



## Academic Council: Terms of Reference and Membership

### Terms of Reference

The Academic Council is responsible for:

- general issues relating to the research, scholarship, teaching and courses in the GSE, including criteria for the admission of students;
- advising the University of East London and / or Liverpool John Moores University on the appointment and removal of external examiners;
- policies and procedures for assessment and examination of the academic performance of students;
- the content of the curriculum;
- academic standards and the validation and review of courses;
- systematic review of academic procedures and policies;
- the progression of students;
- the awards of qualifications of the GSE (insofar as the responsibility lies with the Centre);
- receipt of an annual report on each programme, including external examiners' reports and Programme Leaders' responses;
- receiving minutes of Programme Committee meetings and taking action where appropriate;
- the learning and teaching strategy, and the enhancement of student experience and learning opportunities;
- the dissemination of good practice in learning and teaching across the GSE and with CAT's validating university partners and *vice versa*;
- the expulsion of students for academic reasons.

The Academic Council also considers the development of all the academic activities of the GSE as mentioned in the points above, the resources needed to support them, and advises the Chief Executive on these matters accordingly.

## **Membership**

- Head of School (Chair)
- CAT Chief Executive (or co-CEO)
- Programme Leaders (MSc & M.Arch programmes)
- External members (UEL & LJMU academic representatives)
- Student Representatives (UEL & LJMU programmes)
- CAT Student Support Officer (minutes)

### In attendance

- CAT Finance Director

## **Quoracy**

In order for meetings of the Academic Council to be considered quorate, the following minimum attendance is required:

- Head of School;
- Two Programme Leaders;
- One Partner University representative;
- One CAT Student representative

## **Frequency of meetings**

The Academic Council will normally meet on a quarterly basis.

Date Document Approved: Jan 2023

By: Academic Council

To be Reviewed in: January 2026