

# Mandate for the BEDS Reference Group

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Adopted	Adopted by
20.06.24	Vice Rector for Academic Affairs



The Reference Group BEDS is an advisory body for the Academic Director for BEDS.

## Mandate

The Reference Group shall

- provide advice on matters of an overarching, strategic, and principal nature for the programme.
- provide advice on measures that will contribute to the quality improvement of the programme.
- provide advice in connection with major changes to the programme.
- contribute to ensuring internal coherence, integration, and academic alignment at the programme level.
- support the Academic Director's responsibility to ensure the use of varied pedagogical methods in both teaching and assessment.
- serve as a forum for discussion and experience-sharing for the semester coordinators in their work on the operation and development of the programme.

## Composition

- Academic Director for BEDS (Chair)
- The six semester coordinators
- One external representative
- Two student representatives

Members are appointed by the Academic Director based on input from the departments. Membership in the Reference Group is tied to the appointed role and does not have a fixed term. Substitute members are not appointed, except for the student representatives.

## Working Method

- The Reference Group meets regularly, at least once per semester.
- Meeting dates should, if possible, be determined at the start of the semester.
- The agenda and accompanying documents should normally be sent to members at least one week before the meeting date.
- The meeting minutes are to be sent to the administrative manager and teaching coordinators at all departments.
- The Section for Educational Quality serves as the secretariat for the Reference Group.