

Central Film School

2025-26

Central Film School

Academic Board - Terms of Reference

Section A - Purpose and Structure

1. Description

- 1.1. The Academic Board was instituted by the Board of Directors to provide day-to-day leadership for the overall running of Central Film School, overseeing an environment which supports the effective achievement of goals and priorities and maintains all necessary standards of compliance and good practice.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the Academic Board:
 - CEO (Chair)
 - Heads of Department
 - Managers and Senior Managers of departments
 - Course Leaders
 - Course Leaders
 - Senior Registry & Quality Manager (Secretary)
 - Student Representatives
- 2.2. Other members of the professional services and teaching team may be invited to attend as non-voting members.

3. Reporting Structure

- 3.1. The Academic Board reports to the Board of Directors

4. Meetings

- 4.1. The Academic Board will meet three times per calendar year – usually once per term. Quorum is achieved by a minimum of 50% of members including the Chair/Chair-designate and at least one member of the Student Council.

Section B - Terms of Reference

5. Terms of Reference

- 5.1. The Academic Board has responsible for the day to day running of the School and has the authority to debate and make decisions about matters relating to:

- Research, scholarship, teaching and courses including criteria for the admission of students
- The appointment and removal of internal and external examiners;
- Policies and procedures for assessment and examination of the academic performance of students;
- The content of the curriculum of all courses of study;
- Academic standards, academic quality and the validation, review and annual monitoring of courses; the procedures for the approval and the award of qualifications
- The procedures for the exclusion of students for academic reasons.
- The provision of existing and potential new validating partners
- To consider the development of the academic activities of the School and to advise on the resources needed to support them.
- To consider and approve responses to external bodies related to the academic work of the School.
- To establish such committees as it considers necessary for purposes enabling it to carry out its responsibilities.
- To consider equality and diversity issues arising from the remit of the Board.
- To consider risk issues arising from the work of the Board.

- 5.2. The AB should ensure that arrangements are in place to enable it to discharge its responsibilities effectively, including the timely provision of information in an appropriate form and quality. This should include reports on:

- The work and findings of the School's management committees

- All changes in policy and procedure that would have a material affect on students
- Status update on relevant items from the CEP/Institutional Strategy
- Issues which arose in the previous meeting

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