

School of Media, Arts and Humanities
Board of Study Guidance

1.0 Purpose

The Board of Study (BoS) is a subcommittee of the School Education Committee (SEC) and is responsible for the delivery, management and quality assurance of the modules and courses within its remit to ensure consistency across the School.

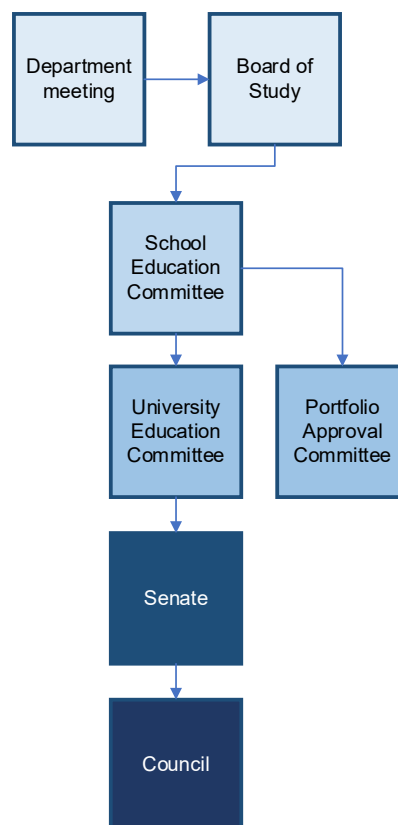
Boards of Study agendas will align to [the School Education Committee cycle of business](#). Agenda items for discussion and decision at BoS include:

- [Curriculum changes to existing courses and modules](#)
 - [Curriculum Design Principles](#)
- Review proposals for new courses and modules
- [Annual Course Reports/Review](#)
- Review Course admission criteria, placement, and study abroad arrangements
- Review the resources, advice and guidance published to students such as Course Handbooks, Canvas and the library and make recommendations to SEC as appropriate.
- Ensure the administration of exam and assessment arrangements is conducted in accordance with agreed course requirements (The CAO team can share Exam Board Reports as requested)
- Advise SEC on [External Examiner nominations](#).
- Consider issues arising from students and staff in relation to course delivery and management and recommendation actions as appropriate or refer matters for consideration and approval to SEC (refer to governance structures and formalisation of SSLG and how this reports into BoS)

The purpose of the BoS is to allow the cluster areas to discuss and make recommendations to the SEC. It is necessary for the BoS to consider all proposed changes to ensure they are consistent with the norms and strategies of the subject area.

2.0 Context

Curriculum decision making, and quality assurance flows from subject areas into Board of Study (BoS), to School Education Committee (SEC), to University Education Committee (UEC) and/or Portfolio Approval Committee (PAC), to Senate and on to Council.



This also precipitates flows back through the governance cycle from Council, Senate, PAC and UEC to SEC and BoS. As such, BoS should refer to previous [Senate](#), [UEC](#) and [SEC](#) reports for matters for discussion.

3.0 Composition

The Boards of Study for AY2023/24 will be clustered as follows:

Cluster A			
History	CCP and Film Studies	PGT And ODL	Drama & Music
<ul style="list-style-type: none"> BA History BA American Studies BA Joints 	<ul style="list-style-type: none"> BA Media Production BA Filmmaking BA Film Studies BA Joints 	<ul style="list-style-type: none"> All MA Courses MA Media, Ethics and Social Change (ODL) 	<ul style="list-style-type: none"> BA Drama, Theatre & Performance BA Music BA Music Technology BA Joints
Cluster B			
English	Philosophy	Media, Journalism & Cultural Studies	English Language & Linguistics, Art History, Liberal Arts and Languages
<ul style="list-style-type: none"> BA English BA Creative Writing BA Joints 	<ul style="list-style-type: none"> BA Philosophy BA Philosophy, Politics & Economics BA Joints 	<ul style="list-style-type: none"> BA Media & Communications BA Media & Journalism BA Digital Media & Culture BA Joints 	<ul style="list-style-type: none"> Ba Art History BA English Language and Linguistics BA Liberal Arts Language Pathways

There will be one single BoS for postgraduate taught courses.

Each BoS will be chaired by a Subject Head, with a nominated deputy. Where a BoS represents more than one subject area, this could be a BA convenor or subject head from the other subject area and would include all course and module convenors for constituent BA courses as appropriate.

Where there might be multiple possible Chairs, the Chair of BoS would be for 1 year and rotate annually – ideally with deputy taking the chair the following year and so on. The chair for the postgraduate taught courses will be the school’s MA Convenor.

Course/Module convenors proposing changes are expected to attend to represent their proposals. If they cannot attend, they should arrange in advance for a colleague to present the changes on their behalf.

Each BoS will be supported by professional services colleagues. The department(s) dedicated Curriculum and Assessment Officers will attend to advise on regulations and guidance pertaining to curriculum development

4.0 Conduct of Business

As the decisions and outcomes of the BoS will feed into the School Education Committee the Board should meet one to two weeks before the date of the SEC.

We will have 1 formal Board of Study per semester/term (3 per year). These will be formally scheduled on the school's committee calendar. There will also continue to be a second course or department meeting (or more) per session.

To note, this would not be a formal BoS but discussions in this space would feed into the BoS or from the BoS to the group (e.g. consult on proposed curriculum changes ahead of a BoS, or pick up ACR or NSS actions from a BoS).

Link to [BoS Terms of Reference doc](#)

Roles and Organisation of the meeting

Timing	Action	Responsible	Notes
Week 1 of each term	Create Zoom link / book meeting room	Information Coordinator	
	Invite members via Outlook calendar	Information Coordinator	See Terms of Reference and include student reps.
	Prepare the agenda using template and add to Box folder.	Course Coordinator	
Week prior to meeting	Pre-meeting with Chair if required. Update Outlook invite with Box folder link containing submitted changes and resend.	Course Coordinator	Chair to familiarise themselves with the agenda and review changes in advance of meeting.

Day of the meeting	Share screen if required during meeting / Prepare the room	Course Coordinator	
	Take minutes	Course Coordinator	
	Advise on regulations and proposed curriculum changes	CAO	
After the meeting	Write and share minutes with Chair for approval then circulate / save to Box	Course Coordinator	
	Follow up on queries regarding proposed changes before School Education Committee	CAO	
	Copy agreed changes across to School Education Committee Box folder	CAO	