

## Extraordinary Academic Council DRAFT MINUTES

**Wednesday 14<sup>th</sup> August, 14.00 Blackfriars Building**

Present            Professor David Oloke (DO), Chief Academic Officer (Chair),  
James Newby Chair (JN), President and CEO  
Professor Gary C Wood (GCW), Academic Director  
Dr Patricia Xavier (PX), Elected Academic Member  
Mary Kenyon-James (MKJ), Director of Student Lifecycle  
Emma Lewis (EL), Senior Quality Assurance Manager  
Dr Nadia Kourra (NK), Elected Academic Member

In attendance    Lucy Stonehouse (LS), Quality Assurance Manager  
Chib Alexander (CoSec) Company Secretary

Apologies        Jen Newton (JN), Elected Professional Services member,  
Tierney McCann (TM) Student Union President

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### **1    Welcome**

- I.    The Chair opened the meeting, confirmed it was quorate.

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### **2    Policy Approvals | Lead Mary Kenyon James**

*Received:* AC.24.05.01i-iii Policies

*Received:*

- i.    MKJ introduced the policies noting the changes were marked within the document following comments raised during the earlier AC meeting.
- ii.   MKJ also indicated that following further research they had included additional information relating to the number of days a student can be suspended for and review periods. GCW noted the change to the search of student room, not allowing search in draws and proposed including unless student is present to allow a compromise between safety and student privacy.

**Student Disciplinary policy - APPROVED (with the agreed amendment).**

- iii.   Student Academic Appeals Policy. GCW 5.8 Prior to be removed to ensure that it captures direct interest and not simply prior knowledge of the appeal, given that the Director of Student lifecycle or Academic director are likely to have a general

prior knowledge of an academic appeal.

### **Student Academic Appeals Policy - APPROVED**

- iv. Academic Misconduct – Additional codification of involvement of the Module lead and programme lead under point 4.2.1.

### **Academic Misconduct Policy - APPROVED**

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## **3 Visiting Role Proposal | Lead David Oloke**

*Received:* AC.24.05.02 Visiting Role Proposal

- i. Visiting role proposal form for Tim Morris was reviewed by Council members with additional information on proposed member contributions.

### **Visiting Role proposal - Tim Morris - APPROVED**

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## **4 Admissions Criteria and Process | Lead Gary C Wood**

*Received:* AC.24.05.03 Changes to Admissions Policy and Entrance Tariffs

- i. GCW introduced the report noting that SRAM commissioned two working group to review changes to NMITEs selection process and Entrance Tariffs. It was observed that as NMITE is seeing an increase in applicants from UCAS, it is important to ensure a fair and equal process for all applicants regardless of their application route.
- ii. MKJ highlighted the proposed changes made to the admissions policy including changes to requirements for personal statement to bring them inline with UCAS requirements and additional clarity around the next steps for accepted and rejected candidates next steps. Updated information around the student RPEL route entry and clarity around changes to tariff during clearing.
- iii. The Council discussed item 6.4 in the admissions Policy and the circumstances under which a student will be provided an invite to interview. Clarity was provided regarding the use of the term “interview” noting that any contact with an applicant outside of their application or personal statement is deemed an interview.
- iv. DO additional guidance for the RPEL academic panel to support the review of the portfolio assessment. DO asked if Prior qualification would be included in this section. EL noted that this area is being reviewed by AAC and PX will be bringing a paper to the next AAC meeting. GCW changes presented reflect required elements need to operationalise ahead of the next recruitment cycle.

### **Changes to the Admissions Policy - APPROVED**

- v. The Council discussed an amendment to widen NMITEs UCAS tariff banding from 112-128 tariff points to 112-144 tariff points for all degree programmes. Members asked for confirmation that this would not restrict the entry requirements or increase the general entry tariff requirements. GCW confirmed that the entry tariff would remain the same for all degree programmes but that this has been suggested to increase the visibility of NMITE courses withing wider UCAS searches. EL noted that this had been reviewed by AAC who provided a recommendation to approve.

**Changes to NMITEs UCAS Tariff Banding from 112-128 to 112-144 - APPROVED.**

- vi. The Council members discussed a future review of NMITEs IELTS scores. The Council agreed this would require an additional working group to provide further recommendations and appropriate governance scrutiny.