

Terms of Reference of Board of Studies Department of Biology

The Department of Biology Board of Studies shall be responsible to the Head of the Department of Biology and to University Teaching Committee and Senate in respect of the following taught provision¹:

BSc/MBiol Biology

BSc/MBiochem Biochemistry

BSc/MBiomeSci Biomedical Sciences

BSc/MBiol Biotechnology and Microbiology

BSc/MBiol Ecology

BSc/MBiol Genetics

BSc/MBiol Molecular Cell Biology

MSc in Industrial Biotechnology

MSc by Research

MPhil

PhD

The Board of Studies will:

- a) oversee the operation, management and review of the programmes and other provision listed above;
- b) consider for recommendation to University-level committees proposals for new taught and research degree programmes and other taught provision, and proposals for collaboration with new and current partners (including partnerships for student exchanges);
- c) consider and approve / recommend to University-level committees (as appropriate under University policy) proposals for modifications to existing programmes and modules;
- d) ensure the supply of accurate information about its provision to students, applicants and potential applicants, including an annual update of programme specifications;
- e) liaise with relevant Professional, Statutory and Regulatory Bodies (PSRBs) and consider and follow-up on any requirements and recommendations from such bodies;
- f) take appropriate action in response to relevant developments in University strategy, policy, guidance and procedure (including implementation, communication and monitoring within the department) and contribute to consultations on proposed developments in the same;

¹ Boards of Studies are responsible for credit-bearing, non-credit bearing, award-bearing and non-award bearing provision within a department.

- g) monitor, take action in response to, and report on involvement in quality assurance and enhancement mechanisms (e.g. Annual Programme Review; Periodic Review; student opinion surveys; External Examiners' comments; reports from advisory boards);
- h) consider relevant subject benchmark statements when updated or published by the QAA;
- i) set entry requirements for taught programmes, and recommend enrolment requirements to University-level committees;
- j) recommend the granting of awards;
- k) recommend the appointment of internal and external examiners;
- l) monitor student progress, including consideration of (and liaison with the relevant University-level committees with regards to) cases of academic misconduct; unsatisfactory academic progress; requests for programme transfers; requests for changes to modes of study; suspensions, extensions and reduction of enrolment; and applications for re-admission;
- m) establish an Exceptional Circumstances Committee in accordance with University policy², and set and publish dates for the submission of mitigating circumstances for particular assessments;
- n) establish and consider recommendations from a Board of Examiners, in accordance with University policy³;
- o) exercise powers in relation to research degree provision, including in relation to admission, award, programme requirements and supervision, as listed in University Regulation 2;
- p) establish, if so wished, other committees to assist it in its business (for instance, Graduate School Board; Departmental Teaching Committee), establishing terms of reference and clearly recording the delegation of authority and responsibility to such committees, and monitor this via receipt of reports from such committees;
- q) keep a formal record of its business and decisions.

Membership and Number of Meetings:

The University's Ordinances set out the membership requirements within the constitution of Boards of Studies ([Ordinance 1](#)) and the frequency and quoracy of meetings ([Ordinance 2](#)).

² Policy is set out in the *Guide to Assessment, Standards, Marking and Feedback*

³ Policy is set out in the *Guide to Assessment, Standards, Marking and Feedback* and Ordinances 1.4 and 6