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 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 June.