



Pre-Progression and Awards Board Terms of Reference

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Related statutes or regulations	
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Staff member responsible for update	Chair of PPAB

Amendment History

Version	Revision Summary	Date Approved	Author
020/21	Removed: Objective to consider recommendations to be made to the PAB; 'responsibility' for 'recommendations' para 4; pastoral implications for students (clashes with anonymity). Added standing agenda items.	25/3/21	SW



Pre-Progression and Awards Board

Terms of Reference

Objectives

1. The Pre-Progression and Awards Board meets to prepare for meetings of the Progression and Awards Board, providing detailed scrutiny of student results so anomalies discovered or questions raised can be dealt with before the Progression and Awards Board meets. The objective of the work of the Pre-Progressions and Awards Board is to enable meetings of the Progression and Awards Board to run as efficiently as possible.

Responsibilities

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

Reporting

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

Membership

8. A Pre-Progression and Awards Board consists of:
 - Vice Principal - Academic Director (Chair).
 - Director of Postgraduate Studies or a nominated deputy.
 - Director of Undergraduate Studies or a nominated deputy.
 - The Senior Registrar or Assistant Registrar.
 - Any representative members of teaching staff as invited by the chair.

Meetings

9. The Pre-Progression and Awards Board is a standing committee convened by the Chair. It will normally meet at least one week before a Progression and Awards Board meeting.
10. The minutes of the Pre-Progression and Awards Board will constitute a formal record of its meetings, decisions and recommendations for the Progression and Awards Board.
11. 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.
12. The outcomes of the work of the Pre-Progression and Awards Board will be actioned by the Registry.
13. 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 student's anonymity with the Board.
14. The following will be standing agenda items:
 - Confirmation of anonymity of proceedings
 - Consideration of unit results and allocation of grades
15. The Chair, one member of teaching staff and one registrar will constitute a quorum.
16. There are no subcommittees of the Pre-Progression and Awards Board.