



**The Liberal Arts and Sciences Programme Board**  
*Approved by Academic Council 22 September 2011*

**1. Purpose and function of the Board**

- 1.1. The Liberal Arts and Sciences Programme Board is responsible to the University Programmes Board and to Academic Council for the design, development, regulation and quality, and for overseeing the delivery, of the following programme:
- (i) Liberal Arts and Sciences programme comprising Stage 1 of the:
    - Bachelor of Science
    - Bachelor of Commerce
    - Bachelor of Arts
    - Bachelor of Social Science
- 1.1. The Board is also responsible for monitoring the overall performance of students registered to this programme, monitoring their progression and ensuring their academic welfare.
- 1.2. The Board will recommend the structure and content of this programme, and any regulations or policy which governs same, and make decisions or recommendations regarding the admission, progression, continuation and graduation of the students registered to this programme.

**2. Terms of Reference**

- 2.1. The Programme Board, subject to review by the University Programmes Board and the Academic Council, shall for each programme within its remit:
- (i) Promote excellence in education by articulating the aims and outcomes of the programme and agree a strategy and academic plan for the programme
  - (ii) Agree recommendations to the University Programmes Board regarding the structure and content of the programme and any special regulations relating to the programme
  - (iii) Ensure that the modules contributing to the programme support the academic coherence of the programme and the quality of the graduate output
  - (iv) Oversee and enhance the academic quality of the programme and the student learning experience
  - (v) Establish, where appropriate and subject to the University's regulations and policies, programme-wide norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice
  - (vi) Admit students to the programme in accordance with the University's regulations and policies.
  - (vii) Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with the University's regulations and policies.
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- (viii) Where a student's performance is deemed unacceptable make recommendations to the University Programmes Board regarding a student's eligibility to continue in the programme
  - (ix) Receive, consider, and act upon or respond to, recommendations from the Teaching and Learning Committee of the four Colleges
  - (x) Establish in accordance with University policy, mechanisms to assure and enhance the quality of educational and related activities, and participate fully in the quality assurance/quality enhancement processes of the university
  - (xi) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation
- 2.2. Where the Programme Board proposes changes to the Programme that have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Programme Board (or the Chair acting on the delegated authority of the Programme Board) proposes a change to the programme that has significant resource implications outside this formal planning process, they must consult with and seek the approval of the relevant College Principal(s).
- 2.3. The Programme Board shall, within the resources made available by the University and the Colleges, ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programme.
- 2.4. The Programme Board shall work with the University and the International Office to promote the programme both internally and externally.
- 2.5. The Liberal Arts and Sciences Programme Board shall be chaired by a Dean of one of the participating programmes; this function shall rotate on a periodic basis.
- 2.6. The Programme Board shall support the Chair in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programme.
- 2.7. The Programme Board may form such and so many sub-committees as it deems necessary to perform its functions, and may delegate any of its functions to a sub-committee. The Chair of the Programme Board shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
- 2.8. The Programme Board may appoint an individual to act as Programme Co-ordinators for the programmes within the remit of the Board, or to perform other functions in relation to the programmes, and shall determine their roles and responsibilities, on the recommendation of the Chair, with the approval of the relevant College Principal(s).
- 2.9. The Programme Board shall recommend to Academic Council the membership of the Programme Examination Board or Boards required to finalise the module grades for students registered to the programmes.

### **3. Chair of the Programme Board**

- 3.1. The Chair shall be appointed by the President, on the recommendation of the Principal(s) of the relevant College(s), following appropriate consultation.
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- 3.2. The Chair is appointed for a fixed term not exceeding four years, i.e. two programme cycles, and will be eligible for re-appointment, subject to the provisions of clause 2.5.
- 3.3. The Chair shall, in respect of each of the programmes within the remit of the Liberal Arts and Science Programme Board,
- (i) Chair and ensure the proper, effective and efficient and operation of the Programme Board
  - (ii) Offer academic leadership by promoting innovation and best practice in the design, development, delivery and quality enhancement of the programme
  - (iii) Develop and maintain effective collaborative relationships with the Principals, College Executives, Deans, Heads of School, and Associate Deans/School Heads of Teaching and Learning through engagement with the four participating Programme Boards.
  - (iv) Lead the quality assurance/quality enhancement processes for the programme and participate where appropriate in the quality assurance/quality enhancement processes of the university
  - (v) Lead the implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation
  - (vi) Play an active role in the development of the International Office, and the effective and efficient administration of the programme
  - (vii) Support the development of a collaborative administrative network involving the Registrar's Office, the International Office, the relevant Programme Office and School administrators
  - (viii) Build and develop the internal and external profile of the programme
  - (ix) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programme
  - (x) Perform ceremonial and representative roles in respect of the programme
  - (xi) Perform such other duties as may be assigned by the President or the Registrar
- 3.4. The Chair may make decisions in regard to the programmes within the remit of the Liberal Arts and Sciences Programme Board, or the students applying to or registered to those programmes, on the delegated authority of the Programme Board.
- 3.5. The Chair shall be an *ex officio* member of the University Programmes Board.
- 3.6. Where the Chair has concerns regarding the resources available to operate and develop the programme, they may, following consultation with the College Principal(s) and the Registrar, raise such concerns directly with the President.
- 3.7. The Chair will, in regard to their academic functions as outlined in these terms of reference, report and be accountable, via the Registrar, to the President and to Academic Council.

#### **4. Composition of the Board**

- 4.1. The following shall be voting members of the Board
- (i) Chair
  - (ii) Dean of Social Science
  - (iii) Dean of Science
  - (iv) Dean of Business
  - (v) Dean of Arts
  - (vi) One academic member of staff nominated by the Registrar
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- (vii) One student member nominated by the Students' Union
- 4.2. The following shall be non-voting members of the Board
- (i) Up to four members (academic, administrative or student members) co-opted by the Board ensure appropriate expertise is available to conduct its business effectively.
  - (ii) The Director of the International Office or nominee
  - (iii) The Programme Manager for the Liberal Arts and Sciences programme
- 4.3. The Programme Manager for the Liberal Arts and Sciences programme shall act as Secretary to the Board

## **5. Conduct of Business**

- 5.1. The Board should meet at least 2 times per semester; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 5.2. The meetings of the Board shall be convened by the Chair, with a minimum of seven days notice of a meeting.
- 5.3. Where the Chair is unable to attend a meeting of the Board, they may nominate a member of the Board to act as chairperson for that meeting.
- 5.4. Members of the Board may not nominate others to attend meetings on their behalf unless approved in advance of the meeting by the Chair.
- 5.5. A meeting shall be considered quorate when half of the members entitled to vote are present or represented.
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