 **ACMET LONDON COLLEGE**

 **Board of Studies: Terms of Reference, Constitution and Reporting Lines**

**1. Purpose and scope**

1.1 Board of Studies is responsible for the oversight of the operation of a programme of studies. Oversight includes matters to do with academic standards, quality of the student learning experience, responding to external awarding organisation reports, responding to student feedback, etc.

**2. Terms of reference**

2.1 To review the operation of a programme on both a semester and annual basis

2.2 To ensure that any changes or recommendations made by the awarding organisation are acted upon and implemented in a timely way

2.3 To receive, discuss and approve the annual quality monitoring report for the programme(s) under the Board’s remit

2.4 To receive, discuss and determine actions as appropriate in relation to student feedback from surveys and other student feedback mechanisms including Student Representatives

2.5 To invite and discuss any issues raised by Student Representatives and to identify appropriate actions and feedback mechanism on actions taken

2.6 To invite and discuss any issues raised by members of staff and to determine actions as appropriate

2.7 To discuss data on student admissions, enrolment, progression, withdrawal and achievement (cohort data and data analysis to be produced for the Board by the Programme Leader)

2.8 To discuss reports from external organisations, for example, external examiners, standards verifiers, and to identify and progress actions as appropriate

2.9 To discuss any reports/outcomes of visits by the awarding organisation, professional body or other relevant external agency

2.10 To discuss and identify actions resulting from external quality agencies, such as the Quality Assurance Agency for Higher Education (QAA)

2.11 To identify enhancements to the operation of the programme(s) to ensure that there is a continuous quality enhancement approach

2.12 To identify learning resources to enhance the quality of the student learning experience

2.13 To discuss and report on any matters to do with equal opportunities, matters to do with students with disabilities, student learning support needs and related issues

2.14 To report back on progress of actions identified at the previous Board of Studies and to ensure that the ’loop’ is closed where actions have been progressed and completed

2.15 To comment on the programme and related information in terms of fitness for purpose, accessibility and trustworthiness

2.16 To discuss any matters concerning the College’s Prevent Policy and associated requirements

2.16 To discuss and report upon any other matters that may be of interest to the Board of Studies and the programme(s) under its remit.

**3. Constitution**

3.1 The constitution of a Board of Studies is:

(a) The HND Programme Leader (Chair)

(b) The Student Services Officer

(c) Two lecturing staff who teach on the programme

(d) Two Student Representatives from the programme and each cohort of the

 programme

(e) Leader of Quality Assurance

3.2 Total membership 7; Quorum 4

**4 Administrative arrangements**

4.1 Meetings are normally to be held once a term in accordance with the committee calendar

4.2 The Secretary to Boards of Studies is the Head of Administration of the College

4.3 Circulation of papers: all members of the Board of Studies, Principal and Vice-Principal.

4.4 Minutes of meetings to be made available to appropriate staff and students through an e-medium (such as the VLE).

**5 Reporting arrangements**

5.1 The Board of Studies reports to the Academic Standards Board.

**6 Typical agenda for a Board of Studies Meeting**

 1. Attendance

 2. Terms of reference and membership

 3. Minutes of previous meetings

 4. Matters arising and progress on action from previous meeting

 5. Student feedback

 6. Programme Leader’s report

 7. Student Services Officer report

 7. Staff feedback

 8. To consider the annual quality monitoring report, as appropriate

 9. Student data: admissions, registration, withdrawals, progression and achievement

 10. Learning resources

 11. Reports/feedback from external bodies/agencies/awarding bodies

 12. Any other business