

## **Faculty Board of Studies**

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) Two students (one undergraduate and one postgraduate taught student) elected by and from the student members of the Faculty
- (j) One Sabbatical Officer nominated by the Students' Union
- (k) Head of Learning Partnerships Office or nominee

### **Functions (Statute 20.1)**

Revised by Senate 5th February 2014

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.

### **Terms of Reference**

Amended by Senate 7 June 2017.

In order to discharge their statutory obligations, Faculty/School 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;
- (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. Proposed new doctoral programmes may be considered but must also receive strategic consideration by the University Doctoral Studies Committee prior to submission;
- (3) the strategic consideration of proposed collaborative provision, including Institutional Agreements and Exchange Partners, for submission to the Academic Programmes Committee. Proposed new doctoral collaborations (including proposals for new Doctoral Training Entities) may be considered but must also receive strategic consideration by the University Doctoral Studies Committee prior to submission;
- (4) the academic standards and quality of the education, teaching and research across the Faculty/School and the dissemination of good practice, with exception of those matters which specifically form the business of the University Board of Studies (Doctoral) and the

University Doctoral Studies Committee. The Faculty/School Doctoral Studies Committee will provide information to the Faculty/School Board of Studies on matters pertaining to the academic standards and quality of doctoral study;

- (5) the monitoring and review of departmental implementation of institutional quality assurance and academic frameworks for programmes excluding those relating to doctoral study (which will be the responsibility of the Faculty/School Doctoral Studies Committee);
- (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 except those undertaking doctoral study (including exceptional changes of student circumstances and individual schemes of study and supplementary assessment), under delegated powers from Senate;
- (8) the award of taught 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, excluding those relating to doctoral study, 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 at the level of the Faculty/School, under delegated powers from Senate;
- (11) the conduct and outcomes of student academic reviews and investigation of assessment offences, excluding those relating to doctoral study;
- (12) the monitoring of student complaints, student academic reviews and investigations of assessment offences, excluding those relating to doctoral study;
- (13) the appointment of Directors of Studies, Directors of Teaching 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, excluding those relating to doctoral study;
- (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.
- (18) the approval of the establishment and disestablishment of Research Centres; the approval of the appointment of Directors and Deputy Directors of Research Centres; the approval of the continuation of Centres following review by a Faculty/School Research Committee on a three-year cycle.

### **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:

- [Learning, Teaching and Quality Committee](#)
- [Research Committee](#)
- Boards of Examiners for Programmes
- Progression Board of Examiners (in accordance with Ordinance 15 and Regulation 16.5)

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

- [Accreditation Sub-Committee](#)
- 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.