Hull York Medical School

Code of Practice on Academic Committees

**Approval Process:**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Outcome/Date of approval</th>
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<tbody>
<tr>
<td>HYMS Quality Committee</td>
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<tr>
<td>HYMS Board of Studies</td>
<td>20th November 2013</td>
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<tr>
<td>HYMS Joint Senate Committee</td>
<td>16th January 2014</td>
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<tr>
<td><strong>To be implemented from:</strong></td>
<td>1st February 2014</td>
</tr>
<tr>
<td>Next due for review:</td>
<td>2015-16, and annually thereafter</td>
</tr>
<tr>
<td>Responsibility to update:</td>
<td>Head of Administration</td>
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</tbody>
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**Publication:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>HYMS website</td>
<td>31st January 2014</td>
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<tr>
<td>K:drive</td>
<td>31st January 2014</td>
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To obtain this Code of Practice in an alternative format:
Contact the HYMS Quality Officer.
1. The HYMS Board of Studies is the principal academic committee of HYMS. It is accountable to the Senates of the Universities of Hull and York through the HYMS Joint Senate Committee (HJSC), and is the sole HYMS committee to report to HJSC.

2. HYMS policies and procedures will be submitted by the HYMS Board of Studies to the HJSC for ratification. Any such policies which relate to teaching and learning may also be considered by the University Learning and Teaching Committee of the University of Hull, and the Teaching Committee of the University of York, acting jointly.

3. In respect of its undergraduate and postgraduate programmes, all other academic committees of HYMS will be deemed to be sub-committees of the HYMS Board of Studies and will report to it, directly or through another Academic Committee, which in turn will report to the Board of Studies. These are:

   3.1. MB BS Programme Board
   3.2. Admissions Committee
   3.3. Quality Committee
   3.4. Fitness to Practise Committee
   3.5. Academic Progress Committee
   3.6. Student-Staff Committee
   3.7. Intercalated Programme Board
   3.8. Ethics Committee
   3.9. Any Board of Examiners duly constituted by the HYMS Board of Studies, and approved by HJSC.
   3.10. Postgraduate Research Board
   3.11. Postgraduate Taught Programmes Board

4. Meetings convened either in whole or in part by electronic means are permissible.

5. Alterations to the number, title, terms of reference, membership, or constitution of HYMS Academic Committees will require approval by HJSC.

6. HYMS may publish annually a schedule of meetings of its Academic Committees.

7. Members and officers of HYMS Committees **must** adhere to the Seven “Nolan” Principles of Public Life, identified by the Nolan Committee in 1994. They are:

   - Selflessness – should act solely in terms of the public interest and not to gain financial or other benefits for themselves, their family or their friends.
   - Integrity – should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
   - Objectivity – should make choices on merit in carrying out public business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits,
• Accountability – are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

• Openness – should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

• Honesty – have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

• Leadership – should promote and support these principles by leadership and example.
Appendix 1

HYMS Board of Studies

The HYMS Board of Studies is the principal academic committee of the Hull York Medical School, and is accountable to the HYMS Joint Senate Committee (HJSC).

Membership

Deputy Dean (Education) (Chair)

Dean of HYMS

MB BS Phase Leads (also in the capacities as the Chairs of Boards of Examiners)

A nominee representing the HYMS Admissions Committee*

A nominee representing the HYMS Quality Committee*

A nominee representing each Undergraduate Programme Board*

A nominee representing each Postgraduate Programme Board*

A nominee representing the Fitness to Practise Committee*

A nominee representing the Academic Progress Committee*

A nominee representing the Ethics Committee*

Associate Dean for Assessment

Associate Dean for Students

Associate Dean for Quality

Academic Lead for Learning Environment

2 Directors of Clinical Studies*

1 Senior Advisor

The HYMS Librarian

A minimum of two nominees representing public and patient voices co-opted by the Board*

A maximum number of six nominees representing the Student-Staff Committee including each Phase of MB BS, Intercalated programmes, postgraduate taught and research programmes (for unreserved business only; elected annually)
The Board of Studies shall ensure that there is representation of Clinical, Biological, and Health and Social Sciences expertise in its membership.

The Board of Studies has powers to co-opt up to four additional members to redress perceived imbalances or deficiencies in expertise*

**Quorum 5**

*To serve for three years, renewable without a break to a maximum of five, and with a three year minimum intervening break, for a maximum of ten years.

All members shall be entitled to send deputies for the unreserved business if they are unable to attend.

**Terms of Reference**

1. To meet at least quarterly.

2. To provide oversight of the curriculum, curriculum delivery, and assessment of HYMS programmes.

3. To receive reports on evaluation of programme content and delivery, including all clinical placements, and make recommendations where necessary for planning and implementation of necessary changes.

4. To receive and make recommendations on all matters relating to the conduct and discipline of students undertaking HYMS programmes.

5. To receive and approve before submission to the University Teaching Committees or HYMS Joint Senate Committee reports of all matters relating to admission, progress, withdrawal, and termination of students undertaking HYMS programmes.

6. To receive and consider other reports from subsidiary committees, groups, and ad hoc working parties.

7. To provide an annual report on the HYMS programme to the Teaching and Learning Committee of the University of Hull, and to the Teaching Committee of the University of York.