

## ACADEMIC BOARD

### Terms of Reference

1. The Academic Board has oversight of all academic affairs of the University, and consequently is responsible ensuring the quality and standards of the University's academic provision.
2. The Academic Board is responsible, through the Executive President, to the Board of Directors.
3. The Academic Board shall discharge its responsibilities, without prejudice, to those executive powers that are vested in the President, the Executive President and other senior officers of the University.
4. Subject to the overall responsibility of the Board of Directors and to the provision contained in the 'Principles and Regulations' of XJTLU, and to the requirements of other validating and accrediting institutions, Academic Board shall have the following powers and duties which include but not restricted to
  - a. To act as the senior deliberative and consultative academic committee of the University on matters of academic strategy and policy, advising the Board of Directors and the University's Senior Management Team on such matters as required;
  - b. To make recommendations for approval by the Board of Directors, of any amendments to the 'Principles and Regulations' of the University;
  - c. To consider matters relating to the development of academic activities of the University and the resources needed to support them;
  - d. To oversee the development of curricula, including receipt of information on curricula, and review of new academic programmes that have already been approved by the University Learning and Teaching Committee; to revoke approvals made by the University Learning and Teaching Committee in exceptional circumstances, and to make recommendations to accrediting institutions to establish new degrees or other academic awards, where relevant;
  - e. To make regulations governing programmes of study, including the criteria for the admission and progression of students;
  - f. To oversee the award of degrees, diplomas and certificates of the University and any other institution under an accreditation agreement, and, where necessary, to revoke such degrees, diplomas and certificates;
  - g. To approve appointments of honorary and visiting posts;

- h. To recommend to the University's Senior Management Team candidates for the award of University Honorary Degrees;
  - i. To promote research and knowledge exchange within the University and to oversee the governance of research at the University;
  - j. To promote the maintenance and enhancement of appropriate quality and standards in the University's academic provision, including provision offered in collaboration with other institutions and organisations;
  - k. To regulate and superintend the discipline of students of the University, taking oversight of the Student Disciplinary Procedures and the operation of the Student Board of Discipline and Board of Appeal;
  - l. To advise on such other matters as the Board of Directors or the Executive President may, from time to time, refer to the Academic Board.
5. Subject to the 'Principles and Regulations', the Academic Board may establish such subordinate committees as it considers necessary for the purposes of enabling it to carry out its powers and responsibilities. The Academic Board may delegate any power and any duty to any subordinate committee, in order that the power and duty, whilst the delegation remains in force, shall be exercisable wholly or in part by the subordinate committee. Such delegated powers will be set out in the 'Scheme of Delegation'.

### **Membership**

6. The following shall be members of the Academic Board:
- i. The Executive President (Chair), ex-officio
  - ii. The Vice-Presidents, ex-officio
  - iii. The Chief Officer of Ecology, ex-officio
  - iv. The Chief Officer of Education, ex-officio
  - v. Associate Vice President-Education
  - vi. Associate Vice President- Research&Impact
  - vii. Operation Director for Education
  - viii. Operation Director for Research and Graduate Studies
  - ix. Deans of Schools/Academies and Hub Director, ex officio
  - x. Heads of Departments, ex- officio
  - xi. Director of XJTLU Graduate School, ex-officio
  - xii. Year 1 Director, ex-officio

- xiii. One to two full-time academic staff elected from each School/Academy/Hub depending on the relative size of the academic unit normally for a two-year term. Under normal circumstances, where the staffing size of a School/Academy/Hub constitutes 10% or greater of the overall academic staff in Academic Affairs, the elected representatives would be two.
  - xiv. One member of teaching staff elected from the Chinese Cultural Teaching Centre, normally for a two-year term.
  - xv. One member of teaching staff elected from the Physical Education Centre, normally for a two-year term.
  - xvi. One undergraduate student, one master's student and one doctoral student, normally for a one-year term.
- 7. Nomination and election process of members described in item 6 will be announced annually.
- 8. The Executive President may nominate a Deputy Chair from among the members of the Academic Board to take the Chair in his/her place.
- 9. The following functional unit leaders will attend by invitation but not have voting powers:
  - i. Registry
  - ii. Research Management Office
  - iii. Research Engagement and Innovation Office
  - iv. Campus Management Office
  - v. Human Resources Office
  - vi. Student Affairs Office
  - vii. Management Information and Technology and System Office
  - viii. Library
  - ix. University Marketing and Communications
  - x. X-Global
  - xi. Education and Quality Assurance Office
  - xii. XJTLU Graduate School
- 10. The Secretary to the Academic Board will be a member of Professional Services staff from the Centre for Academic Affairs.

### **Frequency of meetings and quorum**

- 11. The Academic Board shall meet on at least three occasions in each academic year.
- 12. The quorum shall be at least one half of the Board's membership and at least one Vice-

President.

## Reporting Committees:

### Policy Committees:

- University Learning and Teaching Committee
- University Research Committee

### Boards of Examiners (under delegated authority):

- Degree Evaluation Board (delegated)
- Boards of Examiners (including Module Review Boards, Progression Boards, Mitigating Circumstances Committee, and Plagiarism Sub-Committees)(delegated)
- Student Board of Discipline and Board of Appeal (delegated)
- Assessment and Progress Appeals Boards (delegated)

## Appendix:

- Guidelines for Election of Academic Staff Representatives to Academic Board

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### Approval and Revision Log

Date	Approved by	Description
22 September 2015	SMT	New Terms of Reference for Academic Board approved and establishment of new committee structure. Newly-constituted Academic Board will replace existing TOR and membership to take effect 2016/17
28 October 2015	Academic Board agreed to recommend new Terms of Reference and Membership to the Board of Directors	New membership following consultation with academic staff on academic staff representation
<ul style="list-style-type: none"><li>• 4 January 2016</li><li>• 23 March 2016</li></ul>	<ul style="list-style-type: none"><li>• Chair's action</li><li>• Academic Board(received for information)</li></ul>	<ul style="list-style-type: none"><li>• "Head of PMQA" added to 'in attendance' list;</li><li>• Reference provided to the Appendix in clause #7, i.e. 'Guidelines for Election of Academic Staff Representatives to Academic Board'</li></ul>
26 <sup>th</sup> August 2016	Chair's action	<ul style="list-style-type: none"><li>• Clause 4.d updated so that Academic Board receives new outline proposals for information and review that have already been approved by LTC;</li><li>• Clause 4.g updated that used to read 'honorary and visiting professors'.</li></ul>

26 <sup>th</sup> October 2016 / 14 <sup>th</sup> November 2016 / Academic Board	Academic Board / Chair's action / Academic Board	Following changes were approved: <ul style="list-style-type: none"> <li>• Dean, International added to membership</li> <li>• Academic Board's responsibility re. new programmes further clarified in clause 4.d</li> </ul>
22 <sup>nd</sup> March 2017	Academic Board	Following changes adopted : <ul style="list-style-type: none"> <li>• Clause #1 updated to make the Academic Board responsibility more accurate</li> <li>• Clause #3 updated</li> <li>• Clause #4 updated</li> <li>• Clause #4(e) updated</li> <li>• Clause #6(Vii) to add ex-officio for Heads of Cluster/School/Language Centre</li> <li>• Clause #7 updated</li> <li>• Clause #12 "present" deleted</li> </ul>
17 <sup>th</sup> July 2017	Administrative change	ISRS updated as 'XJTLU Global'
30 <sup>th</sup> August 2017	Administrative change	Global Engagement Committee added to reporting committees.
14 <sup>th</sup> November 2017	SMT	Following change in membership approved to take immediate effect: <ul style="list-style-type: none"> <li>- Heads of clusters replaced by Heads of Departments/Schools/Language Centre;</li> <li>- Deputy Director of ILEAD added</li> </ul>
22 <sup>nd</sup> November 2017	Academic Board	Revised TOR approved, effective immediately.
2 <sup>nd</sup> May 2018	Administrative change	Membership: AEC updated as 'ILEAD Educational Development Unit'
20 <sup>th</sup> September 2018	Administrative change	Membership: Heads of Division in IBSS added to the membership, and Heads of ASO and XGS added in the attendance list.
17 April 2019	Academic Board	Membership: Director of XJTLU Graduate School and Chair of XJTLU Teaching Centre Committee added to the member list; Deputy Director of ILEAD changed to Head of Department of ILEAD
Sept 2019	Administrative change	<ul style="list-style-type: none"> <li>• Following changes to Membership: <ul style="list-style-type: none"> <li>- The Associate Principal, Taicang Campus added;</li> <li>- Head of Language Centre changed to Heads of English Language Centre and Modern Languages Centre;</li> <li>- Heads of Division in SoFTA and Math added;</li> <li>- Head of Department of ILEAD removed, as ILEAD is now a Cluster;</li> <li>- Language Centre removed, as it is now a Cluster.</li> </ul> </li> <li>• The Director of Academic Strategy and Business Development added to the list of people in attendance</li> <li>• Programme Management and Quality Assurance Office changed to Education and Quality Assurance Office</li> </ul>

May, 2020	SMT	<p>Following changes to Membership:</p> <ul style="list-style-type: none"> <li>- Remove Dean of International Affairs;</li> <li>- Add 'Deans of Schools, ex officio';</li> <li>- Change 'Heads of Departments/Schools/English Language Centre and Modern Languages Centre' to 'Heads of Departments';</li> <li>- Remove 'Cluster' and 'Centre' in 6xi.</li> <li>- 9x: Change 'The Director of the ILEAD Educational Development Unit' to 'The Director of the Educational Development Unit'</li> </ul>
November, 2020 December, 2020	Academic Board SMT	<p>Following changes to people in attendance:</p> <ul style="list-style-type: none"> <li>- Head of Research Administration Office deleted;</li> <li>- Head of Research Management Office and Head of Research Engagement and Innovation Office added;</li> <li>- Director of Education Development Unit deleted;</li> <li>- Director of Academic Strategy and Business Development deleted.</li> </ul> <p>Following change to a reporting committee:</p> <ul style="list-style-type: none"> <li>- Global Engagement Committee changed to University International Committee</li> </ul>
September, 2022	XJTLU Interim Steering Committee	<p>Following changes to membership:</p> <ul style="list-style-type: none"> <li>-Dean for Learning and Teaching changed to Associate Vice President-Education</li> </ul> <p>Dean for Research and Graduate Studies changed to Associate Vice President-Research &amp; Impact</p> <ul style="list-style-type: none"> <li>- One to two full-time academic staff elected from each Academy added.</li> </ul>
August 2023	Administrative change	Administrative update to reflect the new committee structure

November 2025	Academic Board	<p>Following Changes to membership:</p> <ul style="list-style-type: none"> <li>-The Director of Center for Academic Affairs deleted</li> <li>-Operation Director for Education added</li> <li>-Operation Director for Research and Graduate Studies added</li> <li>-6ix add “and Hub Director”</li> <li>-6xiii add /Hub, change School/Academy to academic unit</li> </ul>
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