

Academic Board	
Meeting date	17 April 2024
Paper reference	AB-24-04-17-02
Status	Final

Meeting of the Academic Board to be held on **Wednesday 17 April 2024** at 14.00, in The Great Hall, King's Building, Strand Campus

Agenda

1	Welcome, apologies and notices	Verbal	Chair
2	Approval of agenda	AB-24-04-17-02	Chair
3	Unanimous Consent Agenda including:	AB-24-04-17-03	Chair
3.1	<i>Minutes of the Previous Meeting</i>	AB-24-04-17-03.1	
3.2	<i>Actions Log</i>	AB-24-04-17-03.2	
4	Matters arising from the Minutes	AB-24-04-17-04.1	Chair
REGULAR BUSINESS ITEMS			
5	Report of the Vice-Chancellor & President		
5.1	Summary of Key Issues (to note)	AB-24-04-17-05.1	Chair
5.2	Portfolio Simplification Update: Faculty of Arts & Humanities (to approve)	AB-24-04-17-05.2	
5.3	General Terms & Conditions for Students of the SUSTECH – King's School of Medicine (to approve)	AB-24-04-17-05.3	
6	Report of the President of KCLSU (to discuss)	AB-24-04-17-06	KCLSU President
7	Reports of Committees		
7.1	Report of the Academic Board Operations Committee	AB-24-04-17-07.1	Chair, ABOC
	(i) Spring Election Voting Timetable (to approve)	Annex 1	
	<i>Remaining items are on the Unanimous Consent Agenda</i>		
7.2	Report of the College Education Committee	AB-24-04-17-07.2	Chair, CEC
	<i>All items are on the Unanimous Consent Agenda.</i>		
7.3	Report of the College Research Committee	AB-24-04-17-07.3	Chair, CRC
	<i>(to follow)</i>		
8	The Dean		
8.1	Report of The Dean (to note)	AB-24-04-17-08.1	Dean
8.2	<i>AKC (on the Unanimous Consent Agenda)</i>	AB-24-04-17-08.2	
9	Report from Council (to note)	AB-24-04-17-09	Council Member
10	Any Other Business	Verbal	Chair

Irene Birrell, College Secretary
April 2024

Academic Board

Meeting date 17 April 2024

Paper reference AB-24-04-17-03.1

Status Final



Unanimous Consent Agenda

A consent agenda is a tool often used by organizations to deal expeditiously with routine matters and reports, leaving more time for more strategic discussions. The items on a consent agenda are expected to be non-controversial and unlikely to engender questions. The items on the consent agenda, whether for approval or information, are dealt with by a single motion to accept/receive for information all items contained in the consent agenda. Before taking the vote, however, the Chair will ask whether any member wishes to have any item removed from consent in order to ask a question or make a comment about it. In such a case, the item is automatically removed from the consent agenda and will be dealt with at the end of the meeting or within the report of the Committee under which it sits. The remaining items are then unanimously approved/received for information en bloc without discussion.

While approval of an omnibus motion saves time at meetings, members will want to review the consent agenda materials carefully in order that they properly discharge their responsibilities. Members may ask to have an item removed from the consent agenda by so informing the Secretary or Chair at any time up until the motion is put.

Recommended: That the Academic Board approve or note for information the items contained in the Unanimous Consent Agenda, listed below.

Item	Title	Paper	Action
3.1	Minutes of March 2024 meeting	AB-24-04-17-03.1	Approve
3.2	Actions Log	AB-24-04-17-03.2	Note
Report of the Academic Board Operations Committee		AB-24-04-17-07.1	
07.1	(i) Governance Review Implications for the Academic Board	Annex 2	Note
	(ii) Academic Board Membership and Faculty Numbers		Note
	(iii) Rolling Calendar of Academic Board Business		Note
Report of the College Education Committee (CEC)		AB-24-04-17-07.2	
7.2	(i) Update Student Support Policies: Student Athlete Support Policy and Support for Students in the UK Armed Forces Policy		Approve
	(ii) Education for Sustainability		Note
	(iii) Taught Assessment for Students @King's (TASK): New programme design principles and pedagogy/assessment development approach		Note
	(iv) Royal Academy of Dramatic Art (RADA)		Note
	(v) Student Mental Health and Wellbeing Strategy: University Mental Health Charter Award Outcome Update		Note
	(vi) Suicide Safer University Strategy		Note
	(vii) Inclusive Education		Note
	(viii) Update to Postgraduate Taught Experience Survey (PTES) campaign: start date and population eligibility		Note
	(ix) Library and Collections Policy		Note
	(x) Community Charter update		Note

	(xi) Periodic Programme Review reports (xii) Reports of Committees		Note Note
Report of the College Research Committee (CRC)		AB-24-04-17-07.3	
7.3	<i>TO FOLLOW</i>		
Report of the Dean			
8.2	Election of Associates of King's College London	AB-24-04-17-08.2	Approve

Joanna Brown
Governance Manager
April 2024

Academic Board
Meeting date Wednesday 17 April 2024

Paper reference AB-24-04-17

Status Unconfirmed

Minutes

Academic Board is asked to approve the unconfirmed minutes of the previous meeting.

Date 6 March 2024, 14.00

Location Great Hall, Strand Campus and MS Teams

Composition		Members	Attendance 2023-2024					
			1 Nov 23	13 Dec	6 Mar 24	17 Apr	26 Jun	
Ex officio	Chair of Academic Board, President & Principal	Professor Shitij Kapur	P	P	A			
	Senior Vice	SVP Academic (Vice-Chair)	Professor Rachel Mills	P	P	P		
	Presidents & Vice Principals	SVP Health & Life Sciences	Professor Richard Trembath	P	P	P		
		VP Education & Student Success	Professor Adam Fagan	P	P	A		
		VP Research & Innovation	Professor Bashir Al-Hashimi	P	P	P		
		VP International, Engagement & Service	Professor 'Funmi Olonisakin	P	P	P		
	The Reverend the Dean		Rev'd Canon Dr Ellen Clark-King	A	P	P		
	The President of the Students' Union		Steven Suresh	P	P	P		
	KCLSU Vice Presidents Education	Vice President for Education (Arts & Sciences)	Sadaf Abbas Cheema	P	-	-		
		Vice President for Education (Health)	Janvi Jagasia	P	P	P		
		Vice President for Postgraduate	Alizeh Abrar	P	-	-		
	Executive Deans of Faculty	Arts and Humanities	Professor Marion Thain	P	P	P		
		Dentistry, Oral & Craniofacial Sciences	Professor Michael Escudier	P	P	P		
		Dickson Poon School of Law	Professor Dan Hunter	P	A	P		
		King's Business School	Professor Stephen Bach	P	P	P		
		Life Sciences & Medicine	Professor Ajay Shah	P	P	P		
		Natural, Mathematical & Engineering Sciences	Professor Rachel Bearon	P	P	P		
		Nursing, Midwifery & Palliative Care	Professor Irene Higginson	A	A	P		
		Institute of Psychiatry, Psychology & Neuroscience (Interim)	Professor Matthew Hotopf	P	P	P		
		Social Science and Public Policy	Professor Linda McKie	P	A	P		
Dean for Doctoral Studies		Professor Rebecca Oakey	P	P	P			
Executive Director: Centre for International Education & Languages (CIEL)		Sarah Shirley	P	P	P			
Elected Students	One student from each faculty, split equally across UG/PGT/PGR	Arts and Humanities	Jenee Gardner	P	P	P		
		Dentistry, Oral & Craniofacial Sciences	Jekaterina Polomarenko	P	P	P		
		Dickson Poon School of Law	Emilia Britain	P	P	P		
		King's Business School	Vacancy	-	-	-		
		Life Sciences & Medicine	Mariana Ferreira Teixeira Da Silva	P	A	A		
		Natural, Mathematical and Engineering Sciences	Navye Jain	P	P	A		
		Nursing, Midwifery & Palliative Care	Marie Martos	P	A	P		
		Institute of Psychiatry, Psychology & Neuroscience	Emil Galanides	P	P	A		
		Social Science and Public Policy	Joep Lahaije	P	P	P		
Elected Staff	Four academic staff members from each faculty (and five in the case of larger faculties) elected by and from the staff of	Arts & Humanities (5 members, including HOD equivalent)		Dr Virginia Crisp (HoD)	P	P	P	
				Dr Hannah Crawforth	A	P	A	
				Dr Zeena Feldman	P	P	P	
				Professor Nick Harrison	P	P	P	
				Dr Laura Gibson	P	P	P	
	Dentistry, Oral & Craniofacial Sciences (4 members, including HOD equivalent)		Professor Kim Piper (HoD)	P	P	P		
			Professor Jeremy Green	A	P	P		
			Professor Richard Cook	P	P	P		
			Dr David Moyes	P	P	P		
	Dickson Poon School of Law (4 members, including HOD equivalent)		Vacancy	-	-	-		
			Professor Ann Mumford	P	P	A		
			Professor Ewan McGaughey	A	A	A		
			Dr Elin Weston	P	P	P		
		Professor Gulcin Ozkan (HoD)	P	P	P			

each faculty.	King's Business School (4 members, including HOD equivalent)	Dr Jack Fosten	A	P	P		
		Dr Juan Baeza	P	P	A		
		Dr Andrew McFaul	P	P	P		
	Life Sciences & Medicine (5 members, including HOD equivalent)	Professor Susan Brain (HoD)	P	P	P		
		Dr Manasi Nandi	P	P	P		
		Professor Claire Wells	P	P	P		
		Dr Baljinder Mankoo	P	P	A		
		Dr Anna Battaglia	P	P	P		
	Natural, Mathematical and Engineering Sciences (4 members, including HOD equivalent)	Professor Luc Moreau (HoD)	P	P	P		
		Dr Andre Cobb	P	P	P		
		Professor David Richards	P	P	P		
		Professor Gerard Watts	P	P	P		
	Florence Nightingale Faculty of Nursing, Midwifery & Palliative Care (4 members, including HOD equivalent)	Dr Lorraine Robinson (HoD)	P	A	P		
		Dr Jocelyn Cornish	P	A	P		
		Dr Wladzia Czuber-Dochan	A	A	A		
		Irene Zeller	P	A	A		
	Institute of Psychiatry, Psychology & Neuroscience (5 members, including HOD equivalent)	Professor Sarah Byford (HoD)	A	P	P		
		Dr Eleanor Dommett	P	P	P		
		Dr Rina Dutta	A	P	A		
		Dr Yannis Paloyelis	P	P	P		
	Social Science and Public Policy (5 members, including HOD equivalent)	Dr Eamonn Walsh	P	A	P		
		Professor Jelke Boesten (HoD)	P	P	P		
		Dr Hillary Briffa	P	A	P		
		Dr Sunil Mitra Kumar	P	P	A		
		Dr Tim Benbow	P	P	P		
	Three staff members on contracts which include teaching from Professional and Continuing Education elected by and from the staff members on contracts which include teaching in PACE. One of the three seats will be held by a Head of Department or equivalent.	Tomas Maltby	P	P	P		
		<i>Sarah Shirley (see ex-officio)</i>	-	-	-		
		Suzie Coates	P	P	A		
		Dr Michael Elliott	P	P	P		
	Three professional staff	Education Support	Thomas Seagroatt	P	-	-	
		Research Support	Dr Natasha Awais-Dean	P	P	P	
		Service Support	Akic Lwaldeng	P	P	A	
	Two academic staff on research-only contracts	Arts and Sciences Faculties	Dr Harriet Boulding	P	P	P	
		Health Faculties	Dr Joanna Davies	P	P	P	

v= vacant post

In attendance:

Darren Wallis, Executive Director, SED

Lynne Barker, Associate Director (Academic Regulations, Quality and Standards), SED

Phill Berry, Director of Academic Quality, SED

Dr Thomas Foulkes, Director of Research Strategy & Development (for Item 5 – Research Strategy)

Dr Liviu Matei, Professor of Higher Education and Public Policy (for item 6.2 – Magna Charta application)

Secretariat:

Paul Mould (Deputy College Secretary)

Joanna Brown (Governance Manager)

Sheron Balfour (Governance & Compliance Manager)

1 Welcome, apologies and notices.

With apologies from the Vice-Chancellor & President, the Senior Vice President (Academic) took the Chair. Members and guests were welcomed to the meeting.

2 Approval of agenda

The agenda was approved.

3 Unanimous Consent Agenda (including Minutes of the Previous Meeting) [AB-24-03-06-03]

There had been a request to remove Annex 5 and Annex 6 of the College Education Committee report from the Unanimous Consent Agenda:

- Annual report on Student Conduct and Appeals (Annex 5)

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- Annual report on Examinations and Assessment (Annex 6)

Decision

That the remaining items on the Unanimous Consent Agenda be taken as read and noted or approved.

4 Matters Arising from the Minutes

4.1 Freedom of Expression Standing Advisory Group (FESAG) [AB-24-03-06-04.1]

At the last meeting of the Academic Board, on 13 December 2023, during the discussion on Value-Based Impartiality, some misperceptions about FESAG being used to restrict events became apparent, and the Senior Vice President (Academic) undertook to provide a paper to this meeting communicating FESAG's history and its supportive role. FESAG is a joint, co-chaired committee between King's executive and the King's College London Student Union (KCLSU). As the paper makes clear, it is a responsive, collaborative committee with the aim of supporting and enabling students and staff to engage external speakers and hold events.

Going forward, FESAG would be used to ensure compliance with the new legislation on Freedom of speech and a related regulatory complaints process established by the Office for Students (OfS), being brought in on 1 August 2024, and to align processes across KCLSU and King's. Members were encouraged to use the report to explain FESAG to their communities. Feedback was welcomed.

4.2 Policy on the Ethical Conduct of Research Involving Human Participants

The previous meeting of the Academic Board had approved the Policy on the Ethical Conduct of Research Involving Human Participants, noting that Professor Watts would suggest minor revisions to wording. Having reviewed the comments received, before, during, and following the December meeting of the Academic Board, feedback was sought from the research ethics Chairs, and finally approval was sought via Chair's action from the College Research Committee Chair. Academic Board was requested to approve the Policy on the Ethical Conduct of Research Involving Human Participants, as amended.

Professor Watts was content with the changes, just noting that 'should' did not mean 'must' and that, across policies more widely, if 'must' was what actually was intended then the wording should be reviewed. This was acknowledged. Variations to policy were subject to process and documentation.

Decision:

That the Policy on the Ethical Conduct of Research Involving Human Participants, as amended, be approved.

5 Research Strategy Discussion: Enhancing research - removing barriers and stimulating activity

The Director of Research Strategy & Development spoke about research excellence at King's, and what needed to be done to sustain and grow that research excellence (Slides provided by the Director of Research Strategy & Development are attached in Annex 1). New grants had nearly doubled in the past ten years and King's was competing well internationally, ranking 13th in the world for clinical & health, for example. However, research income was unevenly distributed in terms of grants and volume of activity across faculties, and research intensity overall (research income versus teaching income) was below that of peer institutions. Many of the challenges were sector based, including competing for staff. A current programme of work was focussed on reward versus spend, and the need to look at how efficiently grants were converted into active research.

Table discussions focussed on the barriers and solutions to sustaining and growing King's research excellence. Feedback included:

Barriers: Bureaucracy/systems/infrastructures; Brexit; recruitment and turnover; inadequate support; lack of appropriate types of training at different levels; time and capacity for research;

inequality; inconsistencies across faculties with respect to sabbatical leave; inconsistencies with ethical approval processes; AEP contracts; funding and inflation; lab maintenance; and lack of PhD scholarships.

Solutions: focus on early career staff, more support at every level; achieving balance between teaching and research demands; reducing administrative burden; understand the underspend; share best practice; more AEP flexibility; recruit students to help with administrative work; develop summer internships in research areas; more information to students about what is available; and more PhD scholarships outside of health faculties.

Members were encouraged to email notes from the table discussions to the Director of Research Strategy & Development.

The Senior Vice President (Academic) reported that the AEP review underway, chaired by Professor Ian MacFadzean, was making progress.

The Director of Research Strategy & Development responded to the point made about understanding the underspend: this was a current and large project run by the Head of Research Operations. He noted that things like delays in recruitment and procurement could be factors and were a huge challenge.

6 Report of the Vice-Chancellor & President

6.1 Summary Report on Key Issues [AB-24-03-06-06.1]

The Acting Chair presented the Vice-Chancellor's report, which highlighted current issues, events and developments since the last meeting of the Academic Board, including: the Israel/Gaza response; admissions; King's Benefits; New Year Honours; and Climate & Sustainability. Updates and discussion included:

Israel/Gaza response

King's would put an additional c.£500k into its Sanctuary Programme, which had been formed in 2015 in response to the global issue of forced displacement

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

King's Benefits

The childcare scheme had been announced the previous day. It was important that staff were aware of the benefits they were entitled to, including those going on extended leave. The Acting Chair stated that

four working groups were about to be set up between management and unions, which would cover equity issues amongst many others.

King's Climate & Sustainability

There had been lots of activity in every faculty, both staff and student led. The sustainable travel policy was still under consultation, with a commitment to reduce travel. It was noted that meeting in person was often critical, and that reputable and effective carbon offset schemes needed to be found. The Acting Chair noted that the Assistant Principal (King's Climate & Sustainability) had set up a working group to look at best practice.

6.2 Magna Charta application (for approval) [AB-24-03-06-06.2]

The Acting Chair introduced the report which set out that Institutions applying to be signatories of the Magna Charta Universitatum (MCU) must include proof of approval by their senior academic governing body and their ultimate governing body as part of the application process, as well as receiving endorsement statements from three current institutions signatories. Endorsement statements had been requested and received from: the University of Melbourne; Humboldt-Universität zu Berlin; and UCL. Being a member of MCU provided opportunities to engage with other institutions committed to academic freedom and freedom of speech from around the world.

Professor Liviu Mattei, Professor of Higher Education and Public Policy, noted a conflict of interest in that he was a member on the Board that would approve the application. He stated that MCU was the key global reference for both higher education institutions and public authorities regarding the fundamental values of higher education. It was currently signed by about 1000 universities from 94 countries. Almost all Russell Group Universities had signed Magna Charta. There were no fees involved, and it created a common intellectual and moral reference for universities around the world.

It was noted that MCU did not have a lobbying function as such but would take public positions on issues related to freedom of expression.

A member requested that the recently approved policy on the Ethical Conduct of Research Involving Human Participants be included in the list in section 10 of the application.

Decision:

That the Academic Board approve and recommend to Council that the University apply to be a signatory of the Magna Charta Universitatum.

6.3 Portfolio Simplification – Chair's Action [AB-24-03-06-06.3]

Approved on the Unanimous Consent Agenda:

Decision:

That Chair's action to approve a revision to the initial Curriculum Commission outcome relating to an Arts & Humanities module (Poetic Movements, Poetic Moods, 1600-1800), to change "reconfigure" to "retain", be confirmed.

6.4 Wholly Online Admissions Administration – Chair's Action [AB-24-03-06-6.47]

Approved on the Unanimous Consent Agenda:

Decision:

That the decision taken by the Vice-Chancellor & President with respect to wholly online PGT admissions for 2024-25, be confirmed.

7 Report of the KCLSU President [AB-24-03-06-07]

The KCLSU President took his report as read and highlighted the following:

- The elections process was underway for the election of the new Sabbatical Officers and Student Group Presidents. A higher voter turnout was being seen than in the recent past.

- Good progress was being made on the timetabling campaign, but there were reports that Friday afternoon protected time for those with religious commitments was being breached in some cases. KCLSU was interested to know if this was the case across faculties, or just in those they had heard from. The Executive Director, Students & Education, acknowledged the policy was due for review, but that it currently stated to protect “as much as possible”, and that there was a process for students to obtain an exception. An across-the-board solution for lectures would be easier than for seminars, which would need to be considered on a case-by-case basis. Practical courses would also be more difficult to adapt, but there was a will to find solutions. It would be useful for details of particular issues to be provided to the relevant Executive Dean.
- Cost of living campaign: The KCLSU President had met with the Senior Vice-President (Operations) and the Chief Financial Officer about rent guarantors for international students, and planned to set up a new working group in an attempt to resolve the issue.
- The KCLSU President had attended a meeting with the Estates & Facilities team about expanding KCL residences to a new location with a specified number of affordable beds.

8 Reports of Committees

8.1 Report of the College Education Committee (CEC) [AB-24-03-06-08.1]

Two items had been removed from the Unanimous Consent Agenda:

- **Annex 5: Annual report on Student Conduct and Appeals**
- **Annex 6: Annual report on Examinations and Assessment**

Annex 5: Annual report on Student Conduct and Appeals

It was confirmed that the report contained errors and that some numbers did need to be corrected. The official set of papers would be corrected. [*ACTION*]

Annex 6 – Annual report on Examinations and Assessment

A member raised concerns that the report did not reflect difficulties experienced the previous year, such as some students having to take all of their in-person exams within the first three weeks, as happened across NMES; nor issues of errors in assessment booklets which had significant impact on students well into term time.

While the issues had been reported in a number of forums, and the stabilising of assessment processes was a priority for the student success transformation programme, it was acknowledged that the issues could have been more fully expressed in the report. It had not been the intention to understate the difficulties. The Acting Chair requested that some clarifying language be added to the report.

A student member raised an issue reported to him of student concern that marking was not consistent across or even within departments. The Acting Chair stated that there was a framework to which assignments were marked, and that the concerns should be taken to the assurance processes within each faculty. The Executive Director, Students & Education noted that consideration of assessment strategies to ensure even greater consistency was currently underway, led by King’s Academy: assessment needed to look and feel the same across each department. A member added that there was also a College-wide process currently underway for updating rubrics for assessments and improved communications about expectations on the part of both students and markers.

*The remaining items in the CEC report were **approved** or noted on the Unanimous Consent Agenda:*

- (i) Feedback Policy – providing access to examination scripts - **Confirmed**
- (ii) Amendment to chapter 8 of the academic regulations 23/24 - **Confirmed**
- (iii) External Examiner Reports 22/23 – overview of UG programmes - **Approved**
- (iv) Race Equality Charter: Action Plan update
- (v) Duty of Care Statement

-
- (vi) Student Deaths: Procedure, Data and Context
 - (vii) KBS 5 credit modules pilot
 - (viii) Strategic College Teaching Fund 2024: Education Scholarship Development in the Disciplines
 - (ix) Welcome Events 2023 update
 - (x) Academic Calendar: Operational dates 2023-2024
 - (xi) OfS update: Quality Assessment reports
 - (xii) Professional, Statutory and Regulatory Body report
 - (xiii) Periodic Programme Review Reports
 - (xiv) Reports of Sub-Committees
-

8.2 Report of the College Research Committee (CRC) [AB-24-03-06-08.3]

All items in the CRC report were noted on the Unanimous Consent Agenda:

- (i) Generative AI in Education and Research
 - (ii) UKRI Open Access Policy
 - (iii) Multidisciplinary Institutes Call
 - (iv) Research Income and Award Trends
-

9 Report of The Dean

9.1 Report of The Dean [AB-24-03-13-06.1]

Noted.

9.2 Election of Associates of King's College (AKC) [AB-24-03-06-09.2]

Item approved on Consent.

Decision:

That those students and staff listed in the report be elected as Associates of King's College.

10 Report from Council [AB-24-03-06-10]

The report from Council was presented by staff Council Member, Natasha Awais-Dean. She reminded Academic Board that there were three elected staff members from Academic Board sitting on Council, and encouraged members to seek them out for discussion and feedback. She reported that the search for a new Chair of Council was underway.

Business at its January meeting had included Council approval of the recent governance review, and timelines were now being determined for implementation. Action related to the Academic Board would be reviewed first by the Academic Board Operations Committee. The Acting Chair stated that the relationship between Council and the Academic Board was crucial, as Academic Board provided assurance to Council that the University was delivering on education and research.

11 Any Other Business

King's digital terms and conditions [paper circulated to members in advance of the meeting]

King's Digital has an existing set of terms & conditions which go through the annual T&Cs update. The existing King's Digital T&Cs could not be used for students participating in programmes run in conjunction with new partner, Cambridge Education Group ("CEG"), as CEG programmes are invoiced at course level not module level.

Decision:

That the Academic Board approve an additional set of terms and conditions for King's Digital students where programmes are invoiced at course level

Module Evaluation Process

A member raised an issue regarding the nature of questions and remarks received back from students on evaluation, some of which were abusive and threatening.

The Executive Director of SED noted that the Module Evaluation Process was due for review this year and would be brought to the Academic Board through the College Education Committee. [ACTION]

The meeting adjourned at 16:15.

Irene Birrell

College Secretary

March 2024

Academic Board**Meeting date** 17 April 2024**Paper reference** AB-24-04-17-03.2**Status** Final

Actions Log

Action required

- For approval
- For discussion
- To note

Executive summary

The Board is asked to note the updated Actions Log.

Actions Log

Meeting	Minute	Topic	Action	Owner	Deadline (and any Revisions)	Notes	Progress
6 March 2024	8.1	CEC: Annual Report on Student Conduct and Appeals	The report contained errors and some numbers needed to be corrected (on overall page 70).	College Education Committee	April meeting of Academic Board	Corrected and re-published	Complete
6 March 2024		CEC: Annual Report on Examinations and Assessment	Clarifying language be added to the report to reflect difficulties experienced the previous year, such as some students having to take all of their in-person exams within the first three weeks, and issues of errors in the assessment booklets.	College Education Committee	June meeting of Academic Board	Update will be provided at the June meeting of Academic Board	In progress
6 March 2024	11	AOB: Module Evaluation Process	The Module Evaluation Process was due for review this year and would be brought to the Academic Board through the College Education Committee.	College Education Committee	June meeting of Academic Board	Estimated to be ready for the June meeting, but it could be autumn term	In progress
8 March 2023	5	Research Strategy	Report on progress made in connection with research culture.	VP Research & Innovation	17 April AB meeting		Pending
2 November 2022	5.1	The Future of Online Education at King's	That Academic Board would discuss the mix of online and campus provision.	VP (Education)	2023		Pending
29 June 2022	8.1	Academic Board Operations Committee – membership numbers	That a mechanism to address the differential between the FTEs of faculties and the capacity for these to change over time and the consequence for membership numbers on the Academic Board be considered in the next governance review in 2023-24	College Secretary	July 2024		Pending

Academic Board	
Meeting date	17 April 2024
Paper reference	AB-24-04-17-05.1
Status	Final
Access	Public/Members and senior executives – see RESERVED sections

Vice-Chancellor’s report

Action required

- For approval
- To recommend for approval
- For discussion
- To note

Paper Explanation for Members

Why is this paper being presented?	Report from Vice-Chancellor & President highlighting current issues and events and developments since the last meeting of Academic Board
What are the key points/issues?	Admissions; King’s Benefits; Israel/Gaza response; New Appointments
What is required from members?	To note

Paper Submitted by:

Vice-Chancellor & President

This page has been redacted

[REDACTED]

King’s Benefits – Childcare Subsidy

Further to the update I gave in my last report about a range of My King’s Benefits we had announced as part of our thriving staff community strategic pillar, we have since publicised a childcare subsidy scheme for all staff with children under three years old offering a 20% subsidy where children are receiving care from an Ofsted registered provider.

Israel/Gaza response

We continue to keep a watching brief on the crisis and to support staff and students. I am personally hosting a facilitated event for staff and students to discuss issues around the crisis including our values-based impartiality approach. Providing such an opportunity has gone down well in other universities and I will be supported by academic experts on the issues. The senior management team has endorsed additional support to students and academics displaced by conflict through our Sanctuary Programme. We have committed to provide up to an additional £500,000 per year for at least the next three years to support fee waivers and stipends for students at Foundation, UG and PG levels and for PGR and academics seeking support through The Council for At Risk Academics (CARA). We will seek to leverage this University investment into philanthropic funding to further increase our capacity to offer support.

New Appointments

With the retirement of Irene Birrell at the end of this academic year, we have appointed Dr Sinéad Critchley as University Secretary & Director of Assurance following an extensive search process. Sinéad will join King’s at the start of July from the University of Kent where she currently holds the role of Director of Governance and Assurance (Secretary to the Council). During her time at the University of Kent, Sinéad developed the governance strategy for the University bringing together oversight of the governance and ensuring statutory and regulatory compliance obligations were met. At the same time, Sinéad Improved secretariat protocols to better support senior governance and management committees/boards and implemented the key recommendations of effectiveness reviews.

Shitij Kapur, Vice-Chancellor & President
April 2024

Academic Board

Meeting date 17 April 2024

Paper reference AB-24-04-17-05.2

Status Final

Access Members and senior executives



Portfolio Simplification Update: Faculty of Arts and Humanities

Action required

- For approval
 For discussion
 To note

Motion: That the Academic Board approve recommendations put forward by Chair's Action taken on behalf of the Curriculum Commission to revise some recommendations previously made by the Curriculum Commission relating to the Department of Languages, Literatures and Culture.

Paper Explanation for Members

Why is this paper being presented?	The Faculty of Arts and Humanities sought Chair's Action of Curriculum Commission to revise the implementation of their portfolio simplification outcomes relating to their modules in the Department of Languages, Literatures and Culture. Academic Board are now being asked for their approval of these changes, as per previous practice.
What are the key points/issues?	Following a recent merger of departments in 2022/23, and a final review for portfolio simplification this year, the Faculty of Arts and Humanities have requested some revisions to their previously agreed Curriculum Commission outcomes. The rationale for these changes is due to the changes seen in student numbers, which following the department merger and the overall reconfiguration of module portfolios within the department, has seen a steady increase:
What is required from members?	Approval of these recommendations

Paper History

Action Taken [noted/recommended/discussed/approved]	By [Committee name]	Date of Meeting
Approval via Chair's Action	Curriculum Committee	Email: 2 April 2024

Paper Submitted by:

Professor Adam Fagan, Vice-President Education and Student Success

Portfolio Simplification Update: Faculty of Arts and Humanities

Following a recent merger of departments in 2022/23, and a final review for portfolio simplification this year, the Faculty of Arts and Humanities have requested the following revisions to their previously agreed Curriculum Commission outcomes. The rationale for these changes is due to the changes seen in student numbers, which following the department merger and the overall reconfiguration of module portfolios within the department, has seen a steady increase:

Comparative Literature

Request to change outcome of the following modules to retain:

Department	Module Code	Module Title	PS original outcome
Comp Lit	7ABA0009	Translation Colonialism and Postcolonialism	Reconfigure 2022+
Comp Lit	7ABA0016	Queer Connections: Male-Male Desire and the Classical Past	Reconfigure 2022+
Comp Lit	7ABA0018	Myth after Slavery	Reconfigure 2022+

Background

[CC June 2020 minutes](#) state the recommendations for MA modules in Comparative Literature as follows:

Discontinue – 5

Reconfigure – 4

Retain – 6

Department outcomes to date:

Discontinue: 17 modules have been discontinued

Retain: 5 modules have been retained

Based on the above, for the overall portfolio of level 7 modules in comparative literature, the department has discontinued more than the required modules.

French

Request to change outcome of the following modules to retain:

Department	Module Code	Module Title	PS original outcome
French	6AAFF356	Old French Romance, a Genre in Process	Reconfigure 2022+
French	6AAFF369	Queer Sexuality in Pre-Modern French Literature	Reconfigure 2022+

The Department has discontinued 13 modules, 4 of which were additional discontinues.

Academic Board
Meeting date 17 April 2024

Paper reference AB-24-04-17-05

Status Final

Access Members and senior executives

General Terms and Conditions for Students of the SUSTech – King’s School of Medicine (For study beginning 2024/25)

Action required

- For approval
 To recommend for approval
 For discussion
 To note

Motion: That the bespoke Student Terms & Conditions for the SUSTech-King’s School of Medicine, be approved

Paper Explanation for Members

Why is this paper being presented?	<p>King’s is delivering two joint programmes from September 2024 as part of the joint education institute (JEI) with the Southern University of Science and Technology, based in Shenzhen, China. The JEI is called the SUSTech-King’s School of Medicine and it will offer the following programmes:</p> <ul style="list-style-type: none"> • BSc Biomedical Science • BEng Biomedical Engineering <p>Students on the programmes will be registered at both SUSTech and King’s and will receive double degree awards. They will be based full-time in China and will pay fees to SUSTech only.</p>
What are the key points/issues?	<p>The standard KCL T&Cs assume students will be based in London and pay fees to King’s. The standard T&Cs have been amended to remove the sections referring to fees and visas and to add a section about the use of the virtual learning environment.</p>
What is required from members?	<p>Approval of the bespoke terms & conditions for the SUSTech – King’s School of Medicine.</p>

Paper History

Action Taken	By	Date of Meeting
Approved – Chair’s Action	Student and Consumer Protection Board	3 April 2024

Paper Submitted by: Julie Radcliffe, Project Manager, FoLSM

General Terms and Conditions for Students of the SUSTech – King’s School of Medicine (For study beginning 2024/25)

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1. INTRODUCTION

- 1.1 As a student of the School of Medicine, you will be registered at both King's and SUSTech at the same time and subject to both institutions' Terms and Conditions, with some regulations specific to the Joint Education Institute (JEI). This document contains important information about your agreement with King's College London and links to important information. You should read these carefully before You accept a place at King's (the "**Terms and Conditions**").
- 1.2 We explain below the basis upon which King's will provide your Course, and the obligations which You have both as an applicant and as a student. These Terms and Conditions create obligations that are legally binding both on You and on King's. If You accept an offer to study at King's, these Terms and Conditions will form your agreement with us.
- 1.3 Please contact King's Student Administration Services for clarification if there is anything in these Terms and Conditions that You do not understand.
- 1.4 Please note that these Terms and Conditions apply to programmes run by the SUSTech-King's Joint School of Medicine.

2. DEFINITIONS

- 2.1 In these Terms and Conditions, the following terms have the following meanings:

" Academic Regulations "	means King's Academic Regulations
" Bespoke JEI regulations "	means the Academic Regulations developed specifically for JEI students.
" Cancellation Period "	has the meaning set out in Section 8.1
" Contract "	has the meaning set out in Section 3.1
" Course "	means the course of study described in your Offer
" Course Information "	means subject to these Terms and Conditions, the description of the Course set out on our website as at the date You accept your Offer and the Course information sheet provided with your Offer (if applicable)

<p>"Data Protection Legislation"</p>	<p>means any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction as updated and amended from time to time which relates to the protection of individuals with regards to the processing of Personal Data and privacy rights to which a party is subject, including the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 (amended by SI 2011 no. 6) and the GDPR (as incorporated into UK law under the UK European Union (Withdrawal) Act 2018) as the same are amended in accordance with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 (as amended by SI 2020 no. 1586) as amended</p>
<p>"Force Majeure Event"</p>	<p>has the meaning set out in Section 9.5.2</p>
<p>"GDPR"</p>	<p>means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and repealing Directive 95/46/EC (General Data Protection Regulation) OJ L 119/1, 4.5.2016</p>
<p>"Intellectual Property Rights"</p>	<p>means any patent, rights to inventions, copyright and related rights, performers' property rights, trademarks, trade names, domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information, and other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world</p>

"JEI"	refers to the SUSTech-King's Joint Education Institute (JEI), known as the Joint School of Medicine.
"King's", "we", "us" and "our"	refers to King's College London, Strand, London WC2R 2LS
"Offer"	means our written offer to You of a place on the Course, sent to You either directly by King's or via UCAS
"Personal Data"	has the meaning set out in the Data Protection Legislation and for the purposes of this Agreement includes Sensitive Personal Data
"Policies and Procedures"	means our rules, policies procedures and other regulations in force from time to time that are relevant to the Course and that are made available to You on our website or otherwise provided to You
"Process"	has the meaning given to it in the Data Protection Legislation
"Sales Tax"	means any goods and services tax, VAT or equivalent sales tax
"Sensitive Personal Data"	means data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation
"You" and "your"	refers to you the student or applicant

3. THE CONTRACT

3.1 By accepting our Offer of a place on a Course, You accept these Terms and Conditions in full, which along with:

- a) your Offer;
- b) the Course Information;
- c) the Academic Regulations;
- d) the Bespoke JEI Regulations; and
- e) our Policies and Procedures.

form the contract between You and King's in relation to your Course (the "**Contract**").

3.2 It is your responsibility to accept the Offer, however the King's Admissions team may accept an Offer on your behalf if You have experienced technical or IT issues when attempting to accept the Offer.

3.3 In the event of any conflict between a provision in the Bespoke JEI Regulations and the other documents forming part of the Contract, the Bespoke JEI Regulations shall take precedence.

3.4 The Contract is subject to these Terms and Conditions and is created once You accept the Offer.

4. APPLICATION AND ADMISSION

4.1 Application

4.1.1 You must meet the terms of your Offer and satisfy all necessary legal and other requirements, as set out in Sections 4.1 and 4.2, to secure your place on your Course.

4.1.2 Your Offer will be conditional or unconditional. If your Offer is conditional, we will set out the conditions in your Offer which You will need to fulfil in order to be admitted onto your Course. If You have not fulfilled the conditions of your Offer before the date notified to You in your Offer or any other date notified to You, we reserve the right to withdraw your Offer.

4.1.3 It is important that You provide accurate information in your application to study at King's. If it is later found that your application includes false, fraudulent (including fraudulent payment), or misleading information or material omissions, then we may withdraw your application or your Offer, without liability to you.

4.1.4 King's may withdraw your Offer, refuse to enrol You or withdraw You from your Course for any failure to comply with the terms of any requirements (whether imposed by legislation or

regulatory requirement, or otherwise reasonably required by King's) that your Offer, studies or research activity require, including:

- a) payment of your deposit (if applicable) by the date set out in your Offer;
- b) satisfactory criminal record/Disclosure and Barring Service (DBS) checks;
- c) Academic Technology Approval Scheme (ATAS) certificate (including compliance with its terms);
- d) satisfactory occupational health checks (but subject to King's obligations under the Equality Act 2010 in respect of students with disabilities); and/or
- e) satisfactory payment of tuition fees and any additional costs to SUSTech.

4.1.5 King's aims to offer a high quality admissions service. However, it recognises that students may at times have cause for complaint in relation to the admissions service. King's Applicant Complaint Policy explains how students can make a complaint, the circumstances in which a complaint can be made and how it will be investigated.

4.1.6 If King's withdraws your application, Offer, or refuses to enrol You pursuant to Sections 4.1.3, 4.1.4 or 4.1.5, King's reserves the right not to refund your application fee (if applicable).

4.2 Applicants and students with disabilities

King's is committed to providing an inclusive and accessible environment for its diverse community and strives to make reasonable adjustments to accommodate individual needs when issues are identified. Disabled applicants and students, including those with long term medical and mental health conditions, and specific learning difficulties, are encouraged to engage with the information and advice available and inform the designated person within the JEI at the earliest opportunity of any potential support needs. This is to ensure potential support options are discussed at the earliest opportunity and agreed adjustments implemented in a timely manner.

4.2.1 Criminal offences

4.3.1 If You are applying to a programme that is regulated (i.e. You will be working with vulnerable people as part of your studies) and You would therefore require an enhanced DBS check to study, You are required to tell us about your criminal record, if You have one. Please see our policy on Criminal Record Disclosure for more information.

4.3.2 If You are convicted of a criminal offence whilst You are enrolled as a student at King's, You are required to inform your faculty in accordance with the [Misconduct Policy and Procedure](#).

5. STUDENT OBLIGATIONS

5.1 Your obligations

5.1.1. We will use all reasonable efforts to deliver your Course in line with your Offer, the

Academic Regulations, the bespoke JEI regulations and our Policies and Procedures.

5.1.2 You agree to:

- a) comply with these Terms and Conditions;
- b) comply with the Academic Regulations, the bespoke JEI regulations and Policies and Procedures; and
- c) fulfil the academic requirements of your Course, including but not limited to, submission of coursework and other assignments, attendance at examinations, completion of online assessments, attendance at lectures, seminars and online live classes, and any such other teaching forums provided by us.

5.1.3 King's has a legal requirement to record your term time address whilst You remain enrolled at King's. It is your responsibility to ensure your term time address is correct and if this changes, You must inform King's of your new address within 14 days.

5.2 Enrolment

5.2.1 To begin study on your Course, You must:

- a) enrol at King's within 14 days of the start date of your Course. If You do not enrol within 14 days, we reserve the right to refuse to enrol You and withdraw You from your Course (without liability);
- b) have paid any amounts that are due on enrolment (as outlined in the terms of Your Offer);
- c) have supplied specific identity documents as set out in the terms of Your Offer; and
- d) have confirmed your agreement to King's by completing the "declaration of enrolment" which reminds You of some of the important regulations and policies which are referred to in these Terms and Conditions.

5.2.2. Students who are not enrolled at King's cannot attend classes or participate in assessments for any modules.

5.2.3 You must also enrol for each subsequent year of your Course (and for each module where You are studying on a modular Course).

6. TUITION FEES

- 6.1 Tuition fees for JEI programmes are payable to SUSTech. Please refer to your registration documents with SUSTech for provision around tuition fees.
- 6.2 Additional costs You are responsible for your own living expenses, travel and accommodation costs. Additional costs that will be incurred on your Course, for example for compulsory field trips, will have been detailed in the Course Information ("Additional Costs").

7. KING'S CANCELLATION RIGHTS

- 7.1 Subject to us complying with the Academic Regulations, the Bespoke JEI Regulations and Policies and Procedures we may cancel the Contract at any time with immediate effect by giving You written notice if:
- a) You have failed to meet the conditions of your Offer, or it comes to our attention that You have failed to meet or no longer meet the entry requirements for your Course (including by way of us discovering that You have falsified your qualifications or your application contains material inaccuracies or fraudulent information, or that significant information has been omitted from your application form);
 - b) You do not pay your tuition fees to SUSTech, applicable Sales Tax or additional costs in accordance with their regulations;
 - c) we lose our right for the purposes of relevant legislation or regulatory requirements to provide your Course to You;
 - d) if a Force Majeure Event prevents us from providing your Course for longer than one term or 16 weeks (whichever is shorter);
 - e) You have failed to meet the requirements of your Course or fail to make sufficient academic progress, as set out in the Academic Regulations, Bespoke JEI Regulations or Policies and Procedures (including, without limitation, in respect of your attendance or academic results);
 - f) You are found guilty of a serious breach of the Academic Regulations, Bespoke JEI Regulations and/or our Policies and Procedures at a disciplinary hearing;
 - g) You break the Contract in any material way, and, where that situation is capable of being corrected, You do not correct it within 14 days of us asking You to do so.
- 7.2 If You are suspended from participation on your Course, You may be excluded from attending lectures, classes or seminars, using our facilities or services, submitting assessments, taking tests/examinations, or proceeding to any degree, diploma or other award of King's at our reasonable discretion.

- 7.3 If the Contract has been terminated (for any reason), You will no longer be entitled to attend lectures, classes or seminars, use our facilities or services, submit assessments, take tests/examinations, or proceed to any degree, diploma or other award of King's.

8 YOUR CANCELLATION RIGHTS AND WITHDRAWAL

- 8.1 You have the right to cancel the Contract and your acceptance of a place at King's for any reason during a 14-day cancellation period (the "**Cancellation Period**"), which for students studying an undergraduate, postgraduate taught, postgraduate research, blended or Foundation programme will start on the day You accept an Offer from King's, and for King's Online students will start on the date You make payment to King's for your programme.
- 8.2 To cancel the Contract, You must clearly inform us in writing of your decision to cancel before the Cancellation Period has expired. You can do this by:
- a) sending a message through King's Apply; or
 - b) contacting the King's Admissions Office by letter, email or using the Cancellation Form, but You do not have to use the model form.

9 KING'S OBLIGATIONS TO STUDENTS

9.1 Changes to Academic Regulations, Bespoke JEI Regulations, and Policies and Procedures

- 9.1.1 During your Course, we may update and replace our Academic Regulations, the Bespoke JEI Regulations and Policies and Procedures from time to time in order to ensure that King's operates efficiently for students and meets relevant legal and regulatory obligations, and/or where changes are in the interests of students. Changes to the Academic Regulations, Bespoke JEI Regulations and Policies and Procedures will be appropriately notified to students via email or the relevant website. Such changes will not affect the content of your Course (see Section 9.2 for provisions concerning changes to Courses).
- 9.1.2 Any changes made under this Section 9.1 will normally come into effect at the start of the next academic year. King's will take all reasonable steps to minimise disruption to students wherever reasonably possible.
- 9.1.3 The updated Academic Regulations, Bespoke JEI Regulations and Policies and Procedures will be made available on the King's website and may be publicised by other means so that students are made aware of any changes.

9.2 Changes to Courses

- 9.2.1 Once You have accepted your Offer, whilst we will use all reasonable efforts to deliver your Course as set out in the Contract, circumstances may arise where we are required to make changes to your Course. Examples of "changes" include changes to the content or structure of your Course, or to the location or method of teaching or assessment, or to the type of award. The

circumstances where changes may be made or required are (without limitation):

- a) where changes are in students' overall interests, for example because of developments in teaching practice or technology, new assessment methods, or where a campus redevelopment or restructuring of King's means that teaching locations change to a different site;
- b) where regulatory or government requirements mean that changes must be made to ensure compliance. Examples include changes to how King's is required to operate because of changes to a professional body's requirements (e.g. for medical students where the General Medical Council issues new guidance), or changes to immigration rules or other laws/regulations;
- c) where a key member of staff is no longer available (e.g. through illness or resignation) and suitable alternative teaching or supervision arrangements are provided;
- d) where the JEI decides for academic or operational reasons to revise the compulsory or optional modules that are available on your Course; and/or
- e) due to factors beyond our reasonable control, it may sometimes be necessary to vary the content of the Course or modules or services as described in the Course Information.

9.2.2 King's is committed to providing appropriately qualified staff to teach its programmes, but it does not commit to ensuring that any individual will teach on any given programme. Where these members of staff leave King's, take leave or otherwise become unavailable to teach then they will be replaced by either existing or new staff appointed by King's.

9.3 **Closure of Courses**

9.3.1 Once You have accepted your Offer, whilst we will use all reasonable efforts to deliver your Course in accordance with the Contract, circumstances may arise where we are required to close your Course. The circumstances where Course closure may be made or required are (without limitation):

- a) where a key member of staff is no longer available (e.g. through illness or resignation) and suitable alternative teaching or supervision arrangements cannot be provided. This might be where the member of staff concerned has a particular specialism which cannot be adequately covered by other members of King's staff, or by other resources (e.g. temporary staff) that King's would normally engage in such circumstances;
- b) where a teaching location becomes unavailable due to a Force Majeure Event; or
- c) where the underlying JEI agreement between King's and SUSTech comes to an end (for reasons specified in such agreement).

9.3.2 Any Course closure and/or refund application in relation to a Course closure would be considered in accordance with our Programme Closure and Suspension Policy and the Student Protection Plan for JEI students.

9.4 **Consequences of changes to Courses or closure of Courses**

Changes to Courses before enrolment

9.4.1 If we have to change your Course, we will use reasonable efforts to ensure that changes are kept to a minimum, but if we need to make any material changes to your Course (as described in your Offer and/or Course Information) before You enrol at King's, we shall bring the changes to your attention as soon as possible and if You reasonably believe that the proposed changes will have a material prejudicial effect on You, You may either terminate the Contract and/or withdraw your application for the Course without any liability to us for tuition fees, or transfer to another Course (if any) as may be offered by us for which You are qualified.

Changes to Courses or closure of Courses post enrolment

9.4.2 Where changes or Course closure is proposed or have to be made for the reasons outlined at Sections 9.2 and 9.3 above, King's will take all reasonable steps to minimise disruption to students (including where your Course is closed and King's (in its role as JEI partner) is unable to complete delivery of your Course, using reasonable efforts to, with your consent, transfer You to a new course within the JEI for which You are qualified).

9.4.3 In the case of minor changes as determined by the JEI (for example, changing a module from compulsory to optional), we will use reasonable efforts to keep such changes to a minimum and to keep You informed appropriately, for example by email or via notifications on the intranet.

9.4.4 In the case of substantial changes as determined by the JEI (for example, closing your Course), before implementing any such change, we will consult with students to seek their views on the changes/proposals and any potential alternatives or steps to minimise the impact on students. Changes to the availability of optional modules, or changes which are to students' benefit will not normally be "substantial".

9.4.5 In the case of substantial changes which You reasonably believe will have a material prejudicial effect on You, You must notify us of this in writing, following which the JEI may offer You a suitable alternative Course for which You are qualified. If You are unhappy with the alternative Course offered to You or the JEI is unable to offer You a suitable alternative Course, You may end your Contract by giving Registry Services at least two weeks' notice by email here or in writing.

9.5 Liability for acts outside our control

- 9.5.1 King's will do all that it reasonably can to provide your Course as described on the JEI website and in the Course Information or other documents issued to You. Despite taking all reasonable steps to prevent them occurring, and to mitigate their impact, some events outside our control may mean that we are not able to provide your Course.
- 9.5.2 We shall not be liable to You for any failure in the delivery of the Course arising from matters outside our control. This includes but is not limited to: industrial action which it is not within the capacity of King's to resolve; severe weather, fire, civil commotion, riot, cyber attack, default by third party suppliers or subcontractors, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease or failure of public utilities or transport systems/networks (a "**Force Majeure Event**").
- 9.5.3. We would normally expect such Force Majeure Events to be short term and we will contact You to advise of an alternative course of action, where possible. We shall use all reasonable endeavours to mitigate the effect of the Force Majeure Event on your Course and the performance of our obligations and such mitigations may include, without limitation, altering timetables to reschedule postponed classes.
- 9.5.4 If such an event results in the complete inability to deliver your Course for a continued period of six weeks or more then You will be entitled to terminate your Course with immediate effect by contacting Registry Services by email or in writing.

9.6 Limitation of our liability to You

- 9.6.1 Nothing in these Terms and Conditions will limit or exclude King's liability:
- a) for death or personal injury arising from our own negligence; or
 - b) for fraud or fraudulent misrepresentation; or
 - c) in respect of any other liabilities which may not be lawfully excluded or restricted.
- 9.6.2 King's shall not be liable and expressly excludes liability for:
- a) damage to, theft and/or loss of your personal property (including but not limited to personal possessions, your own IT equipment, bicycles or vehicles) unless caused by our negligence;
 - b) for any injury to a student, financial or other loss or damage resulting from such injury, or for damage to property, caused by any other student, or by any person who is not an employee or authorised agent of King's;
 - c) financial or other consequential loss where such loss or damage is a result of

theft, fire, flood, computer virus or any cause related to our computer facilities;

- d) loss attributable to a breach of any procedural requirement detailed in these Terms and Conditions, or any other policy, procedure or regulation, if such loss would not have arisen had the procedural requirement been met;
- e) any failure or delay, or for the consequences of any failure or delay, in performance of our obligations under these Terms and Conditions, if such failure or delay is due to any event beyond our reasonable control; and
- f) any losses which were not foreseeable to You and us when this Contract was formed and that were not caused by any breach on our part.

9.6.3 Subject to Sections 9.6.1 and 9.6.2, our aggregate liability to You under this Contract is limited to the total amount of tuition fees paid or payable by You in respect of your Course.

10 DEFERRALS

- 10.1 In rare circumstances King's programmes may become unavailable, or change content from year to year. If You have a deferred Offer and such changes occur King's will contact you to make you aware as soon as possible through King's Apply, and discuss any options with You.
- 10.2 We are unable to defer conditional Offers for postgraduate Courses. All conditions must be met before we can defer your place on an undergraduate Course.
- 10.3 Further information in relation to deferrals is available [here](#).

11 COMPLAINTS

- 11.1 If You have a complaint about the admissions process, please follow our Applicant Complaints Policy. Applicants do not have the right to appeal an academic judgement that is made on an application. Further details are set out in Section 4.1.5.
- 11.2 Once You have registered as a student of King's, if You have a complaint about us, please follow the Complaints Procedure in the Bespoke JEI Regulations
- 11.3 You may also be eligible to apply for a refund or compensation. Please view the Student Protection Plan for JEI students for further details on how to apply for a refund or compensation if You are no longer able to continue your studies at King's.
- 11.4 If, having followed the complaints procedure to completion, You remain dissatisfied You have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education.

12 SAFEGUARDING

King's is very mindful of its duties under the Safeguarding Vulnerable Groups Act 2006 (as amended) and Care Act 2014, and shall comply with its obligations under its Safeguarding Policy.

13 INTELLECTUAL PROPERTY

Any Intellectual Property Rights developed by You during your Course are subject to our Code of Practice for Intellectual Property, Commercial Exploitation and Financial Benefits.

14 DATA PROTECTION

- 14.1 We will process Personal Data in accordance with the Data Protection Legislation (for avoidance of doubt, this includes Chinese laws which have extraterritorial jurisdiction). Our Student Data Collection Notice explains what data we might hold about You, how we use it, who we might share it with and the reasons for doing that.
- 14.2 If You are involved in Processing Personal Data (for example in some research projects, or in the course of a work placement at a hospital) You must ensure that You abide by the requirements of the Data Protection Legislation. You should comply with our Data Protection Policy, Research Data 18 Management Policy or a placement provider's policy if applicable (i.e. when You are on a third party placement and Process Personal Data on behalf of a third party that is acting as the Data Controller for the Personal Data) and seek guidance with your tutor or supervisor from King's Information Compliance Team

15 ONLINE VIRTUAL LEARNING ENVIRONMENT

- 15.1 Some of your programme materials will be accessible online via KEATs, the King's virtual learning environment.
- 15.2 We will provide You with login details for KEATs when you enrol. You must keep your login details and password confidential and not share them with others. You will be provided with the terms of use in respect of KEATs when you enrol and you must comply with these terms of use at all times.
- 15.3 You may only use the content on KEATs for your own personal learning and are not allowed to adapt it or distribute any of it to anybody else.
- 15.4 King's does not guarantee that KEATs, or any content on KEATs, will always be available or be uninterrupted. King's may suspend or withdraw or restrict the availability of all or any part of KEATs for business and operational reasons. King's will try to give You reasonable notice in the event of any suspension or withdrawal of KEATs.

16 GENERAL

- 16.1 On your first enrolment, You will be allocated a King's email account. All email communications from King's will be sent to that account and You are expected to use that account for all communications with us. You are expected to check your King's email account regularly. Any communication sent to You, by us, to your King's email account will be regarded as properly sent and received by You.
- 16.2 If any provision of the contract between You and us is held to be void or unenforceable in whole or in part by any court or other competent authority, that contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected

provision.

- 16.3 The Contract constitutes the entire agreement between You and us in relation to its subject matter.
- 16.4 Neither party intends that any of these Terms and Conditions will be enforceable or able to be amended or suspended by any third party.
- 16.5 These Terms and Conditions are governed by and construed in accordance with English Law. The English Courts have non-exclusive jurisdiction to deal with any dispute arising out of or in connection with them.

Academic Board	
Meeting date	17 April 2024
Paper reference	AB-24-04-17-06
Status	Final

KCLSU President's Report

Action required

- For approval
 To recommend for approval
 For Discussion
 To Note

Paper Explanation for Members

Why is this paper being presented?	Academic Board receives a report from the King's College London Students' Union (KCLSU) President at each of its meetings; this is the fourth report to Academic Board in this academic cycle. This paper aims to provide a short summary on the significant updates on the Cost of Living Campaign and other key updates around the Timetabling Campaign at KCLSU.
What are the key points/issues?	<ul style="list-style-type: none"> • Significant update on the Rent Guarantor Scheme and Tuition Fee instalments • Timetabling campaign update
What is required from members?	It will be appreciated if Academic Board members can help direct the team to individuals who can help progress objectives.

Paper History

Action Taken	By	Date of Meeting
Discussed	Academic Board	13/12/2023
Discussed	Academic Board	06/03/2024

Paper Submitted by:

KCLSU President 2023-2024

KCLSU President's Report

Progress Update on Rent Guarantor Scheme

After meeting with Steve Large and Malcolm Ace recently, we are happy to confirm that KCL will be creating a working group to implement the Rent Guarantor Scheme. The idea was met with support from both Steve Large and Malcolm Ace; we are looking forward for this to be implemented as soon as possible.

The implementation of a Rent Guarantor Scheme at King's College London would mark a significant step forward in enhancing the student experience, particularly in terms of fostering a stronger sense of belonging among the student body. Such schemes are vital for students, especially those who might struggle to secure accommodation due to the lack of a suitable guarantor. This initiative addresses a crucial need, opening up more equitable access to housing and, by extension, to the full spectrum of university life. Here are several reasons why a Rent Guarantor Scheme is particularly important for students:

1. Ease of Access to Housing

Many students, especially international ones or those from lower-income backgrounds, face challenges in securing a rental property because they cannot provide a guarantor that meets landlords' requirements. A Rent Guarantor Scheme removes this barrier, ensuring that more students have the opportunity to live in proximity to campus. This accessibility is not just about physical proximity; it's about ensuring that all students have the opportunity to fully immerse themselves in the campus culture. Without a guarantor, students often have to pay 6-12 months of their rent upfront, forcing them to live further away from Central London. A lot of students could afford the monthly payment, but not paying it all upfront on top of our short fee instalments.

2. Enhanced Sense of Belonging

Living close to campus allows students to engage more fully with university life. It enables easier participation in extracurricular activities, societies, and events that are crucial for building relationships and fostering a sense of community. When students feel they belong, it positively impacts their academic performance, mental health, and overall university experience.

3. Increased Participation in Campus Activities

Proximity to campus due to easier access to housing means students can more readily attend lectures, seminars, workshops, and social events. This increased participation not only enriches their academic experience but also enhances their personal development and networking opportunities. It builds a vibrant campus life where students are more connected to each other and to the faculty.

4. Supports Academic Success

Living closer to campus reduces the time and stress associated with long commutes, allowing students to devote more time to their studies, access campus resources like libraries and study

groups, and seek support from faculty and peers when needed. This proximity can lead to improved academic outcomes and a more rewarding educational experience.

5. Promotes Equality and Diversity

By providing a guarantor for students who might otherwise be unable to secure housing, KCL is taking a significant step towards promoting equality of opportunity. This approach ensures that all students, regardless of their background, have an equal chance to succeed and participate in university life. It underscores the institution's commitment to diversity and inclusion, making the campus a more welcoming place for everyone.

6. Improves Student Well-being

Access to suitable housing close to campus can significantly impact students' mental health and well-being. It reduces the stress associated with housing insecurity and long commutes, providing students with more time to focus on their studies, socialize, and engage in self-care activities. Feeling secure in their living situation, students are better positioned to thrive both academically and personally.

In summary, the Rent Guarantor Scheme envisioned by Steven Suresh, with the support of KCL, is more than just a housing solution. It's a strategic initiative aimed at enhancing the overall student experience, promoting equity, and building a vibrant, inclusive community on campus. By ensuring that students have the opportunity to live closer to campus, KCL is not only addressing a practical need but also reinforcing its commitment to student success and well-being.

Progress Update on Tuition Fee Instalments

The conversation involving Steve Large and Malcolm Ace regarding the structure of fee payments highlighted an important aspect of student financial planning. While King's initially expressed scepticism about the need for additional fee instalment options beyond the existing two, recognizing that most students can manage the current arrangement, the decision to further explore the possibility reflects a responsive and thoughtful approach to student welfare. There are several compelling reasons why offering more instalment options, including a third or more payment plans, could significantly benefit students and their families:

1. Improved Cash Flow Management

Spreading fee payments over more instalments can greatly assist students and their families in managing their cash flow more effectively. Many students are not just paying tuition; they also have to cover living expenses, books, and other educational materials. More instalment options mean that families can plan their finances better over the year, reducing the strain of having to pay a large sum in two payments close to each other.

2. Increased Accessibility

For students from lower-income families or those without access to significant financial support, the ability to spread payments over a longer period could make higher education more accessible. It reduces the financial barrier to entry, enabling more students to afford college without the need for excessive borrowing or working excessive hours alongside their studies.

3. Reduction in Financial Stress

Financial stress is a significant issue for many students and can adversely affect their mental health and academic performance. By allowing tuition fees to be paid in more manageable amounts over a longer period, KCL can help alleviate some of this stress, contributing to a more positive and productive university experience.

4. Flexibility for Unforeseen Circumstances

Life is unpredictable, and students or their families can face unexpected financial challenges. More flexible payment options can provide a safety net for those who might encounter sudden changes in their financial situation, such as job loss, health issues, or other emergencies, ensuring that students can continue their education uninterrupted.

5. Encourages Financial Planning and Responsibility

Introducing additional fee instalments can also serve as an educational tool, encouraging students to develop budgeting and financial planning skills. Learning to manage instalment payments responsibly can provide valuable life skills that will benefit students long after they graduate.

6. Broadens the Socio-economic Diversity of the Student Body

By making tuition payments more manageable, KCL can attract and retain a more diverse student population. This socio-economic diversity enriches the campus culture, enhances the learning environment, and reflects a more inclusive approach to education.

7. Aligns with the Financial Realities of Today's Students

The financial landscape for today's students is markedly different from previous generations, with higher tuition fees, living costs, and the prevalence of part-time work and internships. Offering more instalment options acknowledges these realities and adapts to the current needs of the student body.

Timetabling Campaign Updates

KCLSU is designing a standards policy for timetabling – what students should expect from their timetabling services. This will include:

1. Understanding current King's timetabling deadlines
2. Breaking the policy down into subcategories, e.g. no clashes between module and travel tables (enough time for students to travel from one campus to another), ensuring that prayer times are protected for students.
3. Highlighting to students who they can reach out to if they have clashes in their timetables
4. Collaborating with Academic Representatives, to use their insights and experience to help design the new policy.

KCLSU will be using the insights from the survey conducted through the Academic Representatives in December to create a report that will be presented at the SSTP board. The report will consist of recommendations that students want to see improved with timetabling at King's.

Apart from the above, we are also co-creating a timetabling guide with King's, to highlight the timetabling process; who to contact, what to do if you have clashing schedules or lectures overlapping with your prayer times.

Academic Board

Meeting date 17 April 2024

Paper reference AB-24-04-17-07.1

Status Final



Report of the Academic Board Operations Committee

Contents	Meeting at which considered	Main or Consent agenda	Academic Board action	Reserved item?
1. Spring Election Voting Timetable [Annex 1]	27 March 2024	Main	Approve	No
2. Governance Review Implications for the Academic Board	27 March 2024	Consent	Note	No
3. Academic Board Membership and Faculty Numbers	27 March 2024	Consent	Note	No
4. Rolling Calendar of Academic Board Business [Annex 2]	27 March 2024	Consent	Note	No

To approve

1. Spring Election voting timetable (Annex 1)

Motions:

- (i) **That it be recommended to Council that elected Academic Board representatives on Council be permitted to remain as members of Council and complete their terms even if Academic Board membership comes to an end earlier noting that members may only stand for further election at the end of their period of Council membership if they are still members of Academic Board; and**
- (ii) **That the Academic Board agree that personal statements for inclusion on the ballot paper for Academic Board elections be increased from 50 words to up to 150 words to align with the ballot statements for Council representation**

ABOC members noted that two sets of elections are planned for the Spring term: one for Academic Board seats available from 1 August 2024, and one for Academic Board representatives to serve on Council to fill seats being made vacant. One of these vacancies will occur mid-term under current rules which require elected Academic Board representatives to step down from Council if their membership on the Academic Board ends. This has led to relatively high turnover in representation from the Board to Council that ABOC views to be undesirable recognising that it takes time for new Council members from any constituency to become wholly effective in the role and the benefit of experience is being lost when members need to step down early.

ABOC discussed the length of ballot statements for elections to the Academic Board and agreed to recommend they be increased to “up to” 150 words to align with elections to Council from the Board. The Committee believes that the current 50-word limit is not sufficient for candidates to provide a sense of who they are for the benefit of voters.

Academic Board is requested to note the full elections timetable which follows the normal pattern.

To Note (all on the Unanimous Consent Agenda)

2. Governance Review Implications for the Academic Board

Following Council consideration of the Advance HE governance Review at its meeting in January 2024, the Committee received an update report to signpost implications for the Academic Board and the elements of work it will need to focus on in the coming year. The governance review recommendations directly pertaining to the Academic Board include: the provision of academic assurance reports to Council (within a wider Board Assurance Framework), and a review of the current framework of delegations.

The Board Assurance Framework (BAF) is being developed by a working group on Council, and there will be a clearer idea about implications for the Academic Board once that group has concluded its work. The BAF will move responsibility for oversight of much of the risk and compliance assurance work from the Audit, Risk & Compliance Committee across the relevant standing committees of Council, and they will be required to provide a scrutiny role to the areas of assurance where they are expert. For Academic Board this will mainly be related to academic quality assurance risks. There is also a small working group of committee secretaries from the University Secretariat and the Academic Board standing committees starting to consider implications for terms of reference and committee structure.

The full review report will be made available to the University community later in April.

3. Academic Board Membership and Faculty Numbers

Following on from discussions with respect to PACE representation last year, ABOC is now carrying out a review of the allocation of academic staff seats within the Board. A full report and recommendations will come to the June meeting of the Board.

4. Rolling Calendar of Academic Board Business [Annex 2]

The Academic Board Calendar of Business is presented at each Committee meeting with updates as items are ready to come forward. The attached calendar outlines anticipated business for the Academic Board for this academic year.

Annex 1 – Spring election voting timetable

Annex 2 – rolling calendar of Academic Board business

Academic Board Spring Elections

There are currently **12** known vacancies on the Academic Board for elected staff member seats (available from 1 August 2024), some due to end of term, some due to a change in role:

- Faculty of Arts & Humanities – **two seats**
- Faculty of Dentistry, Oral & Craniofacial Sciences – **two seats, including one HoD**
- Dickson Poon School of Law – **one seat**
- King’s Business School – **two seats**
- Faculty of Natural, Mathematical and Engineering Sciences - **one seat**
- Faculty of Life Sciences & Medicine – **one seat**
- Faculty of Social Science and Public Policy – **two seats**
- Research-only contract (Arts & Sciences) – **one seat**
- CIEL/PACE - TBC
- *Elections for the nine students from each faculty to be run by the KCLSU*

The full list of members is attached at Item 5.1 (Academic Board membership and faculty numbers). It highlights the members that come to the end of their current term in the Academic Year 2023/2024, as well as those who will no longer be a member due to change in role or circumstance. **All of those reaching the end of their first term are eligible to stand again.**

The elections schedule follows the pattern established for previous elections and will allow Academic Board members for the 2024/2025 year to be known in time for elections to Council to take place before the end of this academic year. The two upcoming vacancies on Council arise from: one Council member coming to the end of her first three year term on Academic Board; and from a change in role which brings about an end to Academic Board membership. [The process for the election of Academic Board Members to Council is attached at Annex 2.](#)

Nominations to Academic Board

- 17 April AB meeting – schedule provided to AB; members asked to encourage colleagues to stand
- 13 May – nominations open
- **28 May – nominations close at 5pm**

Voting for Academic Board membership

- 30 May – voting emails sent by personal email to all eligible staff
- **14 June - voting closes at 5pm**

Communication of Results

- 20 May – candidates who stood unopposed informed of their success.
- 17 June - Vote results communicated to candidates
- 18 June – coin toss arrangements communicated to tied candidates with invitation to attend
- 18 June – coin toss outcome communicated to the tied candidates
- 18 June - Vote results sent to Academic Board (*which will allow for elections from the full new cohort of elected Academic Board membership to membership of Council to be completed so that an announcement can be made to the final Council meeting of the academic year on 10 July 2024: deadline for nominations to Council is 28 June, and voting will take place 3-9 July*)
- 24 June – Academic Board appointments and vote results posted on intranet news
- **26 June – Academic Board meeting**
- **June/July – Vote results featured in King’s Essentials**

Election System for Academic Board membership

- Self-nomination allowed as well as nomination by others from that constituency. Where nomination by another, must have written confirmation from the nominee that they are willing to stand.
- Current members able to stand for a second three-year term.
- Nominees provide a 50-word statement for inclusion on the ballot paper.
- Two-week period for nomination and a two-week period for voting for Academic Board elections.
- Election conducted by email using Office 365 forms which ensures that only the receiver of a link to vote is able to vote and individuals can only vote once.
- Results counted using “first past the post” with the winners being those that had the highest number of votes.
- Coin toss system for those receiving equal votes.

ABOC is asked to discuss the proposed cycle above and recommend any changes to Academic Board for approval.

Nominations of Academic Board elected staff members to Council (See Annex 2)

- 5 June – agenda circulation for the 26 June meeting of the Academic Board to remind members about upcoming nominations process for elected staff members to Council. Nominations form provided.
- 18 June – Academic Board membership voting results communicated to Academic Board members (the process for election of AB members to Council stipulates a period of not less than one week for nominations)
- 18 June – nominations open for Academic Board elected staff membership to Council
- **28 June – nominations close at 5pm**

Voting for Academic Board elected staff members to Council

- 2 July – voting emails sent by personal email to Academic Board members (The process for election of AB members to Council stipulates a period of not less than one week for voting)
- **9 July - voting closes at 5pm**

Issues that have arisen to date include:

- Late nominations received after the deadline had passed have not been accepted.
- Statements exceeding 50 words on the Word automated count are returned for editing.
- Heads of Department positions coming to an end during Academic Board membership, and members leaving the University without notifying the Secretariat of the Academic Board vacancy created. Members are requested to advise the Secretariat when a change in circumstance may affect Academic Board membership.

Joanna Brown
Governance Manager
March 2024

Annex 1 – Proposed Spring election timetable

[Annex 2 - Election of Academic Board Members to Council process](#)

Academic Board Spring Elections Process 2024

Early notice	April	<ul style="list-style-type: none"> Academic Board 17 April meeting – note upcoming vacancies and the AB elections process /Council elections process note/info on what Council membership entails King’s Essentials feature trailing the elections – Academic Board membership info (Prep forms/contact people data & IT/ obtain HoD lists from Executive Deans etc)
Nominations (two weeks)	13 May Monday	NOMINATIONS OPEN <ul style="list-style-type: none"> King’s Essentials with nominations and voting process and FAQs Nomination call sent to all eligible staff Academic Board and UE members asked to encourage colleagues to stand Executive Deans/Faculty Directors of Operations (DOPs)/Associate Director (research) requested to promote
	20 May	Reminder email Reminder to DOPs etc
	28 May Tuesday	NOMINATIONS CLOSE Nominations close at 5pm
	20 May	Candidates who stood unopposed informed of their success
Voting (two weeks)	30 May Thursday	BALLOT GOES OUT <ul style="list-style-type: none"> Email with the private link to vote sent to all eligible voters Academic Board and UE members asked to promote the election King’s Essentials Exec Deans/DOPs/etc asked to promote
	5 June	Reminder King’s Essentials (and eligible voters) Reminder to DOPs etc
	14 June Friday	BALLOT COUNT Voting closes at 5pm
	17 June Monday	Vote results communicated to candidates (invited to 26 June Academic Board as observers?)
	18 June 18 June	<ul style="list-style-type: none"> Coin toss held if required Coin toss outcome communicated to the tied candidates
Result Coms	18 June Wednesday	RESULTS RATIFIED <ul style="list-style-type: none"> Vote results EMAILED to Academic Board 26 June agenda (sent out 5 June) includes call for nominations to Council (The process for election of AB members to Council stipulates a period of not less than one week for nominations: deadline of 28 June)
	24 June	Academic Board appointments and Vote results posted on intranet news
	26 June Wednesday	Academic Board meeting <ul style="list-style-type: none"> Info session on Council membership – reminder of nominations to Council deadline
Council Elections	28 June 1 July 2 to 9 July	<ul style="list-style-type: none"> Nominations deadline (Friday 28 June) Categorise nominations into the three categories (senior, junior, PS) Voting by electronic ballot (The process for election of AB members to Council stipulates a period of not less than one week for voting) Council meeting – 10 July
	June/July	Vote results featured in King’s Essentials
Term starts	1 August	MEMBERSHIP BEGINS

Process for Election of Academic Board Members to Council

Approved by Academic Board on 9 October 2019

1. Terms of Office

- 1.1 In accordance with the terms of reference and of the Academic Board set out in the Ordinances, the Academic Board shall elect three of its elected staff members to the membership of Council.
- 1.2 The term of office will run from 1 August to 31 July in whichever year of appointment and term end applies. Where an appointment to Council begins after 1 August, the term will end on 31 July less than three years after that date.
- 1.3 The members to be appointed to Council for 3 years or as long as their appointment to Academic Board continues, whichever is the shorter.
- 1.4 Members may stand for further election at the end of their period of Council Membership if they are still members of Academic Board.

2. Nomination

- 2.1 Any member of the elected staff membership of the Academic Board may be nominated for election to Council.
- 2.2 Members will be elected from the following categories provided that nominations are received from each: (i) senior academic staff; (ii) junior academic staff (iii) professional staff.
- 2.3 Members may self-nominate or be nominated by another member of the Academic Board. Non-elected Academic Board members cannot stand for election to Council, but they can nominate an elected member and they can vote.
- 2.4 Nominees will provide a statement of up to 150 words which will be included in the ballot information.
- 2.5 A period of not less than one week will be given for nominations.

3. Voting

- 3.1 All members of Academic Board will be eligible to vote for the elected staff members of Council.
- 3.2 The election shall be conducted by electronic ballot as three separate elections, one for each category, providing that sufficient nominations are received to run all three categories. Each Academic Board member shall have three votes, one in each election. In the event that no nominations are received for any category, the highest polling nominee from those put forward for the other categories shall take the position.
- 3.3 A period of not less than one week will be given for members to cast their votes.
- 3.4 The winner will be the candidate in each category that receives the highest number of votes, subject to the arrangements set out in 3.2 above.
- 3.5 In the event of a tie, the winner will be selected by coin toss in the presence of an independent witness. The tied candidates will be invited to attend the coin toss.

Academic Board Business Plan

Strategic discussion

A strategic discussion on Education will be held at the first strategic discussion meeting (December) and on Research at the second strategic discussion meeting (March) each year.

Strategies

The Board will continue to monitor the implementation of the following strategies:

- Strategy 2026 (through reports from CEC)
- International Strategy
- Widening Participation Strategy
- Student Mental Health & Wellbeing Strategy & Action Plan (through reports from CEC)

And receive reports as appropriate from its standing committees¹ including on:

- Assessment and Feedback Review 2023/2024 (through reports from CEC)
- Lifelong Learning Entitlement (through reports from CEC)
- Education Governance Review 2023/2024 (through reports from CEC)
- Online professional education
- Student Success Transformation Programme
- Professional Statutory and Regulatory Body (PSRB) Updates
- Teaching Excellence Framework (TEF) related matters
- Research Excellence Framework (REF)

The following policies are being reviewed in 23/24 and are due to come to Academic Board for approval:

- International Athlete Policy
- Multiple Choice Question Policy
- Support for Students in the Armed Forces Policy
- Postgraduate Code of Practice for Research Governance and Dissertation Framework
- Intercollegiate Policy
- Policy on Closing or Suspending a Programme
- Sunset Clause for New Taught Programmes Policy
- Non-academic misconduct and mitigating circumstances
- Complaints Policy

The Board will receive reports on the following business during the year, with a view to enabling the Board to reassure itself and the Council that the King's mission and strategies are being implemented:

- Ongoing Conditions for OfS
- National Student Survey Results
- Postgraduate Taught Experience Results
- Admissions
- Student number planning
- King's degree awards

Periodic updates from the Equality, Diversity & Inclusion Team.

The Board will continue to receive its regular reports from the President & Principal, KCLSU, Council and the College Dean, and the regular reports from its committees.

¹CEC and ASSC keep track of policies for review and will update the Academic Board throughout the year.

Academic Board Annual Agenda Plan

Italicised items are those that are expected to return every year, usually in the same time frame.

Date	Item	Action	Responsible	Next Steps
1 Nov 2023	Student Success Transformation Programme	Strategic discussion	VP Education	
	<i>OfS Conditions of Registration</i>	Approve recommendation	CEC	Council approval
	<i>Regular items approved by CEC</i>	<i>Approve & Note</i>	<i>CEC</i>	<i>Update as necessary</i>
	REF Process Update	Note	CRC	
	Concordat Action Plan – Progress Update to UUK	Approve	CRC	Council Approval
13 Dec 2023 (Strategic focus)	Freedom of Speech – Defence of Value Based Neutrality	Strategic discussion	VP (IES)	
	EDI Update on current activity and plans	Discuss	EDI	
	King’s Online Managed Programmes Academic Calendar	Approve	CEC	
	King’s Education Awards	Note	CEC	
	Lifelong Learning Entitlement	Note	CEC	
	Review of UK Transnational Education Case Study	Note	CEC	
	Academic Skills Update	Note	CEC	
	Professional, Statutory and Regulatory Body	Note	CEC	
	Periodic Programme Review Reports	Note	CEC	
	Proposal for New Equity Participation Policy	Approve	CRC	
	Policy on the Ethical Conduct of Research Involving Human Participants	Approve	CRC	Publish
	Research Capability Fund	Note	CRC	
	Establishment of King’s Doctoral College	Note	CRC	
	Financial Sustainability of Research	Note	CRC	
Multidisciplinary Institutes Call	Note	CRC		
6 March 2024	Research Strategy Update	Strategic discussion	VP (R&I)	
	Chief External Examiner overview report	Approve	CEC - ASSC	Update as necessary
	Annual Report of Examinations & Assessment	Note	CEC - ASSC	
	Magna Charta Universatum Application	Approve	VC	Council approval
	Freedom of Expression Standing Advisory Group report to Academic Board	Note	VP (Academic)	
17 April 2024	Committee reports	Approve/note		
26 June 2024	Strategic Focus TBD	Strategic discussion		
	<i>Assessment Boards UG and PGT Awards Data</i>	<i>Note</i>	<i>CEC - ASSC</i>	
	<i>Student Terms & Conditions 2024-25</i>	<i>Approve</i>	<i>ED (S&E)</i>	<i>Publish</i>

	<i>Academic Regulations 2024-25</i>	<i>Approve</i>	<i>CEC - ASSC</i>	<i>Link on web</i>
	<i>Degree Outcome Statement update 2024-25</i>	<i>Approve</i>	<i>CEC - ASSC</i>	
	<i>External King's validation regs: RADA and ICCA</i>	<i>Approve</i>	<i>CEC</i>	
	<i>External Examiners Report (PGT)</i>	<i>Approve</i>	<i>CEC - ASSC</i>	<i>Update as necessary</i>
	<i>EDI update</i>	<i>Discuss</i>	<i>EDI</i>	
	<i>King's Digital 2025-6 academic calendar</i>	<i>Approve</i>	<i>CEC</i>	

Academic Board

Meeting date 17 April 2024

Paper reference AB-24-04-17-07.2

Status Final

Access Members and senior executives

Report of the College Education Committee

Contents	Meeting at which considered	Main or Consent agenda	Academic Board action	Reserved item?
1. Update Student Support Policies: Student Athlete Support Policy and Support for Students in the UK Armed Forces Policy	20 March 2024	Consent	Approve	No
2. Education for Sustainability	20 March 2024	Consent	Note	No
3. Taught Assessment for Students @King's (TASK): New programme design principles and pedagogy/assessment development approach	20 March 2024	Consent	Note	No
4. Royal Academy of Dramatic Art (RADA) – Credit Structure	20 March 2024	Consent	Note	No
5. Student Mental Health and Wellbeing Strategy: University Mental Health Charter Award Outcome Update	20 March 2024	Consent	Note	No
6. Suicide Safer University Strategy	20 March 2024	Consent	Note	No
7. Inclusive Education	20 March 2024	Consent	Note	No
8. Update to Postgraduate Taught Experience Survey (PTES) campaign: start date and population eligibility	20 March 2024	Consent	Note	No
9. Library and Collections Policy	20 March 2024	Consent	Note	No
10. Community Charter update	20 March 2024	Consent	Note	No
11. Periodic Programme Review reports	20 March 2024	Consent	Note	No
12. Reports of Committees	20 March 2024	Consent	Note	No

For approval

1. Update Student Support Policies: Student Athlete Support Policy and Support for Students in the UK Armed Forces Policy (Consent agenda)

Motion: That Academic Board approve the revisions to the two existing policies (see annex 1). Due to the substantial changes to the policies these have been completely rewritten.

Background: Academic Regulations, Quality and Standards team have revised the Student Athlete Support Policy and Support for Students in the UK Armed Forces policy in consultation with relevant stakeholders (including King's Sport & Wellness, Department of War Studies and Department of Defence Studies), as the policies have not been reviewed in some time. The revised policies have been expanded in order to clarify and outline all of the reasonable adjustments these two groups of students may be eligible for. In practice, many of these supportive measures are already in place in faculties but these are not currently clarified in policy.

The College Education Committee approved the revisions.

For note

2. Education for Sustainability (Consent agenda)

The Committee received an outline of the three-year strategic transformational programmes that the King's Climate and Sustainability team were working on, noting:

- The aim is to integrate climate and sustainability into all undergraduate curriculum by 2026 within a tiered model which will characterise and clarify the different learning and engagement opportunities for King's students in relation to sustainability.
- The implementation plan is in three phases. The first phase will build staff capacity and monitor our current position. The Education and Sustainability toolkit is being drafted, along with CPD training and AI curriculum mapping. The second phase looks to develop staff and student engagement by developing communities of practice, funding of projects and scaling up Living Labs projects. The third phase will see additional training and education opportunities developed.
- The team will be working with King's Academy to identify key intervention points, link with other strategic priorities and avoid overloading curricula and staff. This links with the proposal for new programme design principles proposed by Kings Academy (see item 3 for further information).
- Keyword tags relating to key themes, monitoring of pedagogical approaches and exit surveys could be useful in monitoring progress. The team are engaging with other universities to develop an approach suitable for Kings.

3. Taught Assessment for Students @King's (TASK): New programme design principles and pedagogy/assessment development approach (Consent agenda)

The Committee received a proposal from King's Academy for new programme design principles and an offer of a new workshop for new programmes being developed that would incorporate aspects such as employability, international, climate and sustainability, etc., into the development of new programmes. In discussion it was noted:

- With the exception of online programmes, the College lacks a consistent approach in the design of programmes, modules and assessments. King's Academy propose to strengthen the pedagogic and assessment design support that teams who are developing new programmes will access as part of this process.
- A Faculty Liaison Consultant from King's Academy will work with Programme teams in the first

stages of programme identification and development, working to understand a clear rationale and unique selling points.

- A 'Programme Design thinking workshop', or series of workshops, will assist Programme teams in engaging with a set of agreed principles and signposts to ongoing support and resources (including KASE and Curriculum Design Toolkit).
- King's strategic priorities will be integrated into workshops to create a holistic approach to programme design.
- The methodology is flexible and can be adapted to programme refresh and periodic/voluntary reviews.

The Committee approved the overarching principles and the recommendation that all new programmes developed engage with King's Academy, availing themselves of (minimally) consultation with their King's Academy Faculty Liaison Consultant and at least one developmental workshop.

4. Royal Academy of Dramatic Art (RADA) – Credit Structure (Consent agenda)

The Committee received a request from RADA for approval for a credit structure that falls outside of the approved structure that King's deploys (multiples of 15 credits). RADA's structure would apply to the Foundation Degree and BA Technical Theatre and Stage Management, BA Acting and MA Stage Management programmes. In deliberation the following was noted:

- That the consistency and continuity of King's single credit structure is important to maintain, particularly within the context of our governance review, and variation brings efficiency challenges. Low credit also brings the risk of overassessment.
- PDASC recognised that RADA students were very unlikely to take other King's modules and this would be an isolated area of activity.

The Committee approved the proposal, but with the proviso that discussions to bring RADA modules in line with King's structure are had with the Faculty of Arts and Humanities as soon as possible.

5. Student Mental Health and Wellbeing Strategy: University Mental Health Charter Award Outcome Update (Consent agenda)

The Committee received an update following the successful application to the Student Minds University Mental Health Charter Award, noting that the University had achieved an "award" outcome. It was noted that:

- The College was one of only ten universities to receive the award.
- There were a series of recommendations made in the report which the Student Mental Health and Wellbeing Steering Committee will lead on.
- The Award is valid for five years from ratification and King's will re-apply in 2029 with the aim of achieving a higher award classification of either 'Award with Merit' or 'Award with Distinction'.
- There was an enormous amount of work involved in the submission, and the Committee extended their thanks to colleagues involved.

6. Suicide Safer University Strategy (Consent agenda)

The Committee received a proposed University Suicide Safer Strategy, which is to be used as a benchmark to put actions against, and to understand the risk and particular vulnerabilities of certain groups. The Safeguarding Oversight Group and Safeguarding Steering Committee had previously reviewed and approved the strategy.

The Committee approved the strategy.

7. Inclusive Education (Consent agenda)

The Committee received a verbal update on the work King's Academy have been doing around inclusive education, which is building a new momentum with new leadership. The following was highlighted:

- King's Academy will chair a meeting to bring together those involved in Inclusive Education to agree responsibilities, and how teams work with each other in this space. The Academy will also manage the two Communities of Practice (Inclusive Curriculum & Teaching and Inclusive Assessment).
- The Academy has oversight of Race Equity and Inclusive Education Fund (REIEF) funded projects which will allow for impact case studies to demonstrate what we are doing in this area.
- It was noted that the education for mental health could be integrated into this space.

8. Update to Postgraduate Taught Experience Survey (PTES) Campaign: start date and population eligibility (Consent agenda)

The Committee received an update on the PTES campaign, noting that the start date is 8 April, and the survey will be open until 13 June. Only those students who are in their final year of study at master's level will be eligible to participate in the survey.

9. Library and Collections Policy (Consent agenda)

The Committee received and approved minor updates to the existing Library and Collections Policy. A copy of the amendments is available from the Secretariat upon request.

10. Community Charter update (Consent agenda)

The Committee received an update on the review of the Community Charter, along with timeframes for approval of the revised version. The aim is to get final version to the University Executive for approval at its June 2024 meeting.

11. Periodic Programme Review reports (Consent agenda)

The Committee received the following periodic programme review reports from reviews held in 2023/2024:

- MSc in Banking and Finance/MSc in Finance (Asset Pricing)
- Royal Academy of Dramatic Art (RADA) programmes.

MSc in Banking and Finance/MSc in Finance (Asset Pricing) was re-approved for a further six years. Programmes in RADA were re-approved for a further five years – at which time a review of their Memorandum of Agreement will be undertaken and will include a periodic programme review.

12. Reports of Committees (Consent agenda)

The Committee received written reports from the recent meetings of the Education Executive, Programme Development and Approval Sub-Committee (PDASC), and Academic Standards Sub-Committee. The report from the Academic Standards Sub-Committee included a recommendation to archive the current Multiple Choice Question (MCQ) policy noting that a number of issues had been noted with the document including that it was a mixture of policy, regulation, good practice and guidance. It was also not clear what the purpose of the document was, and it had unclear language. College Education Committee approved this recommendation.

Updated Student Support Policies: Student Athlete Support Policy and Support for Students in the UK Armed Forces Policy

1. Introduction and Background

1.1 As part of its ongoing review of the regulatory environment at King's, Academic Regulations, Quality and Standards (ARQS) have revised the following policies in consultation with relevant stakeholders:

- Student Athlete Support Policy (currently known as the [International Athlete Support Policy](#), last updated in 2016)
- Support for Students in the UK Armed Forces Policy (currently known as [the College statement on support for students who are members of the UK Armed Forces](#), last updated in 2014)

1.2 It is recognised that these two groups of students may need reasonable adjustments to help them meet the requirements of both their external commitments and their programme of study. Both policies were originally written by the then Chair of College Academic Standards Committee (now Academic Standards Sub-Committee) as it was felt that there was a need to clarify and outline these supportive measures. The original policies were written with a focus on mitigating circumstances, but the revised policies have now been expanded to include additional content (detailed below in this document).

1.3 The Student Athlete Support Policy has been revised in close collaboration with King's Sports & Wellness, who have oversight of student athletes at the University. Data received from King's Sports shows that in the 2023/24 academic year, there are 53 registered student athletes, and in 2022/23, there were 71 student athletes studying across all faculties and across all levels, including PGR.

1.4 The number of students who are in the UK Armed Forces is not recorded centrally in the same way; however, mitigating circumstances data shows that there were 120 and 175 submissions in 2022/23 and 2021/22 respectively that cited armed forces deployment/active duty as the relevant circumstance.¹ It is expected that a large proportion of these students are in Social Sciences and Public Policy (SSPP) and, as such, key stakeholders in academic and professional services roles within SSPP were asked to contribute to this policy.

1.5 It is recognised that these are two different student bodies; however, the two revised policies are similar in content because the University supports these students in the same way, i.e. neither group should be disadvantaged as a result of their external commitments. As such, the two policies are being presented to Academic Board together for approval.

1.6 Whilst the principles of the two policies are similar it is felt that it is important to keep them as separate documents, rather than attempt to combine them, for the following reasons:

- For student visibility and accessibility, it is easier for the affected students to locate the document relevant to them;
- King's is a [Talented Athlete Scholarship Scheme \(TASS\) Dual Career accredited university](#), which means that many student athletes are registered on this scheme. The Student Athlete

¹ It is not possible to determine the breakdown of home/international students via the available PowerBI dashboard data

Support policy supports this accreditation and it is seen as an important document by King's Sports;

- King's signed [the Armed Forces Covenant](#) in 2020, which pledges ongoing support to the Armed Forces community. The Support for Students in the UK Armed Forces policy supports this pledge and signals the University's commitment to supporting this student body.

2. Policy development and stakeholder consultation

2.1 As both policies are owned by SED, ARQS have led on this policy review. As mentioned, colleagues in King's Sports & Wellness and SSPP have been consulted and have confirmed the changes made. The following stakeholders were also asked to comment on and review the revised policies:

- Faculty Undergraduate and Postgraduate Assessment Board Chairs
- Faculty Vice Deans of Education
- Faculty Associate Directors of Education
- The Centre for International Education and Languages (CIEL)
- The Centre for Doctoral Studies (CDS)
- King's Digital
- KCLSU Advice
- Exams, Assessment and Timetabling (SED)
- Visa & International Student Advice (SED)
- Student athletes, via King's Sports & Wellness

2.2 Similar policies and declarations from other universities were also reviewed as part of the policy review.

3. Scope

3.1 As part of the stakeholder consultation process, the question was raised as to why King's does not have comparable policies for students who might be in similar circumstances (such as students who are touring musicians, or students involved in other types of competitions outside of sports). The Student Athlete policy now states that students who participate in events/competitions outside of the policy's scope should seek guidance from their department on a case-by-case basis, and that they may be able to use the mitigating circumstances process to help them balance their commitments.

3.2 Similarly, the Armed Forces policy notes that students who are members of international military services outside of the UK should seek support and guidance from their department and may use the mitigating circumstances process. This also applies to students who are part of the wider armed forces community, for example to students with family serving.

4. Key policy additions

4.1 The two policies have been expanded and rewritten in order to set out the types of reasonable adjustments that these students may be eligible for. A summary of the new policy content is outlined below. In practice, many of these supportive measures are already used or considered by faculties but are not currently clarified in policy.

4.2 In both policies, it is made clear that the reasonable adjustments outlined are not guaranteed and will only be permitted at the discretion of the ASB Chair. It is recognised that not all adjustments will be appropriate for all students and will depend on their programme of study. The policy outlines the adjustments that affected students may be eligible for and allows for local discretion as to what is appropriate for an individual student.

4.3 Here, the term 'student' means a student athlete or a student in the UK Armed Forces.

4.4 Responsibilities

- Students are responsible for informing their department of their external commitments and any planned absences, and are responsible for catching up on any sessions missed.
- Faculties are responsible for giving students an opportunity to discuss their specific circumstances and how this might impact their studies, which would normally be at the start of each academic year and revisited as required. This would normally be with their personal tutor and/or an alternative staff member, such as an Assessment Sub-Board (ASB) Chair/programme lead.

4.5 Adjustments to Programme of Study

- At the discretion of the ASB Chair (or their nominee), students may be able to change modules and/or seminar groups to help them balance their commitments.
- In exceptional circumstances and at the discretion of the ASB Chair, a student may be able to transfer from full-time to part-time status and/or split their modules unevenly between semesters/academic years, where these changes are permitted in the student's programme specification. Where this is not permitted in the programme specification, faculties may be able to request an exemption in order to allow greater flexibility for the student. Faculties should seek advice from ARQS on this matter.
- Where there are acceptable reasons, Assessment Boards can extend a student's maximum period of registration by two years without the need for an exemption (as long as this does not exceed the overall maximum of 10 years). This practice has been in place at King's for some time and is not a policy change.
- Students may initiate a request to interrupt their studies, in line with the Interruption of Study policy.
- Before adjustments are made to a student's programme of study, faculties are responsible for making any implications clear to students. For example, adjustments may impact their progression requirements, expected date of graduation, PSRB requirements, and fee liability.

4.6 Assessment

- Both groups of students must comply with the University's mitigating circumstances process. Flexible deadlines may be agreed on an individual basis between the student, their programme lead and ASB Chair (or nominees), but a formal request must still be made using the mitigating circumstances process.
- On a case-by-case basis and at the discretion of the ASB Chair, unseen written examinations may be replaced by an alternative assessment if it is not appropriate for a student to defer an examination to the next assessment period.
- If necessary, on a case-by-case ASB Chairs will be asked to consider requests for student athletes to sit written examinations in situ at competition events/training camps.

4.7 Both policies now also outline specific information for PGR students, for example students must engage with their supervisory team on the scheduling of their viva examination alongside their external commitments. PGR students who experience a delay with their thesis progression and submission may apply for an exemption to the regulations to extend their submission deadline, in line with the academic regulations.

4.8 Both policies now contain an appendix of links and resources, focusing on student support services and other relevant policies.

5. Next steps

5.1 Once these two policies have been approved through the governance structure, ARQS will devise and implement a communications plan to explain and promote these policies to staff. ARQS will also develop some simple content to be incorporated into Student Services Online, as it is recognised this may be the first place affected students search in order to find support.

Documents that follow within this paper:

Student Athlete Support Policy

Support for Students in the UK Armed Forces Policy

Student Athlete Support Policy

Policy Category:	Academic - Student
Subject:	Support for Student Athletes
Approving Authority:	Academic Board
Responsible Officer:	Vice-Principal (Education) and Executive Director, Student and Education Directorate
Responsible Office:	Student and Education Directorate
Related Procedures:	N/A
Related College Policies:	Academic Regulations Mitigating Circumstances Policy Interruption of Study Policy
Effective Date:	1 September 2024
Supersedes:	International Athlete Support Policy
Next Review:	September 2027

I. PURPOSE & SCOPE

King's College London recognises the achievement of student athletes who gain selection to represent their country and the positive contribution this can make to the University. The University is committed to ensuring that student athletes do not suffer disadvantages as a result of their time in competition and individuals may be eligible for reasonable adjustments to help them meet the requirements of both their programme of study and their athletic commitments.

This policy applies to students who are selected by their respective National Governing Body (NGB) to represent their nation in a major international competition in a sport recognised at Olympic, World, European (or equivalent) and Commonwealth level. This policy also applies to student athletes who are selected as part of the King's Sport & Wellness Programme and are eligible for [the Talented Athlete Scholarship Scheme \(TASS\) Dual Career Accreditation](#). In certain circumstances, students who are attending special training camps may be considered under this policy, but this must form part of the selection process for a major competition as stated above, or as part of their inclusion in a national squad.

II. DEFINITIONS

The term 'student athlete' is used in this policy to refer to students who meet the above criteria. In all cases, the Head of King's Sport & Wellness will make the final decision as to whether a student's sporting commitment qualifies for the considerations outlined in this policy.

III. POLICY

1. Introduction

- 1.1 This policy outlines how the University will support student athletes to achieve academically and athletically. It has been developed to enable student athletes to complete their studies whilst balancing competing at a high level in their sport.

- 1.2 All student athletes will be given a consideration of circumstance for any scenario not covered by this policy.
- 1.3 This policy does not apply to students who attend or participate in national/international events or competitions that fall outside of the scope and parameters of this policy. In this scenario, students are encouraged to seek guidance from their department. [The Mitigating Circumstances Policy and Procedure](#) may be used, however there is no guarantee that an extension or deferral will be approved.
- 1.4 The University recognises the unique demands experienced by student athletes and the possible challenges that may arise. In addition to this policy, student athletes who find themselves facing challenging circumstances are encouraged to use the variety of resources and services available to them (Appendix 1).

2. Responsibilities

Responsibilities of students

- 2.1 Students are responsible for informing their department and King's Sports & Wellness of any athletic commitments that may interfere with their studies, such as their training and competition schedules. This should happen at the earliest opportunity, which would normally be at the start of each academic year.
- 2.2 Student athletes are likely to be subject to training and competitions that may interfere with their studies and should inform their department in advance of any absences. Students are responsible for making their own arrangements to catch up on material covered in any sessions missed. If a student is required to have a prolonged absence, an interruption of study may be appropriate and this should be discussed at the earliest opportunity (see Section 5).
- 2.3 Student athletes studying on a student visa should be mindful of the conditions of their visa and immigration rules relating to employment. Student athletes studying on a student visa should speak with [the Visa and International Student Advice team](#) to ensure compliance with the conditions of their visa.

Postgraduate Research Students

- 2.4 Postgraduate Research student athletes are expected to discuss and agree a plan of progression with their supervisor, which should balance their research progression alongside their athletic commitments. This should happen at the earliest opportunity, which would normally be at the start of each academic year.

Responsibilities of King's Sport & Wellness

- 2.5 King's Sport & Wellness will meet with student athletes to discuss their requirements and their expected schedule for the forthcoming year in relation to training and competitions. This should happen at the earliest opportunity, which would normally be at the start of each academic year.
- 2.6 King's Sport & Wellness will work in partnership with student athletes to ensure that there is transparency and understanding between the student and their academic department. This may include providing advice to the academic department on the flexibility that may be required throughout the year.

Responsibilities of faculties

- 2.7 Every student athlete should be given an opportunity to discuss their specific circumstances and how this might impact their studies with their personal tutor and/or an alternative staff member, such as their programme lead or Assessment Sub-Board (ASB) Chair. This should happen at the earliest opportunity, which would normally be at the start of each academic year and arrangements revisited as necessary and agreed throughout the year. Input from professional services should be sought where required.

3. Adjustments to Programme of Study

- 3.1 At the discretion of the ASB Chair (or nominee) and programme leader, a student may be permitted to change modules and/or seminar groups to help balance their academic and athletic commitments. This should be discussed at the earliest opportunity and input from departmental professional services colleagues may be required. Requests are not guaranteed to be accepted.
- 3.2 In exceptional circumstances and at the discretion of the ASB Chair (or nominee), a student athlete may be permitted to:
- a. transfer from full-time status to part-time status, where this is permitted in the student's programme specification.
 - b. split their modules unevenly between semesters and/or academic years, where this is permitted in the student's programme specification.

The ASB Chair (or nominee) should assess whether these adjustments are appropriate based on the student's personal and academic circumstances.

Where these above adjustments are not permitted in the student's programme specification, it may be possible to request an exemption in order to allow greater flexibility in the programme structure. Faculties should consult with [Academic Regulations, Quality and Standards \(ARQS\)](#) for advice on exemption requests or to discuss other possible accommodations. There is no guarantee that an exemption request will be approved.

- 3.3 Faculties should ensure that any implications of adjustments made to mode of attendance, timetabling, module distribution and/or periods of absence are made clear to the student athlete before adjustments are made. This would normally include a consideration of the following:
- the student's ability to meet the minimum progression requirements of their programme and/or their expected date of award and graduation;
 - the student's ability to complete their award within the maximum period of registration for their programme;
 - for students on Professional, Statutory and Professional Bodies (PSRB) programmes, any mandatory requirements expected by the relevant external regulator;
 - students studying on a student visa must speak with [the Visa and International Student Advice team](#) to ensure compliance with the conditions of their visa;
 - any potential impact to the student's fees and/or funding, including any additional fees the student may be liable for.
- 3.4 If there are acceptable reasons, Assessment Boards can extend the maximum period of

registration permitted under a student's programme specification by up to two years (as long as the maximum period does not exceed the University's overall maximum of ten years) without the need for an exemption. Further information can be found [here](#) and in the Academic Regulations.

Postgraduate Research Students

- 3.5 At the discretion of the Associate Dean for Doctoral Studies (or their nominee), the student's supervisor and their funder, a Postgraduate Research Student Athlete may be permitted to transfer from full-time to part-time status. The same group of decision makers may also decide to approve the progression timeline for research students to facilitate balancing their academic and sporting commitments. Advice on this should be sought from the [Centre for Doctoral Studies](#).

4. Assessment

- 4.1 Student athletes unable to sit an examination or meet an assignment deadline due to a sporting commitment are expected to comply with the University's [Mitigating Circumstances](#) process.
- 4.2 Flexible deadlines for assessments may be agreed on an individual basis between student athletes and their programme lead and ASB Chair (or nominee). Following an informal conversation between the student athlete, their programme lead and the ASB Chair, the student should make a formal request using the [Mitigating Circumstances process](#) based on the deadlines discussed and agreed. King's Sports & Wellness may advise if required.
- 4.3 All Mitigating Circumstances requests should be accompanied by third-party evidence of the student's sporting commitment (such as documentary evidence which confirms the student's participation in an international training camp or world-standard competition).
- 4.4 ASB Chairs (or their nominee) will be asked to consider cases where a student athlete is prevented from submitting a Mitigating Circumstances request in advance of an examination or assessment deadline as a result of a sports commitment undertaken at short notice. The student should inform their department as soon as possible of their circumstances and should submit a Mitigating Circumstances request with supporting evidence (including evidence of why they were unable to submit the Mitigating Circumstances request in advance of the examination or assessment deadline) as soon as possible.
- 4.5 If a student athlete is unable to attend a scheduled examination, they may request to defer the exam to the next assessment period via the [Mitigating Circumstances process](#). Faculties should ensure that student athletes are aware of the potential implications of deferring to the next assessment period (such as how this affects progression or date of award, or any PSRB implications). There is no guarantee that a request to defer an assessment will be approved.
- 4.6 On a case-by-case basis and at the discretion of the ASB Chair (or their nominee), internal unseen written examinations may be replaced by an alternative assessment if it is not appropriate for the student to defer the examination to the next assessment period.
- 4.7 If necessary, ASB Chairs (or their nominee) will be asked to consider requests concerning the need for student athletes to sit written examinations in situ at competition

events/training camps. Such requests should be considered on a case-by-case basis and advice should be sought from the Examinations team, King's Sport & Wellness and relevant programme team colleagues.

Postgraduate Research Students

- 4.8 Research student athletes must engage with their supervisory team on the scheduling of their viva examination to accommodate examiner availability alongside their sporting activities. Research student athletes who experience delay with their thesis progression and submission may apply for an exemption to the regulations to extend their submission deadline (see academic regulations 6.9). Advice should be sought from the [Centre for Doctoral Studies](#) and should be discussed at the earliest opportunity.

5. Interruption of Study

- 5.1 It is recognised that students may need to take a break from their studies as a result of their athletic commitments. An interruption of study is for a sustained period and the request is normally initiated by students on a voluntary basis. Faculties have the discretion to determine if an interruption of study is appropriate for a student based on their personal and academic circumstances. Any request should be considered in line with the University's [Interruption of Study policy and procedure](#).

Appendix 1: Links and Resources

Links

[Academic Regulations](#)

[King's Sport & Wellness](#)

[\(internal staff access only\) Exemptions from Academic Regulations](#)

[Academic Regulations, Quality and Standards](#)

[Centre for Doctoral Studies](#)

Associated Policies and Procedures

[Mitigating Circumstances Policy](#)

[Interruption of Study Policy](#)

Student Support: Information and Resources

[Student Services Online](#)

[Assessment – Mitigating Circumstances, Examinations](#)

[Health and Wellbeing](#)

[Disability Support](#)

[Fees, funding and money advice](#)

[Visa and International Student Advice](#)

[Money & Housing Advice](#)

[Personal Tutoring](#)

[KCLSU Advice](#)

Support for Students in the UK Armed Forces Policy

Policy Category:	Academic - Student
Subject:	Support for Students in the UK Armed Forces
Approving Authority:	Academic Board
Responsible Officer:	Vice-Principal (Education) and Executive Director, Student and Education Directorate
Responsible Office:	Student and Education Directorate
Related Procedures:	N/A
Related College Policies:	Academic Regulations Mitigating Circumstances Policy Interruption of Study Policy
Effective Date:	1 September 2024
Supersedes:	College statement on support for students who are members of the UK Armed Forces
Next Review:	September 2027

I. PURPOSE AND SCOPE

King's College London recognises the vital contribution that the Armed Forces of the United Kingdom make to the defence of the realm. The University signed [the Armed Forces Covenant](#) in 2020 to pledge ongoing support to the Armed Forces community.

The University is committed to ensuring that students who are members of the UK Armed Forces are not disadvantaged as a result of their military service. These students may be eligible for reasonable adjustments to help them meet the requirements of both their programme of study and their military commitments.

This policy applies to students who are members of the UK Armed Forces, whether Regular, Regular Reserves or Reserves. The University recognises that some students may be members of international military services outside of the UK. These students may use the [Mitigating Circumstances Policy](#) and should seek guidance from their department.

II. POLICY

1. Introduction

- 1.1 The University recognises the unique demands experienced by students in the UK Armed Forces and the possible challenges that may arise. This policy outlines how the University will support students in the UK Armed Forces to achieve academically whilst balancing their military commitments.

2. Responsibilities

Responsibilities of students

- 2.1 Students are responsible for informing their department of any military commitments that may interfere with their studies, such as an exercise or a deployment. This should happen at the earliest opportunity where possible, which would normally be at the start of each academic year.
- 2.2 Students should inform their department in advance of any planned absences as a result of their military commitments. Students are responsible for making their own arrangements to catch up on material covered in any sessions missed. If a student is required to have a prolonged absence, an interruption of study may be appropriate and this should be discussed at the earliest opportunity (see Section 5).

Postgraduate Research Students

- 2.3 Postgraduate Research Students are expected to discuss and agree a plan of progression with their supervisor, which should balance their research progression alongside their military commitments. This should happen at the earliest opportunity, which would normally be at the start of each academic year.

Responsibilities of faculties

- 2.4 Every student should be given an opportunity to discuss their specific circumstances and how this might impact their studies with their personal tutor and/or an alternative staff member, such as their programme lead or Assessment Sub-Board (ASB) Chair. This should happen at the earliest opportunity, which would normally be at the start of each academic year and arrangements revisited as necessary and agreed throughout the year. Input from professional services should be sought where required.

3. Adjustments to Programme of Study

- 3.1 At the discretion of the ASB Chair (or nominee) and programme leader, a student may be permitted to change modules and/or seminar groups to help balance their academic and military commitments. This should be discussed at the earliest opportunity and input from departmental professional services colleagues may be required. Requests are not guaranteed to be accepted.
- 3.2 In exceptional circumstances and at the discretion of the ASB Chair (or nominee), a student in the UK Armed Forces may be permitted to:
 - a. transfer from full-time status to part-time status, where this is permitted in the student's programme specification;
 - b. split their modules unevenly between semesters and/or academic years, where this is permitted in the student's programme specification.

The ASB Chair (or nominee) should assess whether these adjustments are appropriate based on the student's personal and academic circumstances.

Where these above adjustments are not permitted in the student's programme specification, it may be possible to request an exemption in order to allow greater flexibility in the programme structure. Faculties should consult with [Academic Regulations, Quality and Standards \(ARQS\)](#) for advice on exemption requests or to discuss other possible accommodations. There is no guarantee that an exemption request will be

approved.

3.3 Faculties should ensure that any implications of adjustments made to mode of attendance, timetabling, module distribution and/or periods of absence are made clear to the student before adjustments are made. This would normally include a consideration of the following:

- The student's ability to meet the minimum progression requirements of their programme and/or their expected date of award and graduation;
- The student's ability to complete their award within the maximum period of registration for their programme;
- For students on Professional, Statutory and Professional Bodies (PSRB) programmes, any mandatory requirements expected by the relevant external regulator;
- Any potential impact to the student's fees and funding, including any additional fees that the student may be liable for.

3.4 If there are acceptable reasons, Assessment Boards can extend the maximum period of registration permitted under a student's programme specification by up to 2 years (as long as the maximum period does not exceed the University's overall maximum of 10 years) without the need for an exemption. Further information can be found [here](#) and in the Academic Regulations.

Postgraduate Research Students

3.5 At the discretion of the Associate Dean for Doctoral Studies (or their nominee), the student's supervisor and their funder, a Postgraduate Research Student may be permitted to transfer from full-time to part-time status. The same group of decision makers may also decide to approve the progression timeline for research students to facilitate balancing their academic and military commitments. Advice on this should be sought from the [Centre for Doctoral Studies](#).

4. Assessment

4.1 Students unable to sit an examination or meet an assignment deadline due to a military commitment are expected to comply with the University's [Mitigating Circumstances](#) process.

4.2 Flexible deadlines for assessments may be agreed on an individual basis between the student and their programme lead and ASB Chair (or nominee). Following an informal conversation between the student, their programme lead and the ASB Chair, the student should make a formal request using the [Mitigating Circumstances process](#) based on the deadlines discussed and agreed.

4.3 All Mitigating Circumstances requests should be accompanied by third-party evidence of the student's military commitment (such as documentary evidence which confirms the student's participation).

4.4 ASB Chairs (or their nominee) will be asked to consider cases where a student is prevented from submitting a Mitigating Circumstances request in advance of an examination or assessment deadline as a result of a military commitment undertaken at short notice. The student should inform their department as soon as possible of their

circumstances and should submit a Mitigating Circumstances request with supporting evidence (including any evidence of why they were unable to submit the request in advance of the examination or assessment deadline) as soon as possible.

- 4.5 If a student is unable to attend a scheduled assessment due to their military commitments, they may request to defer the assessment to the next assessment period via the Mitigating Circumstances process. Faculties should ensure that students are aware of the potential implications of deferring to the next assessment period (such as how this affects progression or date of award, or any PSRB implications). There is no guarantee that a request to defer an assessment will be approved.
- 4.6 On a case-by-case basis and at the discretion of the ASB Chair (or their nominee), internal unseen written examinations may be replaced by an alternative assessment if it is not appropriate for the student to defer the examination to the next assessment period.

Postgraduate Research Students

- 4.7 Research students must engage with their supervisory team on the scheduling of their viva examination to accommodate examiner availability alongside their military commitments. Research students who experience delay with their thesis progression and submission may apply for an exemption to the regulations to extend their submission deadline (see academic regulations 6.9). Advice should be sought from the [Centre for Doctoral Studies](#) and should be discussed at the earliest opportunity.

5. Interruption of Study

- 5.1 It is recognised that students may need to take a break from their studies as a result of their military commitments. An interruption of study is for a sustained period and the request is normally initiated by students on a voluntary basis. Faculties have the discretion to determine if an interruption of study is appropriate for a student based on their personal and academic circumstances. Any request should be considered in line with the University's [Interruption of Study policy and procedure](#).

6. Support

- 6.1 In addition to this policy, there are a variety of university services and resources available to students in the UK Armed Forces who may find themselves facing challenging circumstances (Appendix 1).
- 6.2 The University recognises that members of the wider armed forces community, such as students with family serving or students who are former members of the military, may be impacted by circumstances related to military service. These students should speak to their department for support and guidance and are encouraged to use the University services available to them (Appendix 1).

Appendix 1: Links and Resources

Associated Policies and Procedures

[Academic Regulations](#)

[Mitigating Circumstances Policy](#)

[Interruption of Study Policy](#)

(Internal only) [Exemptions from the Regulations](#)

Contact Details

[Academic Regulations, Quality and Standards](#)
[Centre for Doctoral Studies](#)

Academic Support for Students

[King's Academic Skills for Learning](#)
[Academic Skills Tutors](#)
[Academic, Digital & Employability Skills](#)

Support Services for Students

[KCLSU Advice](#)
[Student Services Online](#)
[Student Services Online - Assessment](#)
[Health & Wellbeing Support and Advice](#)
[Disability Support](#)
[Fees, Funding & Money Advice](#)
[Visa & International Students Support](#)
[Money & Housing Advice](#)
[Personal Tutoring](#)

Academic Board

Meeting date 17 April 2024

Paper reference AB-24-04-17-07.3

Status Final

Report of the College Research Committee

Contents	Meeting at which considered	Main or Consent agenda	Academic Board action	Reserved item?
1. Research Integrity: Generative AI in Research	13 March	Consent	Note	No
2. Preparation for REF 2029	13 March	Consent	Note	No
3. Cost Recovery on UKRI Grants and Proposal to Amend Existing DA Policy	13 March	Consent	Note	No

For note

1. Research Integrity: Generative AI in Research

The Committee were presented with a paper titled 'Responsible Use of Generative AI in Research'. The paper presents early stage guidance, and proposes how the College might build upon this, drawing on the capabilities of the Institute for AI and the Research Governance, Ethics and Integrity Office. The Committee were invited to discuss and advise on the approach.

The paper draws on guidance provided by publishers and information presented at events attended by the REIO team. The document, or information contained within it, will be uploaded to the REIO webpages imminently, though the team will begin working with the AI Institute in the near future to develop more substantive guidance for researchers.

The goal of the document is to provide practical advice on common integrity issues that may arise when using generative AI for research purposes. The team acknowledge that the document will likely become a living document, as it will need to be updated as the technology evolves in parallel with our outstanding of its capabilities. Four key points were highlighted by the REIO team:

- They are conscious that use of generative AI tools in research could drastically improve efficiency
- Prompt engineering - crafting effective inputs that can be entered into or submitted to generative AI tools - is a high-level skill. In order to maximise the potential of these new tools, researchers will likely require training that will instruct them on how to cultivate their existing skills
- Outputs from generative AI tools will require careful human-led validation processes, and it is likely that these will need to be agreed prior to researchers using the tools
- Accountability for research outputs will remain with the researcher or author

The committee asked four questions:

Will faculties be expected to develop local training before it is offered centrally?

The REIO will review all training that is currently offered to determine what further training needs to be developed for staff and students. At present, the team are aware of training courses focused on software use and image analysis but conscious that these are only available within certain institutes and centres.

Could a condensed version of the paper be created and shared with committee members so that it can be disseminated within the faculties?

The REIO team are developing an infographic that will summarise the information in the document, this will be circulated to committee members once completed.

Should we share information across faculties to develop best practice?

There should be an opportunity to draw together all guidance and training that has been developed across the College in May, an update will be provided at a subsequent meeting.

Should we consider what other UK institutions are doing in this space to inform our own approach?

It was noted that some UK institutions have opted to host a version of Chat GPT on their internal servers to ensure that information entered cannot be accessed by those outside of it. The College should consider whether it would benefit from doing the same, as this would allow more controlled use of the technology.

2. Preparation for REF 2029

The Committee were presented with a paper titled 'Planning for REF 2029: Update on Progress'. The paper provides an overview of the steps that have been taken to establish governance structures and a summary of immediate priorities for action. The committee were asked to note the information.

The Dean of Academic REF highlighted two areas she intends to focus on whilst in post:

Capturing Research Excellence

At present, the College does not have processes in place to capture research excellence consistently. Though we have recorded this information in the past for the purpose of REF reporting, we have not done so for our own benefit. Establishing frameworks to collate this information would enable us to do the following: support large-scale applications for philanthropic investment; help faculties to identify where strengths and weaknesses lie, allowing them to align these with research and impact strategies that they are developing; celebrate successes in this area.

Establishing Transparent Processes for REF Appointments

In order to build a strong research culture, the College needs to develop transparent processes that can be followed when appointing staff to REF leadership roles. It is also important that a mechanism is established to collate the resulting information for both REF reporting and funding bodies for whom this is now an expectation. Once developed the processes will need to be adopted by all faculties to ensure consistency.

The Committee raised five areas for discussion:

Role of Faculty Research Managers (FRMs)

The Vice-Deans (Research) emphasised the importance of involving the FRMs in REF processes, suggesting they should be engaged with the Planning Committee and analysis of HESA data. It was noted that 'the REF Club', an informal meeting group for all staff involved in REF delivery, had been reconvened and that FRMs had been engaged. The group will meet for the first time in April.

Process for Appointing Faculty Representatives for Main Panel

The Vice-Deans (Research) asked what process should be followed when appointing representatives. The Dean of Academic REF will draft a job description for both UoA Leads and faculty representatives and develop a process, these documents will be circulated to faculties once finalised.

Analysis of HESA Data

A new process for analysing HESA data will be implemented in June, members asked about the timeline and involvement of FRMs. A new process has been drafted with input from the FRMs. It will be presented for discussion at a meeting on 14 March and disseminated subject to their approval.

EDI

The Vice-Deans (Research) asked how EDI data could be correlated with data relating to salary, research outputs, and grant capture. The Dean of Academic REF is working with the Research Culture team to develop guidance for this activity, and noted that a formal mechanism may be established to enable the HR team to combine this data on behalf of the faculties.

Output Assessment

The paper suggests that this process should be formalised. The Dean of Academic REF is developing guidance on how faculties should approach regular output reviewing with input from others. The Vice-Deans (Research) are supportive of the proposal but concerned about the lack of administrative support available centrally, and worried that their staff will be overburdened as a result.

3. Cost Recovery on UKRI Grants and Proposal to Amend Existing DA Policy

The Committee were presented with a paper titled 'Under Recovery on UKRI Research and DA Time'. The paper highlights the discrepancy between the time that is costed on research grants and that reported in TRAC. It proposes increasing the minimum DA policy for UKRI and NIHR grants. The Committee were asked to discuss the proposal and agree whether the existing financial regulations around DA time should be amended.

At present, our researchers are spending more time on grants than they are requesting for. Though researchers are adhering to the College's guidance, it has transpired that we may not have been instructing them correctly. It has therefore been proposed that the minimum DA time on a grant should be increased from 10% to 15%.

The Committee made four key points:

- **The justification for the time percentage requested on any application is crucial.**
Applicants can be penalised for both under and overestimating the time they will spend on a grant; the key is the justification and this needs to be clearly communicated to researchers.
- **On grants where there are multiple co-applicants, it may be appropriate to request less than 15% DA time.**
The time percentage requested generally correlates with the number of staff that the PI expects to supervise on the grant.
- **There is a small group of senior individuals that are often included on large programme grants for strategic purposes. Given the number of grants that they are included on, increasing the minimum DA time to 15% would mean that they would soon exceed 1 FTE. Should this group disregard the new policy?**
It was acknowledged that there will be situations where it would not make sense to follow the policy. The Committee Chair noted that no researcher should exceed 1 FTE and asked the Director of Research Sustainability to look into this further.
- **The faculties should lead on dissemination of the proposed policy.**
Should a policy be published centrally, it will be viewed as top-down and may be met with some resistance. The Vice-Deans (Research) agreed that educating their staff on how to determine an appropriate amount of time to request and what should be included in the justification was key.

It was noted that applications requesting less than 15% DA time will be flagged for review not rejected, and that the proposal has been developed to help faculties identify applications that may require amendment rather than as a rigid policy for them to implement.

The Director of Research Sustainability will revise the proposal in light of discussion at the meeting and consider how the information can best be disseminated across the College.

Academic Board	
Meeting date	17 April 2024
Paper reference	AB-24-04-17-08.1
Status	Final

Report from the Dean

Action required

- For approval
- To recommend for approval
- For discussion
- To note

Paper Explanation for Members

Why is this paper being presented?	This paper provides an update on areas within the remit of The Dean's Office, including updates to the progress of this year's AKC programme, events within the Chaplaincy, and the activities of the Chapel Choir.
What are the key points/issues?	Dean's Office, AKCs, Chaplaincy, Chapel Choir
What is required from members?	Deans of Faculties are asked to encourage Heads of Department to promote the AKC among students and staff, and given the ongoing conflict in the Middle East, all Board members are asked to remind their colleagues and peers of the options for support available to both students and staff (including, but not limited to, the Chaplaincy)

Paper Submitted by:

Ellen Clark-King, Dean of King's College London, Dean's Office & Chaplaincy

Report from the Dean

1. Dean's Office

- a) It was a real pleasure to teach on the Global Leadership Course this year, and to spend time with such an excellent group of students from across the University.
- b) Working with our Organisational Development colleagues in welcoming new staff to King's continues to be a joy. The Welcome to King's events are also an excellent time for networking and building collegiality.
- c) The Dean's Office continues to support students who are impacted by the conflict in Israel and Gaza, and helps to hold open channels of communication between student societies and the University leadership.
- d) As Dean, I record a greeting for one major festival of each world religion each year. These and other statements can be viewed [on the Dean's Office webpages](#) (with older videos [here](#)).

2. AKC (Associate of King's College)

- a) Following the announcement of Professor Clare Carlisle's move to a full-time academic role in the Department of Philosophy from 1 August, the recruitment process is getting underway for a new AKC Director. Again, this will be shared with the Department of Theology & Religious Studies, this time looking for a Lecturer in Ethics & Values as the other side of the post. We are hoping to interview in June, with the successful candidate to start as soon as possible after 1 August (we will be looking both internally and externally).
- b) As a reminder, the topics for the lecture series in 2024/25 will be 'Why War? Living with Peace and Violence', coordinated by [Dr Taushif Kara](#), Lecturer in Modern Islam, in semester 1; and in semester 2 the theme will be Love and Relationships (exact title to be confirmed), coordinated by [Dr Ruth Sheldon](#), Lecturer in Religion and Social Science.
- c) As mentioned last time, we are on course to be able to transfer the AKC from a three-year programme to a two-year programme in the next academic year. We anticipate this will have a short-term impact on our total student numbers, but longer term we expect this to make the AKC more accessible across the King's community.
- d) And as always, all staff and students can catch up on AKC lectures via the [podcast](#), or by emailing akc@kcl.ac.uk for access to the lecture videos.

3. Chaplaincy

- a) Our regular programme of services and events has continued this term, engaging with both students and staff. We have also continued to provide pastoral support as needed, for individuals and for particular groups and communities at King's.
- b) As mentioned last time, many of the Wednesday lunchtime services in the Strand Chapel this term have marked different themes, including LGBTQ+ History Month with a visiting preacher, and Women's History Month with a variety of services including a meditation in words and music using the poetry of Mary Oliver.
- c) Looking ahead to the summer, our regular activities will continue, and there will also be a writing retreat for postgraduate students and post-docs led by the Chaplain to the Denmark Hill campus, the Revd Dr Jenny Morgans, as well as a pilgrimage to the Holy Island of Lindisfarne led by the Chaplain to the Guy's campus, the Revd Jim Craig (both of which are fully booked).

4. Chapel Choir

- a) This term has been a busy one, with the BBC Radio 3 Choral Evensong live broadcast in early March, as well as the usual pattern of services in the Strand Chapel. At the time of writing, we are looking forward to marking Holy Week (which for once occurs during term time, as Easter is early) with a service of Lutheran Vespers using music by JS Bach, including one of his most celebrated cantatas, *Weinen, Klagen, Sorgen, Zagen* (BWV 12).
- b) Next term is rather quieter, because of exams, but nonetheless the Choir will be taking part in memorial services for Professor Richard Phillips (at Southwark Cathedral on Monday 29 April at 2.30pm) and for Professor Arthur Burns (in the Strand Chapel at King's on Tuesday 28 May at 5.30pm), as well as in the annual service at St George's Roman Catholic Cathedral in Southwark to celebrate the lives of those who donated their bodies to medical science (on Friday 17 May at 11am).
- c) Plans for the summer include a major performance with the English Chamber Orchestra at [the Thaxted Festival on 7 July](#), which will include the world première of a new arrangement by Dr Joe Fort of a rarely-performed piece by Holst, and a tour to China in mid-July.

Ellen Clark-King
Dean of King's College London
26 March 2024

Academic Board	
Meeting date	17 April 2024
Paper reference	AB-24-04-17-08.2
Status	Final
Access	Members and senior executives
FOI Release	Restricted due to Data Protection Act requirements
FOI Exemption	s.40 personal information

Election of Associates of King's College London

Action required

- For approval
 For discussion
 To note

Motion: That the staff and students listed be elected as Associates of King's College London

Paper Explanation for Members

Why is this paper being presented?	The Council has delegated to the Academic Board this request to elect as Associates of King's College London those students and staff listed.
What are the key points/issues?	<p>The AKC is the original award of the College and was first used in 1833. The course is unique to King's College London, and is the only course open to students from every department. King's has had a lively and intelligent religious tradition from its foundation. The AKC reflects this with a series of open, academic lectures. It provides an opportunity to think about fundamental questions of theology, philosophy and ethics in a contemporary context. The Royal Charter states 'the objectives of the College shall be to advance education and promote research for the public benefit. In so doing the College shall have regard both to its Anglican tradition as well as of its members' backgrounds and beliefs, in its education and research mission'. The AKC is the primary way of fulfilling this and the Mission Statement of the College also states that 'All students will be encouraged to follow the AKC'.</p> <p>Once students have completed the course, and graduated from King's, they are eligible to apply for election by the College Council as an Associate of the College. Once elected, they can use the letters AKC after their name. The AKC is also open to staff.</p>
What is required from members?	To approve the election of the students and staff listed at the Annex as Associates of King's College London.

Paper Submitted by:

The Revd Dr Ellen Clark-King, Dean of King's College London

These pages have been redacted

Academic Board

Meeting date 17 April 2024

Paper reference AB-24-04-17-09

Status Final



Report from Council

Action required

- For approval
 For discussion
 To note

Paper Explanation for Members

Why is this paper being presented?	These reports are made to Academic Board following meetings of Council and are intended to improve the flow of information from Council to the Board to match the flow of information in the opposite direction. The report will be presented by the members of Council elected from the membership of the Academic Board and covers items considered by Council, except for any that are confidential.
What are the key points/issues?	This report presents a summary of key, non-reserved issues discussed and decisions taken at the meeting of Council held on 28 March 2024.
What is required from members?	One of the three elected members on Council will present the report.

Paper Submitted by:

Irene Birrell, College Secretary
irene.birrell@kcl.ac.uk

Report from Council – Meeting of 28 March 2024

Agenda materials and minutes of the 28 March meeting will be found [here](#) following the 9 May meeting of Council.

Council received, discussed and/or approved the following non-reserved items:

1. **Benchmark Report March 2024**

Council received and discussed the latest update on the University's actual and relative performance across a broad range of key metrics grouped together in six thematic sections: Education; Student Diversity; Research; Staff Diversity; Sustainability; and Productivity. The areas of most concern were being addressed, for example the Students Success Transformation Programme would be targeting the NSS issues. The benchmark groups used vary by metric, and in many cases the Russell Group institutions are the most appropriate comparison, but in some cases alternatives are used, for example when measuring the proportion of BME (Black and Minority Ethnic) staff, King's is compared against London institutions instead. In general, the latest figures show improved performance, and overall, King's performs well compared to the benchmark groups.

2. **Development of a Board Assurance Framework**

Council formally approved membership of a Board Assurance Framework (BAF) Council advisory panel.

At the last meeting of the Audit, Risk & Compliance Committee (ARCC), it was agreed that a set of recommendations should be put before the College Council to move forward with the creation of a Board Assurance Framework (BAF). A BAF is proven methodology in the public sector, and especially in the NHS. A BAF will see risk and risk mitigation oversight taken up by individual committees with responsibility for various types of risks rather than being dealt with solely through the Audit, Risk & Compliance Committee, and would provide a line of sight to the Council of major issues towards delivery of the strategy.

3. **Governance & Nominations Committee (GNC) report**

(i) **Chair's Search Update**

Council received a progress report on the search for a new Chair of Council.

(ii) **Governance Review Report**

GNC had focused on the priorities of the Board Assurance Framework (BAF), KPI benchmarking, and a communications plan for the release of the governance review. The Vice-Chancellor had provided a benchmarking report to the meeting (see above), and would provide one to each meeting of Council going forward. An implementation plan was under discussion and action points were to be discussed at the next meeting of Council.

4. **Finance Committee report**

Council approved the Full Business Case (FBC) for the acquisition of two Total Body PET scanners.

Finance Committee received several reports, including the S&P Credit Rating Update 2023/2024, which is a requirement for King's debt issuance. The credit rating is unchanged at AA- Outlook Stable, a very good result for King's, and an endorsement of our financial performance and our financial plans. Finance Committee also received its regular presentation of management accounts, and a high-level analysis paper evaluating the financial consequences should future growth assumptions not be achieved.

Council also noted other reports from Finance Committee, including: the arrangements for taking student rooms in the Battersea development as financially sustainable and in line with the modest growth plan of the accommodation strategy; and the proposals for the King's Procurement Strategy, which were a significant change from current practice. These proposals had been approved by the University Executive.

5. Audit, Risk & Compliance Committee (ARCC) report

Council approved the Annual Health & Safety Report for the 2022/2023 academic year, and noted the Enterprise Portfolio Management report, which highlighted some of the recent improvements in the management of projects across the University, and that a number of lessons learned exercises are now taken at various stages of project lifecycles, facilitated largely by the Business Assurance Team. It was the view of the ARCC Chair that this report should routinely be received by Council as well as by ARCC.

Council also noted reports received from ARCC on internal assurance and the management of risk to the research strategy.

6. Staff & Culture Strategy Committee report

Council noted updates on the staff survey and engagement, and on EDI initiatives.

7. Academic Board report

Council approved the recommendation from Academic Board to apply to be a signatory of the Magna Charta Universatium.

Council's next meeting is scheduled for **9 May 2024**.

Irene Birrell, College Secretary, March 2024