

**ARRANGEMENTS FOR
BOARDS OF STUDIES and CO-ORDINATING BOARDS OF STUDIES
2019-20**

REQUIREMENTS

1. All the following categories must be assigned to an appropriate Curriculum Board and either a Board of Studies (BoS) at level 1 or at subject level or a Co-ordinating Board of Studies (CBoS) at level 2:
 - a. undergraduate programmes leading to a degree, diploma or certificate;
 - b. taught postgraduate programmes leading to a degree, diploma or certificate;
 - c. CPD or CE modules or courses leading to credit of the University of Liverpool;
 - d. the taught modules in research degrees.
2. The Head of the level 2 School or Institute is responsible for ensuring that every programme covered by the School/Institute as recorded in Curriculum Manager and other central records is assigned to a Curriculum Board and either a Board of Studies at level 1 or subject level or a Co-ordinating Board of Studies at level 2.
3. Where a programme is offered jointly or severally by two or more level 1 Departments or two or more level 2 School/Institutes, either within a Faculty or across Faculties, the programme must be allocated to a Board of Studies at the level 1 Department or subject area that 'owns' the programme. Optionally, and in addition, a Co-ordinating Board of Studies may be established at level 2 to oversee the academic management of provision across the different areas. Heads of level 2 Schools or Institutes shall ensure there are appropriate mechanisms in place, at level 2, to make decisions about whether to establish Co-ordinating Boards of Studies, liaising with other Departments and/or level 2 Schools and Institutes as appropriate.
4. Where Co-ordinating Boards of Studies are to be used, they shall be established at level 2. Where the provision covered by the CBoS is delivered by more than one level 2 School/Institute, the Board shall be established in the level 2 School/Institute that 'owns' the provision. This also applies where the provision is delivered by more than one Faculty, i.e. the CBoS will be located in the owning level 2 School/Institute
5. Where a module or other element of provision is offered in a number of programmes and those programmes relate to more than one Curriculum Board and Board of Studies, a single Curriculum Board and a single Board of Studies in the Department or subject area most relevant to the subject of the module will be assigned primary responsibility for it. These Boards shall liaise with other Curriculum Boards and Boards of Studies and/or Co-ordinating Boards of Studies to assist them in the exercise of their responsibilities.

BOARDS OF STUDIES

Terms of Reference

- i. Receiving reports from the external examiners for the programmes and modules covered by the Board and recommending to the relevant FAQSC any action to be taken as a consequence and each response to the external examiners' reports;
- ii. Ensuring that effective monitoring and evaluation procedures in are in place for obtaining feedback from students on the provision covered by the Board and determining any action to be taken as a consequence, in accordance with the University policy¹;
- iii. Ensuring that effective processes are in place for obtaining feedback from graduates, employers, sponsors and any relevant professional, statutory or regulatory bodies and agreeing any action to be taken as a consequence;
- iv. Ensuring that effective mechanisms are in place for staff/student consultation for the provision covered by the Board, in accordance with University policy²;
- v. Keeping under review the continuing need for the provision covered by the Board and, as appropriate, making recommendations to the Head of School/Institute for the withdrawal or suspension of a programme covered by the Board in accordance with the relevant University process;
- vi. Scrutinising and reviewing other proposals to withdraw or suspend programmes for which the Board is responsible and reporting its endorsement to the Head of School/Institute;
- vii. Ensuring that there are appropriate moderation arrangements in place for assessments in the provision covered by the Board, in accordance with the requirements of the Code of Practice on Assessment;
- viii. Ensuring, through monitoring and review, that there are appropriate and effective assessment strategies and practices in place, as set out in the Code of Practice on Assessment, and receive reports to support this from the appropriate Assessment Officer;
- ix. Receiving the minutes from the relevant Student/Staff Liaison Committees (SSLC). The Board shall agree any action to be taken as a result of issues raised at the SSLC and shall report back to the SSLC in response. The Board shall also report any actions or any recommendations to any or all of the following as appropriate: the relevant level 2 Head of School/Institute, the relevant Faculty AQSC, the Co-ordinating Board of Studies (where this exists), other Boards of Studies if applicable
- x. Taking into account recommendations from a relevant Co-ordinating Board of Studies in respect of:
 - a. withdrawal or suspension of programmes,
 - b. responses to and actions arising from External Examiners' reports,
 - c. results of feedback and evaluation from students relating to provision covered by the Board and at least one other Board of Studies,
 - d. requirements of PSRBs or other external stakeholders
 - e. Consultation with students or staff in relation to the provision in which the Board of Studies has an interest. Any consultation with students shall be undertaken in accordance with University policy.³
- xi. The Board of Studies may ask the Co-ordinating Board of Studies to consider and report back to the Board on matters such as the following:
 - a. moderation arrangements for provision covered by the Board or in which the Board has an interest;

¹ The University's *Policy on Module Evaluation*

² The University's *Policy on Engaging Students in Curriculum Development and Approval*

³ The University's *Policy on Engaging Students in Curriculum Development and Approval*

- b. assessment strategies and practices for provision covered by the Board or in which the Board has an interest;
- c. matters raised at Student/Staff Liaison Committees relevant to provision covered by the Board or in which the Board has an interest.

Membership

- i. Directors of Studies for the programmes covered by the Board, *ex officio*
- ii. Module or course leaders for CPD or CE provision leading to University of Liverpool (UoL) credit, *ex officio*
- iii. The members of staff teaching on the programmes and CPD/CE provision covered by the Board of Studies, whether full-time, part-time, permanent or fixed term. These shall include teaching staff who have Recognised Teacher status or other honorary status that has been conferred by the University to enable such staff to contribute to teaching and assessment on provision leading to a UoL award or UoL credit. Staff who teach on the provision covered by the Board may be represented by staff elected for this role in a manner approved by the Head of the level 2 School/Institute responsible for the Department or subject area of the Board
- iv. The Assessment Officer(s) responsible for the provision if they are not already members under (iii) above
- v. At least 1 member of academic staff from each level 1 Department or subject level, other than that to which the Board belongs, which contributes to the provision covered by the Board
- vi. One or more representatives of the students registered on the programmes of study covered by the Board to be elected on an annual basis in a manner to be approved by the Head of the level 2 School/Institute responsible for the Department or subject area of the Board.

The quorum for a Board of Studies shall be determined by the Board of Studies and stated in its terms of reference. The Board of Studies should ensure that the quorum includes at least one student representative and, where student attendance cannot be achieved, the quorum can be reached if there is evidence of student input to the meeting that can be recorded in the minutes.

Persons from inside the University but not included in the membership list above, or persons from outside the University may be co-opted by the Board to be in attendance; this means they may attend and speak at meetings, but not vote.

The Head of the level 2 School/Institute which is responsible for the Department or subject area in which the Board is located is responsible for annually appointing a Chairperson for the Board from among the members listed in (i)-(v) above.

The Secretary to the Board of Studies shall be appointed from appropriate professional services staff at the relevant level 1 or subject area, where these exist, or from the relevant level 2 School/Institute professional services staff.

The method and protocols for electing staff representatives as members of the Board shall be submitted to the Head of the School/Institute for approval prior to the first meeting of the Board and, thereafter, whenever the election method and protocols change.

The method and protocols for electing for student representatives as members of the Board shall be submitted to the Head of the School/Institute for approval prior to the first meeting of the Board and, thereafter, whenever the election method and protocols change.

Frequency of meetings

The Board of Studies shall meet on a minimum of three occasions during each academic year.

Reporting relationship

A Board of Studies will report to the Faculty AQSC and to the relevant Head of School or Institute.

CO-ORDINATING BOARDS OF STUDIES

Terms of Reference

- i. The CBoS will consider reports from external examiners and make recommendations to the relevant FAQSC on the response required to take into account the cross-Departmental delivery of the provision, as appropriate;
- ii. When requested to do so by any of the Boards of Studies listed above, the CBoS will review the results of feedback and evaluation from students relating to provision covered by one or more of the above Boards and identify any actions required in response to the feedback/evaluation. This will be reported back to the relevant Boards.
- iii. When requested to do so by any of the Boards of Studies listed above, the CBoS will co-ordinate activity required to meet the requirements of a professional, statutory or regulatory body, if applicable, or other external stakeholders.
- iv. When there is a proposal for a programme that will impact on students from other programmes covered by one or more of the Boards of Studies above, the CBoS will ensure there are effective mechanisms in place for staff/student consultation, in accordance with University Policy⁴, and will co-ordinate the consultation process and report the results back to the relevant Boards.
- v. The CBoS shall consider and report to the relevant BoSs on matters referred to it by any of those Boards. Such matters may include but are not exclusive to the following:
 - a. Moderation arrangements for the provision covered by the CBoS
 - b. Assessment strategies and practices
 - c. Matters raised at relevant Student/Staff Liaison Committees (SSLCs) or student evaluation processes
- vi. With regard to the responsibilities set out above, the CBoS shall support and facilitate engagement and discussion with students in accordance with University policy⁵.
- vii. When there is a proposal to withdraw or suspend a programme that is covered by one of the Boards of Studies listed above, the CBoS will review the proposal in order to understand how this might impact on other programmes covered by one or more of the above Boards of Studies and identify any measures required to facilitate the proposed modification. Where the withdrawal or suspension of a programme will affect current students, the CBoS will identify required actions to ensure that such students' interests are protected; this will include co-ordinating activities between the relevant Boards of Studies. If the programme withdrawal or suspension requires changes to a programme or programmes covered by the Boards of Studies, the CBoS will co-ordinate all actions and communications to facilitate this.

Membership

- i. Directors of Studies for the programmes covered by the Board, *ex officio*
- ii. Module leaders of modules specifically covered by the Board and listed in its terms of reference, *ex officio*
- iii. At least one member of academic staff from each of the level 1 Departments or subject areas that contribute to the provision covered by the Board, but do not 'own' the provision
- iv. Such other members of academic staff, as agreed by the level 2 Head of the School/Institute responsible for the CBoS, from the level 1 Departments or subject areas

⁴ The University's *Policy on Engaging Students in Curriculum Development and Approval*.

⁵ *Ibid.*

that use modules covered by the CBoS which they do not 'own', but which they use in their programme(s)

- v. One or more representatives of the students registered on the programmes of study covered by the Board to be elected on an annual basis in a manner to be approved by the Head of the level 2 School/Institute responsible for the Department or subject area of the Board.

The quorum for a Co-ordinating Board of Studies shall be determined by the Co-ordinating Board of Studies and stated in its terms of reference. The CBoS should ensure that the quorum includes at least one student representative and, where student attendance cannot be achieved, the quorum can be reached if there is evidence of student input to the meeting that can be recorded in the minutes.

Persons from inside the University, but not included in the membership list above, or persons from outside the University may be co-opted by the Board to be in attendance; this means they may attend and speak at meetings, but not vote.

The Head of the level 2 School/Institute where the CBoS in which the CBoS is located is responsible for annually appointing a Chairperson for the CBoS from among the members listed in (i)-(iv) above.

The Secretary to the Co-ordinating Board of Studies shall be appointed from appropriate professional services staff in the level 2 School/Institute where the CBoS sits.

The method and protocols for electing staff representatives as members of the Board shall be submitted to the Head of the School/Institute for approval prior to the first meeting of the Board and, thereafter, whenever the election method and protocols change.

The method and protocols for electing for student representatives as members of the Board shall be submitted to the Head of the School/Institute for approval prior to the first meeting of the Board and, thereafter, whenever the election method and protocols change.

Frequency of meetings

The Co-ordinating Board of Studies shall meet sufficient times to enable it to carry out its co-ordinating role effectively and these shall be determined at the commencement of each academic session.

Reporting relationship

The responsibility of the CBoS is to the Head of the School/Institute and to the Boards of Studies that have primary responsibility for the provision covered by the CBoS.

SUGGESTIONS FOR PROMOTING GOOD PRACTICE

1. The minutes from all Boards should not only record the decisions of the Board, but should also record the reasons for them. If the Board requires further clarification on an agenda item, before reaching a decision, or if it sets conditions to be met before confirming the Board's decision, these should be recorded in the minutes. Conditions for endorsement or approval should be distinguished from suggestions for consideration.
2. All decisions of a Board taken on Chair's Action should be reported at the first meeting following the Chair's decision and recorded in the minutes. Within a sequence of endorsement and approval Chair's action should not be exercised on more than one occasion, unless there are exceptional circumstances.
3. Reports to other Panels, Boards of Studies, Co-ordinating Boards of Studies, to the FAQSC or to the UAP should set out clearly the recommendations of the Board and a brief summary of the process followed and the matters considered by the Board in reaching its decision. Templates for reporting recommendations can be provided by AQSD.
4. At the first meeting of the Board for each academic session, it is good practice to review the membership and the terms of reference. In particular, it is good to record any changes to the provision being endorsed by the Panel/Board, e.g. new modules or programmes, and modules or programmes that have been withdrawn or suspended.
5. At an early meeting of the BoS/CBoS in the academic session, it is suggested that the agenda should include details of all updates and revisions to the Code of Practice on Assessment and changes to other relevant policies and/or requirements and, where applicable, this should include requirements from professional, statutory or regulatory bodies. There should also be an update on any changes to quality assurance processes that impact on the business of the Board.