

Appendix 24 – 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 continuous enhancement 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 monitor activity undertaken to obtain and retain Professional, Statutory and Regulatory Bodies (PSRB) accreditations as applicable to the provision within the School and to escalate issues to the Faculty as necessary.
8. To receive reports from Staff/Student Liaison Committees and take action as necessary.
9. To consider external examiners' reports for the programmes and modules within its remit and develop action plans as appropriate.
10. To consider and approve major and minor modifications to modules and programmes in accordance with the relevant University [*Codes of practice*](#).
11. To consider such matters as may be referred to it by the Faculty Education Committee and report back as appropriate.
12. 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.
13. 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 Pro-Vice-Chancellor, Executive Dean of Faculty or Head of School; the Chair would normally be the Associate Head of School, Education, Head of Discipline or a Programme Leader

Vice-Chair

Appointed by the Pro-Vice-Chancellor, Executive Dean of Faculty or Head of School

Ex-officio members

- Head of School
- Associate Head(s) of School, Education
- Head(s) of Discipline (where applicable)
- 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 who teach on the programme(s) to include academic staff (including all levels of Teaching Fellows), Associate Tutors
- Postgraduate research students who support teaching on the programme(s)
- Postgraduate research demonstrator representative (where applicable)
- Staff from other Schools who teach on the programme(s) to include academic staff (including all levels of Teaching Fellows), Associate Tutors
- At least one elected student per level from each of the programmes reporting to the Board.
- Up to three representatives from professional services areas as determined by the Chair.

In addition, the Faculty Associate Dean, Education is entitled to attend any Board of Studies in their Faculty as a full member.

In attendance

A member of CSO Directorate staff (*Secretary*)

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.

Operation

Quoracy

The quoracy requirements 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.

Frequency of meetings

A Board of Studies should normally meet twice a year with the first meeting no later than November and the second meeting no later than March. All aspects of the Terms of Reference should be covered during the year. Typically, for most taught programmes the first meeting would focus on annual review activity, including external examiners comments and student feedback with the second meeting considering programme changes. Exceptionally, a further meeting can be held to consider programme changes, but this should be no later than April where changes relate to undergraduate programmes or July when considering postgraduate taught provision.

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 business¹. The Chair shall decide whether an item of business should be regarded as reserved business. The Chair's decision shall be final.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 50% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to

Faculty Education Committee

Sub-structure

Boards of Examiners

Student/Staff Liaison Committees

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.