

Governance

UWA College Board of Studies

The Constitution of the UWA College Board of Studies.

This committee operates in accordance with the [UWA Principles for the Operation of Committees](#) and [UWA Rules for the Operation of Committees](#). Members must act in accordance with the [University Committee Members' Code of Conduct](#).

Constitution

1 Committee of the University Curriculum Committee

The UWA College Board of Studies is a standing committee of the University Curriculum Committee.

2 Role

The role of the UWA College Board of Studies is to —

- (a) on behalf of the UWA Academic Board, act as the primary point of contact with the UWA College in ensuring the University meets its academic governance responsibilities, including the Higher Education Standards Framework and ESOS;
- (b) report biannually to the Academic Quality and Standards Committee on performance, including but not limited to admissions data, student attainment and retention, academic misconduct and student experience;
- (c) refer matters that fall within the delegation for approval of other UWA committees including, but not limited to, the Academic Council and UWA's University Curriculum Committee for approval of courses and curriculum changes;
- (d) function as Board of Examiners to moderate assessment and examinations, approve results for publication; determine the recipients of prizes or honours, and recommend via the Academic Council the awarding of diplomas and certificates to UWA's Senate;
- (e) advise and make recommendations to the appropriate governance committees on policy matters relating to the academic structure and framework of courses offered;
- (f) make decisions on aspects relating to teaching and the student experience.

3 Membership

- (1) The committee comprises:
 - (a) the Pro Vice-Chancellor (Academic Excellence) as Chair;
 - (b) nominee of the Chair of Academic Board;
 - (c) the Director, UWA College;
 - (d) the Academic Director, UWA College;
 - (e) up to five UWA academic staff members with expertise relevant to a cross-section of the UWA College programmes, nominated by the Deputy Vice-Chancellor (Education) in consultation with the Chair of Academic Board, the Chairs of UWA Boards of Studies and the Director of the UWA College;
 - (f) a student representative, elected annually by students of the UWA College;

- (g) up to two co-opted members from UWA or UWA College, if required for balance or specific expertise.
- (2) The Chair may appoint a Deputy Chair from among the members to perform essential duties under delegated authority.

4 Terms of Office

- (1) The term of office of members appointed under 3(1)(b), 3(1)(e) and 3(1)(g) is three years and is eligible to be re-appointed for a second term only.

5 Members' absence and nominees

- (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.

6 Skills and/or qualifications of members and nominees

- (1) It is desirable that members and nominees have a leadership role related to teaching and learning, and this important role is to be taken into account when nominees are appointed.

7 Quorum

- (1) The quorum for the UWA College Board of Studies is half the current membership plus one.

8 Decisions

- (1) Each member has a vote.
- (2) The Chair has an ordinary vote and a casting vote.
- (3) Decisions are made by a majority of the members present and voting.

9 Frequency of meetings

- (1) The Committee normally meets at least four times each year but may meet more frequently if required. Committee members will attend meetings in-person rather than virtually whenever practicable.

10 Delegations

- (1) The Committee delegates to the Chair or to the Executive Officer, as appropriate, the responsibility to consider and approve minor UWA College curriculum changes or administrative changes.
- (2) The UWA College Board of Studies delegates authority to the UWA College Admissions Committee to undertake functions as set out in its constitution.