

FACULTY BOARD OF STUDIES TERMS OF REFERENCE

STATUTE 2.3 - THE FACULTIES

1.
 - (1) The faculties of the University shall be those prescribed by Regulation from time to time.
 - (2) The Council may make Regulations creating departments or other academic units within a faculty.
 - (3) Each faculty shall carry out teaching, research, training and examinations in courses referred to in the prescribed details of awards pertaining to that faculty and subjects within those courses.
2. In this Statute, unless the contrary intention appears -

"approved subjects and courses" means, when used in connection with a faculty, the courses and subjects referred to in sub-section 1(3);

"the Board" means the **Education and Research Board**.
3.
 - (1) Subject to the Act, the Statutes and Regulations a faculty shall be responsible for its academic affairs;
 - (2) A faculty shall meet when summoned by its dean or by its executive officer upon the written request of -
 - (a) the Vice-Chancellor; or
 - (b) one third of its members.
 - (3) The person presiding at a meeting of a faculty shall, if it is resolved at the meeting that he or she do so, transmit any resolution passed at the meeting to the board of studies of that faculty.
4. The members of a faculty shall be
 - (a) the Vice-Chancellor
 - (b) the Dean of the Faculty
 - (c) such of the members of the Teaching Staff of the University who are employed to teach or manage approved courses and subjects within the faculty on a time fraction of 0.5 or greater.
 - (d) such number of other persons as are prescribed, elected or appointed as prescribed.
5.
 - (1) The board of studies of a faculty shall comprise -
 - (a) the dean of the faculty;
 - (b) the deputy to the dean of the faculty;
 - (c) the head of each department within the faculty;
 - (d) one person elected as prescribed by and from the staff of each of the departments of the faculty created under sub-section 1(2) enrolled as staff teaching in approved subjects and courses of the faculty;

- (e) one person elected as prescribed by and from enrolled students enrolled in approved undergraduate subjects and courses of the faculty;
 - (f) one person elected as prescribed by and from enrolled students enrolled in approved post-graduate subjects and courses of the faculty;
 - (g) the person appointed as the assistant to the dean of the faculty under section 9 of Statute 3.3.1 - Deans of Faculties and Heads of Schools;
 - (h) one member appointed by the Director of Technical and Further Education from the technical and further education teaching staff of the University;
 - (i) one person appointed by the dean of the faculty from among directors and heads of University or faculty research centres or other bodies prescribed for the purposes of this paragraph;
 - (j) no more than three persons appointed by the board of studies being persons with knowledge, skills and experience relevant to the approved subjects and courses of the faculty; and
 - (k) three persons elected as prescribed by and from staff enrolled as staff teaching in approved subjects and courses of the faculty.
- (2) Subject to this Statute an elected or appointed member of a board of studies holds office for a period of one year;
- (3) If a member of a board of studies -
- (a) elected under paragraph 4(1)(d) ceases to be a member of staff;
 - (b) elected under paragraph 4(1)(e) or (f), ceases to be a student; or
 - (c) ceases to hold the office which qualified him or her to be appointed as a member of the board of studies -
- the member's office shall become vacant and shall be filled in the manner prescribed for the filling of casual vacancies.
- (4) A member of a board of studies may resign -
- (a) if the member is the chairperson, by writing delivered to the Vice-Chancellor;
 - (b) in the case of any other member, by writing delivered to the chairperson.
- (5) If the office of an elected or appointed member of a board of studies becomes vacant otherwise than by reason of the expiry of the member's term of office, a person must be appointed or elected as prescribed by the relevant provision of sub-section (1) to fill the vacancy and to hold office subject to this Statute, for the remainder of the term.
- (6) If a vacancy to which sub-section (5) applies occurs within three months before the expiry of a member's term of office, the office may be left vacant for the remainder of that term.
- (7) Each board of studies shall meet -
- (a) at least four times in each year;
 - (b) whenever summoned by the dean of the faculty; and

- (c) whenever summoned by its secretary upon the written request of the Vice-Chancellor or of one third of its members.
 - (8) Any person who is, pursuant to the provisions of any Statute or Regulation entitled to attend and speak (but not vote) at meetings of a board of studies may, instead of attending in person, in writing addressed to the dean of the relevant faculty, nominate another person to attend and speak at those meetings in his or her place.
 - (9) A nomination made under the preceding sub-sections may relate to one or more meetings or may declare that it remains in force until withdrawn in writing addressed to the dean of the relevant faculty.
6. (1) The board of studies of a faculty shall -
- (a) report to the Council or the Board at such time and in such manner as the Council or the Board directs on any question referred to it by either of those bodies;
 - (b) deal with all matters brought before it by the Vice-Chancellor, a Deputy Vice-Chancellor or Pro-Vice-Chancellor, the Secretary, the dean of the faculty or its secretary;
 - (c) advise the Board on all matters relating to studies and research within the faculty's fields of interest and responsibility.
- (2) Subject to the Act, the Statutes and Regulations the board of studies of a faculty shall -
- (a) control -
 - (i) teaching, research, assessment and examinations in approved subjects and courses; and
 - (ii) the curriculum for any higher education award pertaining to the faculty;
 - (b) supervise, monitor and review the approved subjects and courses;
 - (c) consider and approve with or without modification as it thinks fit proposals by departments or other academic units within the faculty for outlines of approved subjects and courses; and
 - (d) make such recommendations as it thinks fit to the Board in relation to -
 - (i) the revision and termination of approved subjects and courses;
 - (ii) the standards, conduct and content of approved subjects and courses;
 - (iii) the establishment of proposed subjects and courses;
 - (iv) increasing the degree of articulation and the opportunities for credit transfer between higher education subjects and courses, technical and further education subjects and courses and education and training programs offered by or on behalf of an employer or a group of employers whether or not such subjects, courses or programs are offered within or outside the University; and
 - (e) consider and, subject to Section 6(2), take such action as it thinks fit on any resolution transmitted to it from the faculty in general meeting.
- (3) Except when the Council resolves otherwise every report, recommendation, resolution or other matter which a faculty or board of studies resolves to or is required to place

before the Council shall be submitted to the Board for its consideration and for transmission by it to the Council.

7. (1) Where the board of studies of a faculty or its delegate has, in the exercise of the powers or duties of the board of studies, made a decision upon any matter, the faculty may in general meeting consider and resolve upon the matter and direct that the resolution be transmitted to the board of studies.
- (2) Where a faculty in general meeting resolves upon a matter pursuant to sub-section (1) the board of studies of the faculty shall comply with the resolution provided that -
 - (a) not less than 7 days notice in writing of the meeting and of the matter to be considered was forwarded to each member of the faculty and to the Vice-Chancellor and the Secretary;
 - (b) the resolution was passed by a majority of the members of the faculty entitled to attend and vote at the meeting; and
 - (c) the dean of the faculty or his or her representative, being a member of the board of studies was given an opportunity of addressing the meeting before the motion was put.
8. (1) Subject to the prior right of the Chancellor and the Vice-Chancellor the dean of a faculty or in his or her absence the deputy to the dean shall preside at a meeting of a board of studies.
- (2) If both the dean and the deputy to the dean are absent from any meeting of a board of studies and the Chancellor and the Vice-Chancellor (if present) decline to preside at the meeting, a member nominated in writing by the dean shall preside at the meeting but if no such nomination has been made the members present at the meeting shall elect a chairperson of the meeting.
- (3) The person who is a member of a board of studies by virtue of the provisions of paragraph 5(1)(g) shall be the secretary to that board of studies.
9. (1) A question arising at a meeting of a board of studies shall be determined by a majority of votes of members present and voting on the question.
- (2) If voting on a question at a meeting of a board of studies is equal, the person presiding has a casting vote as well as a deliberative vote.
- (3) A question shall not be decided at a meeting of a board of studies unless there are present at the meeting at least six members, of whom at least three must be persons who teach or manage approved subjects and courses in the faculty.
- (4) Subject to the Act, the Statutes and Regulations a board of studies may regulate its own proceedings.
10. (1) A board of studies, by resolution, may constitute and appoint such committees as it thinks fit.
- (2) A board of studies, by resolution, may authorise a committee appointed under sub-section (1) to co-opt such number of additional members of the faculty, who need not be members of the board of studies, as are specified in the resolution.
- (3) A committee appointed by a board of studies -
 - (a) must report to the board of studies on its activities at such times and in such manner as the board of studies directs; and

- (b) subject to the Act, the Statutes, the Regulations and any relevant resolution of the board of studies, may regulate its own proceedings.
11. A board of studies may delegate all or any of its powers, authorities, duties and functions other than -
- (a) the power to recommend the making of Statutes or Regulations; or
- (b) this power of delegation -
- to a committee appointed by it, a member of a board of studies or the secretary to the board of studies.
12. An act or decision of a board of studies or a committee appointed by a board of studies or a delegate of the board of studies is not invalid -
- (a) by reason only of a defect or irregularity in or in connection with, the appointment of a member;
- (b) by reason only of a vacancy in its membership; or
- (c) by reason only of a defect or irregularity in or in connection with, the election of a person to preside at a meeting.
13. (1) The Council may at any time make Regulations, not inconsistent with this Statute, prescribing all matters which by this Statute are required or permitted to be prescribed, or which are necessary or convenient to be prescribed for carrying out or giving effect to this Statute and by later Regulation revoke or amend any such Regulations.
- (2) Regulations made under this Statute shall be promulgated by being exhibited on the official notice boards of the University and after being so promulgated shall remain so exhibited for at least fourteen days not counting days on which the University is on vacation.

Statute 2.3 - The Faculties

Made: 09.09.91

Approved: 01.10.91

Amended by:

Statute 2.3 - The Faculties (Amendment No. 1)

Made: 13.04.91

Approved: 10.06.92

Statute 2.3 - The Faculties (Amendment No. 2)

Made: 25.05.92

Approved: 10.06.92

Statute 2.3 - The Faculties (Amendment No. 3)

Made: 14.12.92

Approved: 09.02.93

Statute 2.2 – Education and Research Board

Made: 03.10.05

Approved: 22.10.05