

Discussed in the Aarhus BSS School Board of Studies on 27 February 2018  
Approved by the faculty management team on 20 March 2018

## Terms of reference

Aarhus BSS School Board of Studies

### Purpose

The Aarhus BSS School Board of Studies serves partly as a coordinating body across the school's boards of studies and partly as an advisory forum for the school's decision-making bodies, i.e. the boards of studies, the executive team and the faculty management team in connection with regulations in the field of education.

### Responsibilities

The Aarhus BSS School Board of Studies is responsible for:

- contributing to the joint quality assurance of the degree programmes at Aarhus BSS based on the established policy in the field of education at Aarhus University and Aarhus BSS
- following up on and discussing the degree programme quality assurance processes at Aarhus BSS
- acting as a sounding board for the boards of studies, the executive team and the faculty management team
- handling the coordinating function between the boards of studies at Aarhus BSS. The board will have a particular focus on cases where there is a problem of demarcation between the individual degree programmes.
- ensuring that the students encounter similar practices across the school as far as possible.

### Composition and appointments

The Aarhus BSS School Board of Studies consists of:

- The vice-dean for education
- The chairs of the seven boards of studies that are responsible for the full-time degree programmes
- The vice-chairs/student representatives of the seven boards of studies that are responsible for the full-time degree programmes.

In addition, the following people participate:

- Directors of studies at the full-time degree programmes who are not chairs of the boards of studies
- The head of Aarhus BSS Studies Administration
- The head of SNUK (Board of Studies Support and Degree Programme Quality Assurance) in Aarhus BSS Studies Administration
- Degree programme supporter from Aarhus BSS Studies Administration (serving as secretary for the School Board of Studies)
- Educational advisor in the Dean's Office

The Aarhus BSS School Board of Studies holds its constituent meeting in February immediately after the seven boards of studies have been appointed. At the constituent meeting, the Aarhus BSS School Boards of Studies elects a chair from the appointed chairs of the boards of studies. In addition, the Aarhus BSS School Board of Studies elects a vice-chair from among its student members.

#### Operating procedures

Together with the chair and the vice-chair, the vice-dean for education coordinates the work of the Aarhus BSS School Board of Studies. Those responsible for items on the agenda must prepare a case presentation, which will form the basis for the discussion in the Aarhus BSS School Board of Studies. Meetings in the Aarhus BSS School Board of Studies will be headed by the chair.

In cases where the Aarhus BSS School Board of Studies has decision-making authority, e.g. in relation to the election of chair/vice-chair and decisions regarding recommendations and consultations, the board's decisions are carried by a simple majority of votes. The Aarhus BSS School Board of Studies forms a quorum when at least half of its specified number of members are present.

The Aarhus BSS School Board of Studies typically holds three meetings each semester. One of these meetings may take the shape of a seminar. As far as possible, meetings in the exam period will be scheduled at a time where as many student representatives as possible are able to participate. If necessary, and the time frame of the specific case demands it, subjects may be dealt with in writing.

#### Documentation

The discussions in the Aarhus BSS School Board of Studies must be documented in the form of minutes. Together with the meeting agendas, these minutes will be made publicly available on the website. The minutes must be approved in writing and subsequently submitted to the Aarhus BSS School Board of Studies, the dean, the heads of departments and the directors of studies.

#### Administrative support

The Aarhus BSS School Board of Studies is supported administratively by the Board of Studies Support and Degree Programme Quality Assurance (SNUK) in Aarhus BSS Studies Administration.