Job Description
Chair of Board of Studies

Framework

1. It is a University requirement that each taught programme of study has a Board of Studies (BoS), which is responsible for it. A BoS may be responsible for more than one programme.

2. Chairs of BoS are appointed by the Faculty Education Committee upon the nomination of the Head of Academic Unit. It is usual practice for a Chair of BoS to be an existing Degree Programme Director (DPD).

3. This document should be read in conjunction with the Board of Studies Terms of Reference and Business Schedule.

Specific Duties

Administrative Duties

4. Chairs of Boards of Studies are responsible for:

   a. chairing meetings of Boards of Studies and ensuring that these fulfil their terms of reference as laid down by the University;

   b. on behalf of the Board of Studies, reporting regularly to the Head(s) of Academic Unit and/or Faculty Education Committee on matters affecting learning and teaching in the programme(s);

   c. convening Boards of Studies in accordance with University requirements (these meet at least three times per academic session - please see suggested Schedule of Business). Please note that additional Faculty guidance may apply;

   d. ensuring that students are appropriately represented in the membership of the Board of Studies by including at least one student from each Student-Staff Committee where the degree is offered;

   e. ensuring that issues relating to the subject-specific elements associated with any Joint and Combined Honours programmes are taken into consideration, where appropriate;

   f. ensuring that a formal record is kept of agenda, papers and minutes of meetings.
5. Quality Management and Enhancement Duties

Chairs of Boards of Studies are responsible for:

a. co-ordinating the compilation and submission of documentation for the purposes of internal quality assurance and enhancement, accreditation by public and statutory bodies, and any involvement with the Quality Assurance Agency;

b. ensuring that reports from external examiners are considered promptly and, following consideration by Faculty Education Committee, a response to the external examiner provided;

c. consulting and negotiating with Boards of Studies of partner Schools involved in the delivery of Joint and Combined Honours programmes on new programme proposals, changes to existing programmes, and other matters affecting programme structure and assessment of existing provision;

d. ensuring that reports from Student-Staff Committees are discussed by the Board of Studies and that, where appropriate, action is taken;

e. ensuring that decisions by Boards of Studies on matters raised by Student-Staff Committees or other student sources are communicated to students.