Roles and responsibilities for operating Boards of Study (BoS) with Collaborative Partners

The purpose of Boards of Study is to provide a focus for necessary conversations that drive programme enhancement to take place as part of the University's continuous improvement approach to maintaining quality and standards across all provision. Each Board of Study provides a major vehicle for a consistent approach to the ongoing and annual monitoring of programme improvement. Programmes are brought together into a single Board of Study specifically to provide a cross-programme focus for embedding good practice and offer integrated solutions for programme development; as well as enable staff working across more than one programme to bring an overview of programme activity to programme management.

It is expected that from academic year 2020-21, the following arrangements will be put in place to ensure the ongoing operation of Boards of Study with collaborative partners:

- UK partners will attend School Boards of Study with the exception of London South East Colleges (LSEC) who are a strategic partner with multi faculty provision. LSEC will operate their own Board of Study.
- UK partners who run programmes which span across more than one faculty will be expected to run their own Board of Study at their own campus with support from the School Academic Link Tutor (ALT).
- All TNE partners will be expected to run their own Boards of Study at their own campuses with support from their ALT, Head of School (HoS) and IPAD.
- Where a partner offers both franchised and validated provision then they will run their own Board of Study with support from the ALT, Head of School but they will be invited to attend the first School Board of Study as part of sharing best practice.

Partners will develop and manage their own Programme Continuous Improvement Plan (PCIP) according to the provision they are offering, either validated or franchised. This document should be read in conjunction with the wider Board of Study Guidance and PCIP Guidance.

The table below identifies the **operationalisation process** and the roles and responsibilities required to ensure the efficient running of Boards of Study with the University's collaborative partners.

STAGE	PARTNER	IPAD - TNE PARTNERS	ALT / HEAD OF SCHOOL	FACULTY
Organising Board of Study	• Work with University IPAD / UKP to identify BoS structure and schedule for the upcoming academic year where they are holding their own BoS. • All partners attending school BoS should liaise with their ALT to obtain dates of School BoS for the academic year. • All Chairs of partner BoS should attend the first School BoS to observe how they should be run.	• Lead on discussions with partners on structure and scheduling (set dates) of BoS. Liaise with HoS and use relevant School schedules to inform discussions. • Communicate final structure and schedule of BoS for each partner to Senior ALT, Quality and Standards (QSO) and relevant HoS and ALT. • Invite Chairs of partner BoS to attend first School BoS to share best practice on how Boards are run.	• ALT to update personal schedule to ensure they can attend BoS throughout the year. • For UK partners (with exception of LSEC) HoS will manage the schedule for both the School and partner BoS. • UKP (Nicola Dean) to invite LSEC Chairs of partner BoS to attend first School BoS to share best practice on how Boards are run.	• Supply IPAD/UKP with relevant School Board of Study schedule to support configuration and schedule of partner BoS. • Supply QSO with the BoS schedules of both the School and partner. *For LSEC, UKP will coordinate the schedule and supply to QSO.*

During Board of Study	• Hold minimum of three Boards of Study spread evenly throughout the academic year using PCIP.
	  - Partner PD's to attend University BoS where applicable.
	  - Monitor the ongoing progress of programme improvement activity to
		• Member of IPAD to attend TNE partner BoS to report issues back to Dean of Internationalisation and liaise with ALT to resolve issues where required.
		
		• IPAD to keep record of potential programme and
			• ALT to attend all BoS throughout the year. Provide support to partner on use of PCIP as well as offer guidance on the direction of programme improvement activity if areas are not seeing significant progress. Act as primary contract to partners to provide support with BoS	• Ensure BoS minute takers are keeping copies of partner BoS minutes to supply ALT's with programme issues for issues to be addressed in School BoS.

	ensure that teams are using their PCIP efficiently to address programme specific priorities, throughout the year. - Work with ALT to identify potential programme issues that can be addressed using PCIP and raised in School BoS.	operational issues for TNE partners. *Recommended that Senior Academic Link Tutor (SALT) and IPAD hold regular catch-up/update meetings with relevant ALTs to ensure all parties are aware of partner BoS outcomes throughout the year.*	operationalisation and use of PCIP. • Maintain regular communication with IPAD/UKP, Senior ALT, HoS and PD to raise and resolve any issues identified at partner BoS.	
After Board of Study	• The partner will be expected to provide a copy of the minutes of each Board of Study to the ALT and Faculty quality administration team. • The partner will be expected to share copies of their PCIP with the ALT and Programme Director throughout the year to ensure the ALT can provide continued support on use of PCIP and effectiveness of Boards of Study.	• Report back any issues relating to the management of the partner to the Dean of Internalisation, SALT and QSO where required.	• Ensure relevant feedback from the partner BoS and updates from the partner programme PCIP is made known to the school BoS who can then report these to Faculty as part of Annual Monitoring Board of Study or if necessary, throughout the year.	• Faculty to receive copies of partner BoS minutes from partners to send to FDQ as part of reporting to FQC.