Board of Studies in Computer Science:
Constitution and Terms of Reference

1. Constitution

The Board of Studies in Computer Science is constituted as follows:

a) The Head of the Department of Computer Science – *ex officio*;

b) The Head of the School of Electrical Engineering, Electronics and Computer Science or his/her representative – *ex-officio*;

c) The Directors of Studies for the award-bearing programmes covered by the Board of Studies in Computer Science.

d) One undergraduate student representative and one postgraduate student representative elected among the student members of the Department's Staff-Student Liaison Committee(s) at their first meeting(s) in an academic year;

e) Such other persons from inside or outside the University whom the Board may wish to co-opt on an annual basis.

Membership in category (e) currently consists of
- a representative of the University of Liverpool Management School, to co-ordinate regarding matters relating to the programme BSc E-Finance;
- the Undergraduate Admissions Tutor of the Department of Computer Science;
- the Assessment and Examinations Officer of the Department of Computer Science;
- the XJTLU liaison and Joint/Combined Programmes Co-ordinator of the Department of Computer Science;
- the School Student Experience Team Leader of the School of Electrical Engineering, Electronics, and Computer Science, a member of Professional Services Staff;
- the Departmental Student Experience Administrator, a member of Professional Services Staff, who also acts as Recording Secretary of the Board of Studies in Computer Science.

Members in categories (c), (d), and (e) are expected, circumstances permitting, to attend meetings; members in (a) and (b) shall have a right to attend meetings. The Head of Department shall appoint a Chairperson for the Board of Studies in Computer Science.

The quorum for a Board of Studies shall be one-third of the full membership or three members, whichever is the greater.

3. Terms of Reference

The Board of Studies in Computer Science reports to the Head of the Department of Computer Science through Staff meetings of the Department, the School Student Experience Committee in respect of the following taught provision:

BSc Artificial Intelligence
BSc Artificial Intelligence with a Year in Industry
BSc Computer Information Systems
BSc Computer Information Systems with a Year in Industry
BSc Computer Science
BSc Computer Science with a Year in Industry
BSc Computing with a Year in Industry
BSc E-Finance
BSc Electronic Commerce Computing
BSc Electronic Commerce Computing with a Year in Industry
BSc Internet Computing
BSc Internet Computing with a Year in Industry
BSc Mathematics and Computer Science
BSc Software Development
BSc Software Development with a Year in Industry
MEng Computer Science
MSc Advanced Computer Science
MSc Advanced Computer Science with Internet Economics
MSc Big Data and High Performance Computing
MSc Computer Science

The Board of Studies in Computer Science shall:

a) be responsible for overseeing the operation and management of each of the above-named programmes of study and other taught provision;

b) meet at least three times per academic year;

c) ensure that staff, applicants, students, external examiners and other relevant groups are provided with accurate information about the above-named programmes of study and other taught provision their component parts and, in particular, about the assessment of the programme;

d) receive reports of external examiners for each of the above-named programmes and other taught provision and recommend any action to be taken as a consequence;

e) ensure that effective monitoring and evaluation procedures are in place for each of the above-named programmes and other taught provision, including means of obtaining feedback from students, graduates, employers, sponsors and any professional accreditation bodies, as appropriate;

f) receive reports on the outcomes of monitoring and evaluation of the above-named programmes and decide on any action to be taken as a consequence;

g) ensure that effective mechanisms are in place for staff/student consultation for each of the above-named programmes;

h) keep under review whether there is a continuing need for each programme of study and other element of taught provision listed above;

i) make recommendations concerning any proposed new programme of study or modules or any proposed modifications to the programmes of study listed above, including amendments to theirs means of assessment;

j) promote a continuing discussion of effective means of learning and teaching and of mechanisms for enhancing learning and teaching;

k) advise on any resource issues which have a direct impact on the programmes of study or other taught provision for which the Board of Studies is responsible;

l) liaise with other Boards of Studies where necessary to ensure the discharge of their respective duties;

m) carry out such other functions as may from time to time be determined and discuss such other matters as are relevant to the programmes of study for which the Board is responsible.

These terms of reference shall be circulated to all members of the Board of Studies at the start of each academic year.

4. Reporting Relationship

The Board of Studies in Computer Science reports to the Head of the Department of Computer Science who shall be provided with copies of the minutes of the Board by the Chair as soon as possible after meetings of the Board. Matters and recommendations which require consideration at Faculty level shall, normally, also be reported to the Head of Department before being forwarded to the Faculty. The Head of Department shall also be responsible for ensuring that the Heads of other Departments contributing to the programmes/provision are informed/consulted about all relevant matters relating to the programmes/provision. S/he shall have no power to commit other Heads of Departments/Schools to any action related to the provision contributed by those Departments/Schools to the programme(s).

Each meeting of the Board of Studies in Computer Science shall have formal agenda sheets, agenda papers and minutes and copies of the ratified minutes shall be made available for consultation. Items for discussion at meetings may be tabled by any member of the Department of Computer Science with notice of meetings being given at least seven working days in advance of their occurrence.
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