

## Academic Council

<b>Reports to</b>	Board of Trustees
<b>Minutes</b>	Published on NMITE website once received by the Board of Trustees
<b>Frequency of meetings</b>	Minimum of 4 meetings per year

### *Membership*

<b>Chair</b>	President and Chief Executive Officer	James Newby
<b>Members</b>	Chief Academic Officer - Deputy Chair	David Oloke
	Director of Student Lifecycle	Mary Kenyon-James
	Academic Director	Professor Gary C Wood
	Staff Elected academic members of staff (x2)	Patricia Xavier Nadia Kourra
	Staff Elected member of non-academic staff (x1)	Jen Newton
	Student Elected representative	Tiernay McCann (May 2024 onwards)
<b>Co-options</b>	Additional specialist members (who may be other Board members with the requisite skills) may be co-opted for one year, renewable for one additional year and exceptionally (to a maximum of one co- opted member) for one further additional year.	Emma Lewis/Lucy Stonehouse
<b>Secretary</b>	Company Secretary	Chib Alexander

## Quorum

The quorum for the Academic Council (AC) shall be 50% of the committee membership.

## Terms of Reference:

- a) To oversee compliance with the OfS conditions of Registration relating to academic standards and quality.
- b) To advise the Chief Executive Officer, the Executive, and the Board on all matters relating to compliance with UK Higher Education duties, policies, regulations and requirements, the maintenance of academic standards and the assurance and enhancement of the quality of all NMITE courses.
- c) To maintain strategic oversight of NMITE's compliance with all Higher Education sector duties, policies, regulations, and requirements and respond as appropriate.
- d) To ratify awards and degree classifications, following recommendations from the Assessment Board.
- e) To advise the Board on all matters relating to academic freedom and freedom of speech.
- f) To receive and consider correspondence from regulatory bodies and designated agencies, awarding institutions and awarding bodies and to provide advice and guidance to the Board to ensure that it responds appropriately.
- g) To maintain strategic oversight of academic standards and the quality of learning opportunities available to students for all NMITE courses.
- h) To make recommendations to the Board for the development of new courses and curriculum areas and to monitor progress against agreed timescales\*.
- i) To oversee quarterly and annual reporting to the officer for Students (as required) on progress against the NDAPs probationary period plan.
- j) To approve NMITE's submissions for the TEF and to review and report to the Board on the outcomes\*.
- k) To approve, keep under review and monitor the effectiveness of all academic policies and procedures including but not limited to those related to curriculum development and review, admissions, learning and teaching, student support, student progression, quality assurance, and all other policies related to the assurance of standards and quality and to report to the Board in respect of the same.
- l) To agree annually NMITE's academic key performance indicators, including but not limited to enrolment, retention, progression, achievement and outcomes from student surveys.
- m) To review annually NMITE's performance against the KPIs and the action plans, as appropriate, put in place to address any issues arising.
- n) To consider reports on the management of, and outcomes from, the annual UK National Student Survey (NSS) \*.
- o) To approve nominations for External Examiners.

- *To commence at the appropriate timescales – e.g.: NSS upon completion of the first cohort of students.*

Policy Owner	Chief Academic Officer	
Version Number	N/A	
Date Policy (Re)Approved	August 2023	
Approval authority	Academic Council	
Date of Commencement	September 2023	
Equality Impact Assessment (EIA) completed	N/A	
Amendment History	Date	Reason for Update
	August 23	Biennial
Summary of changes made to this version	Feb 24- Update to reflect new CAO	
	Updated membership and change to frequency of meetings	
Date for next review	01/08/2025	
Related Policies, Procedures, Guidance, Forms or Templates	Academic Council Terms of Reference Academic Affairs Committee Terms of Reference General regulations for First Degrees	
Policies superseded by this Policy	This will replace previous terms of Reference that existed as a Validated Institution.	