



Progression and Awards Board Terms of Reference

Objectives

The Progression and Awards Board has the delegated authority from Academic Board for the conferment of awards and decisions relating to the progression of students in accordance with the programme specification and College's academic regulations for taught awards.

Responsibilities

- To oversee the work of the pre-Progression and Awards Board.
- To ensure that the requirements for progression and awards laid out in the academic regulations and relevant programme specifications are complied with.
- To review and make decisions on the progression of students and on reassessment in the light of overall performance, where necessary taking personal extenuating circumstances into account.
- In the case of eligible candidates, to determine awards and degree classifications in accordance with the College's academic regulations.
- To authorise the decisions made through the signing off of results by the Chair, the Senior Registrar and the External Examiner(s).
- To oversee the Special Cases Committee which shall act with delegated authority from the Progression and Awards Board to consider all claims relating to extenuating circumstances.
- To ensure that decisions of the Board are formally recorded and maintained through the minuting of key decisions in relation to awards, progression and reassessment in the light of overall performance and consideration of any extenuating circumstances.
- To ensure results are available to students as soon as possible after the board meets.
- Exceptionally it may be necessary to use Chair's action before making a final decision, and in such circumstances the Chair should normally consult the External Examiners. The decisions made by Chair's action must be recorded and presented for information at the next meeting of the Progression and Awards Board.

Reporting

The Academic Board is responsible to the Governors for the regulation of the academic conditions for the admission of students to, and their progress within, the College. The responsibility for the assessment of a student's performance is delegated to the Progression and Awards Board for a programme or programmes. The decisions of the Progression and Awards Board shall not be subject to any further approval within the College but, in the case of an externally validated examination, they shall be subject to confirmation by the external body concerned.

A summary report of the activities of Progression and Awards Board and a summary of decisions regarding student progression and awards will be submitted to the Academic Board at the end of each academic year.

The pre-Progression and Awards board will report its activities to the Progression and Awards Board through the formal record contained within its minutes.

Membership

A Progression and Awards Board consists of:

- Vice-Principal Academic Director (Chair)
- Director of Postgraduate Studies
- Director of Undergraduate Studies
- All members of teaching staff involved in the assessment for the period concerned, as internal examiners
- External examiner(s) for the programme(s) concerned
- The Senior Registrar – Responsible for ensuring that decisions are recorded in accordance with College procedures and that Boards are advised of the appropriateness of decisions that need to be made in accordance with the College's regulations.

The Progression and Awards Board shall be advised if any member has a personal or professional connection with any of the students being considered. The Chair has discretion to request anyone declaring an interest to retire from the meeting at the point at which discussion of that cohort of students takes place.

Meetings

The Progression and Awards Board is a standing committee convened by the Academic Board. The minutes of the Progression and Awards Board shall constitute a formal record of its meetings and decisions.

- At all meetings of the Board, students are considered anonymously by student number.

The Board will meet at least once a year.

1) Quorum

Seven members shall constitute a quorum, including the Chair, at least one External Examiner, three internal teaching staff and the Senior Registrar.

The proceedings of a Progression and Award Board shall not be invalidated by the absence of any person designated by the Chair as a member of the Board.

2) Subcommittees

There are two subcommittees of the Progression and Awards Board:

- The Special Cases Committee
- The pre-Progression and Awards Board

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