

ORDINANCE 11

CENTRAL ACADEMIC BODIES

DEFINITIONS

'a **Central Academic Body**' is an educational, academic or research institution established in accordance with Statute 17.1 and listed in Appendix 2 of the Statutes. These are currently:

- The University of London International Academy¹
- The School of Advanced Study
- The University of London Institute in Paris
- University of London Marine Biological Station Millport

'**the Dean or Director or Chief Executive**' is the person who is the Head of a Central Academic Body.

ESTABLISHMENT/DISESTABLISHMENT OF CENTRAL ACADEMIC BODIES

1. The Statutes provide that:

Statute 17

17.1 The Board of Trustees, having received any recommendations from the Collegiate Council, may make Ordinances under which educational, academic or research institutions (known as the Central Academic Bodies) may be established or disestablished and given such titles as the Board of Trustees shall determine.

17.2 The Central Academic Bodies are listed in Appendix 2. On the establishment or disestablishment of a Central Academic Body, the list shall automatically be amended to reflect the change.

2. A Central Academic Body will not be established or disestablished unless such action is consistent with the Strategy of the University.
3. The Board of Trustees will determine the establishment or disestablishment of a Central Academic Body having received any recommendations from the Collegiate Council.
4. The Board of Trustees will refer to the Collegiate Council any proposal for the establishment or disestablishment of a Central Academic Body coming from sources other than the Collegiate Council.
5. The Board of Trustees will determine the title of any new Central Academic Body acting on the advice of the Collegiate Council.

GOVERNANCE

6. There will be separate Boards for each Central Academic Body. These Boards will report, in accordance with their terms of reference and the University's scheme of delegation, to the Collegiate Council.

UNIVERSITY OF LONDON INTERNATIONAL ACADEMY

Objects

¹ The University of London International Academy was formerly known as the External System

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7. To promote worldwide a programme of degrees and other awards primarily for students who cannot attend courses at the University of London.

The Board

8. The Terms of Reference for the Board shall be:

- 8.1 To consider, approve, and keep under review a strategic plan for the University of London International Academy which supports the objectives of the University's strategic plan and to forward the plan to the Collegiate Council for its approval.
- 8.2 To approve an annual operating statement with targets.
- 8.3 To monitor the performance of the University of London International Academy against its planned strategic and operational targets, reporting at least once per year on these matters to the Collegiate Council.
- 8.4 To consider and approve the annual budget for the University of London International Academy and to recommend it to the Collegiate Council.
- 8.5 To consider, on the advice of its Finance Committee, the financial performance against approved budgets and to report to the Collegiate Council.
- 8.6 To assess financial and non-financial risks arising from the operation of the University of London International Academy and to contribute in this respect to the University's risk controls and mitigation.
- 8.7 To be responsible on behalf of the Collegiate Council for University of London degrees and other awards offered through the University of London International Academy and to provide assurance to the Collegiate Council of the maintenance of standards through an annual report.
- 8.8 To recommend to the Collegiate Council for its approval Quality Assurance policies and procedures for University of London degrees and other awards offered through the University of London International Academy.
- 8.9 To approve, on behalf of the Collegiate Council, academic regulations for the University of London degrees and other awards offered through the University of London International Academy in accordance with the requirements of its Quality Assurance policies and procedures.
- 8.10 To establish a Finance Committee and an Academic Committee to assist the Board to undertake its functions and to approve their terms of reference, constitution and membership. The Board shall not delegate any of its responsibilities to these committees without the prior approval of the Collegiate Council.
- 8.11 To review at least every two years the effectiveness of its Finance and Academic Committees.
- 8.12 To review at least every two years the effectiveness of the Board and to make a report to the Collegiate Council.

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9. The Constitution of the Board shall be as follows:

Vice-Chancellor (**Chair**) (*Ex officio*)

Chief Executive of the University of London International Academy (*Ex officio*)

One member of the Collegiate Council

One independent member of the Board of Trustees appointed by the Board of Trustees

Appointed by the Collegiate Council on the nomination of the Vice-Chancellor after consultation with the Chief Executive

A graduate of the University of London International Academy

Two members who are not members of the Board of Trustees and who are neither employed by nor students of the University or a College

Seven members from the Colleges which are **significantly involved** in the University of London International Academy and who are a Head of College or the Head's nominee from among the College's senior management (normally a Vice-Principal or equivalent)

10. The quorum for the Board will be six members including not less than one *ex officio* member.

SCHOOL OF ADVANCED STUDY

Objects

11. The object of the School is to serve national and international interests, in addition to those of the University of London, in the promotion and facilitation of research and advanced study in the humanities and social sciences.

The School comprises the following Institutes:

- Institute of Advanced Legal Studies
- Institute of Historical Research
- Institute of Classical Studies
- Institute of Commonwealth Studies
- Institute of English Studies
- Institute of Germanic & Romance Studies
- Institute of Musical Research
- Institute of Philosophy
- Institute for the Study of the Americas
- The Warburg Institute

The Board

12. The Terms of Reference for the Board shall be:

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- 12.1 To consider, approve and keep under review a strategic plan for the School which supports the objectives of the University's strategic plan and to forward the plan to the Collegiate Council for its approval.
- 12.2 To approve an annual operating statement with targets.
- 12.3 To monitor the performance of the School against its planned strategic and operational targets, reporting at least once per year on these matters to the Collegiate Council.
- 12.4 To consider and approve the annual budget for the School and to recommend it to the Collegiate Council.
- 12.5 To consider the financial performance against approved budgets and to report to the Collegiate Council.
- 12.6 To report, as appropriate, to the Board of Trustees on matters associated with the use of funding from HEFCE or equivalent bodies.
- 12.7 To approve and keep under review the model for the allocation of HEFCE special funding within the School and to approve annually the allocation of funds to each Institute within the School and to the School's Libraries and cognate collections within the Senate House Library.
- 12.8 To assess financial and non-financial risks arising from the operation of the School and to contribute in this respect to the University's risk controls and mitigation.
- 12.9 To establish committees or working groups to assist the Board to undertake its functions and to approve their terms of reference, constitution and membership. The Board shall not delegate any of its responsibilities to these committees or working groups without the prior approval of the Collegiate Council.
- 12.10 To be responsible on behalf of the Collegiate Council for University of London degrees and other awards offered by the School and to provide assurance to the Collegiate Council of the maintenance of standards through an annual report.
- 12.11 To recommend to the Collegiate Council for its approval Quality Assurance policies and procedures for University of London degrees and other awards offered by the School.
- 12.12 To approve on behalf of the Collegiate Council academic regulations for the University of London degrees and other awards offered by the School in accordance with the requirements of its Quality Assurance procedures.
- 12.13 To consider and make recommendations to the Board of Trustees, following consultation with the Collegiate Council, upon proposals for changes in the configuration of existing Institutes, the admission to the School of new Institutes, and the winding up of existing Institutes or the transfer of all or any part of Institute activities to any body outside the School.
- 12.14 To consider and approve the annual report of the School.
- 12.15 To approve the Schemes of Institutes of the School.

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- 12.16 To review at least every two years the effectiveness of any committees or working groups established by the Board.
- 12.17 To review at least every two years the effectiveness of the Board and to make a report to the Collegiate Council.
13. The Constitution of the Board shall be:
- Vice-Chancellor (**Chair**) (*Ex officio*)
- Dean of the School (*Ex officio*)
- One member of the Collegiate Council
- One independent member of the Board of Trustees appointed by the Board of Trustees.
- Appointed by the Collegiate Council on the nomination of the Vice-Chancellor after consultation with the Dean.*
- One Director of an Institute of the School
- Six persons with expertise in fields relevant to the work of the School, not more than two of whom shall be students or employees of the University or of a College of the University
- One Student registered with the University and studying in one of the Institutes of the School
14. The quorum for the Board will be four members, including not less than one *ex officio* member.

UNIVERSITY OF LONDON INSTITUTE IN PARIS

Objects

15. The principal object of the University of London Institute in Paris (hereinafter referred to as the Institute) is to provide a university-level centre in Paris for the study of the language, literature, culture and society of France.

Consortium Arrangements

16. The Institute will be developed in partnership with Queen Mary and Royal Holloway under the terms of a memorandum of understanding between the University, Queen Mary and Royal Holloway.
17. The academic affairs of the Institute will be subject to the arrangements made by one or both of the Colleges under the terms of the Memorandum of Understanding. This will include provisions for the Colleges to be responsible for the validation, regulation, examination, quality assurance and quality control of undergraduate, taught postgraduate, research degrees and other awards of the University of London; for ensuring that students have access to appropriate support structures; and for ensuring that staff have access to appropriate training and development.

The Board

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18. The Terms of Reference for the Board shall be:
- 18.1 To consider, approve and keep under review a strategic plan for the Institute which supports the objectives of the University's strategic plan and to forward the plan to the Collegiate Council for its approval.
 - 18.2 To approve an annual operating statement with targets.
 - 18.3 To monitor the performance of the Institute against its planned strategic and operational targets, reporting at least once per year on these matters to the Collegiate Council.
 - 18.4 To keep under review the operation of the consortial arrangements with Royal Holloway and Queen Mary reporting at least once per year to the Collegiate Council.
 - 18.5 To consider and approve the annual budget for the Institute and to recommend it to the Collegiate Council.
 - 18.6 To consider the financial performance against approved budgets and to report to the Collegiate Council.
 - 18.7 To assess financial and non-financial risks arising from the operation of the Institute and to contribute in this respect to the University's risk controls and mitigation.
 - 18.8 To approve an annual report from the Institute.
 - 18.9 To receive and approve the annual accounts from the Institute Students' Union for onward transmission to the Board of Trustees.
 - 18.10 To establish committees or working groups to assist the Board to undertake its functions and to approve their terms of reference, constitution and membership. The Board will not delegate any of its responsibilities to these committees or working groups without the prior approval of the Collegiate Council.
 - 18.11 To review at least every two years the effectiveness of any committees or working groups established by the Board.
 - 18.12 To review at least every two years the effectiveness of the Board and to make a report to the Collegiate Council.
19. The Constitution of the Board shall be:
- Vice-Chancellor (**Chair**) (*Ex officio*)
 - Dean of the Institute (*Ex officio*)
 - One member of the Collegiate Council
 - One independent member of the Board of Trustees appointed by the Board of Trustees
 - One person appointed by Queen Mary, University of London
 - One person appointed by Royal Holloway, University of London

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Appointed by the Collegiate Council on the nomination of the Vice-Chancellor in consultation with the Dean

Two members from academic institutions in the UK

One student registered with the University and studying at the Institute

20. The quorum for the Board will be four members including not less than one *ex officio* member.

UNIVERSITY MARINE BIOLOGICAL STATION, MILLPORT

Objects

21. To develop The Marine Station as the National Centre of Excellence for tertiary-level field teaching of Marine Biology, Microbiology, Ecology and Environmental Management.
22. To develop The Marine Station as an Internationally Recognised Focal Point of cutting-edge research into topical issues in Marine Biology, Microbiology, Ecology and Environmental Management.
23. To maintain The Marine Station as a site which the general public can visit in order to gain insight into the nature of marine life and awareness of marine environmental issues.

The Board

24. The Terms of Reference for the Board shall be:
- 24.1 To consider, approve and keep under review a strategic plan for the Station which supports the objectives of the University's strategic plan and to forward the plan to the Collegiate Council for its approval.
- 24.2 To approve an annual operating statement with targets.
- 24.3 To monitor the performance of the Station against its planned strategic and operational targets, reporting at least once per year on these matters to the Collegiate Council.
- 24.4 To administer the Scheme for the time being in force for the management of the Station.
- 24.5 To consider and approve the annual budget for the Station and to recommend it to the Collegiate Council.
- 24.6 To consider the financial performance against approved budgets and to report to the Collegiate Council.
- 24.7 To assess financial and non-financial risks arising from the operation of the Station and to contribute in this respect to the University's risk controls and mitigation.
- 24.8 To be responsible on behalf of the Collegiate Council for University of London degrees and other awards offered by the Station and to provide assurance to

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the Collegiate Council of the maintenance of standards through an annual report.

- 24.9 To recommend to the Collegiate Council for its approval Quality Assurance policies and procedures for University of London degrees and other awards offered by the Station.
- 24.10 To approve on behalf of the Collegiate Council academic regulations for the University of London degrees and other awards offered by the Station in accordance with the requirements of its Quality Assurance procedures.
- 24.11 To establish committees or working groups to assist the Board to undertake its functions and to approve their terms of reference, constitution and membership. The Board shall not delegate any of its responsibilities to these committees or working groups without the prior approval of the Collegiate Council.
- 24.12 To review at least every two years the effectiveness of any committees or working groups established by the Board.
- 24.13 To review at least every two years the effectiveness of the Board and to make a report to the Collegiate Council.
25. The Constitution of the Board shall be:
- The Vice-Chancellor (**Chair**) (*Ex officio*)
- The Director of the Station (*Ex officio*)
- One independent member of the Board of Trustees appointed by the Board of Trustees
- One member of the Collegiate Council
- Appointed by the Collegiate Council on the nomination of the Vice-Chancellor in consultation with the Director*
- One member from a College which is **significantly involved** with the Station
- One member external to both Universities expert in the field of activity of the Station
- One student registered with the University and studying at the Station
26. The quorum for the Board will be three members including not less than one *ex officio* member.

9 December 2011