



## **SCHOOL BOARDS OF STUDIES**

### **TERMS OF REFERENCE**

#### **Purpose**

Each School Board of Study is responsible for ensuring that the School's portfolio of subjects, programmes and modules delivers high quality learning and teaching and provides a consistently outstanding educational experience for all students. Boards of Studies are responsible for the ongoing development and enhancement of their portfolio in line with University strategy and quality frameworks, for monitoring and analysing emerging trends in student outcomes, and for ensuring meaningful engagement with students about their experience.

Each School will normally have one Board of Studies covering all taught provision, including programmes based at UWE, those delivered at partner institutions and online programmes. Boards of Studies also have oversight of the quality of CPD provision aligned to their subject expertise. Exceptionally and with the agreement of the College Dean of Learning and Teaching, the Dean of School may establish multiple Boards, if the complexity of the portfolio requires it and appropriate mechanisms are in place to ensure consistency of practice.

#### **Membership**

School Director of Learning and Teaching (Chair)

Dean of School (ex-officio)

College Dean of Learning and Teaching (ex-officio)

A senior representative of the Quality Enhancement Team

Staff accountable for the performance of all programmes within the School's portfolio (as determined by the Head of School)

A representative of technical staff where relevant

Student representatives

Other members with relevant portfolios (at the discretion of the Chair)

#### **In attendance**

School Manager (secretary)

Committee officer (if relevant)

The Chair has the discretion to invite additional non-voting attendees to meetings as appropriate.

## **Responsibilities**

Boards of Studies are responsible for:

- Ensuring the ongoing enhancement of all learning, teaching and student experience activities within the School;
- Effective implementation of the Learning 2030 Strategy, the key principles of the Enhancement Framework for Academic Programmes and Practice, the University's Academic Regulations and Procedures and associated academic policies across all taught provision for which the School is responsible;
- Oversight of School-led curriculum developments, ensuring that arrangements are in place to enable robust scrutiny of proposals, that there is appropriate engagement of students, partners and other stakeholders and that relevant professional, statutory and regulatory body requirements are considered;
- Fostering effective partnership with students across the School, including active support for and dialogue with student representatives and meaningful ongoing engagement wider student communities;
- Approving curriculum development proposals within areas of delegated competence
- Ensuring that academic standards are maintained and that the School's academic provision remains aligned to the relevant benchmarks;
- Analysing student progress, outcomes and satisfaction across all types of student and all levels and modes of study within the School, identifying any emerging trends and issues, putting in place action plans as necessary and escalating concerns where necessary;
- Monitoring the volume of curriculum change, analysing emerging trends and the impact of change on the student experience;
- Oversight of external examiner activity within the School, including proposing appointments for approval, ensuring effective engagement with external examiners and analysing and responding to external examiner reports;
- Reviewing the integrity of the academic portfolio, including monitoring assessment offences, student complaints about course content, and the outcomes of student academic reviews;
- Ensuring active consideration of equality, diversity, and inclusivity in the conduct of its business;
- Evaluating annually its own performance to ensure academic governance arrangements enhance institutional performance and add value.

Boards of Studies have discretion to establish sub-groups as necessary to support them in their work.

## **Accountability**

Each School Board of Studies is accountable to the University Quality and Standards Sub-Committee (UQSSC) on matters concerning quality and standards and to the Learning, Teaching, and Student Experience Committee (LTSEC) and learning, teaching and the wider student experience. It reports to those committees on:

- Emerging trends within its academic portfolio;

- Major changes to the School's curriculum with due consideration of the impact on student experience;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its Terms of Reference, membership, or priorities.

It will provide an annual report on its effectiveness, which will be used to determine its strategic aims for the following year and any required amendments to their Terms of Reference.

Boards of Studies also provide advice to School and College Executives on matters concerning the ongoing development of the portfolio and implications for learning and teaching practice and for the student experience.

### **Administration**

School Boards of Studies should meet roughly every six weeks, and at least two times a term depending on its workload and the requirements of the School's governance.