

Board of Study

Board purpose	
<p>The Board of Study is the disciplinary, subject or course-level unit that has responsibility and oversight of Education and Students matters at this level. It is responsible for promoting a strong education, scholarship and student experience ethos at the subject level. It is responsible for management and delivery of courses relevant to the subject area, course coherence and structure across the course content, quality assurance and enhancement, student feedback mechanisms, student experience and outcomes, and annual course reporting.</p> <p>All academic boards and committees operate in relation to the University's values, to deliver against its strategy and in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.</p>	
Current membership	Proposed membership
<p>Chair (Senior Academic Subject Lead, appointed by the Head of School); Academic Staff;</p> <p>Course Convenor(s) (if not subject lead); Module Convenors; Students agreed by the School; elected Student Representatives; Administrative Staff/Secretary and Course Coordinator.</p>	<ul style="list-style-type: none"> • Chair (Senior Academic Subject lead e.g. Course Convenor or Department Head). • Deputy Chair • Course Convenor(s) (if not subject lead); • Module Convenors; • Other faculty representatives, as appropriate to the course; • Student representatives agreed by the School; elected Student Representatives; • Course Co-ordinator, and other professional services staff as relevant. <p>Chair approved by the Executive Dean.</p>

Terms of Reference:

- (i) To keep under review delivery of courses within the remit of the Board in order to ensure excellence in education, course coherence and quality assurance.
- (ii) To monitor and evaluate whether course aims and objectives are achieved coherently across the relevant modules, and to assure the effective operation of the course, including preparation, evaluation and communication of the annual course report.

- (iii) To ensure the operation of teaching, examination, assessment and feedback arrangements is conducted in accordance with the agreed course requirements, following University procedures, and to recommend improvements to the Faculty Education Committee (FEC).
- (iv) To advise FEC on External Examiner nominations for approval by the PVC (Education and Students), and to ensure External Examiners are appropriately briefed on course examination and assessment requirements and related matters.
- (v) To collect and respond to feedback from students and staff in relation to course delivery and management and to recommend action as appropriate; to report on matters for consideration via the Staff Student Experience Group meetings, FEC, UEC and the Student Experience Forum.
- (vi) To keep under review the resources required for the effective delivery of the course(s) under its remit, and to ensure FEC and the Faculty Leadership Team are apprised of requirements as appropriate, including teaching spaces, labs, library resources and Canvas.
- (vii) To make recommendations to FEC on any in-year changes arising from unforeseen issues. The Chair of the Board of Study will be responsible for ensuring – where necessary - that the majority of students agree to any in-year change.
- (viii) To review, evaluate and respond to NSS, PTES and TEF metrics in relation to the student experience and outcomes of the course.
- (ix) To review, evaluate and respond to Access and Participation Plan (APP) data, specific to the course, and ensure the course delivers in relation to the university APP.
- (x) To consider and convey views and recommendations to the Faculty Education Committee (FEC) concerning any academic matters relating to courses and/or modules within its remit.

Conduct of Business:

Boards of Study should meet at least once per term and additionally as required and provide a regular report to the Faculty Education Committee and the Staff, Student Experience Group (SSEG). The Board of Study may be the education and students subsection of a Department Meeting. It may administer one course or aggregate courses as appropriate to the subject area and scale of the course(s).

Reports on resource matters should be referred to the Faculty Leadership Team.

Detailed discussion of examination papers/assessment questions should be conducted under reserved business in the absence of the elected student representatives.