Board of Studies (Bachelor of Philosophy (Hons)) Constitution

This committee operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/page/89528.

Members must act in accordance with the University Committee Members' Code of Conduct available at http://www.secretariat.uwa.edu.au/page/89528.

Role

1. The role of the Board of Studies for Bachelor of Philosophy (Hons) is to:

(a) ensure that this degree course operates efficiently and effectively, and to make recommendations, as required, to the Board of Coursework Studies on the following matters:
   (i) Selection criteria/procedures for entry into the Bachelor of Philosophy (Hons) degree course;
   (ii) Structure and content of any units devised specifically for the Bachelor of Philosophy (Hons);
   (iii) Annual course reports, incorporating performance and quality data;

(b) advise and guide the coordinator for the Bachelor of Philosophy (Hons) on the implementation of course, including:
   (i) Arrangements for research-intensive experiences and other appropriate learning opportunities and special requirements;
   (ii) The residential program;

(c) review, as directed by the Chair of or the Board of Coursework Studies, any aspect of the Bachelor of Philosophy (Hons) course.

(d) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Philosophy (Hons) course by the Board of Coursework Studies or Academic Council.

Membership

2. (1) The Board of Studies for the Bachelor of Philosophy (Hons) comprises:
   (a) Nominee of the Senior Deputy Vice-Chancellor as Chair;
   (b) Six members appointed by the Senior Deputy Vice-Chancellor in consultation with the Chair of Academic Council;
   (c) Pro Vice-Chancellor (Education) or Nominee;
   (d) Dean, Graduate Research School or Nominee;
   (e) Registrar or Nominee; and
   (f) Guild President or Nominee

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees

3 (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.
   (2) Unless the Chair requests or permits otherwise a member or a nominee appointed under 2(1)(b)–(f) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office

4. The term of office of a nominee appointed under 2(1)(a),(c)-(e) or a member appointed under 2(1)(b) is up to two years.

Eligibility for a second or Subsequent Term of Office

5. (1) At the end of a term of office, a nominee appointed under 2(1)(a) (c)-(e) or a member appointed under 2(1)(b) is eligible to be appointed for a second or subsequent term of office.
   (2) A member appointed under 2(1)(b) and a nominee appointed under 2(1)(c)-(e) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members

6. Nominees appointed under 2(1)(b) must have expertise in honours education or equivalent research supervision.
Quorum
7. The quorum for the Board of Studies for the Bachelor of Philosophy (Hons) is half the current membership plus one.

Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
   (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July.