

Central Film School

2025-26

Central Film School

Courses Board - Terms of Reference

Section A – Purpose and Structure

1. Description

- 1.1. This Board has been instituted by the Academic Board to support and enhance effective quality assurance across all taught courses. The board is also responsible for the development of academic standards, and teaching & learning strategies.

2. Membership

- 2.1. The below roles, or their designated nominees, form the membership of the Courses Board:
 - Director of Courses & Curriculum (Chair)
 - Senior Registry & Quality Manager
 - Courses Leaders
 - Registry & Quality Officer
 - Student Representatives
 - Other CFS staff where appropriate

3. Reporting Structure

- 3.1. The Courses Board reports to the Academic Board.

4. Meetings

- 4.1. The board will meet termly. Quorum is achieved by a minimum of 50% of members including the Chair and at least one Student Representative.

Section B – Terms of Reference

5. Terms of Reference

- 5.1. To support the effective quality assurance and enhancement of academic delivery and the development of academic standards for all courses considered.
- 5.2. To act as a forum for students to express their views about the management, content and delivery of the course(s), including the delivery and assessment of modules.
- 5.3. To facilitate the partnership between the School and student body in developing proposals for enhancing course and module delivery based on outcomes from all module feedback mechanisms, the NSS, External Examiner comments and external factors.
- 5.4. To review, assess and sign off activity in relation to course and module modifications, in line with the Programme Design & Approval process and associated policies.
- 5.5. To identify appropriate actions to be taken in response to issues raised and to ensure that the implementation of these are tracked, escalating as appropriate.
- 5.6. To oversee the provision of timely, accurate and consistent course related information for students; including updates on any proposed course modifications, changes to relevant School policies and course relevant updates provided by professional bodies.
- 5.7. To consider issues raised in External Examiner reports.

Document Title	Courses Board - Terms of Reference
Document Reference	CFS-L&T-2025-005
Issuing Authority	CFS Academic Board
Author	L&TC
Document Approval Date	27 Aug 2025
Date Last Amended	27 Jun 2025
Effective from	27 Aug 2025
Review Date	19 Jun 2026

Version History		
Purpose/Change	Author	Date
Terms of Reference created and ratified	L&TC	27/08/2024
Policy updated into new format and titles	L&TC	27/06/2025
Ratified for the 2025/26 academic year	AB	27/08/2025