

## **10. THE BOARD OF STUDIES**

**10.1** 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) in accordance with the procedure prescribed in paragraph 10.4 below
- (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) Three students (including at least one undergraduate and one postgraduate student) elected by and from the student members of the Faculty
- (j) One SU Officer nominated by the Students' Union
- (k) Head of Learning Partnerships Office or nominee

**10.2** 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 Associate Deans of the School
- (e) Nine members of Academic Assembly elected by and from the School in accordance with the procedure prescribed in paragraph 10.4 below
- (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
- (h) Three students (including at least one undergraduate and one postgraduate student) elected by and from the student members of the School
- (i) One SU Officer nominated by the Students' Union
- (j) Head of Learning Partnerships Office or nominee

**10.3** Members of the Board of Studies shall serve for terms of office as prescribed below:

- (a) A student appointed under the provisions of paragraph 10.1 (i) or 10.2(h) shall hold office for a period not exceeding one year at a time, and shall be eligible for appointment for two further periods of one year; thereafter such a member shall not be eligible to serve until one year has elapsed from the date of completion of the term of membership. The SU Officer nominated by the

Students' Union shall hold office for one year at a time and shall be eligible for re-appointment.

- (b) The members of the Board elected under the provision of paragraph 10.1(e) or 10.2(e) shall hold office for a period not exceeding three years, and shall be eligible for re-election for one further term of three years: thereafter such a member shall not be eligible for re-election until one year has elapsed from the date of completion of the term of membership.
- (c) Those candidates receiving the most votes in an election held under the provisions of paragraph 10.1(e) or 10.2(e) shall be appointed to the vacancies with the longest terms of office.
- (d) The members of the Board co-opted under the provisions of paragraph 10.1(f) or 10.2(g) shall hold office for one year at a time and for a maximum period of three successive years; thereafter, a member shall not be eligible for co-option until a period of one year has elapsed.

**10.4** The election of members of Academic Assembly to serve on a Board of Studies shall be conducted in accordance with the following procedure:

- (a) The University Secretary shall give notice to all members of Academic Assembly in the Faculty/School, of the number of vacancies for which nominations are required and the latest date by which these are to be submitted.
- (b) Such nominations shall bear the signatures of the proposer and the seconder, who shall both be persons eligible to vote, and shall be accompanied by a declaration by the candidate that he or she will serve if elected.
- (c) After receipt of nominations, the Chair of the Board of Studies shall issue a voting paper to all members of Academic Assembly in the Faculty/School, containing the names of the members nominated for election and specifying the latest date by which voting papers are to be returned.
- (d) The votes shall be counted under the supervision of the University Secretary or nominee.
- (e) The detailed procedure to be followed in the event of one or more members being accorded an equal number of votes, and all other matters relating to the election shall be prescribed by Standing Orders of Boards of Studies.

**10.5** (Rescinded)

**10.6** The Board of Studies will, as appropriate, invite other persons to attend for specific items of business. These persons will not have voting rights.

**10.7** All other matters relating to the membership of a Board of Studies shall be prescribed by the Standing Orders of Boards of Studies.

**10.8** The functions of Boards of Studies are prescribed in Section 20 of the Statutes.

Approved by Council  
1 August 2016