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 City 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 Board of Studies Course Approval and Review Committee.

5. To consider reports from the Board of Studies 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
The 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
- Course Approval and Review Committee
- Learning and Teaching Committee
- Student Experience Committee
- Research Committee.

(iv) Other members of staff with responsibilities in the maintenance of academic standards and quality subject to a maximum number of 15 ex-officio staff members.

(v) The Students’ Union Vice-President Education.

(vi) The School Representation Officer.

*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**

Three to five 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 Student and Academic Services and members of Senate from the area covered by the Board of Studies to be in attendance (who are not otherwise members of Boards of Studies).
The Committee has the authority to invite other members of City 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 Calendar.

Standing Orders

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

Reapproved as a Senate Regulation 26.06.13
Revised 14.10.15 (Senate)
Approved by Chair’s Action (Senate) 24.08.16