ADVISORY NOTE NO. 3/2025

(FOR INTERNAL CIRCULATION ONLY)

APPOINTMENT OF BOARD OF STUDIES (BOS) MEMBERS AND EXTERNAL ASSESSORS (EA)

INTRODUCTION

1. Formal engagement with qualified personnel is important in the development or review of a programme. This engagement may be in the form of the appointment of BOS or EA.
2. These appointments help ensure that programmes meet institutional, national, and international standards.
   - **Board of Studies (BOS):** A committee providing expert advice on academic programmes to be established or reviewed by a Centre of Studies.
   - **External Assessor (EA):** An expert from another institution or organisation appointed by the University, after Senate approval, to assess the quality of academic programmes.
3. A full terms of reference for the appointment of BOS and EA in IIUM can be found in the IIUM Academic Quality Assurance Regulation (AQAR).

GUIDELINES

4. When to Appoint BOS:
   a) Establishment of a new programme. The membership and minutes of meeting are to be reported to JKPT.
   b) At the onset of a curriculum review, if required by the programme standard.
   c) At any other times if required by the programme standard.
5. When to appoint EA:
   a) At the onset of a curriculum review.
   b) At any other times if required by the programme standard.
6. Input from BOS and EA should be incorporated into the proposed curriculum.
7. COS should ensure proper planning and timely appointments of BOS and EA.

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