Boards of Studies
Constitution & Terms of Reference

Membership

1. The Degree Programme Director for each programme or nominated person (Chair); If there is more than one DPD, the Chair should be appointed by the Head of School.

2. The Head of the Academic Unit (or nominee) who is responsible for each degree programme(s) and also, if appropriate, other Head(s) of Academic Unit [or nominee(s)] if staff in other Schools contribute to the programme(s), e.g. Joint Honours;

3. Convenors of sub-committees;

4. Student representatives to cover all programmes and as many stages as is practical to ensure adequate representation. The University expects that representatives will be the student Chair and student Secretary of relevant Student-Staff Committees;

5. Other members (to be determined for each Board as appropriate to the nature of the provision);

6. A Secretary (to be appointed by the Head of School).

The names of the Chair and Secretary of the Board shall be reported annually to Faculty Education Committee.

Terms of Reference

7. To assure and enhance the quality of the student learning experience and to maintain the standards of the award(s) for which it is responsible;

8. To report to the Faculty Education Committee routinely, via Annual Monitoring and Review (AMR) on all matters relating to the operation of the degree programme(s) for which the Board is responsible; [See http://www.ncl.ac.uk/ltds/governance/monitoring/amr/ ]

9. To maintain and implement clear procedures for consultation and negotiation with Boards of Studies of partner Schools involved in the delivery of Joint and Combined Honours programmes on matters affecting programme structure and assessment;

10. To ensure that the provision for which the Board is responsible is developed in line with the University and Faculty Education Strategy;

11. To keep under review the degree programme(s) for which the Board is responsible, to report and make recommendations to the Faculty Education Committee, including:

   a. review of the programme specification(s);
b. consideration and monitoring of data relating to performance of all other aspects of the programme(s), for example, trends in applications, entry qualifications, first destination returns, progression (including retention rates), submission of feedback on assessed work, degree classifications, standards, external referents, arrangements for students with disabilities and the consideration of other equality and diversity related issues and, where appropriate, a review of any placements, year-abroad or educational partnerships;

c. consideration of summary results of module, stage and programme evaluations together with planned responses, and provision of feedback to students via Student-Staff Committee and student representation on the Board;

d. review all module outlines, including whether research informs teaching appropriately. Determine whether curriculum content, aims, learning outcomes and assessment methods are still appropriate in the light of student feedback/performance and the programme in which they are offered.

Special consideration should be made to provision such as Joint and Combined Honours, placement learning, online and distance learning.

12. Once approval of the relevant Head(s) of Academic Unit has been obtained, to recommend to Faculty Education Committee the initiation of new degree programmes;

13. To recommend to Faculty Education Committee the initiation of, or amendments to, degree programme regulations, within the context of the University Regulations;

14. To consider any matter regarding the teaching of programmes, or factors affecting the quality of student learning, and report to Head(s) of the relevant Academic Unit(s) and the Faculty Education Committee;

15. To receive, comment upon and, where appropriate, act upon external examiners’ reports, and report on the process to Faculty Education Committee. In addition, after consideration by the Faculty Education Committee, to provide feedback to the external examiner(s) regarding the responses to the matters raised;

16. Where appropriate, to receive, comment and act upon reports from professional bodies and other external and internal reviews;

17. To receive reports from relevant Student-Staff Committees and take action where appropriate, or to recommend action to the relevant Head(s) of Academic Unit and Faculty Education Committee;

18. To promote and enhance effective, innovative and efficient learning and teaching in relation to the programme(s) for which the Board is responsible, including the dissemination of best practice in relation to all aspects of the student experience and, in particular, issues relating to student educational experience;

19. To draw upon the expertise and assistance of the Learning and Teaching Development Service and appropriate HE Academy resources for subject-specific enhancement of learning and teaching;

20. Where the action of a Head of Academic Unit conflicts with the resolution of a Board of Studies, to report the matter to the Faculty Education Committee.
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