

## Board of Studies

The Board of Studies is responsible for the operation and management of the programme within the appropriate frameworks determined by the Professional Development Committee.

### Terms of reference:

- i) to assure and enhance academic quality and standards
- ii) to monitor, review, and enhance the operation of the programme
- iii) to approve minor changes to the programme to support its enhancement
- iv) to recommend to the Professional Development Committee major changes to the programme to support its enhancement
- v) to report annually through the Professional Development Committee to the Open University on the operation, monitoring, and enhancement of the programme
- vi) to advise the Professional Development Committee on the operation of the frameworks of the programme and its engagement with the Academic Infrastructure
- vii) to determine assessment and marking criteria so that moderators and assessors can fairly and objectively judge whether participants have satisfied the requirements of the award and reached the appropriate level of attainment
- viii) to approve the training programme for participants and mentors
- ix) to recommend the appointment of moderators, assessors, and external examiners to the Professional Development Committee, and approve arrangements for their training and induction
- x) to recommend the appointment of the Academic Advisor(s) to the Professional Development Committee, and approve arrangements for their training and induction
- xi) to approve and monitor the process for the admission of participants, in accordance with the admissions policy determined by the Professional Development Committee
- xii) to approve and monitor the process for the selection of mentors, in accordance with the selection policy determined by the Professional Development Committee
- xiii) to give full and proper consideration to any matters which may be referred to it by the Professional Development Committee

### Composition

#### *A: Nominated members*

- two members of the AUA Professional Development Committee, one of whom will be the Chair of the Board.
- a Branch or Regional Coordinator
- a representative of the Leadership Foundation for Higher Education or of the Higher Education Academy
- a University Staff Development Officer

- two assessors
- a trainer
- a member with experience of acting as director for a postgraduate course of study

**B: Elected members**

- two mentor representatives
- two participant representatives

**C: Ex officio members**

- Chair, Assessment Board
- PDP Moderator
- Programme Leader
- OUVS Academic Reviewer

**D: Co-opted members**

- two members as appropriate

Members are appointed for a fixed term of three years, arranged in such a way that there will be rotation in the membership of the Board. Members who have served two consecutive terms are normally required to retire from the Board for at least one year before becoming eligible for re-appointment.

A Vice-Chair will be appointed from amongst members of the Board who are not currently participants on the programme.