**Academic Board – Request for Unstarring of Agenda Items**

To ensure that the time allocated for Academic Board members to have sufficient opportunity for discussion of the items presented, Academic Board Executive will determine items that can be ‘starred’ for information.

This is based on the cover sheet of the papers as approved for circulation and/or the previous scrutiny of matters raised in that paper at the relevant College Committees: such papers are considered unlikely to require further discussion at the Board and are to be approved or noted as presented.

Any member of Academic Board may ask the Chair to consider unstarring an agenda item, in accordance with the following process:

1. Requests to be made to the Secretary of Academic Board by email to AcademicBoard@rhul.ac.uk two working days in advance of the meeting. Academic Board meetings are usually held on a Wednesday and so the deadline for unstarring items will normally be 5pm on the Monday preceding the meeting of Academic Board.
2. The request must state the reason for the unstarring as follows:
* Relevant development to the content of paper since it was last considered / written
* Factual error in the content of the paper
* Potential impact on the paper in light of the substantive discussion as indicated on the Agenda
1. To enable the running of the meeting to be updated to reflect this unstarring (if allowed) and for the presenter to have time to prepare a response, the requester should also specify the question(s) they wish to discuss.
2. The Chair’s decision of whether or not to unstar the item shall be final.