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UNIVERSITY OF MAURITIUS
Board of Studies (BoS) Meeting Template
Under Review/ Annual Review

Faculty/Centre …………………………………

Note: While submitting this report, please provide the following information by referring to the Terms of Reference (ToR) of the Board of Studies (BoS) of the relevant UoM QA Policies.

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Date Board of Studies held: …………………… **Time** …………………………………

Venue: ……………………………………………………………………………………….

Programme Title (s):

………………………………………………………………………………………………...

Programme Level: Diploma ☐   Undergraduate ☐   Post Graduate ☐   Full-Time ☐

Part-Time ☐

Programme under Review or Annual Review:

Under Review ☐   Annual review ☐

Please specify the time of the Last Update: ……………………………………………

Programme Type: Fully Face to Face ☐   Blended ☐   Fully online ☐

Type of Board of Studies: Departmental ☐   Interdisciplinary ☐   Interfaculty ☐

MEMBERS PRESENT:

1. - Chairperson

2. -

3. -

4.

5. Secretary: Administrative Officer

   Apologies/Members absent

MINUTES OF MEETINGS

AGENDA/OBJECTIVES OF THE BoS: *(Please refer to the Terms of Reference of the BoS)*

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……………………………………………………………………………………………

DISCUSSIONS

The different key points under this Section of Discussions can be subdivided into subsections including:

- Achievement of programme aims and learning outcomes *[Question 1]*
- Cohort (progression) analysis *[Questions 2 to 5 and 12]*
- Evaluation and Review *[Questions 6 and 7]*
- Resources *[Questions 9 and 11]*
- Key Changes and events *[Question 13 and 14]*

In light of the above, please answer the following:

PLEASE ANSWER THE FOLLOWING QUESTIONS AND FILL IN THE APPROPRIATE BOXES:

1. Programme Aims and Learning Outcomes
Please summarise briefly in this box how the SFQ recommendations have been addressed, i.e., the changes which have been made and if students have been or will be informed of changes made.

2. Has the Programme Monitoring Report (PMR) been considered at this Board of Studies?* *Note: The MMR is filled by the Lecturer/Module Coordinator and submitted to the Programme Coordinator (PC). The PC works on the PMR and submits same to the HoD for the BoS in line with the Quality Assurance Document.*	Yes ☐	No ☐
3. Did the PMR consider the MMRs submitted by <u>all</u> Lecturers/Module Coordinators of the Programme?	Yes ☐	No ☐
For 2 or 3 above, please elaborate on what has been considered and what has not been considered.		

4. Have any Student Feedback Questionnaire (SFQ) recommendations been taken on board during the BoS? Tick the appropriate boxes. • **Use of student feedback:** Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐	Yes ☐	No ☐
Please summarise briefly in this box how the SFQ recommendations have been addressed, i.e., the changes which have been made and if students have been or will be informed of changes made.		

5. Have any External Examiners' recommendations been taken on board? Tick the appropriate boxes. • **Recommendations by External Examiner (if applicable):** Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐	Yes ☐	No ☐
Please summarise briefly in this box how the recommendations have been addressed, i.e., the changes which have been made and if the External Examiner has been/will be informed of changes made.		

6. Has any Employers' Needs Survey/First Graduate Destinations' survey been undertaken? Tick the appropriate box.	Yes ☐	No ☐
Please summarise how has the Employability of the Programme been enhanced. -Who was responsible to undertaking the Survey? -What was the duration of the Study?		

7. Has any Graduate Profiles/attributes, skill, and competencies framework been considered to address the needs of the modern job market?	Yes ☐	No ☐
Please elaborate.		

8. Have the availability of Resources (Human, Material and Infrastructural) been discussed?	Yes ☐	No ☐
Please summarise below, how the additional human, infrastructural and material resources will be addressed.		

9. **Programme Benchmarking**	Yes ☐	No ☐

If yes to the above, please include information about benchmarking done with comparative international programme (preferably programmes from top universities in the world).

10. **Use of Technology**	Yes ☐	No ☐

Please summarise, how has the use of Technology tools been addressed in this Programme, and what are the future expected benefits to the public and society at large.

11. **Has clearance been obtained from the Professional Body for any changes proposed? Tick the appropriate box.**	Yes ☐	No ☐	NA ☐

Please specify if applicable and summarise here.

12. **Were views of the Student Representative(s) taken on board during the meeting? Tick the appropriate box.**	Yes ☐	No ☐

Please summarise views taken on board and addressed.

13. Have changes been brought to the Programme Structure?	Yes	No
	☐	☐

If yes to the above, please list briefly changes brought to the structure.

14. Are the changes Major or Minor? Please list down the Programme Title (s) and Tick as appropriate in the table below.

Programme Title (s)	Minor Changes <25%	Major Changes >25%
	☐	☐

15. Does the programme cover any of the SDGs of the United Nations (UN)?	Yes	No
	☐	☐

Please specify which SDGs are covered and the future expected benefits to the public and society at large. *Note entrepreneurship is linked to **SDGs** 4 and 8. **SDG** target 4.4 aims to substantially increase the number of youth and adults who have relevant skills for employment and **entrepreneurship**. Please highlight if the programme covers any entrepreneurship component in light of the UoM new vision.*

16. Will an Advisory Committee be required?	Yes	No
	☐	☐

17. Conclusions and overall recommendations of the BoS.

- What are strengths and weaknesses of the programme?

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 - Which areas need future consideration for the next review?

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………

Vetted and signed by the Head of Department: **Date:** ………………………………………….

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*Notes:
1. For the PMR, certain fields in the summary section could be auto generated (pre-populated) like an MMR. E.g, Programme Coordinator, Department, Faculty, etc, thus simplifying the process and can be……
2. The list of Academics teaching the module could be automatically retrieved by the system based on the MMRs filed.
3. Statistical data and student numbers should be generated by the system given the system is linked to MIS.