

TERMS OF REFERENCE

BOARD OF STUDIES (BoS)

<p>Purpose</p>	<p>The Department of Health Sciences Board of Studies shall be responsible to the Head of Department and to the University Teaching Committee and Senate in respect of the following taught provision:</p> <p>Undergraduate Programmes (and Professional Programmes¹): BSc Nursing (Adult) BSc Nursing (Child) BSc Nursing (Mental Health) Foundation Degree in Science in Health and Social Care: Nursing Associate (apprenticeship) BA Midwifery Practice BMid Midwifery MMid Midwifery Masters in Nursing (Adult) Masters in Nursing (Child) Masters in Nursing (Mental Health) MSc Nursing (Adult) MSc Nursing (Mental Health) Post Registration provision (previously called SSPRD)</p> <p>Postgraduate Programmes: MSc Advanced Clinical Practice (apprenticeship & non-apprenticeship) MPhil/PhD Programme in Health Sciences Master of Public Health MSc Health Research MSc International Humanitarian Affairs MSc Mental Health Research Postgraduate Certificate in Health Research and Statistics</p> <p>The Board of Studies has overall responsibility for the following committees/boards/working groups/academic leads/forums within the Department of Health Sciences teaching governance structure:</p> <p>Pre-Registration Teaching Committee (PRTC) Pre-Registration Board of Examiners Postgraduate Teaching Committee (PGTC) Postgraduate Board of Examiners Research Degrees Committee (RDC) Apprenticeship Committee Exceptional Circumstances Affecting Assessment Committee Recognition of Prior Learning (RPL) Committee Departmental Library Committee</p>
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¹ This includes PGCert, PGDip and MSc programmes

Fitness to Practise Committee
Handbook Working Group
Peer Support for Teaching Working Group
Technology Enhanced Learning Working Group
Service User & Carer Involvement (SUCI) Steering Group
Undergraduate Student-Staff Forum
Postgraduate Student-Staff Forum

The Board of Studies will:

- Establish other committees to assist it in its business, establishing terms of reference and clearly recording the delegation of authority and responsibility to such committees, and monitor this via receipt of reports from such committees.
- Oversee the operation, management and review of the programmes and other provision listed above.
- Take appropriate action in response to relevant developments in University strategy, policy, guidance and procedure (including implementation, communication and monitoring within the department) and contribute to consultations on proposed developments in the same, (eg: University of York Pedagogy, Peer Support for Teaching Policy, VLE Policy, Employability Plan, Staff-Student Forum Policy, Guidance for Student Handbooks, modularisation and semesterisation).
- Consult with staff and students on issues and developments relating to the Department of Health Sciences.
- Establish an Exceptional Circumstances Affecting Assessment Committee in accordance with University policy, and set and publish dates for the submission of mitigating circumstances for particular assessments.
- Establish and consider recommendations from a Board of Examiners, in accordance with University policy.
- Monitor, contribute to, take action in response to, and report on involvement in quality assurance and enhancement mechanisms (eg: Annual Programme Review, Periodic Review, student opinion surveys, External Examiners' comments, reports from advisory boards).
- Keep a formal record of its business and decisions.
- Consider and action any matters referred to or delegated to it by Senate.
- Identify training, development and career progression opportunities/requirements for Teaching & Scholarship staff and inform the Department's Training & Career Progression Committee.
- Ensure a commitment to diversity, equality and the principles of the Athena SWAN Charter for all groups of staff and students in all aspects of the Committee's work.

The Board of Studies has delegated authority the following powers and functions in respect of taught provision to the Undergraduate Teaching Committee (for undergraduate programmes) and the Postgraduate Teaching Committee (for postgraduate programmes):

- Consider for recommendation to University-level committees proposals for new taught and research degree programmes and other taught provision, and proposals for collaboration with new and current partners (including partnerships for student exchanges).
- Consider and approve/recommend to Faculty-level and/or University-level committees (as appropriate under University policy) proposals for modifications to existing programmes and modules.
- Ensure the supply of accurate information about its provision to students, applicants and potential applicants, including an annual update of programme specifications.

	<ul style="list-style-type: none"> • Recommend to the Special Cases Committee for student programme transfers, where a transfer of enrolment requires exemption from attendance requirement or a repeat of programme elements already studied. • Consider and monitor the modes and effectiveness of assessment. • Approve responses to annual External Examiner comments and complete an action log. • Consider relevant subject benchmark statements when updated or published by the QAA. • Set entry requirements for taught programmes, and recommend enrolment requirements to the Department Management Team in the first instance and then University-level committees. • Monitor, and consider annually, trends in student behavioural and pastoral concerns as they impact on academic life; and consider the contribution of University-level services to support staff in the Department and to respond to students' needs. • Liaise with relevant Professional, Statutory and Regulatory Bodies (PSRBs), eg: Nursing & Midwifery Council, General Pharmaceutical Council, Health & Care Professions Council, and consider and follow-up on any requirements and recommendations from such bodies. • (PRTC only for undergraduate and professional programmes) Monitor student requests for programme transfers, requests for changes to modes of study, leave of absence, extensions and reduction of enrolment, and applications for re-admission. • (PGTC only for postgraduate programmes) Exercise powers in relation to research degree provision, including in relation to admission, award, programme requirements and supervision, as listed in University Regulation 2. • (PGTC only for postgraduate and post-registration programmes) Monitor student requests for programme transfers, requests for changes to modes of study, leave of absence, extensions and reduction of enrolment, and applications for re-admission. <p>The Board of Studies has delegated authority the following powers and functions in respect of taught provision to the Pre-Registration Board of Examiners (for undergraduate programmes) and the Postgraduate Board of Examiners (for postgraduate programmes):</p> <ul style="list-style-type: none"> • Consider responses to annual External Examiner comments and complete an action log. • Recommend the appointment of internal and external examiners. • Monitor student attendance, progress, including consideration of (and liaison with the relevant University-level committees with regards to) cases of academic misconduct, unsatisfactory academic progress, requests for programme transfers, requests for changes to modes of study, leave of absence, extensions and reduction of enrolment, and applications for re-admission. • Recommend the granting of awards.
<p>Chair</p>	<p><u>Chair:</u> Sue Faulds</p> <p><u>Current term of office:</u> September 2022 – August 2025</p> <p><u>Chair's term of office:</u> Three Years</p> <p><u>Appointed by:</u> Head of Department *</p> <p>Appointment to the role of Chair of BoS will be by Expressions of Interest and interview by the Head of Department.</p> <p><u>Role of Chair:</u></p> <ul style="list-style-type: none"> • To construct the agenda and check the minutes with the administrator. • To manage the timing of meetings and ensure clarity of actions required. • To take Chair's action where appropriate between meetings.

	<ul style="list-style-type: none"> To administer Board of Studies guidance, directives and correspondence received from the University on behalf of the Department. <i>(PRTC only for undergraduate and professional programmes)</i> To manage issues relating to leave of absence, student appeals, programme extensions.
Deputy Chair	<p><u>Deputy Chair:</u> Vacant</p> <p><u>Current term of office:</u></p> <p><u>Deputy Chair's term of office:</u> Three Years</p> <p><u>Appointed by:</u> Head of Department *</p> <p><u>Role of Deputy Chair:</u></p> <ul style="list-style-type: none"> The role of the Deputy Chair is to support the Chair and deputise in their absence, and to lead the annual review and update of student handbooks.
Administrator	<p><u>Administrator:</u> Veronica Gillies</p> <p><u>Role of the Administrator:</u></p> <ul style="list-style-type: none"> To circulate the call for agenda items prior to meetings. To prepare the agenda with the Chair. To circulate the final agenda and associated papers to Board members prior to meetings (including the appropriate version to the student representatives attending the Main Agenda). To take the minutes at meetings; circulate final minutes at the following meeting and publish on the Board of Studies web page once finalised. To organise booking of meeting rooms for the Board. To monitor outstanding agenda items/papers and liaise with the Chair with regard to securing these. To ensure that actions are reported to the appropriate Board of Studies meeting. To create a summary of action points from each Board and circulate to those staff for their attention/action. To maintain a cumulative summary of decisions made by the Board for future reference. To organise and attend UG Student-Staff Forums. To act as administrative support to Periodic Review.
Membership	<p>As specified in Ordinance 1.2/1.6:</p> <ul style="list-style-type: none"> Staff of the Department who contribute to the undergraduate and postgraduate programmes Undergraduate and postgraduate student representatives Academic Liaison Librarian Senior administrative staff
Co-opted Membership	<p>As specified in Ordinance 1.5.</p> <p>Other members to be co-opted with the agreement of the Board.</p>
Reports to	<p>Head of Department</p> <p>Faculty Learning & Teaching Group</p> <p>University Teaching Committee</p> <p>Senate</p>
Specific items produced and/or	<p>Annual Programme Review (APR)</p> <p>Student prizes</p> <p>Updated departmental policies</p>

approved by Committee	Training, development and career progression opportunities/requirements for Teaching & Scholarship staff
Specific items requiring further approval	None
Considers minutes from	<p><i>Receives Minutes from:</i></p> <ul style="list-style-type: none"> Pre-Registration Teaching Committee Pre-Registration Board of Examiners Postgraduate Teaching Committee Apprenticeship Committee Departmental Library Committee Undergraduate Student-Staff Forum Postgraduate Student-Staff Forum <p><i>Receives Progress Reports from:</i></p> <ul style="list-style-type: none"> Fitness to Practise Committee Exceptional Circumstances Affecting Assessment Committee Student Disability Lead Board of Studies Appeals Handbook Working Group Academic Lead for Peer Support for Teaching Service User & Carer Involvement (SUCI) Steering Group
Quorum	<p>As specified in Ordinance 2.3.</p> <p>One-third of the total membership (including the Chair and/or Deputy Chair)</p>
Frequency of meetings	<p>As specified in Ordinance 2.1 (no less than once a term).</p> <p>Termly.</p> <p>February, June, and October.</p>
Duration	1-3 hours

*** Please refer to the:**

University of York Memorandum 'Standard Terms of Reference for Board of Studies (updated 7 Sept 2016).

Department of Health Sciences 'Policy: Appointing Chairs, Deputy Chairs and Members of Departmental Committee (updated Sept 2016)' - see link:

[https://hswebstaff.york.ac.uk/docs/media/healthsciences/documents/staff-intranet/committees/PolicyAppointingChairsv2.2-5Jan2017\(Final\).pdf](https://hswebstaff.york.ac.uk/docs/media/healthsciences/documents/staff-intranet/committees/PolicyAppointingChairsv2.2-5Jan2017(Final).pdf)