

Malta Business School
Academic Review Board Policy

Revision History			
Version Number	Revision Date	Revised by	Summary of changes
Version 0	06-10-2017	RBM	Set up of document.
Version 1	06-10-2021	CC	Review. No changes.
Version 2	01-10-2025	CC	Review. Slight changes.

Malta Business School Academic Review Board Policy

1. Introduction

Malta Business School (MBS) is a school that believes in a holistic approach to education, learning and teaching. MBS is committed to deliver programmes which add value to the overall competence of the student and enhance the student's ability to learn and make a difference by his endeavours. In this context, MBS seeks to continually maintain and improve the overall quality and effectiveness of its programmes. To this end, MBS invites external academic professionals to critically review and oversee its programmes and teaching methods in order to act as external benchmarks for its activity as a school.

2. Composition

The MBS Academic Review Board (ARB) will consist of the Dean of MBS, or his representative, and shall be one of the members but shall not be the ARB chair. Two other members shall be external to MBS and shall not form part of the teaching or administrative staff of MBS. External members shall be formally appointed by MBS for a period of two years and shall enjoy security of tenure, within the constraints of their Contract of Engagement. One of the external ARB members shall act as the chair. Stakeholder members shall consist of a student representative, a tutor, an alumni representative and an industry representative. In all these cases there shall be a transparent selection procedure for who shall be appointed as member of the ARB. All Stakeholder members will hold the role for one meeting and can change.

All ARB members shall have equal voting rights. The ARB may decide to invite guest members as required in order to provide an expert opinion during any ARB meeting. Such guest members shall not have voting rights. The ARB may also appoint a secretary, who is not an ARB member. A secretary who is not one of the officially appointed ARB members shall not have voting rights. The quorum for the ARB shall be three members.

3. Qualifications of external members

External members shall be active or retired academics from any field of knowledge or active or retired practitioners of the teaching profession. External members shall have, at least, a recognized qualification at MFQ Level 7. ARB members shall be bound to MBS by a formal, written and signed Contract of Engagement with regards to their activity as ARB members of MBS.

4. Meeting frequency

The ARB shall meet as required and as decided by the same ARB but meetings shall be held at least once a year. Meetings shall be preceded by a notification communication of the date and time of the ARB meeting at least a week in advance. Such a communication shall include an agenda and the minutes of the previous ARB meeting. Meetings dates and times can be agreed by the members of the ARB or called up by any ARB member.

5. Terms of reference for Academic Review Board agenda

Any ARB meeting may discuss any of the following:

- 1 Approval of Previous meeting minutes.
- 2 Review of current or future relevant legislation or regulatory obligations.
- 3 Review of resources related to academic performance.
- 4 Review of internal policies related to academic matters.
- 5 Review of current programme design.
- 6 Review of current programmes results and effectiveness of learning.
- 7 Review of overall student performance.
- 8 Review of future proposed programmes.
- 9 Review of tutor performance and tutor selection policy.
- 10 Review of any matters concerning academic discipline.
- 11 Review of any student complaints related to academic matters.
- 12 Review of internal and external audit results and verification of actions arising from such audits.
- 13 Any other matters.
- 14 Agreement on next meeting date.

The above matters may be discussed, within the formal ARB, any number of times, but at least once within any calendar year. Final authority on matters which are related to administration issues shall fall under the authority of the Management Review Board, while matters relating to academic discipline and rigour shall fall under the authority of the Academic Review Board.

4. Academic Review Board action plan and reporting

The ARB shall keep two main records of its activity. The first shall be a written record of the minutes of any ARB meeting which will include an accurate and factual synopsis of the salient points of items discussed as well as an attendee list. Such records shall be maintained and be retrievable for at least 5 years. The ARB shall also maintain an ongoing Action Plan which will be split into actions currently ongoing and separately a list of actions completed.

Each action shall be:

- 1 Dated as to when it was initially raised.
- 2 Accurately but concisely described.
- 3 Identify the person/s responsible for action completion.
- 4 Assigned target dates for completion along with actual completion dates.
- 5 Current status of action.

Historical information regarding waypoints in the completion of each action shall be maintained within the action plan records.

5. Annual review

Within any calendar year the ARB shall conduct a specific meeting where it shall review and report on a critical review of its own and MBS activities within the context of the ARB terms of reference contained in section 5 of this policy document. Such an annual report shall be written, signed and circulated amongst all ARB members. MBS shall retain copies of all such ARB annual reports.