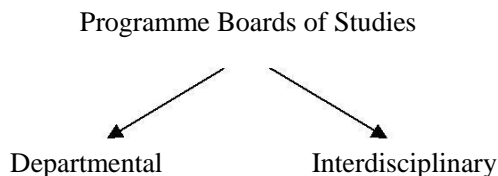


3. PROGRAMME BOARDS OF STUDIES

3.1 A Board of Studies will be set up for each Programme in which students are or will be admitted to follow at the University (approved at the 450th Senate Meeting held on 18th June 2003).

The Programme Boards of Studies can be of two types:



The Programme Board of Studies will be denoted as interdisciplinary whenever a Programme of Studies comprises or will comprise of at least one module from more than one discipline/subject area apart from CSE 1010e.

Programme Boards of Studies should be set up and approved by the Faculty/ Centre Board.

3.2 Membership of Board of Studies

3.2.1 The Board of Studies would comprise the following:

- | Departmental | Interdisciplinary |
|--|---|
| <ul style="list-style-type: none">• Head of the Department/ Unit Coordinator• All full-time academic staff of the Department/ Unit• Programme Coordinator(s)• Two students representatives (of whom at least one should not be in the final year) to be nominated by and from students undertaking the Programme. | <ul style="list-style-type: none">• Dean/ Centre Director or representative where the Programme is or will be on offer• Head of the Department coordinating the Programme• All Heads of Department whose modules (excluding CSE 1010e) will appear or appear clearly in the Programme Plan or their representatives• A minimum of four members of academic staff nominated by the Head(s) of Department, drawn from the principal participating Departments/ Units including Partner Institutions, in approximate proportion to the number of credits contributing or to be contributing to the Programme as per Programme Plan• Programme Coordinator(s)• Two students representatives (of whom at least one should not be in the final year) to be nominated by and from students undertaking the Programme. |

3.2.2 The Administrative Officer or one of the Administrative Officers of the Faculty/ Centre where the Programme is or will be on offer will act as Secretary.

3.2.3 The Departmental Programme Board of Studies will be chaired by the Head of the Department/ Unit Coordinator, which is coordinating or will be coordinating the Programme.

3.2.4 The Interdisciplinary Programme Board of Studies will be chaired by the Dean of Faculty/ Centre Director or representative, where the Programme is or will be on offer.

3.2.5 Each Programme Board of Studies shall have the power to co-opt other members of staff of the University, ex-student representatives or other persons, as the Board considers appropriate.

- 3.2.6 Each Programme Board of Studies is empowered to decide which items of business should be reserved items, and to exclude the student representatives from the Board during discussions.
- 3.2.7 There would be no student representatives in meeting(s) where a new Programme of Studies is proposed, unless otherwise decided by Faculty/ Centre/ Institution.
- 3.2.8 The student representatives should normally serve on the Board of Studies for a period of at least one full year. Nomination of the student representatives should take place during the first three weeks of semester 1. Where an agreed nomination is not possible, the student representatives should be elected by the students undertaking the Programme. The responsibility to facilitate the process for the nomination of the student representatives will lie with the Programme Coordinator.
- 3.2.9 After approval and running of the Programme, Head(s) (or representative(s)) of Department(s) whose modules contribute up to 6 credits as per Programme Plan may be exempted from attending the Board of Studies meetings called to consider ongoing routine matters and monitor the Programme.

3.3 Terms of Reference

- 3.3.1 Before a new Programme is run, the Board of Studies will hold meetings to
- (a) set appropriate objectives for the Programme;
 - (b) recommend and draft the overall structure of the Programme, including Programme entry requirements, modules (core and electives), minimum number of credits required for award where applicable, pre-requisites or pre-requirements for modules, outline syllabi;
 - (c) advise and decide on the forms of assessment and modes of delivery to be used for the Programme;
 - (d) look at the resource implications of running the Programme (financial, staff availability, space, learning materials);
 - (e) look at the market viability and anticipated student numbers for the Programme; and
 - (f) report on any matter referred to it by Advisory Committee, Faculty/Centre Board, TRC or Senate.
- 3.3.2 After approval and running of the Programme, the Board of Studies shall
- (a) conduct an annual evaluation of the effectiveness of the Programme and its delivery drawing upon staff and student representatives' views, student feedback and surveys, external examiner reports, etc;
 - (b) review, if necessary, the Programme Structure;
 - (c) recommend on the introduction of new modules and modification or elimination of existing modules;
 - (d) recommend appointment of appropriate external examiner(s) in the academic year preceding the final year;
 - (e) produce, on an annual basis, an evaluative overview of the Programme – the Annual Board of Studies Report, which will be considered by the relevant Departments and Faculty Boards; and
 - (f) report on any matter referred to it by Faculty/ Centre Board, TRC or Senate.

3.4 Examples of Membership of Interdisciplinary Boards of Studies

3.4.1 *BSc Business Economics with Information Systems*

Programme Plan: Modules bearing the code

ECON/STAT:	73 credits (core: 43 credits, electives: 30 credits)
ACF/ACT:	6 credits (core: 3 credits, electives: 3 credits)
CSE:	27 credits (core: 21 credits, electives: 6 credits)
MGT:	6 credits (electives)
PSYC:	3 credits (elective)
LAWS:	3 credits (elective)

Membership of Interdisciplinary Board of Studies:

- Dean of Faculty of Social Studies and Humanities (or representative) - Chairperson
- Head, Dept of Economics and Statistics
- Head, Dept of Accounting and Finance or representative
- Head, Dept of Computer Science and Engineering or representative
- Head, Dept of Management or representative
- Head, Dept of Social Studies or representative
- Head, Dept of Law or representative
- One academic staff from the Dept of Computer Science and Engineering
- Three/Four academic staff from the Dept of Economics and Statistics
- Programme Coordinator(s)
- Student Representatives
- Administrative Officer (Secretary)

Note: Heads (or representatives) of Depts of Accounting and Finance, Management, Social Studies and Law may be exempted from attending the Board of Studies meetings called to consider ongoing routine matters and monitor the Programme.

3.4.2 *BSc (Hons) Financial Services*

Programme Plan: Modules bearing the code

ACF:	75 credits (core: 60 credits, electives: 15 credits)
ECON/STAT/QM:	15 credits (core: 12 credits, electives: 3 credits)
MGT:	12 credits (core: 9 credits, electives: 3 credits)
LAWS:	15 credits (core: 9 credits, electives: 6 credits)

Membership of Interdisciplinary Board of Studies:

- Dean of Faculty of Law and Management or representative - Chairperson
- Head, Dept of Accounting and Finance
- Head, Dept of Economics and Statistics or representative
- Head, Dept of Management or representative
- Head, Dept of Law or representative
- Four academic staff from the Dept of Accounting and Finance
- Programme Coordinator(s)
- Student Representatives
- Administrative Officer (secretary)