Secretary]
 - Assistant Head of Research
 - Director of Music*
 - Dean of Dance
 - Dean of Music
 - Senior Assistant Registrar (Quality & Governance)
 - Head of Libraries
 - Professors and Readers (nominated by Directors of Faculty)
 - Head of Performance Science
 - One research student

* *As executive lead for research*
- **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 Degree Programme Committee

Reporting to Academic Board through the Research Board

Chair: Head of Research & Knowledge Exchange

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 & Knowledge Exchange [Chair]
 - Research Administrator [Secretary]
 - Director of Music*
 - Dean of Music
 - Dean of Dance
 - Assistant Registrar (Academic Administration)
 - Head of Performance Science
 - Head of Libraries
 - All Research Degrees Programme Supervisors
 - One research student

** As executive lead for research*
- **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 & Knowledge Exchange

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 & Knowledge Exchange [Chair]
 - Research Administrator [Secretary]
 - Dean of Dance
 - Head of Performance Science
 - Level 7 Programme Leader with designated responsibility (Music)
 - Research Active Staff (one volunteer – two-year appointment)
- **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 Voice Group

Reporting to Academic Board

Chair: Registrar and Director of Academic Services

Secretary: Programmes Administrator

- **Meetings:** Termly
- **Terms of Reference**
 1. To organise and facilitate a termly discussion between students in Music, Dance and Musical Theatre and relevant staff on the general student experience, including learning resources, student support services, facilities, IT resources and other non-academic and non-programme specific issues.
 2. To oversee and monitor the actions derived from the student meetings, ensuring regular communication back to students on progress with the actions.
 3. 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, recommending actions or priorities to ASQB, Learning & Teaching Board or Academic Board as appropriate
 4. To monitor the effectiveness of student support services within the Institution.
 5. To review annually and recommend to Academic Board any changes in the statement of staff/student responsibilities.
- **Membership**
 - Registrar and Director of Academic Services [Chair]
 - Programmes Administrator [Secretary]
 - Dean of Dance
 - Dean of Music
 - Head of Musical Theatre
 - Programme Leader for BA Music, Performance & Industry
 - Head of IT
 - Head of Student Services & Accessibility or nominee
 - Head of Estates & Facilities or nominee
 - Assistant Registrar (Quality & Governance)
 - Postdoctoral Research Fellow and Developer
 - President of the Students' Union
 - Students' Union Music Officer
 - Students' Union Dance Officer
 - All registered students
- **Quorum** - One third of the membership (excluding 'all students'), rounded up to the nearest whole number of the total actual membership, including at least five students.