

University Academic Framework Board (UAFB)

1. Purpose

The University Board on Academic Framework is established to oversee the transition from a three term-based system to a semester-based system and also to implement changes to the credit values of modules. The group will ensure that these changes are effectively planned, communicated, and executed while maintaining academic integrity and minimising disruption to students and staff.

2. Objectives

- Develop and oversee a detailed implementation plan for the transition.
- Ensure alignment with academic regulations and quality assurance standards including revised course documentation.
- Engage stakeholders, including faculty, students, and administrative staff, throughout the process.
- Assess and mitigate risks associated with the transition.
- Monitor and evaluate the impact of changes post-implementation
- Populate an ongoing EIA.
- Oversee necessary updates to the student management system to reflect the new academic structure.

3. Membership

Core Members:

- Deputy Vice Chancellor (Chair)
- DVC's Project Officer (Secretariat)
- Registrar
- Deputy Registrar
- Director of Student Enrolment and Administration
- Head of Student Enrolment and Administration
- Academic Staff Representatives
- Representative of University Executive Managers
- Senior Quality Officer
- Representative of IT Services (to oversee system updates)
- Students' Union President or representative

Advisory/Co-opted Members (as needed):

- Admissions and Recruitment Representative
- Timetable Manager

- Representative of the Communications team

DVC Office
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4. Roles and Responsibilities

- **Chairperson:** Leads meetings, ensures strategic direction, and liaises with senior leadership.
- **Core Members:** Contribute expertise, represent key university functions, and oversee implementation.
- **Students' Union Representative:** Provides a student perspective on proposed changes.
- **Secretariat:** Coordinates meetings, records actions, and disseminates information.
- **Director/Head of SEA:** Ensures curriculum set up on SITS.
- **Representative of IT Services:** Ensures necessary changes to the student management system are implemented effectively.

5. Governance and Reporting

- The Working Group will report to the University Executive Board and provide regular updates.
- Sub-groups may be established to focus on specific areas, such as curriculum review, IT systems, and student engagement.

6. Meeting Schedule

- Meetings will be held fortnightly, with additional meetings scheduled as necessary, attendance may be online or in person.
- Urgent decisions may be taken via email consultation when required.

7. Review

- The Working Group will be disbanded upon successful completion of the project, with a final evaluation report to assess outcomes and lessons learned.