

## Curriculum Boards

### 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 Dean 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. Deans 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.

### CURRICULUM BOARDS

#### Terms of Reference

- (i) In alignment with the Faculty Portfolio Plan, developing proposals for new programmes in the subject area and instigating the formerly the outline application procedure;
- (ii) Organising, conducting and recording the outcomes of the design workshops for new programme developments, and for programme revalidations as necessary;
- (iii) Scrutinising the documentation for its programme developments that will come under the remit of the Curriculum Board and the School Scrutiny Panel;

- (iv) Proposing external reviewers for its new programme approvals and programme revalidations;
- (v) Scrutinising and reviewing proposals for additional programmes or programme developments at XJTLU;
- (vi) Scrutinising and reviewing proposals for new modules and for changes to existing modules, reporting its recommendations or decisions to the School Scrutiny Panel as appropriate;
- (vii) Consulting with students on proposed changes to existing programmes that could impact on their studies;
- (viii) Taking responsibility for the approval of the following proposed modifications to modules and for reporting such decisions to the School Scrutiny Panel:
  - a. changes to semester of delivery for modules contributing to programmes entirely within the Board's remit (see SSP ToR (iv) (e) below) ,
  - b. syllabus or teaching/learning activities that would not affect module aims, learning outcomes or assessment,
  - c. module staffing,
  - d. costs to students,
  - e. external examiners,
  - f. typographical corrections;
- (ix) Submitting programme and module approval documentation to the School Scrutiny Panel as required;
- (x) Keeping under review the continuing need for the provision covered by the Curriculum Board and, as appropriate, making recommendations to the Dean of the School/Institute for the removal or suspension of a programme covered by the Board;
- (xi) Reviewing and recommending to the School Scrutiny Panel requests for assessment tasks to be exempt from the provision of re-assessment opportunities, anonymous marking or electronic submission in accordance with the Code of Practice on Assessment.

### Membership

- (i) Programme Leaders for the programme(s) or Honours Select Subject Components covered by the Board, ex officio;
- (ii) Module or course coordinators of existing or proposed mandatory or required modules for the programme(s) or Honours Select Components, ex officio;
- (iii) Module or course coordinators for CPD or CE provision leading to University of Liverpool (UoL) credit, ex officio;
- (iv) Drawn from the members of staff teaching on the programmes and CPD/CE provision covered by the Curriculum Board, 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, other than those staff indicated in (i) – (iii) above may be represented by staff selected for this role in a manner approved by the Head of the level 1 Department responsible for the subject or programme area;
- (v) The Assessment Officer(s) responsible for the provision if they are not already members under (i)-(iv) above;
- (vi) One or more representatives of the students registered on the programme(s) of study or Honours Select subject components covered by the Board to be elected on an annual basis in a manner to be approved by the Dean of the level 2 School/Institute responsible for the Department or subject area of the Board.

### In attendance

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 **quorum** for a Curriculum Board shall be the members listed at (i) (ii) and (vi) above and shall be stated in its terms of reference. 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.

The Head of level 1, or the member of academic staff nominated by School/Institute where there is no level 1 Department, 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) and (ii) above.

The Secretary to the Curriculum Board 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 Dean 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 Dean 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 Curriculum Board shall meet on a minimum of four occasions during each academic year.

### Reporting relationship

A Curriculum Board shall report to the School Scrutiny Panel and to the Head of the level 1 or the Dean of level 2 School/Institute as appropriate.

## School Scrutiny Panels

### Terms of Reference

- (i) Receiving programme and module approval documentation from Curriculum Boards and scrutinising such proposals;
- (ii) Scrutinising and reviewing proposals for new and revalidated programmes that will come under the remit of the School once approved in accordance with the University's processes for programme approval and reporting its recommendations for approval of the following proposals to the University Approval Panel:
  - a. New programmes
  - b. Programmes delivered in partnership through collaborative arrangements, including programmes at XJTLU, unless bespoke arrangements are in place through AQSD
  - c. Programme revalidations;
- (iii) Taking responsibility for the approval of the following programme modifications:
  - a. Proposals to offer current full-time programmes as part-time mode of attendance, or to offer current part-time programmes as full-time mode of attendance
  - b. Proposals to have additional start dates for an existing programme
  - c. Proposals to include a year abroad or in placement in an existing programme
  - d. Proposals to identify a pathway within a programme or to create a single programme from existing pathways or to remove an existing programme and deliver it instead as a pathway in another programme
  - e. Proposals to create new entry awards from existing exit awards e.g. PG Dip, PG Cert
  - f. Changes to the title of a programme
  - g. Addition or withdrawal of optional modules that do not impact on a programme's learning outcomes
  - h. Minor changes to the programme syllabus or to learning activities that do not affect the programme learning outcomes
  - i. Staffing updates
  - j. Editing corrections or clarifications
  - k. QAA benchmark statement updates
  - l. PSRB updates where there is no related impact on the programme structure, learning outcomes or assessment of those outcomes
  - m. Admission requirements
  - n. Programme withdrawal or suspension;
- (iv) Approval of new modules and the following changes to existing modules, reporting its recommendations or decisions to the University Approval Panel as appropriate:
  - a. Module credit or level
  - b. Module title if the change affects the nature or subject of the title
  - c. Aims or learning outcomes
  - d. Status of module e.g. to or from required, mandatory or optional
  - e. Following consultation with the relevant Board of Studies or Coordinating Board of Studies, changes to semester of delivery for modules contributing to programmes offered across Departments and Schools/Institutes (see CB ToR (viii) (a) above)
  - f. Assessment regime or weighting of assessments
  - g. Module withdrawal or suspension (students consulted/informed via Curriculum Board)
  - h. Mode of delivery
  - i. Changes to contact hours
- (v) Approving requests from Curriculum Boards or Boards of Studies for assessment tasks to be exempt from anonymous marking or electronic submission in accordance with the Code of Practice on Assessment.

- (vi) Scrutinising, reviewing and, if appropriate, recommending to the University Academic Quality and Standards Committee approval of requests for programmes to be exempt from requirements of the Code of Practice on Assessment, University Ordinances or Regulations, or other policies or procedures that cover the provision.

### Membership

- (i) A minimum of three academic representatives from the relevant Faculty, but independent of the subject area and the Curriculum Board(s)
- (ii) Where proposals relate to cross-Faculty provision the membership of the SSP should allow for academic representation from all the contributing subject areas
- (iii) One or more representatives of the students registered on the programmes of study covered by the Curriculum Board(s) to be elected on an annual basis in a manner to be approved by the Dean of the level 2 School/Institute responsible for the Department or subject area of the Curriculum Board

### In attendance

An academic member of staff from the proposing Curriculum Board, who may be the Programme Leader for a programme or Honours Select subject components or a Module Coordinator or other, may be in attendance to provide any necessary clarification to the Panel.

Persons not included in the membership listed above, e.g. Professional Support Staff from the relevant School/Institute, may be co-opted by the Panel Chair to be in attendance; this means they may attend and speak at meetings, but not vote.

The **quorum** for a School Scrutiny Panel shall be the members listed at (i) - (iii) above and shall be stated in its terms of reference. 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.

The Faculty APVC (Education) for the Department or subject area in which the SSP is located is responsible, in consultation with the relevant Dean of School, for annually appointing a Chairperson for the SSP from among the members listed in (i) and (ii) above.

The Secretary to the School Scrutiny Panel shall be appointed from appropriate professional services staff from the relevant level 2 School/Institute professional services staff.

The method and protocols for electing staff representatives as members of the Panel shall be submitted to the Chair of the Faculty Academic Quality and Standards Committee for approval prior to the first meeting of the Panel and, thereafter, whenever the election method and protocols change.

The method and protocols for electing for student representatives as members of the Panel shall be submitted to the Chair of the Faculty Academic Quality and Standards Committee for approval prior to the first meeting of the Panel and, thereafter, whenever the election method and protocols change.

### Frequency of meetings

The School Scrutiny Panel shall meet on a minimum of four occasions during each academic year.

### Reporting relationship

The School Scrutiny Panel shall report to the FAQSC and to the University Approval Panel as appropriate.