C1: Regulations for Boards of Studies

Academic year 2014/15
Introduction

1. For each programme of study leading to a first degree or Masters’ degree by examination and dissertation, a Diploma or a Certificate of the University, there shall be a Board of Studies. When two or more programmes of study have a substantial part in common, the Quality and Standards Sub-committee may determine that there shall be a joint Board of Studies.

Membership

2. The members of a Board of Studies shall be:
   (i) the Dean of Faculty responsible for the programme and, where appropriate, heads of designated divisions¹, ex officio;
   (ii) the programme director, ex officio;
   (iii) all members of the academic staff² of the Faculty or, where appropriate, of the designated division(s) responsible for the programme(s) who teach on it;
   (iv) such numbers of members of the academic staff of other Faculties or designated division(s) responsible for the programme and approved by the Quality and Standards Sub-committee provided that there shall be at least one representative from each Faculty that provides service teaching;
   (v) such number of other persons or group of persons³ who teach on the programme(s) as shall be recommended by the Dean of Faculty and approved by the Quality and Standards Sub-committee;
   (vi) such numbers of representatives of the students registered for the programme(s) of study as shall be recommended by the Board of Studies and approved by the Quality and Standards Sub-committee. Student representatives shall be appointed for a period of one year from 1 September and the incumbents shall be eligible for re-appointment. Student representatives shall be elected from among and by the students registered for the programme;
   (vii) up to three co-opted members as shall be appointed from time to time by the Board of Studies for a period not exceeding three years. Appointments of co-opted members may be renewed.

3. An ex-officio member shall hold office only so long as he/she continues to occupy the position by virtue of which he/she became a member. A member appointed under Regulations 2(iii), 2(iv) or 2(v) shall cease to be a member of the Board of Studies if he/she ceases to teach on the programme, but may be appointed as a co-opted member under the provisions of Regulation 2(vii) above.

¹ For the purposes of these Regulations designated divisions shall be taken as those divisions designated as such by Senate and Council and located within a named Faculty.
² Academic staff are as defined in Regulation 5 of the Introduction to the Regulations.
³ Other persons shall be taken to include staff-tutors, part-time staff, associate and occasional lecturers, visiting and honorary staff and research fellows. The term teach shall be taken to include supervision of laboratory work or of dissertations, projects or assignments in the professional/employment setting provided by non-academic staff or professionals in the field.
Appointment of Chair and Vice-Chair

4. For each Board of Studies there shall be a Chair and a Vice-Chair appointed by the Dean of the Faculty/Head of Department from persons who are members under Regulations 2(i), 2(ii), 2(iii) or 2(iv). The Chair and Vice-Chair shall each be appointed for a period not exceeding three years from 1 September in any year and the incumbent may be eligible for re-appointment for not more than one further consecutive period of up to three years.

Appointment of Secretary

5. For each Board of Studies there shall be a Secretary designated by the Dean of Faculty.

Meetings

6. 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.

Quorum

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

Function and terms of reference

8. The Board of Studies shall be advisory to the Dean of Faculty on those matters for which the Dean has executive authority. Subject to the powers of the Senate, a Dean of Faculty is responsible for the general organisation and conduct of the Faculty.

9. In the discharge of its advisory function to the Dean of Faculty, the Board of Studies, inter alia, shall:
   (i) formulate, monitor and evaluate the academic policy of the programme(s) of study, the programme(s) entry requirements, its academic content, the professional training requirements, the methods of assessment and implications for resourcing and staffing;
   (ii) monitor the progress of students on the programme(s) and consider requests for temporary withdrawal or other programmes of action and bring forward recommendations as appropriate;
   (iii) consider arrangements for exemption form part or parts of the programme(s) of study, including periods of professional training, and bring forward recommendations to the Dean of Faculty as appropriate;
   (iv) consider reports made to the University by external examiners and referred to the Dean of Faculty and bring forward recommendations for action as appropriate;

The Board of Studies, inter alia, shall:
   (v) bring forward any recommendations for revisions to the programme(s) of study and any business relevant thereto for reference to the Quality and Standards Sub-committee for consideration and approval;
(vi) nominate individuals for appointment as external examiner to the Senate Progression and Conferment Executive (SPACE) in accordance with the Code of practice for external examining: taught programmes;

(vii) consider such matters as may be referred to it by the Senate or other body and report back as appropriate;

(viii) co-opt members in accordance with Regulation 2(vii).

10. The Board of Studies may delegate any of its functions to any member or group of members.

**Voting rights and procedure**

11. 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.

12. The proceedings of a Board of Studies shall not be invalidated by any vacancy in its number or by any defect in the appointment or qualifications of its members.

**Reserved business**

13. The business of a Board of Studies shall be subject to the University’s convention on reserved business\(^4\). The Chair shall decide whether an item of business should be regarded as reserved business. The Chair’s decision shall be final.

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\(^4\) ‘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.