



## JOINT BOARD OF STUDIES AT VALIDATED CENTRES

### 1 Membership

The Joint Board of Studies shall comprise of at least four nominated representatives of the validated centre, one of whom shall be the Course Director, and at least three representatives of the University. This latter category shall include Moderators, External Examiners. The Chairmanship will be confirmed by the Moderator and Validation Officer prior to the meeting. Where possible the Board shall have at least part of its business open to attendance by student representatives from the validated centre. In any case, the institution should ensure that student feedback is fed into the discussion of the Joint Board of Studies.

### 2 Duties

- (i) To receive and consider the Annual College and Course Review (ACCR) from the previous academic session, which shall include statistical information as appropriate.
- (ii) To receive and consider reports from External Examiners, Moderators. These will be linked to the college's response to such comments and will be followed up at subsequent meetings.
- (iii) To approve amendments to the structure/ syllabus/assessment of the course or to refer such modifications to the University's Validation Board if they so merit (in accordance with the Validation Board's criteria for amendments to validated schemes of study).
- (iv) To receive information regarding changes in course staffing, teaching resources, physical resources etc and make any necessary recommendations to the bodies detailed under (vi) below.
- (v) To receive information as may be relevant from any internal college bodies or mechanisms, eg staff/student liaison committees, analysis of student feedback forms.
- (vi) To consider such matters as may from time to time be referred to the Joint Board of Studies by either the Validation Board or the College Academic Board or similar body.

### 3 Meetings

- (i) Boards of Studies will meet at least once per annum.
- (ii) Wherever possible, meetings shall be arranged to coincide with University of Wales Examination Board meetings at the centre concerned.
- (iii) Formal Minutes of the meeting shall be taken by a representative from the validated centre. These minutes shall be submitted to the University as part of the subsequent ACCR.

### 4 Agenda Items

Standard Agenda items for meetings of Joint Boards of Studies shall include the following:

1. Minutes of the Last Meeting
2. Matters Arising
3. Annual College and Course Review (ACCR) (for the previous academic session)
4. Proposed Amendments to the Scheme (for the forthcoming session)
5. Procedural Matters (which may be referred by the Validation Board or other body)
6. Any Other Matters

Agenda papers should be circulated by the Institution to all members one month in advance of the meeting.