

## 14 Boards and Panels reporting to the Academic Board

### 14.1 *Boards of Studies*

14.1.1 Each Academic Department is obliged to convene a *Board of Studies*, which is accountable to *Academic Board* for maintaining academic quality and standards in respect of the sub-disciplines and programmes of study represented within its remit.

14.1.2 There is a *Board of Studies* for each of the following disciplines/Departments:

- Art Histories
- Conservation
- Fine Art
- Foundation
- Historic Carving

14.1.3 The constitution of each of the *Boards of Studies* is as follows:

<b>Chair</b>	Head of Department	Serve for duration of office
<b>Ex Officio</b>	Principal	
	Head of Academic Affairs & Quality	
	Head of Art Histories	
	Head of Access to Learning	
	Librarian	
	Course and Unit Lead Tutors	
<b>Elected</b>	Student Representatives (as many course/year group reps as elected)	Serve for elected term of office
<b>Externals</b>	As determined by the relevant validation agreement	
<b>In Attendance</b>	Specialist Technicians as and when required Site Manager as and when required Registry Administrators as and when required	
<b>Clerk</b>	Registry Administrators	
<b>Frequency</b>	Three per year	
<b>Quorum</b>	One-third of the total number of student representatives plus four; to include the Chair and at least one student representative	

14.1.4 The Terms of Reference of *Boards of Studies* are as follows:

1. To formulate and put forward proposals for courses for (re)validation approval as appropriate and permissible
2. To devise, maintain and review the Department's Annual Monitoring Action Plan
3. To discuss and address generic academic issues arising from student feedback
4. To forward potentially pan-Art School issues, and any beyond the remit of the Board of Studies, to *Academic Board* for discussion and resolution
5. To provide feedback to *Academic Board* on any issue referred to the Board of Studies for comment or opinion
6. To foster a culture of self-reflection and review by evaluating the success and impact of both ongoing activities and new initiatives
7. To ensure the sharing of good and best practice throughout the Department/discipline
8. To support, facilitate and monitor the quality of internal communications