Boards of Studies - Remit and Membership
Report to: Education Committee

1. **Remit**

1.1 To discuss, advise and make recommendations to the Education Committee on all matters relating to the taught, credit-bearing, provision within the scope of the Board.

1.2 To consider, monitor, review and maintain academic standards and the quality enhancement and assurance of educational provision on the associated degree programmes and credit-bearing courses.

1.3 To undertake appropriate scrutiny and approval of changes to degree and credit-bearing provision overseen by the Board and make recommendations to the Education Committee in relation to:

a. Proposals for new programmes and new courses of study, including courses for Exchange/Study Abroad;

b. Major and minor modifications to existing programmes and courses;

c. Proposals for modifications to academic regulations and/or assessment arrangements;

d. The appointment of external examiners.

1.4 To report to the Education Committee on:

a. Academic developments and relevant planning;

b. The annual monitoring of programmes (PMAR);

c. Action taken or proposed as a result of external examiners' reports;

d. Action taken or proposed as a result of student feedback.

1.5 To consider matters referred to the Board by the Education Committee or by the Academic Council, and to report back as required.

1.6 To determine and establish committee structures for the management of taught and credit-bearing provision within the scope of the Board, and to consider the reports of committees within those structures.

1.7 The Convenor shall ensure that formal minutes, highlighting any recommendations, are submitted to senior academic committees e.g. Education Committee. Only in exceptional circumstances and with the explicit prior approval of the convenor of the parent committee (e.g. Education Committee), shall oral reports be provided.

1.8 All Boards of Studies shall operate to a consistent agenda to ensure that all matters above are routinely addressed.

2. Membership

2.1 The following shall have ex-officio membership:

- The Head of School or equivalent (Convenor)
- The Deputy Head of School (where appropriate) (Vice Convenor)
- The Programme Leaders and/or Heads of Department of all programmes for which the Board is responsible
- The School's Academic Development Lead
- One member of staff from Learning, Teaching and Enhancement, nominated by the Head of Learning, Teaching and Enhancement
- One member of staff from Professional and Continuing Education, nominated by the Head of Profession and Continuing Education
- One member of staff from Information Technology, nominated by the Director of Information Technology
- One member of staff from Learning Resources, nominated by the Head of Library Services
- One member of staff from Technical Support Department, nominated by the Head of Technical Support
- The President of the Students' Association (or nominee)
- One member of staff from the Student Support Department, nominated by the Head of Student Support
- One member of staff from Estates, nominated by the Deputy Director of Estates
- One member of Sustainability
- One member of Careers, Employability and Opportunity Service
- One member of staff from Archives and Collections department, nominated by the Archives and Collections Manager
- One member of staff from Academic Registry, nominated by the Academic Registrar

2.2 School Officers for the School

2.4 Other members may be co-opted for the Board for a period of one year at a time.

2.5 The School Academic Support Manager or equivalent shall attend.

2.6 The Student Engagement Coordinator (Academic) shall be invited to each meeting as an attendee.

2.7 The Convener of the Board shall have the right to invite non-members to attend a meeting, or part of a meeting, and to participate, excepting the right to vote, in the discussions of that meeting.

3. Operation of the Committee

3.1 It is expected that the Board will meet at least three times per academic session to facilitate formal and written matters, reporting to the Education Committee, and appropriate onward recommendations to Academic Council. Additional meetings, for example to specifically address Programme Monitoring and Annual Reporting, may be held at the discretion of the Convenor.

3.2 Where an extraordinary meeting of the Board of Studies is called to consider a specific matter (e.g.

programme or course amendments or Programme Monitoring and Annual Reporting) there is no requirement for all standing agenda items (e.g. support department reports) to be submitted.

3.3 The quorum of the Board of Studies is 50% of the membership, which will comprise 50% academic staff and at least one student representative.

4. Reserved Business Protocols

4.1 The Convenor shall decide whether an item or business should be reserved.

4.2 Student Representatives should not be present for, or receive papers or minutes related to, reserved business.

4.3 An example of reserved business would be the admission or academic assessment or performance of individuals.

4.4 Reserved business should be addressed via a separate pre-meeting or at the beginning or end of Boards of Studies. It is not expected that Student Representatives will be asked to leave and rejoin a meeting.

4.5 The expectation is that reserved business is kept to a minimum as student participation in Boards of Studies is a fundamental aspect of GSA's approach to quality assurance, quality enhancement and to improving the student experience. For example, reports of External Examiners should normally be discussed as part of open business.

4.6 Boards of Studies are asked to ensure that an explanation of the nature of items considered to be reserved business is given to Student Representatives as part of their induction to Boards of Studies.