Board of Coursework Studies (constitution)


Position of the Board within the University of Western Australia

1. The Board of Coursework Studies is a standing committee of the Academic Council.

Role

2. The role of the Board is to—

(a) consider and make recommendations to the Academic Council on policy matters relating to the structure and content of undergraduate and postgraduate coursework; and

(b) receive and consider proposals submitted through the appropriate process for the introduction of, and major changes to, coursework units, majors and courses, and make recommendations to Academic Council on these and associated policy matters.

Membership

3.(1) The Board comprises:

(a) the Deputy Vice-Chancellor (Education) (as Chair);
(b) the Chair of the Academic Board;
(c) the Deputy Chair of the Academic Board;
(d) the Dean of Coursework Studies;
(e) the Executive Director (Academic Services) and Registrar;
(f) the Academic Secretary;
(g) the President of the Guild of Undergraduates;
(h) a postgraduate coursework student nominated by the President of the Postgraduate Students’ Association
(i) the Chairs of the Boards of Studies for the University’s undergraduate degree courses; and
(j) up to two co-opted members with expertise in relation to postgraduate studies.

(2) The Board may invite one or more persons to attend meetings to provide advice on specific areas or agenda items.

Members’ Absence and Nominees

4.(1) In the event that a member is unable to attend a meeting, that member may nominate a person to attend that meeting in their stead.

(2) Nominations must be in writing and received by the Executive Officer prior to the relevant meeting.

Terms of Office

5. The term of office of members co-opted under 3.(1)(i) is two years.

Eligibility for a Second or Subsequent Term of Office

6. At the end of a term of office, members co-opted under 3.(1)(i) are eligible to be co-opted again.

Quorum

7. The quorum for the Board 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 at least five times each year in the months of February to November but may meet more frequently if required.