

Guidance for Boards of Study

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Glossary

CPD	Certificate of Professional Development
FHEQ	Framework for Higher Education Qualifications
JMSU	Liverpool John Moores University Students' Union
PSRB	Professional Statutory Regulatory Body

Chapter 1: Introduction

1. The Board of Study is responsible for a defined group of academic programmes and will report to the relevant Liverpool John Moores University Director of School.
2. The Board is responsible for ensuring the academic enhancement of the programmes it represents is in line with applicable university and Faculty-level strategies.
3. The Board of Study will aim to promote a sense of shared involvement in their programmes by staff and students¹, and an ethos of shared endeavour in the programme's development and enhancement.
4. Amendments to programmes and modules may be suggested following a Board of Study's consideration of the operation of a programme(s). In addition, Boards of Study are normally the primary mechanism by which programme teams consult students with regard to planned changes to programmes and modules ([Guidance for Programme and Module Amendments](#)).
5. Boards of Study should also consider regular reports and feedback from students, through student surveys and student representatives.
6. Boards of Study are chaired by Programme Leaders and meet at least twice a year.
7. Responsibility for the oversight of Boards of Study resides with the university's Education and Student Experience Committee.
8. Further guidance on Boards of Study can be obtained via the Academic Quality and Standards area of the [Academic Registry Helpdesk](#).

Terms of Reference

9. The Board of Study has responsibility for:
 - Monitoring, evaluation and review of academic programmes.
 - Monitoring, evaluation and review of the extent to which curricula reflects diverse perspectives and provides an inclusive learning environment so that all students, regardless of background, are able to participate fully and achieve.
 - Monitoring of student recruitment, achievement and retention across the programmes.
 - Consideration of student feedback, including outcomes from formal surveys as appropriate.
 - Receipt of Programme Enhancement and Development Plans at each meeting to monitor progress of action taken with respect to the university's monitoring process.
 - Consideration of module and programme developments and proposed amendments, for approval at the Programme and Module Amendment Panel (or relevant university-level committee, where applicable).
 - Noting the outcome of consideration of module and programme amendments by the Programme and Module Amendment Panel (or relevant university-level committee, where applicable).
 - Consideration of regular reports from staff/student liaison groups.
 - Consideration of regular feedback from student representatives from all levels of the programme(s).
 - Consideration of External Examiner reports and responses.
 - Consideration of External Verifier reports and responses (Apprenticeships only)
 - Consideration of Professional, Statutory or Regulatory Body (PSRB) reports, as

¹ The term student/students throughout this document may be replaced by apprentice/apprentices where relevant.

- applicable.
 - Communication between teaching staff and students on matters relating to the programme(s), including the provision of feedback from university and Faculty committees.
10. The Terms of Reference should be used to formulate an agenda for the meetings to ensure the Board is fulfilling its role in reviewing and developing provision.

Membership

11. The Board of Study should consist of:

- The Programme Leader, or equivalent, who will act as Chair.
- At least one student representative elected from each year/award.
- All members of teaching staff associated with the programme.
- Programme administrator, or equivalent, who will act as Secretary.
- Library Services representative.
- Administrative Manager, or equivalent.
- At least one employer representative elected by the employers (Apprenticeships only).
- Colleagues from the university, Faculty or Liverpool John Moores University Students' Union as appropriate.

Quoracy

12. The minimum number of members needed to ensure the meeting can go ahead is:

- Chair.
- Secretary.
- One academic member of staff.
- One student representative, per applicable award and Framework for Higher Education Qualification (FHEQ) level (or appropriate evidence that students have been consulted and have had opportunity to input into the meeting).

Formal Agenda Items:

13. Formal agenda items will include:

- Student feedback.
- Ongoing monitoring and review of the curriculum, with a particular focus on ensuring that it:
 - Continues to be up-to-date.
 - Continues to provide educational challenge.
 - Continues to be coherent.
 - Continues to be effectively delivered.
 - Continues to require students to develop relevant skills.
 - Is inclusive and de-colonised.
 - Continues to enable achievement of the required knowledge, skills and behaviours, specified within the applicable Apprenticeship Standard (Apprenticeships only).
 - Continues to provide effective preparation for the End Point Assessment (Apprenticeships only).
- Consideration of Programme Enhancement and Development Plans.
- Consideration of module and programme amendments (where applicable).
- Consideration of External Examiner Reports and Responses.
- Consideration of External Verifier Reports and Responses (Apprenticeships only).

Frequency of Meetings:

14. The Board of Study should meet at least twice each year, normally in October and February.

These dates are indicative only. Programme teams may wish to arrange additional meetings to:

- Ensure the timely consideration of programme and module amendments.
 - Accommodate the requirements of short programmes, such as CPDs, or programmes with non-standard timescales.
15. Meetings should be scheduled at times when student representatives are more likely to attend, e.g. after core lectures/tutorials and should last no longer than 2 hours.

Chapter 2: Provision of information and use of the Programme Document Information SharePoint Site

16. Contact details for the Chair, Secretary and student representatives should be made available to students on the programme(s).
17. Student representatives will want to provide feedback to the student body and programme teams are required to support this activity by facilitating access to programme email lists, and providing time in class.
18. The schedule of meetings for the subsequent academic year should be notified to staff and student representatives at the beginning of the academic year and confirmed dates made available in Programme Guides.
19. Requests for items to be included on the agenda should be circulated to all members before a meeting. This will enable student representatives to consult with the student body and identify items for the agenda.
20. The agenda and papers should be circulated to all members in advance of a scheduled meeting.
21. The Chair should not allow tabled papers and should avoid items of Any Other Business. If such items are necessary, they should be identified at the start of the meeting.
22. Following each meeting, minutes of Boards of Study must be published in the designated folder(s) in the Programme Document Information SharePoint Site³. Where a Board of Study is shared by multiple programmes, minutes should be saved to the Programme Document Information SharePoint Site for each programme listed in the minutes. It is the responsibility of the relevant School/Faculty to ensure that this is done, in order for all minutes to be made available to the relevant students to view via 'My LJMU'.
23. The timely upload of Board of Study minutes, to the Programme Document Information SharePoint Site, also ensures that minutes are readily accessible, centrally, to inform, as required, PSRB engagement activities.

³ For collaborative partners the information should be shared with students using an appropriate mechanism.

Chapter 3: Minutes and feedback on action

24. The Secretary, in liaison with the Chair, should produce minutes of the meeting using the [suggested format](#). The minutes should identify the programmes covered by the meeting, membership, attendance, matters discussed, agreed actions and the individuals responsible for taking actions forward. An action plan should contain a list of all the actions noted at the meeting. Student Course Representatives should be identified by programme and level of study.
25. Feedback against actions that can be addressed immediately, and that concern student issues, should be provided as soon as possible after the meeting. Progress against other actions will be monitored by the Chair and reported at subsequent meetings via an [action control register](#).
26. A Chair's Approved Draft set of minutes and action plan should be circulated to all members and made available on the Programme Document Information SharePoint Site following the meeting.
27. The Secretary must ensure that, within one month of the meeting date, a copy of the Chair's Approved Draft minutes are sent to Liverpool John Moores University Students' Union. For collaborative programmes, the Chair's Approved Draft minutes should also be sent to the Administration Manager in the link School.