Boards of Studies Terms of Reference and Composition Regulation

Delegated Powers
Boards of Studies have delegated authority from Senate for the maintenance of academic standards and quality within their academic subject area.

a) Boards may not delegate any decision-making authority without specific approval to do so being granted by Senate.

b) A Board of Studies must seek approval from Senate and Council on matters as prescribed in Regulation 27, Delegation of Senate Authority.

Specific Duties of Boards of Studies

1. To oversee the academic strategic direction of programmes and research in accordance with the University Strategy.

2. To oversee the effective implementation of academic policy and regulation as determined by Senate.

3. To encourage research and to oversee the establishment and effective operation of key policies and organisational units concerning research.

4. To assure the academic quality and standards of provision by reviewing reports or minutes from Programme Committees and the BOS Course Approval and Review Committee.

5. To consider reports from the BOS Learning and Teaching Forum on developmental activity and initiatives to support quality enhancement.

6. To engage with the student body, through representation and consideration of feedback, to support the academic quality of provision and associated student satisfaction.

7. To oversee student progression and award by:
   i. Reviewing the outcomes of decisions made by Assessment Boards for taught programmes on behalf of Senate, including data on student progression and award and reports from External Examiners; and
   ii. Reviewing data on research student progress and completion and reports from External Examiners.

8. To liaise with Senate on the development of academic policy and regulation, seeking advice, as appropriate, from Programme Committees and other committees, as appropriate.

9. To approve the following in accordance with authority delegated from Senate and set out in Regulation 27:
   i. Changes on course content and curriculum
   ii. Special schemes of study for individual students;
   iii. Annual Programme Evaluations for reporting to Senate;
   iv. The appointment of a Chair for Academic Appeals;
   v. Applications for sabbatical leave;
   vi. The appointment of research degree supervisors
   vii. The registration of staff doctoral candidates
   viii. The appointment of External Examiners for all taught and research degree provision, advised by Programme Committees;
   ix. Responses to External Examiner reports;
   x. The appointment of a Chair for viva voce examinations
xi. Decisions to open, close or rename Departmental sub units or Research Centres; and
xii. The annual assurance report to Senate.

10. To oversee the academic quality and standards of award- or credit-bearing partnership provision.

11. To oversee engagement with Professional Bodies or other external agencies.

12. To review the following documentation:
   i. Annual Programme Evaluations from Programme Committees
   ii. Summaries of outcomes from module evaluations from PCs
   iii. Full data on Your Voice and NSS for forwarding to PCs
   iv. External Examiner reports and draft responses from PCs
   v. Professional Body Reports from PCs
   vi. Data on student progression and award from Assessment Boards for report to Senate
   vii. Data on research degree student progress and award for report to Senate
   viii. Data on assessment feedback turnaround times
   ix. Policy and regulatory consultations from Senate
   x. External Examiner nominations for reporting to Senate
   xi. Minutes from PCs, Course Approval and Review Committee
   xii. Reports from Learning and Teaching Forum/Committee

13. To establish the following sub-committees in accordance with the terms of reference, composition, operational details and standing orders set out in the Senate Regulations:
   i. Programme Approval and Review Committee
   ii. Programme Committee(s) to cover all taught programmes of study
   iii. Staff-Student Liaison Committee(s) to cover all programmes of study
   iv. A Learning and Teaching Forum
   v. Student Experience Committee
   vi. Research Committee
   vii. Boards of Studies to determine appropriate arrangements, either through a Programme Committee or through the School Research Committee, to oversee the quality and standards of research degree provision. The remit must include:
      • Appointment of research supervisors
      • Registration of staff doctoral candidates
      • Progression data
      • External Examiner appointments
      • Reports from External Examiners
      • Appointment of Chair for viva-voce examinations
      • Annual Programme Evaluations
      • Student survey outcomes
   Boards of Studies must ensure appropriate student representation on the body that will oversee research degree provision.

Composition

   a) Ex-Officio Members
      i. Dean of School * (Chair)
      ii. One or two Deputy Chairs appointed annually by Senate
      iii. Chairs of the Sub-Committees of the Board of Studies:
         Programme Committees [checking implications for Cass, Arts & SS]
         Course Approval and Review Committee
         Learning and Teaching Committee
         Student Experience Committee
         Research Committee
iv. Other members of staff with responsibilities for leadership in the maintenance of academic standards and quality (for example, Heads of Department), subject to a maximum number of 14 ex-officio members.

v. The Students’ Union Vice-President Education.

*Any exceptions to be approved by Senate.

b) **Non Ex-Officio Academic Staff Members**
An equivalent number to the total ex-officio members to be elected from amongst the academic staff of the subject areas served by the Board of Studies. All elected for a period of three years, renewable. Visiting Staff are not eligible to stand for election or to vote.

The structure of elections is determined by the Board of Studies, ensuring representation that reflects the structure of the subject area(s) served by the Board of Studies.

c) **Student Members**
3-5 students including at least one from each of the following categories – undergraduate, postgraduate taught and research to be elected from amongst the students of the of the subject areas served by the Board of Studies. Student Members will be present for all unreserved business, but will not be present for reserved items (see Standing Orders for conduct of reserved business).

A Board of Studies Secretary shall be appointed by the Senate.

In attendance: a member of staff from Academic Services.

The Committee has the authority to invite other members of University staff to meetings for discussion of specific matters. This may include colleagues from relevant Professional Services to support development of the programme/s and the student learning experience.

**Frequency of Meetings**
Boards of Studies are required to meet three times per year, or more frequently as appropriate. Before the end of June, in each year, the Secretary of each Board of Studies is required to submit to the Secretary of Senate a programme of dates of meetings for the new academic year for inclusion in the University Calendar.

**Standing Orders**
Boards of Studies operate in accordance with the Standing Orders for Boards of Studies and their Sub-Committees.