



## Programme Board

### Terms of Reference

<b>Delegated Authority and Purpose</b>	<p>The Programme Board is responsible for considering student progression and attainment in accordance with the University's assessment regulations.</p> <p>The Programme Board has authority, delegated by Senate, to confer awards of the University on students who have fulfilled the learning outcomes of an approved programme of study and achieved the standards required for the award.</p>
<b>Main responsibilities</b>	<ol style="list-style-type: none"> <li>1. To receive and ratify approved marks and consider recommendations from the Unit Board</li> <li>2. To confer awards of taught degrees on behalf of Senate</li> <li>3. To consider whether students have passed all of the requirements of their programme of study and have achieved a standard that accords with a consistent sector standards for awards at that level.</li> <li>4. To apply the assessment regulations in the light of University requirements in a transparent manner and to ensure fairness and parity to students.</li> <li>5. To consider the students' overall profile in accordance with the assessment regulations, to make decisions regarding progression, awards or reassessment and agree award outcomes to be conferred by the Board.</li> <li>6. To receive outcomes from the Exceptional Circumstance Board of individual students' circumstances and to make decisions regarding student outcomes in light of the individual student profile.</li> <li>7. To note outcomes of any Academic Offences decisions and Recognition of Prior Learning (RPL)</li> <li>8. To consider whether a student has satisfied any additional requirements as specified for awards including placements and other requirements for professional recognition or accreditation for employment or practice.</li> <li>9. To consider any matters raised by external examiners.</li> <li>10. To refer actions and issues affecting quality and standards to Faculty Education Committee.</li> </ol>
<b>Duration</b>	Permanent
<b>Chair</b>	Executive Dean (or nominee)
<b>Deputy Chair</b>	Nominated by the Executive Dean

<b>Management and Support</b>	Faculty/Partner Administrative staff , arranged by the relevant Faculty/Partner
<b>Membership (Quorum in bold)</b>	<p><b>Executive Dean</b> or nominee (Chair),  <b>Head of Department</b> or nominee  <b>Chair of Unit Board</b> (where not the Chair of the Programme Board)  Representatives of the appropriate Unit Board(s)  <b>Programme Leader</b> (or representative)  <b>Secretary</b> (nominated by Education Service Manager)  <b>External Examiner(s)</b>Clerk (nominated by Education Service Manager)</p> <p>Unit Leaders (or representatives)  Deputy Chair (nominated by Executive Dean)  Independent Member (where required) drawn from the Quality Assurance and Enhancement Group  Academic Quality representative (where required)</p>
<b>Usual Number of Meetings</b>	As required within each Faculty or Department. Minimum of once per year.
<b>Reporting Line</b>	By exception to Senate
<b>Minutes</b>	Confidential formal minutes are a requirement.
<b>Sub-committees</b>	Exceptional Circumstances Board Unit Board
<b>Publication</b>	Minutes of the Programme Board are confidential and are not published
<b>Notes</b>	

**Policy and Committees use only:**

Final approval by:	Education Committee	Version number:	
Approval date:		Notes:	
Date of last review		Due for review:	