

**Malta Business School**  
**Academic Review Board Policy**

<b>Revision History</b>			
<b>Version Number</b>	<b>Revision Date</b>	<b>Revised by</b>	<b>Summary of changes</b>
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	Changes to the composition of the Board.

## Malta Business School Academic Review Board Policy

### 1. Introduction

Malta Business School, (MBS) hereinafter referred to as the **School**, believes in a holistic approach to education, learning and teaching. The School is committed to deliver programmes which add value to the overall competence of the students and enhance the students' ability to learn and make a difference by their endeavours. In this context, the School seeks to continually maintain and improve the overall quality and effectiveness of its' programmes. To this end, the School 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 (hereinafter referred to as the ARB) will consist of the Dean of the School, or his representative, and shall be one of the members however shall not occupy the ARB chairperson role. Two other members shall be external to the School and shall not form part of the teaching complement or the administrative staff of the School. External members shall be formally appointed by the School for a period of two (2) years and shall enjoy security of tenure, within the constraints of their Contract of Engagement. One of the external ARB members shall act as chairperson.

Stakeholder members invited to the ARB 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 only one meeting. For each ARB meeting different stakeholder members can be invited.

All ARB members shall have one voting right each. The ARB may decide to invite guest members as required in order to provide an expert technical or legal opinion during any ARB meeting. Such guest members shall not be granted any voting rights. The ARB shall also appoint a secretary, who is not an ARB member. The secretary is not one of the officially appointed ARB members and shall not have voting rights.

The quorum for the ARB shall be three (3) members.

### 3. Qualifications of external members

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

#### **4. Meeting frequency**

The ARB shall meet as required and as decided by the same ARB but meetings shall be held at least once every calendar 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.

In the case of appeals, any member of the ARB who was involved in the original decision cannot take part in the discussion again and must recuse themselves from the decision-making process. In such cases, the School reserves the right to appoint temporary replacements for such members

When discussing sensitive information, for example but not limited to, commercially sensitive data or cases of learner academic misconduct or disciplinary measures, the Board may ask the Stakeholder Representative members to leave the meeting. This is done in an attempt to safeguard the privacy of individuals who might otherwise be negatively affected by such discussions.

#### **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 five (5) calendar 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. The School shall retain copies of all such ARB annual reports.

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