

REGULATION 3 BOARDS OF STUDIES

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

- (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
 - (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:
- Annual Programme Evaluations from Programme Committees
 - Summaries of outcomes from module evaluations from Programme Committees
 - Full data on Your Voice and NSS for forwarding to Programme Committees
 - External Examiner reports and draft responses from Programme Committees
 - Professional Body Reports from Programme Committees
 - Data on student progression and award from Assessment Boards for report to Senate
 - Data on research degree student progress and award for report to Senate
 - Data on assessment feedback turnaround times
 - Policy and regulatory consultations from Senate
 - External Examiner nominations for reporting to Senate
 - Minutes from Programme Committees, Course Approval and Review Committee
 - 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
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