

## **Ordinances 1 and 2 – Approved by Senate, July 2018<sup>1</sup>**

### **Ordinance 1: Constitution of Boards of Studies**

#### 1.1

For the purposes of Statute 18 there shall be a Board of Studies for:

1. each subject or combination of subjects in which students are admitted to follow any degree course;
2. such other subjects or programmes of study as the Senate may, from time to time, approve.

#### 1.2

A Board of Studies shall consist of those members of the staff appointed to posts established under Statute 11.4.a to teach any of the subjects prescribed for the Board or, if no subjects have been expressly approved by the Senate in relation to that Board, such members of the staff as shall have been designated by the Senate by name as members of that Board and such persons as fall within a category of the members of the staff designated by the Senate to be members of that Board. senate may from time to time approve alternative arrangements for the membership of other Boards of Studies.

#### 1.3

Each Board of Studies shall have power to co-opt other members of staff appointed by the University, as the Board considers appropriate.

#### 1.4

Each Board of Studies shall have undergraduate and postgraduate student representatives in its membership, including representation of students on combined programmes which are governed by the Board of Studies. In the case of the International Pathway College undergraduate is taken to include foundation students and postgraduate pre-masters students. Where a Board of Studies covers programmes of only undergraduate or postgraduate provision, membership only of representatives of students on such programmes will be expected.

#### 1.5

Each Board of Studies shall include its Academic Liaison Librarian as an *ex officio* member.

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<sup>1</sup> To be published in the Ordinances and Regulations 2018/2019

1.6

Each Board of Studies is empowered to decide which items of business should be reserved items, according to a scheme of classes of such items approved by the Senate, and to exclude student members from the Board during discussions of and voting on those items.

1.7

Each Board of Studies shall from among its own members elect its own Chair who shall hold office normally for a period of three years beginning 1 August in the year in which they are elected. The Chair of a Board of Studies shall be eligible for re-election but, except with the approval of the Senate, shall not hold office for more than two consecutive periods of office. Senate may from time to time approve alternative arrangements for the appointment of the Chair of the Board of Studies.

1.8

Each Board shall appoint its Secretary from among its own members.

## **Ordinance 2: Meetings of Boards of Studies**

2.1

Each Board of Studies shall meet not less than once a term. The Chair shall act as convener for meetings of such a Board at the request of two members of the Board.

2.2

The quorum shall be one third of the total membership of each Board of Studies. For items of business which are reserved under Ordinance 1.6, account shall not be taken of student members of a Board in calculating its quorum. Senate may from time to time approve alternative arrangements for the quoracy of other Boards of Studies.

2.3

Notwithstanding Ordinance 2.2, in exceptional circumstances where it is not possible to convene a quorate Board of Studies, the University Senate shall be asked by the Registrar and Secretary to approve the establishment of a Board of Studies Executive Committee of three or more of the members of the Board of Studies which will have the power to approve the recommendations of the Boards of Examiners and submit them for approval by the Standing Committee on Assessment acting on behalf of the Senate.