### TERMS OF REFERENCE

#### BOARD OF STUDIES (BoS)

<table>
<thead>
<tr>
<th>Purpose</th>
<th>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:</th>
</tr>
</thead>
</table>
| **Undergraduate Programmes (and Professional Programmes)**: | BSc Nursing (Adult)  
BSc Nursing (Child)  
BSc Nursing (Learning Disability)  
BSc Nursing (Mental Health)  
Foundation Degree in Health and Social Care: Associate Practitioner  
Foundation Degree Stage 1 and Certificate of Higher Education in Health and Social Care  
Foundation Degree Stage 2  
BA Midwifery Practice  
Postgraduate Diploma in Nursing (Adult)  
Masters in Nursing  
Specialist Skills and Post Registration Development (SSPRD) |
| **Postgraduate Programmes**: | MPhil/PhD Programme in Health Sciences  
Masters in Public Health  
MSc in Applied Health Research  
Postgraduate Diploma in Applied Health Research  
Postgraduate Certificate in Health Research and Statistics  
PGCert/PGDip/MSc in Haematopathology |

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:

- Undergraduate Programmes Board (UGPB)  
- Undergraduate Board of Examiners  
- Nursing Programmes Committee  
- Midwifery Programmes Committee  
- Specialist Skills and Post Registration Development (SSPRD) Committee  
- Foundation Programmes Committee  
- Graduate School Board (GSB)  
- Postgraduate Board of Examiners  
- Dissertation Development Committee  
- Research Degrees Committee (RDC)

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2 This includes PGCert, PGDip and MSc programmes
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, (e.g.: Peer Support for Teaching Policy, VLE Policy, Employability Plan, Staff-Student Forum Policy, Guidance for Student Handbooks).
- Consult with staff and students on issues and developments relating to the Department of Health Sciences.
- Establish a Mitigating Circumstances 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.
- Keep a formal record of its business and decisions.
- Consider and action any matters referred to or delegated to it by Senate.
- 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.
- 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.

The Board of Studies has delegated authority the following powers and functions in respect of taught provision to the Undergraduate Programmes Board (for undergraduate programmes) and the Graduate School Board (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 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.
- Monitor, take action in response to, and report on involvement in quality assurance and enhancement mechanisms (e.g.: Annual Programme Review, Periodic Review, student opinion surveys, External Examiners’ comments, reports from advisory boards).
- Consider relevant subject benchmark statements when updated or published by the QAA.
- Set entry requirements for taught programmes, and recommend enrolment requirements
to University-level committees.

- **(UGPB only for undergraduate and professional programmes)** 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.

- **(GSB 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.

- **(GSB only for postgraduate 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.

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

- Consider and approve responses to External Examiner comments and complete an action log.
- Recommend the appointment of internal and external examiners.
- Monitor student progress, including consideration of (and liaison with the relevant University-level committees with regards to) cases of academic misconduct, and unsatisfactory academic progress.
- Consider and monitor the modes and effectiveness of assessment.

### Chair

*Chair: Alison Foster-Lill*

*Current term of office: August 2014 to August 2016*

*Chair’s term of office: Two Years*

*Appointed by: Head of Department *

Appointment to the role of Chair of BoS will be by Expressions of Interest and interview by the Head of Department.

**Role of Chair:**

- 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.
- To administer Board of Studies guidance, directives and correspondence received from the Centre on behalf of the Department.
- **(UGPB only for undergraduate and professional programmes)** To manage issues relating to leave of absence, student appeals, programme extensions.

### Deputy Chair

*Deputy Chair: Penny Broadley*

*Current term of office: February 2015 to February 2017*

*Deputy Chair’s term of office: Two Years*

*Appointed by: Head of Department *
### Role of Deputy Chair:
The role of the Deputy Chair is to support the Chair and deputise in his/her absence both at the Board of Studies Meetings and the Board of Studies Preparation Meetings.

### Administrator
**Administrator:** Karen Ramsden

**Role of the Administrator:**
- To request the call for agenda items prior to meetings.
- To prepare the agenda with the Chair.
- To organise and minute the Board of Studies Preparation Meetings as appropriate.
- 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 book 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 produce information packs for Student Representatives.
- To act as administrative support to Periodic Review.

### Membership
As specified in Ordinance 1.2/1.6:
- 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
As specified in Ordinance 1.5.
Other members to be co-opted with the agreement of the Board.

### Reports to
- Head of Department
- University Teaching Committee
- Senate

### Specific items produced and/or approved by Committee
- Annual Programme Review (APR)
- Student prizes
- Updated departmental policies

### Specific items requiring further approval
None
<table>
<thead>
<tr>
<th>Considers minutes from</th>
<th>Receives Minutes from:</th>
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<tbody>
<tr>
<td></td>
<td>Undergraduate Programmes Board</td>
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<td></td>
<td>Undergraduate Board of Examiners</td>
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<td>Graduate School Board</td>
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<td></td>
<td>Departmental Library Committee</td>
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<td>Accreditation Prior Learning (APL) Committee</td>
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<td>Undergraduate Student-Staff Forum</td>
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<td>Postgraduate Student-Staff Forum</td>
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Receives Progress Reports from:
- Fitness to Practise Committee
- Mitigating Circumstances Committee
- Student Disability Committee
- Board of Studies Appeals
- Handbook Working Group
- Academic Lead for Peer Support for Teaching

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<th>Quorum</th>
<th>As specified in Ordinance 2.3.</th>
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<td>One-third of the total membership (including the Chair and/or Deputy Chair)</td>
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<th>Frequency of meetings</th>
<th>As specified in Ordinance 2.1 (no less than once a term).</th>
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<tr>
<td></td>
<td>Termly.</td>
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<td>February, June, September and November.</td>
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| Duration | 1-3 hours |

* Please refer to the:

University of York Memorandum ‘Standard Terms of Reference for Board of Studies (dated 10 August 2015).

Department of Health Sciences ‘Procedures for Appointing Chairs, Deputy Chairs and Members of Departmental Committee (updated Sept 2014)’ - see link: https://hswebstaff.york.ac.uk/docs/committee/