



Pre-Progression and Awards Board

Terms of Reference

Objectives

The Pre-Progression and Awards Board meets to prepare for the Progression and Awards Board, allowing detailed scrutiny of student results so anomalies discovered or questions raised can be dealt with before the Progression and Awards Board meets. The Pre-Progression and Awards Board will also consider recommendations to be made to the Progressions and Awards Board (e.g. possibility of resubmissions etc.) The objective of the work of the Pre-Progressions and Awards Board is to enable full Progression and Awards Boards to run as efficiently as possible.

Responsibilities

- To give detailed scrutiny of the results grids of students on HE programmes produced by the Registry prior to a meeting of the Progression and Awards Board, in order to assure their accuracy and, as far as possible, understand and iron out any anomalies so that the main Board meeting can run smoothly;
- To consider possible recommendations (e.g. resubmission, withdrawal etc.) for the Progression and Awards Board regarding individual students;
- To give detailed scrutiny of the results of all students enrolled on any non-HE programme but for which HE credit is accumulated, and decisions about progression, referral, deferral and awards with respect to these students;
- To assess a student's overall academic performance and highlighting as appropriate to the Directors of Undergraduate and Postgraduate Studies for the purpose of early intervention;
- To advise the Chair as requested on any Chair's Actions that need to be taken between Progression and Awards Boards;
- To consider the pastoral implications of any action taken by this board.

Reporting

The minutes of any Pre-Progression and Awards Board(s) will be provided at the next Progression and Awards Board meeting.

Membership

A Pre-Progression and Awards Board consists of:

- Vice Principal - Academic Director (Chair).
- Director of Postgraduate Studies or deputy.
- Director of Undergraduate Studies or deputy.
- The senior registrar or assistant registrar.
- Any representative members of teaching staff as invited by the chair.

Meetings

The Pre-Progression and Awards Board is a standing committee convened by the Progression and Awards Board. It will normally meet at least one week before a Progression and Awards Board meeting;

The minutes of the Pre-Progression and Awards Board shall constitute a formal record of its meetings, decisions and recommendations for the Progression and Awards Board;

A Pre-Progression and Awards Board must meet at least as many times as the Progression and Awards Board meets in the academic year (minimum once) but it may meet more times as required.

All the outcomes of the work of the Pre-Progression and Awards Board will be actioned by the Registry;

1) Anonymity

In all matters relating to the Pre-Progression and Awards Board the principle of anonymity will be applied to ensure that those able to identify an individual by their student number is kept to a minimum. Where there is a need to contact a student to ascertain the facts concerning a situation, this will normally be done by the Registry staff to maintain the anonymity of the Board;

2) Quorum

The Chair, one member of teaching staff and one registrar shall constitute a quorum;

3) Subcommittees

There are no subcommittees of the Pre-Progression and Awards Board.

Document control box			
Title		Pre-Progression and Awards Board Terms of Reference	
Date approved	September 2019	Implementation date	September 2019
Next review date			
Version	4	Supersedes version	3 (Examinations Scrutiny Board – Terms of Reference)
Approving body		Board of Governors	
Quality Code consulted			
Member of staff responsible		Academic Director	