

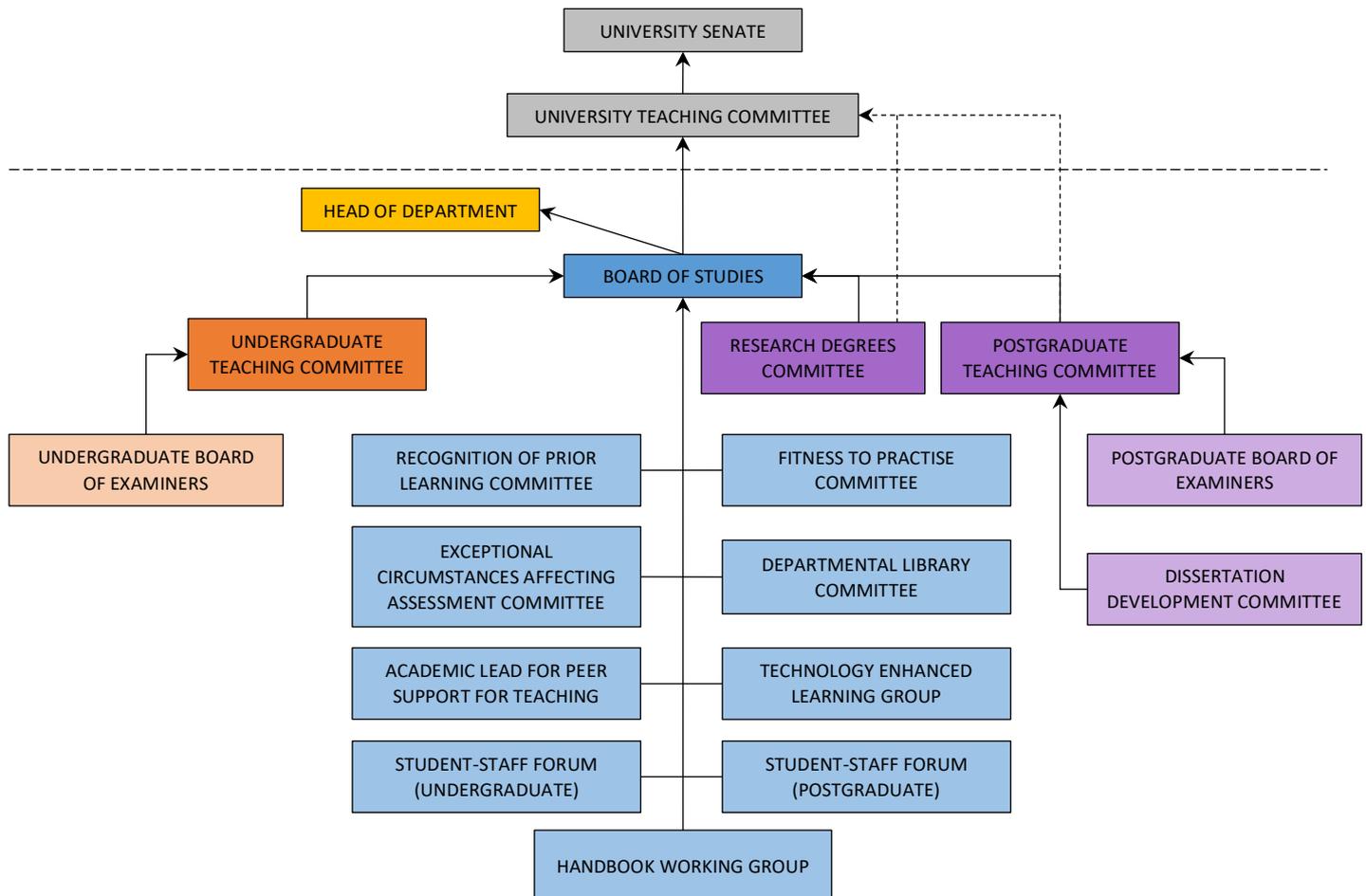


Board of Studies Governance Structure

The Department of Health Sciences Board of Studies has overall responsibility for the student experience, teaching and learning, and quality assurance for all programmes of study offered by the Department. The Board is therefore responsible for the monitoring and evaluation of the Department’s teaching programmes, via external and internal methods, including student feedback and the performance and progress of individual students within the programmes of study offered by the Department.

Committee Structure

The Board of Studies has devolved responsibility for particular functions and programmes to relevant sub-committees (as detailed in the diagram below).



Board of Studies

The Board of Studies meets once per term. Its membership includes the staff of the Department, and student representative members who attend for each meeting’s main agenda. The Board of Studies considers items under two categories: main agenda (in the presence of student representatives) and reserved business (in the absence of student representatives).

The Board of Studies is responsible for the effective discharge of the teaching objectives of the University. The Board is ultimately responsible for the content, structure, delivery, quality assurance and recommendations of final results for programmes of study within the Department.

Under University Statute 18, the powers and functions of Board of Studies are as follows:

- to regulate, subject to the Statutes and Ordinance and to review by Senate, the teaching and study of the subjects prescribed for the Board.
- to constitute Committees of the Board and to delegate to such Committees any of the powers and functions which itself is competent to perform.
- to consider the attendance, progress and conduct of students in the subjects prescribed for the Board and to report to Senate thereon.
- to recommend to Senate examiners for appointment.
- to report to Senate on Ordinances dealing with syllabuses, courses of study and examination for Degrees, Diplomas, Certificates and other distinctions in the subjects prescribed for the Board or on any other matters relating to such subjects.
- to make recommendations to Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Board.
- to consider and to deal with any matter referred to or delegated to it by the University Teaching Committee.

Student-Staff Forums

Student-Staff Forums are informal meetings which are arranged for all student representatives to meet to raise issues with members of staff within the Department whose roles involve supporting the student experience and maintaining the quality of the teaching and learning provision. The Forums have been divided into undergraduate and postgraduate groups to enable issues relevant to different students to be raised in a more appropriate way. If issues are relevant to all students then they can be brought to Board of Studies meeting for wider discussion. The Student-Staff Forums report to the Board of Studies to ensure that concerns are minuted and responded to appropriately. For information regarding the Student-Staff Forum visit: www.york.ac.uk/healthsciences/student-intranet/bos/stu-staff-forum.

What do Student Representatives do?

The Department is required and committed to providing suitable mechanisms for the representation of students' views and opinions. Student representatives have certain responsibilities:

- to identify student concerns and gauge opinions of fellow students.
- to keep students informed of current issues in the Department and report back on meetings attended.
- to liaise with other Department of Health Sciences student representatives.
- to represent your specific student group cohort.

If you attend Departmental meetings as the student representative, you will be entitled to claim for your travel expenses. If the meeting clashes with a timetabled session, you will not be counted as 'absent', however you will be required to inform your lecturer of your whereabouts during this time. Students on programmes with a practice component should count attendance at the Board as practice hours; representing your peers at Board of Studies is relevant evidence towards competencies containing elements such as communication and interpersonal skills and leadership, management and team working.

Undergraduate Teaching Committee (UGTC)

The Undergraduate Teaching Committee is constituted by the Board of Studies under University Statute 18. The role of the UGTC is to co-ordinate quality assurance activity related to all undergraduate programmes in the Department of Health Sciences. In particular, to ensure we adhere to professional, statutory, regulatory body and University Teaching Committee requirements. Meeting these requirements means taking account of both academic and practice components of our education provision. The academic element means approving modules, programme and guidelines to monitor consistency across levels and student groups and conveying this activity to the NMC, UTC, external examiners and the NHS commissioners through a variety of reporting mechanisms. The practice education element requires consideration of practice learning and educational outcomes, ensuring our professional programmes achieve the practice education standards articulated locally and nationally. The UGTC reports to and undertakes any functions delegated by the Board of Studies.

Postgraduate Teaching Committee (PGTC)

The Postgraduate Teaching Committee is constituted by the Board of Studies under University Statute 18. It has delegated authority with respect to those powers and functions of the Board of Studies relevant to postgraduate

taught programmes. The role of the PGTC is to co-ordinate and govern all quality assurance activities related to postgraduate taught programmes in the Department of Health Sciences and to ensure that all professional, statutory, regulatory body and University Teaching Committee requirements are adhered to. In addition, PGTC also monitors and records progress for all postgraduate taught students. The PGTC meets twice per term, and all minutes are received by the Board of Studies.

Research Degrees Committee (RDC)

The Research Degrees Committee co-ordinates and oversees all activities related to research degrees. This not only relates to student activities, such as the approval of Thesis Advisory Panels and internal and external examiners, but also the co-ordination of funding bids for external studentships and their subsequent allocation.

Board of Examiners (BoE) UG and PG

The function of the Board of Examiners is to ensure that the Department's assessment processes are operated within the University Ordinances, Regulations and Guidelines and to ensure that the principles of equity, clarity, consistency and openness are applied to all assessment practices. There are two Chairs of Board of Examiners, one for undergraduate programmes and one for postgraduate programmes. The role of the Chair of the BoE includes investigating and reporting to the Board of Studies on cases of suspected academic misconduct, to arbitrate on whether a breach of confidentiality has occurred within a script and to allocate a third marker in cases where the existing markers cannot agree a mark.

Exceptional Circumstances affecting Assessment Committee (ECAC)

The Exceptional Circumstances affecting Assessment Committee considers mitigation claims and extension requests for students across all programmes offered by Health Sciences in situations where a significant event has occurred which may have detrimentally affected their assessment work. Students are required to submit independent supporting evidence within appropriate timescales to demonstrate the impact of their problematic circumstances on their ability to study in relation to any named assessment within the relevant assessment period. The committee comprises five academic staff supported by a named administrator. It conducts its work on an on-going basis through access of its members to a confidential shared drive where decisions are made according to its centrally approved criteria. In addition committee members meet face-to-face every two months to consider matters of policy and process and to reflect on case experience.

Recognition of Prior Learning (RPL) Committee

The RPL Committee considers applications for Recognition of Prior Certified Learning (RPCL) from potential students when they already have academic credits that they wish to use towards a Diploma or Degree pathway. The committee will also consider applications for Recognition of Prior Experiential Learning (RPEL) as opposed to academic credits. In addition the committee considers applications to go on the Mentor Register for pre-registration nurses and midwives. Potential students are required to submit a range of evidence that demonstrates prior learning or experience. The process is robust, consistent and governed by wider University rules and regulations. The Chair can provide advice on all RPL matters thereby providing a resource for the Department and the wider University.

Fitness to Practise Committee (FTP)

The Chair of Fitness to Practise Committee is responsible for overseeing the monitoring and management of students in relation to health, professional conduct, criminal conduct and failure to follow programme and/or professional requirements. This role is supported by the Deputy Chair, Policy Advisor and Secretary, along with a small team of academic staff who are all members of the Department of Health Sciences Board of Studies. The members of academic staff involved in Fitness to Practise must hold a current registration with their Professional, Statutory and Regulatory Body (PSRB) such as the Nursing & Midwifery Council, Health & Care Professions Council and General Pharmaceutical Council. Senior members of staff from our circuit of practice partners are also involved in Fitness to Practise hearings as and when necessary. The Fitness to Practise Committee reports directly to the Board of Studies.

Departmental Library Committee (DLC)

The purpose of the Health Sciences Departmental Library Committee is to help determine departmental policy relating to library resources (for example books, journal subscriptions and databases) and to act as a liaison group between the Department and the University Library. The Health Sciences DLC has links with the Hull York Medical School (HYMS) DLC and also satellite hospital libraries in York, Scarborough, Harrogate and Northallerton, these being placement bases for our pre-registration nursing and midwifery students. Members of the Health Sciences DLC

include: hospital librarians, Health Sciences and HYMS Academic Liaison librarians and other departmental staff and student representatives. The Chair DLC represents the Department of Health Sciences at Central University Library Committee meetings. Other responsibilities include communicating library related issues to other departmental committees (Board of Studies, UGTC and PGTC) and acting as the principal link between the Library and the Department.

Dissertation Development Committee (DDC)

The purpose of the Dissertation Development Committee is to approve the dissertation topics of students on taught Masters programmes, allocate supervisors and oversee the marking process. In addition on an annual basis the DDC reviews the marking guidelines for postgraduate dissertations.

Academic Lead for Peer Support for Teaching

The Academic Lead for Peer Support for Teaching has responsibility to raise awareness of PST within the Department, lead and develop PST activities and to support both new and existing colleagues who undertake PST activities, ensuring that best practice is shared between Scholarship Groups.

Handbook Working Group

The Handbook Working Group is a formalised group within the Department's Governance Structure reporting to the Board of Studies. This Working Group reviews undergraduate and postgraduate handbooks annually to ensure that the handbooks remain current and are in line with University, Department and, where applicable, professional statutory body regulations.

Student & Academic Support Services Manager

The Student & Academic Support Services Manager has primary responsibility for leading the student experience and journey for all full-time and part-time undergraduate and postgraduate programmes within the Department of Health Sciences. This role involves the management of systems and processes in the Department of Health Sciences for: Admissions and Student Recruitment, Student Funding and Finance, Student Records, Enrolment and Registration and Student Welfare, Guidance and Support. The role also includes acting as Policy Advisor to the Departmental Fitness and Practise Committee, advising the Chair and Deputy Chair on professional statutory and university ordinances and regulations. The Student & Academic Support Services Manager oversees the statistical information required by Health Education England (Yorkshire & Humber) on student attrition and retention, Employer Destinations and Student Profiling and is also responsible for the registration of students with the Nursing and Midwifery Council, Health & Care Professions Council and General Pharmaceutical Council upon completion of their programme. The Student & Academic Support Services Manager also has a strategic role in student engagement relating to Student Staff Committee and Student Surveys (NSS, PTES, PRES and York Experience Survey).