Boards of Studies

For each programme of study at undergraduate and taught postgraduate level and for the taught components of practitioner doctorates, there shall be a Board of Studies. Cognate programmes can be grouped under the same Board of Studies.

References to the Chair shall be construed as referring to the Vice-Chair in the absence of the Chair.

Terms of reference
1. To be responsible for the academic standards, quality assurance and quality enhancement of the programme(s) of study within its remit.
2. To consider the development of new programmes in accordance with Faculty strategy.
3. To consider statistics relating to admission to the programme(s) of study.
4. To consider and approve the annual programme review report for submission to the Faculty.
5. To consider the outcomes of student surveys (NSS, PTES if relevant, MEQs) and develop action plans in response.
6. To consider student performance-related data (progression, degree outcomes, DHLE) and develop action plans as necessary.
7. To receive reports from Staff/Student Liaison Committees and take action as necessary.
8. To consider reports made to the University by external examiners and referred to the Executive Dean of Faculty and develop action plans as appropriate.
9. To consider and approve modifications to modules and programmes in accordance with the relevant University Codes of practice.
10. To consider such matters as may be referred to it by the Faculty Learning and Teaching Committee and report back as appropriate.
11. To ensure that a record is taken and kept of each meeting by the Secretary and any action and/or decisions taken under delegation of functions.
12. A Board of Studies may delegate any of its functions to the Chair, Vice-Chair, an individual or group of members.

Membership
Chair
Appointed by the Executive Dean of Faculty or Head of School/Department; the Chair would normally be the Director of Learning and Teaching or a Programme Leader

Vice-chair
Appointed by the Executive Dean of Faculty or Head of School/Department
Ex-officio members
Head of School/Department
School/Department Director of Learning and Teaching
Programme Leader(s)
Module Leaders for modules contributing to the programme(s)
Chair(s) of the Boards of Examiners that report to the Board of Studies
Other staff from the School/Department who teach on the programme(s) to include academic staff, all levels of Teaching Fellows, Associate Tutors
Postgraduate research students who support teaching on the programme(s)
Staff from other Schools/Departments who teach on the programme(s) to include academic staff, all levels of Teaching Fellows, Associate Tutors
At least one elected student per level from each of the programmes reporting to the Board. Representatives from professional services areas as determined by the Chair.

In addition the Faculty Associate Dean (Learning and Teaching) is entitled to attend any Board of Studies in their Faculty as a full member.

In attendance
Student Services and Administration Directorate staff (Secretary)

Operation
Period of appointment
The Chair and Vice-Chair are appointed for a period not exceeding three years and are eligible for re-appointment for not more than one further consecutive period of up to three years.

If a member ceases to teach on the programme they consequently cease to be a member of the Board of Studies.

Student representatives shall be appointed for a period of one academic year and shall be eligible for re-appointment.

Frequency of meetings
A Board of Studies shall meet as and when appropriate but in any case shall meet not less than twice a year. The Chair shall be responsible for the arrangement of meetings, at least seven days’ advance notice being given to all members. A meeting of the Board of Studies shall be arranged if five or more members request this in writing to the Chair.

Quoracy requirements
The quorum for a meeting shall be ten or not less than one third of the members whichever may be the less. Those present shall include the Chair or Vice-Chair.

Should it prove necessary to vote on any matter, it shall be determined by a simple majority. Each member present shall have one vote and in the case of equality the Chair shall have an additional casting vote.
Reserved business
The business of a Board of Studies shall be subject to the University’s convention on reserved business\(^1\). The Chair shall decide whether an item of business should be regarded as reserved business. The Chair’s decision shall be final.

Reports to
Faculty Learning and Teaching Committee

\(^1\) ‘Reserved Business’ may be taken to include matters affecting the personal position of members of staff and students and the admission and academic assessment of individual students. Wherever possible the Chair shall denote in the agenda prior to the meeting those items deemed to be reserved business in accordance with that convention. Where reserved items of business do occur, student representatives should be advised of the general nature of these items and should be advised subsequently of the Board’s decision(s) on them.