

## Governance

### Board of Studies (Management and Commerce)

#### **The Constitution of the Board of Studies (Management and Commerce).**

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](#).

#### **1 Committee of the University Curriculum Committee**

The Board of Studies (BoS) (Management and Commerce) is a standing committee of the University Curriculum Committee.

#### **2 Role**

- (1) The role of the BoS (Management and Commerce) is to —
  - (a) be responsible for the administration and strategic management of the relevant undergraduate degrees of the University and postgraduate coursework courses;
  - (b) provide feedback on strategic initiatives relating to curriculum brought by the DVC-E, OPVCA, or schools in order to leverage the broad disciplinary expertise of the Boards;
  - (c) recommend to the Academic Quality and Standards Committee (AQSC) on Admission standards and related matters;
  - (d) consider and approve, under delegated authority of the AQSC, any operational matters relating to admission and admission requirements where precedents have been established;
  - (e) consider and approve under the delegated authority of the Academic Board:
    - (i) subject to (f), the introduction and rescission of new majors, minors, specialisations offered within existing undergraduate and postgraduate coursework courses (including non-award courses) and associated units (including special units) and unit sets;
    - (ii) changes to unit sets in undergraduate and postgraduate coursework courses;
    - (iii) specific changes to units relating to quotas, ungraded pass/fail, and any exemptions to assessment requirements as set out in the University Policy on Assessment; and
    - (iv) any related curriculum matter as delegated by Academic Board;
  - (f) consider and recommend to Academic Board for approval via the University Curriculum Committee the introduction and rescission of undergraduate and postgraduate coursework degree course proposals, comprising academic and business cases in which the latter are presented for context only;
  - (g) advise and make recommendations to the Learning and Teaching Committee on the quality of learning and teaching and related matters;
  - (h) approve and oversee the establishment of prizes;
  - (i) establish, in consultation with the other Boards of Studies, a joint Boards of Studies - Student Matters Committee (BoS-SMC) to deal exclusively with:
    - (i) where appropriate, student disciplinary, academic conduct matters and Stage 2 Review of Academic Decisions in accordance with relevant University Policy and regulations;
    - (ii) student matters relating to fitness to study and fitness to practice.
  - (j) provide an annual report to Academic Board on all matters covered from (a) to (i), incorporating performance and quality data;
- (2) The BoS (Management and Commerce) may streamline the conduct of any of its business, where relevant and appropriate, by way of establishing a sub-committee.

### **3 Membership**

- (1) The BoS (Management and Commerce) comprises —
  - (a) Chair appointed by the Vice-Chancellor;
  - (b) Nominee of the Chair of Academic Board;
  - (c) Nominee of the Deputy Vice-Chancellor (Education);
  - (d) Nominee of the Pro Vice-Chancellor (Indigenous Education);
  - (e) Manager, Curriculum Management;
  - (f) Nominee of the Guild President;
  - (g) Nominee of the Postgraduate Students' Association President;
  - (h) Head, Business School or nominee;
  - (i) Appointments by Head, Business School:
    - (i) One academic staff from Accounting and Finance;
    - (ii) One academic staff from Economics;
    - (iii) One academic staff from Management and Organisations;
    - (iv) One academic staff from Marketing;
  - (j) Head, Law School or nominee;
  - (k) Head, School of Physics, Mathematics and Computing or nominee;
  - (l) Head, School of Psychological Science or nominee;
  - (m) Nominees of the Chairs of the other four Board of Studies;
  - (n) Up to five co-optees for cross-disciplinary requirements and relevant expertise.

### **4 Members' Absence and Nominees**

- (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.

### **5 Terms of Office of a member appointed as a nominee**

- (1) The term of office of members appointed under 3(1)(n) is three years.

### **6 Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee**

- (1) At the end of a term of office members are eligible to be appointed for a second or subsequent term of office.

### **7 Quorum**

- (1) The quorum for the BoS (Management and Commerce) is half the current membership plus one.

### **8 Decisions**

- (1) All questions that come before the BoS (Management and Commerce) 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.

### **9 Delegations**

- (1) The BoS (Management and Commerce) delegates authority to Heads of School or nominee to approve editorial and subject matter content changes relating to learning outcomes, objectives of the course, assessment types, items and weightings in line with University policy for units, courses, majors, and specialisations provided the change is within the scope of the disciplinary field.
- (2) The Joint Boards of Studies - Students Matters Committee (BoS-SMC) specified in 1(g) may delegate some of its responsibilities to the Chair of the Sub-Committee.

### **10 Frequency of meetings**

- (1) The BoS (Management and Commerce) will normally meet once each month in the months of February to November.