



Board of Studies Terms of Reference

Purpose of Policy

To outline how Boards of Studies operate in the University.

Overview

These terms of reference set out the high-level Board of Studies matters as outlined in the 1966 Higher Education Act and delegate responsibility for the regulation of other more operational matters to the Curriculum and Student Progression Committee (or any successor committee to whom Senate delegates its responsibility in relation to curriculum approval).

Scope: Mandatory Policy

The policy applies to all Boards of Studies in every School in the University and the staff and student members of Boards of Studies.

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Document control

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Approving authority	University Court for the associated resolution				
Consultation undertaken	Curriculum and Student Progression Committee and Senate				
Section responsible for policy maintenance & review	Academic Services				
Related policies, procedures, guidelines & regulations	Programme and Course Approval and Management Policy Academic Services' Curriculum webpages Court resolution 05/2019				
UK Quality Code					
Policies superseded by this policy	Court resolutions 3/1968 and 44/2014				
Alternative format	If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.				
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1. Each School (or equivalent) must have at least one Board of Studies or a body that fulfils the role of a Board of Studies.
2. All credit-bearing courses and programmes (new, changes to and closure) must be subject to approval by a Board of Studies. Board of Studies are responsible for ensuring that proposals are academically appropriate, and for assessing whether they will contribute to a good student experience. Senate Curriculum and Student Progression Committee (CSPC) (or any successor committee to whom Senate delegates its responsibility in relation to curriculum approval) will determine further requirements for the criteria and references points that Boards should take account of when considering approvals.
3. Boards of Studies are also responsible for keeping the teaching, learning and assessment methodologies under review and for offering advice on the School's portfolio of programmes.
4. The Convener of a Board of Studies is an academic member of staff appointed by the Head of School.
5. The membership of each Board includes: all staff involved in the teaching of a degree programme which the Board is responsible for; one student member from a relevant discipline; and one external member from another Board of Studies within the University. CSPC (or its successor committee) will define further membership requirements and define the quorum for the operational of Boards.
6. CSPC (or its successor committee) will determine the requirements for the operation of Boards of Studies.
7. CSPC (or its successor committee) may add additional requirements for Boards of Studies.
8. While normal practice is for Boards of Studies to operate within individual Schools, bodies may be established at College or University level to fulfil the functions of Boards of Studies, with the approval of CSPC (or its successor committee).
9. On the date on which this Resolution comes into force Resolution 18/2015 shall be repealed.
10. This Resolution shall come into force with effect from 1 March 2019.

18 February 2019