

FACULTY BOARDS OF STUDY

TERMS OF REFERENCE AND MEMBERSHIP

Purpose

The Faculty Boards of Study are accountable to the Senate for the day-to-day management of academic provision.

Terms of Reference

Delegated Powers

1. To implement the responsibilities of the Senate pursuant to the remit of the Faculty Boards of Study.

Potential Advisory Responsibilities

1. To advise the Senate on granting degrees and other academic distinctions to persons who shall have pursued in the University a course of study approved by Senate, and shall have passed the examinations of the University under the conditions laid down in the Ordinances (taught awards).
2. To advise the Senate on voiding any award that has been conferred where a candidate is found subsequently to be ineligible for that award (taught awards).
3. To advise the Vice-Chancellor and the Senate on reviewing the teaching, research, scholarship, staffing, and general work of any Faculty, School or academic department of the University, and, if Senate so wishes, to report and make recommendations thereon to the Council (taught provision).
4. To advise the Scholarships and Bursaries Committee on recommending to Council the institution of Scholarships, Studentships, Prizes, and other aids to study, research, and scholarship.
5. To advise the Deans of Faculties and Associate Deans of Schools on accepting such examinations and periods of study at such universities and other places of learning as the Senate may approve as equivalent to such examinations and periods of study in the University.
6. To advise the Senate on making Ordinances and Regulations for matters relating to academic governance pursuant to the remit of the Faculty Boards of Study.
7. To recommend to the Senate the terms of reference for the Faculty Boards of Study.
8. To produce records and reports of proceedings for receipt by the Senate.

Other Tasks

1. To be the Board of Examiners for programmes that fall within the purview of the Board.

2. To conduct annual reviews of the operation of courses and programmes which are the responsibility of the Board.
3. To conduct quinquennial reviews of the content and structure of courses and programmes which are the responsibility of the Board.
4. To approve changes to courses for programmes which are the responsibility of the Board including all matters relating to curricula and title, subject to report to Senate.
5. To prepare and to revise on an annual basis an academic development plan to form part of the University's Strategic and annual plans.
6. To prepare an annual report describing the research activities within the purview of the Board and plans for the development of research activities.
7. To consider and comment on matters related to the development and review of the University Strategic Plan.
8. To make recommendations to Senate on matters related to academic development which fall within the subject areas which are the responsibility of the Board.
9. To recommend to Senate the appointment of internal examiners for each diet of examinations.

Membership

Members

Dean of Faculty (Chair)

Associate Deans of Schools within the purview of the Board

Programme Directors within the purview of the Board

Vice-Chancellor

Student: one undergraduate and one postgraduate elected for a one year period

In attendance:

Faculty Registrar (Secretary)

Faculty Registrar's nominee (Servicing Officer)

Quoracy

Not less than one-third of the voting members, including the Chair, with a minimum of two voting members to be present.

Frequency of Meetings

Faculty Boards of Study shall meet four times per year.