

**Academic Board-Inaugural Meeting  
Meeting Minutes**



S P Jain  
London School  
of Management

<b>Meeting Purpose:</b>	Academic Board (AB) Meeting S P Jain London School of Management (SPJ UK)
<b>Meeting Date:</b>	November 26, 2021
<b>Meeting Time:</b>	3.00 pm UK
<b>Meeting Location:</b>	Zoom
<b>Meeting Facilitator:</b>	Gaurav Jain
<b>Attendees:</b>	<p><u>Members of the Board</u></p> <ol style="list-style-type: none"> <li>1. Prof Paul Willman – Chairman, Academic Board</li> <li>2. Dr Kim Soin</li> <li>3. Prof Susan Vinnicombe</li> <li>4. Dr Balakrishna Grandhi</li> <li>5. Dr Vaidyanathan Jayaraman</li> </ol> <p><u>By invitation</u></p> <p>From the Royal Agricultural University (RAU)</p> <ol style="list-style-type: none"> <li>1. Prof Neil Ravenscroft</li> <li>2. Dr David Bozward</li> <li>3. Mr. Nigel Warner</li> </ol> <p><u>Other attendees</u></p> <ol style="list-style-type: none"> <li>1. Mr Laurence Benson</li> </ol>
<b>Apologies</b>	Prof John Loxton
<b>Minutes Taken By:</b>	Malathi Govind

<b>Agenda Items for Discussion</b>
<p><b>1. <u>Welcome, attendance and apologies</u></b></p> <p>The Chairman welcomed everyone to the inaugural meeting of the Academic Board. Prof John Loxton was unable to attend due to the time zone difference. All the members attending the meeting introduced themselves.</p> <p><b>2. <u>Declarations of conflict of interest</u></b></p> <p>All members declared that they did not have any conflict of interest.</p>

## Agenda Items for Discussion

### 3. Terms of Reference

To note the Terms of Reference for the Academic Board and its sub-committees and to determine when to establish the sub-committees

- Membership
- Appointment of sub-committees
- Course Development and Review Committee
- Examinations Board
- Learning, Teaching and Quality Assurance Committee
- Mr Laurence Benson briefed the Academic Board regarding the Governance Charter which was established during the Board of Director's (BOD) meeting on November 19, 2021. This follows the CUC (The CUC is the representative body for the Chairs of UK universities) guidelines.
- The Academic Board will be concerned with the quality of teaching and learning experience for students.
- The sub-committees of the Academic Board have been created but not convened yet. It will be functional when the SPJ UK starts its operations (Sep 2022).
- Regarding the Terms of Reference, the membership will be increased to 12 members.
- The membership also includes student representatives (one for undergraduate and one for postgraduate) and more external academic members.
- Dr Balakrishna Grandhi discussed that it would be better not to have the Dean as the Chair of the Examinations Board. This might result in a conflict of interest.
- Mr Laurence Benson suggested that initially a senior academic member from RAU will be part of the Examinations Board along with Dr Kim Soin, Dean of SPJ UK campus.

### 4. RAU Validation

- The Board discussed the reasons why Royal Agricultural University (RAU) was chosen as the validating partner.
- RAU has extensive experience in managing partnerships and is a very well-established university. The Memorandum of Understanding (MoU) between RAU and SPJ UK was signed in September 2021.
- Prof Neil Ravenscroft, Dr David Bozward and Mr Nigel Warner will observe the standards and the rigor from the RAU side.
- Dr Balakrishna discussed about the nature of the award and the transcript details, the certificate to include details of SPJ UK and RAU. Discussion was done about the brand recognition and how this should be covered.

### Agenda Items for Discussion

- The AB discussed about the usage of facilities on both SPJ UK campus and RAU campus.
- Dr Vaidyanathan discussed that the collaboration between the two partners will enhance the collaboration between faculty members as well for the purpose of academic research on topics such as sustainable supply chain, agro-supply chain etc.
- Regarding the program validation, Mr Laurence Benson described the templates that will be used, and more discussions will be done regarding the assessment, load, self-study etc and the next steps going forward.

#### 5. Academic Regulations

- The Board discussed the Academic Regulations document. It was discussed that it aligns closely with the RAU regulations.
- The comments from Prof John Loxton included Section on Appeals (Glossary) to be expanded to be not limited only to exams, but all appeals.
- Also, Section 5.10 revoking an award to include the topic of Serious Misconduct in the Academic Regulations.
- It was discussed to include the name of the validating partner if required by the Board.
- The Academic Regulations document was approved by Prof Paul Willman using the Chair's action.

#### 6. Portfolio and programs

- The AB discussed to approve the proposed programs for 2022 entry and plans for 2023.
- Programs and student numbers were discussed in terms of optimistic and pessimistic scenarios.
- The AB discussed that the programs seemed to be of an appropriate mix.
- It was discussed that more majors could be included in the future in the undergraduate programs
- In terms of deliverability, sufficient faculty will be hired locally to teach in all programs and faculty from other campuses of SP Jain will also be transferred in case of any requirements.
- For new majors, the subject benchmarking will be done by the sub-committees of the Academic Board and this needs to be approved by the AB.
- The portfolio of programs (as listed below) was approved by the Academic Board:
  - 1) Bachelor of Business Administration(BBA)
  - 2) Bachelor of Data Science(BDS)
  - 3) Executive Master of Business Administration(EMBA)

### Agenda Items for Discussion

- 4) Master of Global Business(MGB)
- 5) Global Master of Business Administration(GMBA)
- 6) Master of Financial Technologies(MFT)

#### 7. **Office for Students (OfS) Registration requirements**

- Mr Laurence Benson discussed the regulatory requirements of the OfS. This concerns all the aspects for students applying to SPJ UK.
- The following documents have been prepared as per the requirements of the OfS
  - ✓ Access and Participation Statement
  - ✓ Student Protection Plan
  - ✓ Student Contract (subject to legal review)
  - ✓ Student Consultation
- The student contract will require legal advice and will need to be finalized later.
- The Teach-Out policy was approved (subject to a modification for “School” instead of we in the student consultation in section 4.- *Chair’s Action*).
- RAU will be scrutinizing all the documents once approved.
- The Access and Participation Statement and the Student Protection Plan documents were approved.

#### 8. **Relationship with other SP Jain campuses, including student exchanges, study abroad, faculty secondments:**

- The AB discussed the relations between all SP Jain campuses such as Dubai, Mumbai, Singapore and Sydney with the SPJ UK.
- The relation includes details about faculty transfer, student transfer between campuses.
- The AB discussed about how students will be recruited.
- It was decided that Dr Kim Soin, Dr Paul Willman and Mr Laurence Benson, will work on a document for the same (regarding the student transfer, faculty transfer, credit transfer etc).

#### 9. **Items for Information:**

- **Industry Advisory Board (IAB)** Terms of Reference and membership. The AB discussed the IAB and how it will be useful for setting up an internship program.
- The network of the IAB can help in procuring the internship for prospective students.

### Agenda Items for Discussion

- **Progress with infrastructure and premises:** The AB also discussed about the premises for SPJ UK, the location as well as options for sharing of the facilities provided.

#### 10. Any other competent business

- No item was discussed in this section.

#### 11. Next meeting date

- The next meeting date was set for January 2022 for the program design and approval for submission to RAU.

### Decisions/Resolutions Made

1. Resolution 1: In the TOR of the Governance Charter, the membership of the number of people is going to be 12.
2. Resolution 2: Sub-committees need to be formed for the Examinations Board.

- Academic Board to include student representatives (1-UG and 1-PG) and one more External Academic.

The TOR were approved, subject to above modifications.

3. Academic Regulations (Approved):
  - i. Section on Appeals to be expanded to be not limited only to exams, but all appeals.
  - ii. Section 5 to include the topic of Serious Misconduct.

The Academic Regulations were approved, subject to above modifications.

4. Teach-Out policy: (Approved) Section 4 to be modified to remove the term “we” and put it as School. The policy was approved, subject to above modifications.
5. Relation between campuses: It was decided that Dr Kim Soin, Dr Paul Willman and Laurence will work on a document for the same (regarding the student transfer, faculty transfer, credit transfer etc.).