

Appendix 18 - Faculty Extraordinary Board of Studies

Normally, for each programme or a cluster of cognate programmes of study at undergraduate and taught postgraduate level and for the taught components of practitioner doctorates, there shall be a Board of Studies. Due to exceptional circumstances (for example, the Covid-19 pandemic), all changes to assessments within the Faculty's taught provision will be grouped under the extraordinary Faculty-level Board of Studies.

References to the Chair shall be construed as referring to the Vice-Chair in the absence of the Chair.

Terms of reference

1. To monitor the quality of academic standards, quality assurance and quality enhancement of the programme(s) of study within its remit.
2. To consider and approve modifications to modules and programmes in accordance with the relevant University *Codes of practice*.
3. To receive feedback from students, where applicable and take action as necessary.
4. To consider such matters as may be referred to it by the University Education Committee and report back as appropriate.
5. To ensure that a record of this meeting is taken and kept by the Secretary and any action and/or decisions taken under delegation of functions.
6. A Board of Studies may delegate any of its functions to the Chair, Vice-Chair, an individual or group of members.

Membership

Chair

The Chair would normally be the Faculty Associate Dean, Education

Vice-Chair

Appointed by the Pro-Vice-Chancellor, Executive Dean of Faculty or Faculty Associate Dean, Education

Ex-officio members

- Heads of Schools
- School Associate Heads, Education
- At least one elected student per level 6 from the programmes reporting to the Board
- President of the Students' Union or their nominee
- Faculty Engagement Librarian(s)
- Faculty Director of Employability
- Associate Director, Student and Academic Administration, CSO Directorate nominee
- Representatives from professional services areas as determined by the Chair.

In attendance

CSO Directorate staff (*Secretary*)

The Extraordinary Board of Studies can co-opt additional members as required for specific purposes.

Period of appointment

Ex-officio members remain as members for the term of their appointment in their role.

Co-opted members remain as members for as long as their purpose is required.

Operation

Quoracy

The quoracy requirements shall be ten or not less than one half of the members whichever may be the less. Those present shall include the Chair or Vice-Chair.

Frequency of meetings

An Extraordinary Board of Studies shall meet as and when appropriate. The Chair shall be responsible for the arrangement of a meeting(s), at least seven days' advance notice being given to all members.

Should it prove necessary to vote on any matter, it shall be determined by a simple majority. Each member present shall have one vote and in the case of equality the Chair shall have an additional casting vote.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reserved business

The business of a Board of Studies shall be subject to the University's convention on reserved business¹. The Chair shall decide whether an item of business should be regarded as reserved business. The Chair's decision shall be final.

Reports to

University Education Committee

¹ 'Reserved Business' may be taken to include matters affecting the personal position of members of staff and students and the admission and academic assessment of individual students. Wherever possible the Chair shall denote in the agenda prior to the meeting those items deemed to be reserved business in accordance with that convention. Where reserved items of business do occur, student representatives should be advised of the general nature of these items and should be advised subsequently of the Board's decision(s) on them.