MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUB-DEANS’ GROUP

A meeting of the FAO/Sub-Deans’ Group will be held on Friday 4 May in the Senate Room commencing at 9:30am

1. **BOARDS OF STUDIES AND ADMINISTRATION OF NEW UNDERGRADUATE COURSES** – Ref F28106

By way of background, during the course of 2011, the Frameworks and Definitions Working Party conducted extensive consultations with faculty representatives to gather information and opinion about the most appropriate form that administrative changes should take place for New Courses. Further to this consultation, a consensus had emerged on the new arrangements for the administration of New Courses as approved by R89/11 by the Academic Council.

In accordance with the approved governance arrangements for New Courses the University’s five Boards of Studies will be responsible, amongst other things, for the following:

1. **Academic progress assessment** – responsibility of Boards of Studies, on recommendation from the faculty offering the student’s degree-specific major or for the BPhil (Hons), the Academic Coordinator.

2. **Enrolment following exclusion** – permission to enrol – responsibility of Boards of Studies with the understanding that an advising faculty would consult with a second faculty if the student proposed nominating a second major offered by another faculty.

3. **Course completion checking** – course completion will be computer assisted and determined as follows: for pass degrees, the faculty offering the student’s degree-specific major; for BPhil (Hons), the Academic Coordinator; for other Honours degrees, the faculty offering the honours discipline; for diploma course, the faculty offering the major. Boards of Studies will authorise lists.

4. **Honours classification** – responsibility of Boards of Studies, for BPhil (Hons), on recommendation from the Academic Co-ordinator having considered reports from the relevant faculty; for end-on honours, on recommendation from the faculty offering the student’s honours discipline. In both cases, where a student is completing joint honours offered by two faculties, both need to be involved in advising the Boards of Studies of the recommended classification.

Attached for discussion is a paper recently approved by the Board of Coursework Studies which describes the ways in which some of the administrative responsibilities will be discharged by the Boards of Studies (**Attachment A**).

There will be opportunity to raise or clarify any items of the paper at the meeting as the Director, Student Services, will be present.

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