

**Progress and Awards Board**  
**(A sub-committee of Academic Policy and Regulations Committee)**

Secretary: Mr Paul Fantom (Academic and Student Administration)

**Terms of Reference**

*Taught Programmes*

<b>1</b>	To determine recommendations made notwithstanding regulations (where special or mitigating circumstances have not been considered by the School) received from Boards of Examiners for taught programmes.
<b>2</b>	To identify quality issues relating to examination processing and to report, as appropriate, to the Quality Assurance and Enhancement Committee (QAEC).
<b>3</b>	To identify academic policy and regulatory issues and to report, as appropriate, to the Academic Policy & Regulatory Committee (APRC).
<b>4</b>	To approve a request for a change to the minimum period of study (i.e. a reduction in the minimum period of registration).
<b>5</b>	To receive annually: <ul style="list-style-type: none"> <li>- Reports of Schools' examination procedures including those for special or mitigating circumstances and information provided by Schools to students on mitigations.</li> <li>- Anonymised summary data on special circumstances or mitigations considered by Schools.</li> <li>- Summary data on Primary Appeals Committee cases referred back to Boards of Examiners.</li> <li>- Examination processing guidance and requirements.</li> </ul>
<b>6</b>	To consider data on withdrawal and completion rates and, as appropriate, to report to QAEC and APRC.

*Research Programmes*

See attached terms of reference for Research Progress and Awards Sub-Panel (Attached Appendix A)

**Composition and Membership for 2008/09**

Deputy Pro-Vice-Chancellor (Academic Quality and Students) in the Chair	Professor Stephen Shute
Two representative from Heads of Schools	(1) Professor Kevin Chipman, College of Life & Environmental Sciences.
	(2) Professor Ken Dowden, College of Arts & Law
One representative from Head of Academic Programmes or equivalent	Dr Ray Jones, College of Engineering & Physical Sciences
One representative from College Directors of Graduate Schools/ Directors of Research and Knowledge Transfer	Professor John Gordon, College of Medicine & Dentistry

One representative from the Exams Officers	Vacancy, College of Social Sciences
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### **In attendance as appropriate**

Student Records Manager (Taught Programmes), Academic & Student Administration

### **Meeting frequency**

The Board shall meet up to 4 times per year:

- March (if required) - to review examination processing guidance and requirements.
- June - to consider issues arising from the Main Summer examination period.
- September - to consider issues arising from the Supplementary examination period.
- November - to consider issues arising from the Taught Postgraduate final examination period.

### **Reporting relationship**

Reports to Academic Policy and Regulations Committee on policy and regulatory issues arising from Boards of Examiners and can provide reports to the Quality Assurance and Enhancement Committee on the examination process and on general issues that may arise.

**Research Progress and Awards Sub-Panel  
(a Sub-Panel of the Progress and Awards Board)**

Secretary: Dr Chris Twine (Academic and Student Administration)

**Terms of Reference**

<b>1</b>		<b>To determine decisions within Postgraduate Research Degree Programme regulations:</b>
	1.1	<ul style="list-style-type: none"> <li>To ratify examiners' recommendations where the recommendation is To reject the thesis</li> <li>To award an alternative qualification</li> <li>To request the student to revise and resubmit their thesis</li> </ul>
	1.2	To approve a request for a waiver of the oral examination.
	1.3	To approve a request for a change to the minimum period of study (i.e. a reduction in the minimum period of registration).
	1.4	To approve a request to backdate registration.
	1.5	To approve a request for a leave of absence.
	1.6	To approve a request for an extension to the maximum period of study.
	1.7	To approve early submission of theses (i.e. within the minimum period of study).
	1.8	To ratify decisions around students required to withdraw
	1.9	To approve the non-standard appointment of examiners, supervisors and chairs (Code of Practice: Supervision and Monitoring Progress of Research Students (section 2)).
	1.10	To approve the transfers of students between programmes (excluding the transfer of a student from MPhil to PhD).
<b>2</b>		<b>To determine decisions concerning the progress and status of individual research students notwithstanding University Regulations.</b>

## Composition and Membership

Pro-Vice-Chancellor (Academic Quality and Students) in the Chair	Professor Stephen Shute
Fifteen academic members of staff, three from each College, nominated by the relevant Head of College*:	
Arts & Law	(1) Professor Susan Hunston (2) Sonia Harris-Short (3) Vacancy
Social Sciences	(1) Dr Chris Corcoran (2) Dr Tim Freeman (3) Dr Jo Duberley
Life & Environmental Sciences	(1) Dr Jan Oyeboode (2) Professor Joan Duda (3) Vacancy
Engineering & Physical Sciences	(1) Professor John Bryson (2) Dr Roy Johnston (3) Dr Peter Hancox
Medical & Dental Sciences	(1) Professor Colette Clifford (2) Professor David Luesley (3) Dr Dick Shelton

Following decisions by examiners, where clear and consistent recommendations had been made and there was no evidence of irregularity in the conduct of the examination, these and other unproblematic cases would be referred to one member of the Sub Panel. More complex cases and cases where the member is unable to confirm the recommendation of the examiners will be referred to three members of the Sub Panel, including the Chair, who will normally consult via email and only meet in the event of a failure to reach a full decision.

## Reporting frequency

Reports to Progress and Awards Board of Senate (PAB):

- March (*to consider*)  
Interim Report on Panel, School & award decisions
- November (*to consider*)  
Final Report on Panel, School & award decisions  
Annual report on progress and completion of PGRs by School  
Annual report on examiners' decisions (where a straight award has not been recommended) and final outcome  
Annual report on (exceptional) appointment of examiners

PAB reports to QAEC

- ◆ December (*to consider*)
  - An exception report on progress and completion of PGRs by School
  - An exception report on appointment of examiners

### **Reporting relationship**

Reports to PAB and, via PAB, to the Quality Assurance and Enhancement Committee (QAEC).