

Regulations and Guidelines for Convening and Conducting Boards of Studies Meetings

Regulation 15: 2018 Version 01
Effective from: 1 May 2018

Date	Supersedes	Description of Change
1 May 2018.	2014 Version.	General update.

Document Owner	Approved By	Date Approved	Review Frequency
Quality Assurance and Validation Unit.	Senate Regulations and Special Cases Committee.	11 April 2018.	Every three years.

Regulations and Guidelines for Convening

Liaison Committees are described in the Code of Practice for the Course Representative System.

- d) The Students' Union firmly supports student attendance and participation at Board of Studies meetings. To assist in facilitating adequate student representation the Students' Union will promote best practice by nominating student members for Board of Studies from within each Staff Student Liaison Committees.

12. Boards of Studies have the power to co-opt, on an annual basis, consultative members such as:

Academic Staff from another school

Non-academic staff in the school

Additional students in the school.

The consultative members have no right to vote.

13. The total number of student and co-opted members should not exceed the number of school academic staff. If it is likely that that this condition cannot be met, the school must discuss the membership of the Board of Studies with the Head of Quality Assurance & Validation.

14. The Head of Quality Assurance & Validation (or nominee) has the authority to attend any Board of Studies meeting.

Scheme of Delegated Authority

15. Whilst the Board of Studies is a school's most senior decision making body on academic matters, it can delegate responsibility to a sub-committee or sub-committees (who will report back to the Board of Studies). Where such delegation exists the following is viewed by the University to be appropriate:

- a) A written scheme of delegated authority should be prepared and approved by the Board of Studies. An example of a written scheme of authority is in Appendix A.
- b) The written scheme of delegated authority should be reviewed periodically and recorded in the Board of Studies minutes.
- c) Each committee or group with delegated authority should report to every Board of Studies meeting, supplying minutes or reports as appropriate, thus creating a clear audit trail. These reports and minutes require approval, or otherwise, by the Board of Studies and this outcome should be recorded in the minutes.

Administration

16. To maintain good practice and to standardise meeting formats across the University, schools must comply with the following:

- a) All Board of Studies meetings should be formally minuted. Minutes should highlight individual topics discussed, contain a summary of discussion points and emphasise any agreed actions, annotated with the name of the person or committee responsible for ensuring the action is completed.

- b) Items brought to the meeting from delegated committees or groups such as the Teaching and Learning Committee or Staff Student Liaison Committee should be clearly identified.
- c) Once the unconfirmed

Appendix A

Scheme of Delegated A

Appendix B

Agenda

The following should be considered at all meetings of the Board of Studies

- Minutes of the previous meeting
- Follow up/outstanding items from previous meetings
- Report from the Teaching and Learning Committee
- Report from the Staff Student Liaison Committee
- Reports from all other groups or committees with Delegated Authority
- Minutes of Joint Programme Boards (if applicable)
- Feedback from research students
- Any Other Business

The following should be considered at the Semester 1 meeting of the Board of Studies

- External Examiners reports
- QA1 forms
- NSS results
- Proposals for new programmes

The following should be standard agenda items at the semester 2 meeting of the Board of Studies

- External Examiners reports
- NSS Action Plans
- Proposals for new modules

The following should be agenda items as the need arises

- Reports of any public, statutory, regulaTm0 12 Tfg5regulaTm0 12 Tf5712 Tf1 0 0 1 203.81