

# TRINITY LABAN

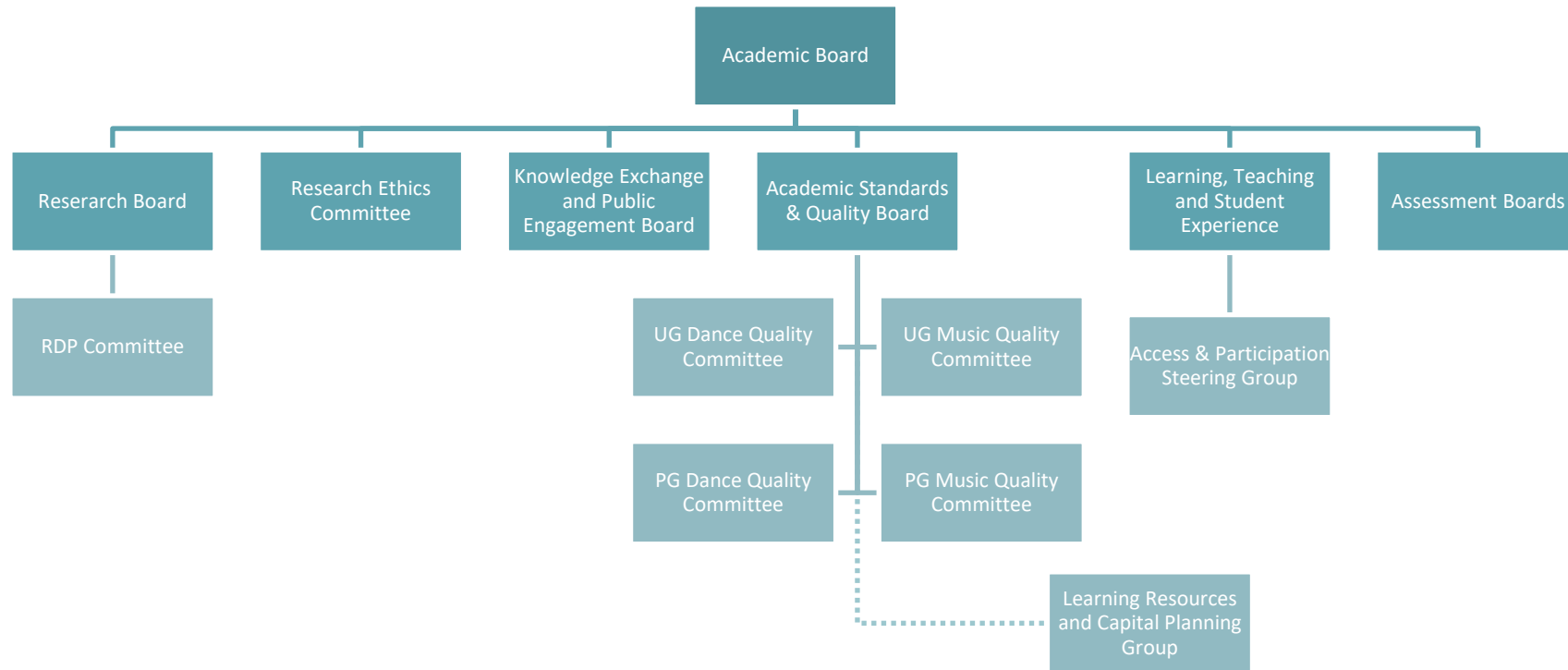
## **ACADEMIC BOARD COMMITTEES**

(SEPTEMBER 2025)

# CONTENTS

1.	Academic Board Committee Structure.....	1
1.1	Academic Board .....	2
1.2	Assessment Boards .....	4
1.3	Academic Standards and Quality Board (ASQB) .....	7
1.3.1	Undergraduate Quality Committees .....	10
1.3.2	Postgraduate Quality Committees .....	12
1.4	Learning, Teaching and Student Experience Board (LTSEB).....	14
1.6	Knowledge Exchange and Public Engagement Board .....	16
1.7	Research Board .....	18
1.7.1	Research Degree Programme Committee .....	20
1.8	Research Ethics Committee .....	22

## 1. Academic Board Committee Structure



Five committees – Academic Standards and Quality; Learning, Teaching and Student Experience; 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 the Articles of Association - Article 24)

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.
  - k. overseeing all aspects of the institution's student experience
2. Advising the Principal and the Governing Body on resources required to support the development of the academic activities of the Institution.
3. Considering the impact of its decisions on relevant matters, as defined in the Office for Students Guidance related to freedom of speech, on the Institution's compliance with free speech duties within the law.
4. Advising on any such other matters as the Board of Governors or the Principal may refer to the Academic Board.
5. 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
- Artistic Director
- Deputy Director (Learning, Teaching & Student Experience)
- Director of Strategy & Business Operations
- Associate Director (Dance)
- Associate Director (Music)

- Head of Undergraduate Programmes
- Head of Postgraduate Programmes
- 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)
- Two teaching staff representatives (nominated by the Artistic Director)

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

- Chairs of sub-committees of Academic Board
- President of the Students' Union
- Two other members of the Students' Union Executive Team nominated by the President of the Students' Union

▪ **In attendance**

- Independent Governor
- Representative from Trinity College London

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

- Members of the Executive team not in the Board membership
- Heads of Department (Music)
- Programme Leaders
- Assistant Registrar (Academic Administration)
- Deputy Registrar
- Head of Learning Support Advisory Service
- Head of Student Recruitment and International Relations
- Head of Brand and Communications
- Assistant Registrar (Quality & Governance)
- Head of Student Services and Accessibility
- Senior Assistant Registrar (Systems and Data)

## 1.2 Assessment Boards

**Chair:** Artistic Director or Deputy Director (Learning, Teaching & Student Experience) or representative

**Secretary:** Registrar's nominee

- **Meetings** – as set out in 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.

- (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 accordance with the principles set out in the Academic Regulations, including Appendix 1 (Use of Discretion), 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,
  - (c) 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.
  - (d) 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.

### **Interim Assessment Panels**

- (b) 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**

- Artistic Director or Deputy Director (Learning, Teaching & Student Experience), or representative [Chair],
- Registrar and Director of Academic Services or nominee,
- Head of Undergraduate Programmes or Head of Postgraduate Programmes (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 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.
2. 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 oversee the external links of the institution in relation to the management of quality and standards.
4. To monitor preparations for and the outcomes of external quality and standards reviews, validating body reviews and Professional and Statutory Body accreditations where relevant.
5. To oversee the operation of the Music and Musical Theatre and Dance Undergraduate and Postgraduate Quality Committees, specifically in relation to the monitoring of Programme Forums.
6. To oversee the approval, re-approval and closure processes of academic partnerships and recommending approval, re-approval or closure 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 Research Board, to oversee the Annual Programme Evaluation process, safeguarding and promoting the maintenance and enhancement of academic standards and quality, including learning resources.
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.
11. To oversee the effective operation of the external examining system, including summarising the main themes from the reports, approving nominations and overseeing the register of appointments.

12. To oversee the process for the appointment of Specialist Advisers by the Artistic Management Group.
13. To review and approve updates to the institutional Academic Quality Handbook , including the admissions, recruitment and widening access policies and any other institutional policies assigned to the Academic Standards and Quality Board in line with the institutional policy management process.
14. To oversee the publication of programme information, including programme specifications and programme handbooks.
15. 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.
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.
18. To produce an Annual Monitoring Overview Report and action plan for the Academic Board, summarising the outcomes of all annual monitoring mechanisms of the institution.
19. To review annually and recommend to Academic Board any changes to the Student Protection Plan and Student Terms and Conditions.
20. To consider the impact of its decisions on relevant matters, as defined in the Office for Students Guidance related to freedom of speech, on the Institution's compliance with free speech duties within the law.

**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 Music and Musical Theatre and Dance Undergraduate and Postgraduate Quality Committees.
2. Oversight of the process for the appointment of specialist advisers by the Artistic 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 Music and Musical Theatre and Dance Undergraduate and Postgraduate Quality Committees (an overview report on institutional issues will be presented to 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]
- Deputy Director (Learning, Teaching & Student Experience)
- Head of Undergraduate Programmes
- Head of Postgraduate Programmes
- Head of Research & Knowledge Exchange
- Two Programme Leaders (nominated by the Deputy Director (Learning, Teaching & Student Experience))
- Two academic members of staff (nominated by the Deputy Director (Learning, Teaching & Student Experience))
- Senior Assistant Registrar (Quality & Governance)
- Deputy Registrar
- Two student representatives (nominated by the President of the Students' Union)
- One student representative from the Research Degrees Programme

▪ **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 Undergraduate Quality Committees**

One committee for Music and Musical Theatre and one for Dance

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

**Chair:** Deputy Director (Learning, Teaching & Student Experience)/Head of Undergraduate Programmes

**Secretary:** Programmes Administrator

#### **▪ Terms of reference**

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

- a. Monitoring the operation and outputs of the UG Programme Forums in the subject area, including monitoring of the Programme Action Plans 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 Action Plans 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 Programme Action Plans 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 Programme 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, ensuring actions identified in the responses are included in the Programme 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 assignment briefs (including Departmental assessments in Music) in Term 1 of each Academic Year, ensuring that external examiner comments are sought before amendments to assignment briefs are approved.
- k. Approving validation and revalidation submissions for presentation to the Academic Standards and Quality Board.
- l. 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**

- Deputy Director (Learning, Teaching & Student Experience) [Chair]\*
- Programmes Administrator [Secretary]
- Head of Undergraduate Programmes
- Undergraduate Programme Leaders in the subject area
- 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
- Library Manager from the relevant subject area
- One elected student representative from each programme
- One student representative from the relevant subject area (nominated by the President of the Students' Union)

\* Chair may be Head of Undergraduate Programmes, but the Deputy Director (Learning, Teaching & Student Experience) should still be a member of the Committee

\*\* To be nominated by Artistic Director, rotating every two years

**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 Postgraduate Quality Committees**

One committee for Music and Musical Theatre and one for Dance

Reporting to Academic Standards and Quality Board

**Chair:** Deputy Director (Learning, Teaching & Student Experience)/Head of Postgraduate Programmes

**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 subject area, including, but not limited to:

- a. Monitoring the operation and outputs of the PGT Programme Forums in the subject area, including monitoring of the Programme Action Plans 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 Action Plans 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 Programme Action Plans 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 Programme 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, ensuring actions identified in the responses are included in the Programme 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 assignment briefs (including Departmental assessments in Music) in Term 1 of each Academic Year, ensuring that external examiner comments are sought before amendments to assignment briefs are approved.
- k. Approving validation and revalidation submissions for presentation to the Academic Standards and Quality Board.
- l. 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**

- Deputy Director (Learning, Teaching & Student Experience) [Chair]\*
- Academic Standards Manager/Programmes Administrator [Secretary]

- Head of Postgraduate Programmes
- Postgraduate Taught Programme Leaders in the subject area
- One Head of a Music Department (nominated by the Associate Director) (Music only)
- Two members of teaching staff\*\*
- Senior Assistant Registrar (Quality & Governance) or nominee
- Assistant Registrar (Academic Administration) or nominee
- Library Manager from the relevant subject area
- One elected student representative from each programme
- One student representative from the relevant subject area (nominated by the President of the Students' Union)

\* If the Chair is the Head of Postgraduate Programmes, the Deputy Director (Learning, Teaching & Student Experience) is still a member of the Committee

\*\* To be nominated by Artistic Director, rotating every two years

#### ▪ **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

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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 programmes and modules in the subject areas are submitted for consideration by the Undergraduate and Postgraduate 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 Quality Committees in respect of the music performance programme for the academic year.

## 1.4 Learning, Teaching and Student Experience Board (LTSEB)

Reporting to Academic Board

### Terms of Reference and membership

**Chair:** Deputy Director (Learning, Teaching & Student Experience)

**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, Teaching and Student Experience Plan for approval by Academic Board and to oversee its implementation.
3. To develop, recommend and disseminate policy and good practice in relation to all aspects of Learning and Teaching across the institution and manage the institutional policies assigned to the Learning, Teaching & Student Experience Board in line with the institutional policy management process.
4. To oversee the external links of the institution in relation to the development of learning and teaching, including national and international dialogue and the development of the artforms and links with employers.
5. To oversee and promote the digital enhancement of learning and teaching.
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, Teaching and Student Experience Plan.
8. 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.
9. To monitor progress against the Strategic Aims and Objectives set out in the Access and Participation Plan, reporting to Academic Board.
10. To promote opportunities for external funding bids to support learning and teaching activities.
11. To develop good practice in educational materials.
12. To identify and raise awareness of research activities relevant to the enhancement of pedagogical practice.



13. To consider key measures of the student experience including the National Student Survey (NSS) and other institutional student surveys as well as feedback from the student representative system, recommending actions or priorities to ASQB and/or Academic Board as appropriate
14. To monitor the effectiveness of student support services within the Institution.
15. To oversee and monitor the effectiveness of the student representation system and other student voice mechanisms.
16. To review annually and recommend to Academic Board any changes to the Student Charter.
17. To consider the impact of its decisions on relevant matters, as defined in the Office for Students Guidance related to freedom of speech, on the Institution's compliance with free speech duties within the law.

## **Membership**

- Deputy Director (Learning, Teaching & Student Experience) [Chair]
- Assistant Registrar (Academic Administration) [Secretary]
- Head of Undergraduate Programmes
- Head of Postgraduate Programmes
- Head of Research & Knowledge Exchange
- Senior Assistant Registrar (Quality & Governance)
- Head of Planning
- Head of Student Services and Accessibility
- Digital Learning Manager
- Two representatives of teaching staff Dance\*
- Two representatives of teaching staff from Music\*
- One representative of teaching staff from Musical Theatre\*
- 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
- Four student representatives

\* To be nominated Artistic Director rotating every two years

## **Papers for information to:**

Deputy Registrar  
Associate Director (Music)  
Associate Director (Dance)

## **• Quorum**

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

## 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 develop and monitor mechanisms to quality assure pre/non-HE provision.
7. To manage any institutional policies assigned to the Knowledge Exchange and Public Engagement Board in line with the institutional policy management process.
8. 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]
- Artistic Director (or Deputy Director (Learning, Teaching & Student Experience) as deputy when required)
- Director of Strategy & Business Operations
- Director of Blackheath Halls
- Director of Finance and Estates
- 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: Arts and Community
- One student representative nominated by the President of the Students' Union

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
- Associate Director (Music)
- Associate Director (Dance)

▪ **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**

Research/KEPE interface

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:** Senior Registry Administrator (Academic Administration - Research)

### ▪ 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 manage any institutional policies assigned to the Research Board in line with the institutional policy management process.
7. To review and approve all research applications to external funding bodies.
8. To consider the impact of its decisions on relevant matters, as defined in the Office for Students Guidance related to freedom of speech, on the Institution's compliance with free speech duties within the law.

### ▪ Membership

- Head of Research & Knowledge Exchange [Chair]
- Senior Registry Administrator (Academic Administration - Research) [Secretary]
- Artistic Director
- Associate Director (Dance)
- Associate Director (Music)
- Head of Libraries
- A sample of Professors and Readers (nominated by the Artistic Director)
- One research student

### ▪ Quorum

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

### ▪ Papers for information to:

- Principal

- Deputy Director (Learning, Teaching & Student Experience)
- Registrar

## 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:** Senior Registry Administrator (Academic Administration - Research)

▪ **Meetings:** Termly

▪ **Terms of reference**

1. To oversee the effective delivery, and enhancement of the research degree programmes across the Institution, including
  - a. approving nominations for research supervisors and examiners for presentation to the Validating partner through ASQB (reserved business)
  - b. approving the admission of research students (reserved business)
  - c. monitoring 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.
3. To oversee and develop the research student experience of the institution.
4. To receive, consider and act on research student feedback.
5. To review and approve revalidation submission and Annual Programme Evaluation reports for the research degree programme(s) for submission to the Academic Standards and Quality Board for final approval.

▪ **Delegated authority from Academic Board**

- 1 To make recommendations to the Validating partner for the admission and changes of status for research students
- 2 To make recommendations to Validating partner for the appointment of research supervisors.

▪ **Membership**

- Head of Research & Knowledge Exchange [Chair]
- Senior Registry Administrator (Academic Administration - Research) [Secretary]
- Artistic Director
- Associate Director (Dance)
- Associate Director (Music)
- Head of Postgraduate Programmes
- Assistant Registrar (Academic Administration)
- Senior Assistant Registrar (Quality & Governance)
- Head of Libraries
- All Research Degrees Programme Supervisors
- One research student representative

• **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

- **Papers for information to:**

- Deputy Director (Learning, Teaching & Student Experience)
- Deputy Registrar
- Head of Learning Support Advisory Service
- Registrar

## 1.8 Research Ethics Committee

Reporting to Academic Board

**Chair:** Head of Research & Knowledge Exchange

**Secretary:** Senior Registry Administrator (Academic Administration - Research)

- **Meetings:** Normally three times per year as required

- **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.
7. To consider the impact of its decisions on relevant matters, as defined in the Office for Students Guidance related to freedom of speech, on the Institution's compliance with free speech duties within the law.

- **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]
- Senior Registry Administrator (Academic Administration - Research) [Secretary]
- Head of Postgraduate Programmes [Deputy Chair]
- Two level 7 Programme Leaders with designated responsibility (nominated by the Deputy Director (Learning, Teaching & Student Experience))
- Research Active Staff (nominated by the Artistic Director on a two-year appointment)



- **Co-opted (as required)**
  - Internal or external contributors to discuss specific issues
  - Artistic Director
  - Programme Leaders for relevant applications
- **Quorum** One third of the membership, rounded up to the nearest whole number of the total actual membership (excluding co-opted members)
- **Papers for information to:**
  - Registrar
  - Deputy Director (Learning, Teaching & Student Experience)