Faculty of Humanities and Social Sciences

BOARDS OF STUDIES: Terms of Reference

Secretary to the Board: If you would like further information about the Board of Studies for the Faculty of Humanities and Social Sciences, please contact Phillippa Lowton (ext 3417, email pl300@bath.ac.uk).

The Boards of Studies are responsible to Senate for all matters relating to the organisation of education, teaching and research in the Faculty/School, including all examination matters.

Membership

The constitution of the Board of Studies of each Faculty shall be as follows:

(a) The Vice-Chancellor;
(b) The Dean of the Faculty (Chair);
(c) The Associate Deans of the Faculty;
(d) The Heads of Departments in the Faculty;
(e) Nine members elected by and from the Academic Assembly members of the Faculty (to include at least one from each Department in the Faculty);
(f) Such persons as the Board may co-opt, not exceeding five in number;
(g) One representative from each other Faculty, appointed by the Faculty, to serve for a period of three years, renewable;
(h) One representative from the School of Management, appointed by the School, to serve for a period of three years, renewable;
(i) Four students (including at least one undergraduate and one postgraduate student) elected by and from the student members of the Faculty.

The constitution of the Board of Studies of the School of Management shall be as follows:

(a) The Vice-Chancellor;
(b) The Dean/Head of the School (Chair);
(c) The Deputy Dean/Head of the School;
(d) The Assistant Deans of the School;
(e) Nine members of Academic Assembly elected by and from the School;
(f) One representative from each Faculty, appointed by the Faculty, to serve for a period of three years, renewable;
(g) Such persons as the Board may co-opt, not exceeding five in number;
(i) Four student representatives nominated by the Students' Union.

Terms of Reference (Statute 20.1)

There shall be a Board of Studies of each School which shall have the following functions:
(i) To advise and report to the Senate on all matters relating to the organisation of education, teaching, learning, and research in the subjects of the School, including curricula and examinations.
(ii) To consider the progress of Students in the School.
(iii) To appoint internal and external examiners in the subjects of the School.
(iv) To recommend to the Senate any appointment of an external examiner where the aggregate term of office exceeds four consecutive years.
(v) To consider and where necessary take action on any matters which may be referred to it by the Senate.
(vi) To advise and recommend to the Senate on the academic strategy of the School.
(vii) To carry out any functions which may be given to or imposed on it by the Ordinances.

Key Functions

In order to discharge their statutory obligations, Boards of Studies will be responsible to Senate for the following key functions:

(1) the approval and evaluation of academic strategy for the Faculty/School (e.g. Research Strategy);

(2) the strategic consideration of initial programme proposals for submission to the Academic Programmes Committee, including the rigour of the underpinning market research, the student choice available and the strategic fit of the proposal;

(3) the strategic consideration of proposed collaborative provision, including Institutional Agreements and Exchange Partners, for submission to the Academic Programmes Committee;

(4) the academic standards and quality of the education, teaching and research across the Faculty/School and the dissemination of good practice;

(5) the monitoring and review of departmental implementation of institutional quality assurance and academic frameworks;

(6) consideration of delegation of authority to appropriate subject-level fora to approve minor and intermediate changes to units on the recommendation of the Faculty/School Learning, Teaching and Quality Committee;

(7) the monitoring of the progress of individual students (including exceptional changes of student circumstances and individual schemes of study and supplementary assessment), under delegated powers from Senate;

(8) the award of degrees on the recommendation of Boards of Examiners for Programmes, under delegated powers from Senate;

(9) rescission of an original award and grant of a new award as a result of either a student academic review or an administrative error identified after the conferment of the original award. This rescission may be authorised by the Chair on behalf of the Board under Board of Studies Standing Order 7(f);
(10) the establishment of new academic prizes, under delegated powers from Senate;

(11) the conduct and outcomes of student academic reviews and investigation of assessment offences;

(12) the monitoring of student complaints, student academic reviews and investigations of assessment offences;

(13) the appointment of Directors of Studies and Heads of Group and the establishment of Groups under powers conferred by Ordinances 4 and 5;

(14) the appointment of External Examiners (except where the aggregate term of office exceeds four consecutive years) and Visiting Academic Staff under delegated powers from Senate;

(15) the approval of part-time and secondary academic appointments and appointment of postgraduate research students into teaching roles;

(16) establishment, award and grant of Fellowships, Studentships, Scholarships, Bursaries and other such grants at the level of the Faculty/School;

(17) the receipt and consideration of reports from the Departments in the Faculty.

Sub-Committees

Each Board of Studies has the power to establish sub-committees as necessary. Each Board of Studies will routinely establish the following sub-committees:

- Graduate School Committee
- Learning, Teaching and Quality Committee
- Research Committee
- Research Students Committee
- Boards of Examiners for Programmes
- Boards of Examiners for Postgraduate Research Students

The Board of Studies will also convene meetings (as required) of:

- Review Sub-Committee (in accordance with Regulation 17, Conduct of Student Academic Reviews and Appeals)
- Board of Inquiry (in accordance with QA53, Examination and Assessment Offences)

Urgent Business

In accordance with Board of Studies Standing Order 7(f), the Chair is authorised to act on behalf of the Board during the vacation and at other times to deal with urgent business which requires a formal decision before the next available meeting of the Board, subject to report of any action taken to the next meeting of the Board. The decision will be confirmed by the Chair in writing. This is on the basis that, if any such matter is expected to be of significant interest or the subject of significant debate, members of the Board will be consulted by correspondence before any decision is taken or a special meeting of the Board will be
scheduled. The Chair of a Sub-Committee of the Board of Studies may also act on behalf of
the Sub-Committee during the vacation and at other times to deal with urgent business on the
aforementioned basis. In the case of the Faculty/School Research Students Committee, the
urgent business procedure can be used during the vacation and at other times where an urgent
decision is required in the interests of the student without detriment to the quality and
standards of provision.