Board of Studies (Bachelor of Arts) 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 the Bachelor of Arts is to:

(a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
   (i) degree-specific majors for the Bachelor of Arts;
   (ii) embedding the UWA Educational Principles in degree-specific majors;
   (iii) pre-requisites, co-requisites and related matters;
   (iv) units, including broadening units;
   (v) articulation agreements;
   (vi) annual course reports, incorporating performance and quality data;

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

Membership
2. (1) The Board of Studies for the Bachelor of Arts comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Architecture, Landscape and Visual Arts, or nominee;
   (e) the Dean of the Faculty of Business, or nominee;
   (f) the Dean of the Faculty of Education, or nominee;
   (g) the Dean of the Faculty of Law, or nominee;
   (h) the Registrar, or nominee; and
   (i) the President of the Guild 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 nominee appointed under 2(1)(b)–(i) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee
4. The term of office of a member appointed as a nominee under 2(1)(a) – (h) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee
5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (h) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (h) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members
6. It is desirable that nominees appointed under 2(1)(b) – (g) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Arts 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.
Board of Studies (Bachelor of Commerce) Constitution


Role

1. The role of the Board of Studies for the Bachelor of Commerce is to:

   (a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
      (i) degree-specific majors for the Bachelor of Commerce;
      (ii) embedding the UWA Educational Principles in degree-specific majors;
      (iii) pre-requisites, co-requisites and related matters;
      (iv) units, including broadening units;
      (v) articulation agreements;
      (vi) annual course reports, incorporating performance and quality data;

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

Membership

2. (1) The Board of Studies for the Bachelor of Commerce comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Business, or nominee;
   (d) the Dean of the Faculty of Engineering, Computing and Mathematics, or nominee;
   (e) the Dean of the Faculty of Law, or nominee;
   (f) the Registrar, or nominee; and
   (g) the President of the Guild of Undergraduates, 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 nominee appointed under 2(1)(b) – (g) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee

4. The term of office of a member appointed as a nominee under 2(1)(a) – (f) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee

5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (f) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (f) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members

6. It is desirable that nominees appointed under 2(1)(b) – (e) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum

7. The quorum for the Board of Studies for the Bachelor of Commerce 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.
Board of Studies (Bachelor of Design) Constitution


Role
1. The role of the Board of Studies for the Bachelor of Design is to:

   (a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
      (i) degree-specific majors for the Bachelor of Design;
      (ii) embedding the UWA Educational Principles in degree-specific majors;
      (iii) pre-requisites, co-requisites and related matters;
      (iv) units, including broadening units;
      (v) articulation agreements;
      (vi) annual course reports, incorporating performance and quality data;

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

Membership
2. (1) The Board of Studies for the Bachelor of Design comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Architecture, Landscape and Visual Arts, or nominee;
   (e) the Dean of the Faculty of Engineering, Computing, and Mathematics, or nominee;
   (f) the Registrar, or nominee; and
   (g) the President of the Guild of Undergraduates, 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 nominee appointed under 2(1)(b) – (g) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee
4. The term of office of a member appointed as a nominee under 2(1)(a) – (f) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee
5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (f) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (f) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members
6. It is desirable that nominees appointed under 2(1)(b) – (e) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Design 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.
Board of Studies (Bachelor of Science) 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 the Bachelor of Science is to:

(a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
   (i) degree-specific majors for the Bachelor of Science;
   (ii) embedding the UWA Educational Principles in degree-specific majors;
   (iii) pre-requisites, co-requisites and related matters;
   (iv) units, including broadening units;
   (v) articulation agreements;
   (vi) annual course reports, incorporating performance and quality data;

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

Membership
2. (1) The Board of Studies for the Bachelor of Science comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Engineering, Computing and Mathematics, or nominee;
   (e) the Dean of the Faculty of Life and Physical Sciences, or nominee;
   (f) the Dean of the Faculty of Medicine, Dentistry and Health Sciences, or nominee;
   (g) the Dean of the Faculty of Natural and Agricultural Sciences, or nominee;
   (h) the Registrar, or nominee; and
   (i) the President of the Guild of Undergraduates, 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 nominee appointed under 2(1)(b) – (i) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee
4. The term of office of a member appointed as a nominee under 2(1)(a) – (h) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee
5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (h) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (h) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members
6. It is desirable that nominees appointed under 2(1)(b) – (g) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Science 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.
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) 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.
3. **CONSTITUTION OF THE BOARD OF STUDIES FOR THE BACHELOR OF SCIENCE – Ref: F28649**

In November 2011 Academic Council had reviewed the interim status of the Boards of Studies and had approved (by R230/11) the proposition that they be made Boards of Studies effective immediately.

Members noted that since the Board of Studies for the Bachelor of Science had been formally constituted as a University Committee, the Terms of Reference of the former Interim Board of Studies for the Bachelor of Science would need to be amended accordingly.

In considering the constitution of the Board of Studies for the Bachelor of Science, a member raised an objection for the inclusion of clause 5(2), which states that “A member appointed as a nominee under 2.1(b) – (h) cannot serve for more than two consecutive terms”. The objection was raised on the grounds that this could limit the extent to which corporate knowledge gained by the nominee, after serving for two consecutive terms, could be retained and relied by the Faculty Dean.

On the other hand, it was pointed out that the intent of clause 5(2) was to ensure that corporate knowledge was not concentrated within a few individuals and that other staff members within a faculty, who might be interested in the business of the Boards of Studies, should also have the opportunity to participate in and contribute to the work of the Boards of Studies.

Further, it was pointed out that consideration of any proposed amendment to clause 5(2) by the Board of Coursework Studies would need to be consistent and in line with feedback received from the other four Boards of Studies.

Noting the objection raised in relation to clause 5(2), the Bachelor of Science Board of Studies

**RESOLVED – 2/12**

to recommend to the Board of Coursework Studies that the constitution for the Board of Studies for the Bachelor of Science be endorsed but that consideration be given to the possibility of amending clause 5(2).