

REGULATION 5 BOARDS OF STUDIES' COMMITTEES

5A Programme Committees Terms of Reference

Responsibilities

Programme Committees are responsible to the Board of Studies for managing the day-to-day academic quality and standards of provision and for ensuring effective engagement with students on programme-related matters. The Programme Committee supports the Programme Director in the effective management of the programme.

Specific Duties

- (i) To consider the on-going development, content and delivery of the programme to ensure robust academic quality, standards and student learning experience.
- (ii) To ensure that programmes are operating in accordance with City's academic policy and regulatory framework.
- (iii) Annual Programme Evaluation:
 - To endorse the Annual Programme Evaluation for submission to the Board of Studies
 - To ensure the effective implementation of programme-related actions and to escalate broader issues with School/Departmental management.
 - To track progress on all actions as a standing agenda item
 - To update the action-plan as issues arise during the year, including those from Staff-Student Liaison Committees
 - To ensure effective communication on actions with the student body.
- (iv) To consider all student feedback arising through Staff-Student Liaison Committees, surveys and module evaluations and ensure that appropriate actions are in place and recorded, escalating where necessary.
- (v) To keep under review the student profile, recruitment and market for the programme.
- (vi) To respond to any Board of Studies request for input to City consultations on academic policy and regulation.
- (vii) To propose External Examiner nominations to the Board of Studies.
- (viii) To consider External Examiners' reports and to provide draft responses to the Board of Studies.
- (ix) To consider special schemes of study for individual students for approval by the Board of Studies, as part of reserved business.

Composition

- (i) Programme Director (Chair)
 - Where cognate groups of programmes fall under one Programme Committee, the Board of Studies will determine appropriate chairing arrangements.
 - Where a programme is delivered jointly by two parts of the institution, the respective Boards of Studies will agree appropriate chairing arrangements
 - Where a programme is delivered jointly with another institution, arrangements for chairing will be specified in the Memorandum of Agreement.

- (ii) Members of staff with responsibilities for the programme(s).
- (iii) Other staff members by reason of their role as determined by the Board of Studies.
- (iv) Students by category of representation to be determined by the Board of Studies, normally students on the programme/s covered by the Programme Committee.

A Committee Secretary shall be appointed by the Board 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

Once per term, or more frequently as determined by the Board of Studies.

Standing Orders

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

5A (i) Staff-Student Liaison Committees Terms of Reference

Responsibility

Staff-Student Liaison Committees are responsible to a Programme Committee for engaging with students; considering their views on the quality of the programme; seeking views on strengths, areas for improvement and responding to issues raised.

Specific Duties

- (i) To support the on-going quality of the student learning experience.
- (ii) To actively seek views from students on strengths of the programme and areas for change.
- (iii) To engage with students in the development of:
 - (a) The establishment of actions to enhance their learning experience
 - (b) Communication of actions to the wider student cohort
 - (c) Proposed changes to the programme content and delivery
 - (d) Programme Review or Professional Body visits
 - (e) Changes to academic policy
- (iv) To consider the outcomes of student surveys and evaluations including:
 - (a) Module evaluations
 - (b) Your Voice Survey
 - (c) National surveys such as the NSS, PTES and PRES.

To identify and seek timely responses to any wider Departmental, School or wider service provision matters that impact on the student learning experience.

Composition

- (i) Programme Director (Chair)
- (ii) Members of staff with responsibilities for programme delivery.

- (iii) Other staff members by reason of their role as determined by the Board of Studies reflecting the subject area's organisational structure.
- (iv) Students by category of representation and election process to be determined by the Board of Studies reflecting the subject area's organisational structure and student profile. There will normally be at least two representatives from each year of the programme. Boards of Studies must ensure significant student representation and this will normally outnumber staff membership.

A Committee Secretary shall be appointed by the Board 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

Three times per year, or more frequently as determined by the Board of Studies.

Standing Orders

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

In addition, all Staff-Student Liaison Committee meeting minutes should be made available to all students within the subject area served by the Board of Studies.

5B Programme Approval and Review Committee Terms of Reference

Responsibilities

Programme Approval and Review Committees are responsible to the Board of Studies for the peer-review scrutiny of the development of new or amended programme proposals as well as for the preparations of periodic reviews. The Committee will also normally oversee preparations for PSRB visits for accredited programmes.

Specific Duties

- (i) To provide support to Programme Committees in undertaking the development of new or revised provision and for periodic review preparations.
- (ii) To ensure that proposals are underpinned by appropriate market research and link clearly to the University Strategy and any School sub-strategy.
- (iii) To ensure that the development of new or amended provision is in accordance with the University's academic policy and regulatory framework and any additional PSRB requirements.
- (iv) To monitor the ongoing coherence of programmes when considering programme amendment proposals, and to review annually the impact of cumulative change to programmes.
- (v) To ensure the quality of information contained within programme and module specifications that will be provided to students.
- (vi) To ensure the quality of information provided for University-level approval or review panels.
- (vii) To engage with external panel members in accordance with the University Programme Approval Policy.

Composition

- (i) Associate Dean - Education (Chair)
- (ii) Members of staff by reason of their role as determined by the Board of Studies
- (iii) Students by category of representation to be determined by the Board of Studies
- (iv) Appointed external member/s for consideration of specific proposals.

The composition should not total more than fifteen members.

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

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

Three times per year, or more frequently as determined by the Board of Studies.

Standing Orders

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

5C School Research Committees Terms of Reference

Responsibilities

School research committees are responsible to Boards of Studies and the Senate Research Committee for matters related to academic research and aspects of enterprise related to academic quality and standards. School research committees have the following delegated powers:

Specific Duties

1. To advise the Board of Studies and Senate Research Committee on policy and strategy for research developments.
2. To develop, and make recommendations for, research plans and local policies to support the management of academic research.
3. To make recommendations to the Board of Studies for the establishment of Research Centres, Units and groups.
4. To advise on the allocation of resources for research.
5. To report to and make recommendations to the Board of Studies and Committees of Senate on the above and any other relevant matters.

In addition, Boards of Studies may also delegate the following functions:

6. To oversee matters concerning aspects of enterprise related to academic standards and to receive reports on relevant enterprise activities.

Composition

(i) Ex-Officio

Chair: to be appointed annually by the Board of Studies

Others: members of staff with responsibilities for research and, where applicable, members of staff responsible for matters concerning aspects of enterprise related to academic standards.

Other staff members by reason of their role as determined by the Board of Studies

(ii) Elected

To be determined by the Board of Studies.

(iii) Students

Categories of student representation and election processes to be determined by the Board of Studies.

(iv) In attendance

Secretary.

Appointment of Members and term of office

The structure of elections and the term of office for non-ex officio members is determined by the Board of Studies, ensuring representation that reflects the school's organisational structure.

Quorum

- (i) The quorum for a meeting of a Research Committee is one-third of total membership rounded up to the next whole number.
- (ii) In the absence of a quorum, no business should be transacted other than the adjournment of the meeting. The fact that a meeting is inquorate should be reported to the Board of Studies.
- (iii) Two weeks' notice to all members is required for the adjourned meeting.
- (iv) At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum.

Operation

- (i) Research Committees are required to meet three times per year, or more frequently as appropriate.
- (ii) Minutes are additionally to be received by the Senate Research Committee with a coversheet reporting on decisions taken in key areas.

Standing Orders

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

5D Learning and Teaching Committee/Forum Terms of Reference

Responsibilities

Learning and Teaching Committees/Forums are responsible to the Board of Studies for the development and enhancement of learning and teaching approaches and practices. The different organisational structures and level of cognate activity of each School should allow Boards of Studies flexibility in the way in which such a committee or forum is established.

In order to support a coherent institutional level focus on the development of learning, teaching, assessment and student support, School Learning and Teaching Committees/Forums will also receive regular information, consultations and Minutes from, and send regular reports and Minutes to, the City Learning and Teaching Committee (CLTC).

Specific Duties

- (i) To develop a culture of excellence in teaching, learning, innovation and assessment practices.
- (ii) To facilitate the sharing of good practice and initiatives from internal and external developments.
- (iii) To advise the Board of Studies on learning, teaching, innovation and assessment developments.
- (iv) To advise the Board of Studies on policy development initiated by Senate.
- (v) To contribute to the development of strategic learning and teaching development within School plans.
- (vi) To contribute to the development of institution-wide strategic planning for learning and teaching.
- (vii) To foster innovation in learning, teaching and assessment across all School programmes.

Composition

- (i) Chair/Lead – Associate Dean (Education) or other senior academic with school responsibilities in relation to learning and teaching to be approved by the Chair of the Board of Studies and Deputy President and Provost .
- (ii) Members of academic staff by reason of their role as determined by the Board of Studies
- (iii) Students by category of representation to be determined by the Board of Studies
- (iv) Senior member of staff from the Learning Enhancement and Development (LEaD)
- (v) Co-opted members (consideration should be given to co-opting or inviting to meetings School staff members who are members of working groups aligned to key University priorities relating to learning and teaching)

Boards of Studies may wish to establish a formal committee or a wider-based forum or a number of these groups depending on the organisational structure of the School and the most appropriate approach to management of learning and teaching developments within this context. Should a committee be formed, the Board of Studies must also appoint a Committee Secretary. Should a forum be formed, a senior member of staff must be assigned to report to the Board of Studies and to CLTC.

The Committee has the authority to invite other members of staff to meetings for discussions of specific matters to support development of learning, teaching and assessment practices. This may include colleagues from other Schools or from Professional Services or external guests.

Frequency of Meetings

Three times per year, or more frequently as determined by the Board of Studies.

Standing Orders

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

5E Student Experience Committee/Forum

Responsibilities

The Student Experience Committee/Forum is responsible to the Board of Studies for the discussion and provision of advice on matters concerning the broader student experience. Collated issues arising from Student Experience Committees will also be reported to the University Executive Committee and Students' Union Executive to inform institutional planning and management actions.

Specific Duties

- (i) To oversee the broad student experience and to identify areas for development
- (ii) To act as a forum for discussion of non-academic student-related matters, including services and resources provided to support the student experience.
- (iii) To advise the Board of Studies on the strategic direction of student support.
- (iv) To contribute to the development of the student community.
- (v) To make recommendations to enhance the student experience and to ensure that students are aware of actions being taken.
- (vi) To develop the School's relationship with the Students' Union in relation to the social experience of students and matters of student representation.

Composition

- (i) Chair/Lead – Dean or Associate Dean (Education)
- (ii) Members of academic staff by reason of their role as determined by the Board of Studies. This will normally include academic staff with strategic and/or management responsibilities to support responsiveness to issues raised by students.
- (iii) Students by category of representation to be determined by the Board of Studies. Student representatives will normally outweigh staff representation.
- (iv) Students' Union President or Vice-President (Education).
- (v) Director of Services for Students or nominee.
- (vi) Deputy Director of Student and Academic Services or nominee

Boards of Studies may wish to establish a formal committee or a wider-based forum depending on the organisational structure of the School and the most appropriate approach to management of the student experience within this context. Should a committee be formed, the Board of Studies must also appoint a Committee Secretary. Should a forum be formed, a senior member of staff must be assigned to report to the Board of Studies.

Frequency of Meetings

Three times per year, or more frequently as determined by the Board of Studies.

Standing Orders

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

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