



Board of Studies for Academic Affairs

Terms of Reference

Approved ACEC 12 August 2020

1. Purpose

- 1.1. The Board of Studies for Academic Affairs is responsible to the Academic Council or its relevant committee for the design, development, regulation, quality and for overseeing the delivery of programmes and modules delivered by institutes and centres within the remit of the Vice-President for Academic Affairs.
- 1.2. The Board is responsible for monitoring the overall performance of students registered to these programmes and ensuring their academic welfare.
- 1.3. The Board will make recommendations to Academic Council or its relevant committee on the structure and content of these programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation and graduation of the students registered to these programmes..
- 1.4. In addition to the above, the Board, subject to the review by Academic Council or its relevant committee, is responsible for the design, delivery and award criteria of all co-curricular activity.

2. Functions

- 2.1 The Board, subject to review by Academic Council or its relevant committee, shall for each programme within its remit:
 - Promote excellence in education by articulating the aims and outcomes of the programme and agree a strategy and academic plan for the programme
 - Agree recommendations to Academic Council or its relevant committee regarding the structure and content of programme and any special regulations regarding the programme
 - Ensure that the modules contributing to the programme support the academic coherence of the programme and the quality of the graduate output
 - Oversee and enhance the academic quality of programmes and the student learning experience
 - 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
 - Admit students to the programme in accordance with the University's regulations and policies
 - Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with the University's regulations and policies
 - Establish mechanisms to assure and enhance the quality of the programme, and participate fully in the quality assurance/quality enhancement processes of the University
 - Monitor student progress and make decisions in line with the University's approved policies and procedures in relation to Continuation and Readmission, Fitness to Continue to Study and Student Fitness to Practice.
 - Ensure appropriate student supports

- Establish so many Programme Examination Boards, as sub-committees of the Board, as are required for the programmes it governs. The responsibilities of the Programme Examination Board shall be as per the Academic Regulations.

2.2 The Board, subject to review by Academic Council or its relevant committee, shall for modules within its remit:

- Ensure that procedures are in place for the effective design, delivery, and assessment of modules
- Ensure that requirements of the Extern Examiner Policy have been fulfilled.
- Review and approve the composition of the modular examination committee, ensuring the appropriate range of expertise required to properly examine all modules considered by the Committee.
- Ensure establishment of such and so many modular examination committees as necessary to fulfil the following responsibilities:
 - review and agree the grades for modules
 - ensure the validity of the grades entered by the module coordinator
 - ensure grades for the modules are reviewed and agreed
 - ensure grade distributions for modules are reviewed, anomalies identified and addressed appropriately
 - ensure that module grades for students with notified and approved extenuating circumstances have been reviewed and addressed appropriately

2.3 The Board, subject to review by Academic Council or its relevant committee, shall for co-curricular activity

- review and recommend proposals
- submit an annual report to the Academic Council or its relevant Committee on co-curricular activity, to inform periodic review and the identification of examples of good practice and opportunities for enhancement

2.4 The 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.

3. Composition of the Board

Chair, Vice-President or their nominee (any nominee should be independent of related institutes/centres, and should not be the Director of the institute/centre under its remit)

Directors of Institutes and Centres delivering programmes and modules for which the Board is responsible

Programme Directors for Programmes under the remit of the Board

Director/manager of University Co-curricular awards activities

1 academic staff member representing each College (nominated by the College Principals)

1 representative of Heads of School

1 student member, nominated by the Students' Union

The Board may co-opt additional members to ensure appropriate expertise is available to conduct its business effectively.

4. Conduct of Business

Circulation of meeting papers to board members shall be five working days in advance of a board meeting.