For the Academic Policy & Regulations Committee **APRC.12.11.06**

23 November 2012

University of Birmingham

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

Secretary: Mrs Vicki Phillips (Registry)

Terms of Reference
Taught Programmes

1 To determine recommendations made notwithstanding regulations (where special or extenuating circumstances have not been considered by the School) received from Boards of Examiners for taught programmes.

2 To ensure that the recommendations of Boards of Examiners have been made in accordance with Regulations and relevant Codes of Practice, including the Code of Practice on Student Attendance and Reasonable Diligence.

3 To determine cases where a procedural irregularity has been made during the proceedings of Boards of Examiners and a decision has been made contrary to Regulations.

4 To identify academic policy and regulatory issues and to report, as appropriate, to the Academic Policy & Regulatory Committee (APRC).

5 To approve a request for a change to the minimum period of study (i.e. a reduction in the minimum period of registration).

Research Programmes

See Terms of Reference for Research Progress and Awards Sub-Panel (Attached Appendix A)

Composition and Membership for 2012/13

Deputy Pro-Vice-Chancellor (Education) in the Chair	Professor Jeff Bale
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	Professor 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	Mr Ralph Bailey, College of Social

Officers Sciences

In attendance as appropriate

Assistant Student Records Managers (Taught Programmes), Registry

Meeting frequency

The Board shall meet up to 4 times per year:

- February/March (if required)
- June - to consider cases not withstanding Regulations and other issues as appropriate arising from the Main Summer examination period.
- September - to consider cases not withstanding Regulations and other issues as appropriate arising from the Supplementary examination period.
- November - to consider cases not withstanding Regulations and other issues as appropriate 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: Mrs Claire Evans, Research Student Administration Manager, Registry

Terms of Reference 2012-13

1 To determine decisions within Postgraduate Research Degree Programme regulations:

1.1 To ratify examiners' recommendations where the recommendation is:
- To reject the thesis
- To award an alternative qualification
- To request the student to revise and resubmit their thesis

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 research programmes (excluding the transfer of a student from MPhil to PhD).

1.11 To approve a request for a thesis or report to be submitted in a language other than English.

1.12 To consider and approve cases where a postgraduate research student is studying on a split location basis and a local academic adviser is not appointed.

1.13 To consider and approve requests by Registered students to change their mode of study part-way through their period of research, i.e. from or to study on a split location basis.

1.14 To approve a request from the examiners for Registered students who have made major corrections to their thesis to be permitted one final opportunity to make further minor corrections to such parts of their thesis affected by the major corrections (but no other part), prior to the thesis being submitted again. Where the original decision of the examiners was that the Registered student make minor corrections to their thesis, no further minor corrections to the thesis shall be permitted.

1.15 To approve the award of an aegrotat degree, diploma or certificate, in such circumstances where a Registered Student is unable to complete the requirements of his or her programme due to serious illness, death or other significant cause

1.16 To approve a transfer from a postgraduate taught masters to a related research degree

2 To determine decisions concerning the progress and status of individual Registered Students and the eligibility of requests for courses of action to be taken as matters notwithstanding University Regulations.

Composition and Membership

Term of Office: 3 years

Deputy Pro-Vice-Chancellor (Academic Quality and Students) in the Chair	Professor Jeff Bale

Five members of academic staff from each College, nominated by the relevant Head of College:

Arts & Law	(1)	Dr G Schaffer (to end 2014-15)
	(2)	Professor S Hunston (to end 2012-13)
	(3)	Professor S Harris-Short ((to end 2013-14)
	(4)	Professor M Cornick (to end 2013-14)
	(5)	Dr M Cartledge (to end 2013-14)
Social Sciences	(1)	To be confirmed
	(2)	Dr A Broome (to end 2012-13)
	(3)	Dr H Clarke (to end 2013-14)
	(4)	Professor D Maddison (to end 2013-14)
	(5)	Dr G Douglas (to end 2013-14)
Life & Environmental Sciences	(1)	Dr D Hannah (to end 2012-13)
	(2)	Professor C Thomas (to end 2012-13)
	(3)	Dr J Oyebode (to end 2013-14)
	(4)	Dr S Beck (to end 2013-14)
	(5)	Dr N Hotchin (to end 2013-14)
Engineering & Physical Sciences	(1)	Professor J Wood (to end 2014-15)
	(2)	Dr R Johnston (to end 2012-13)
	(3)	Dr P Hancox (to end 2013-14)
	(4)	Dr C Parker (to end 2013-14)
	(5)	Dr P Robbins (to end 2013-14)
Medical & Dental Sciences	(1)	Dr D Shelton (to end 2014-15)
	(2)	Professor J Gordon (to end 2012-13)
	(3)	Dr G Brown (to end 2013-14)
	(4)	Dr J Curnow (to end 2013-14)
	(5)	Dr J Reinarz (to end 2013-14)

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, cases notwithstanding Regulations and cases where the member is unable to confirm the recommendation of the examiners, or is unable to approve a request under Section 1 of these Terms of Reference, 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. dealt with under the following arrangements:

(i) The case to be referred to two members of the Sub-Panel, who will normally consult via email, and who will communicate their recommendations to the Research Student Administration Manager, Registry.

(ii) The case and the decisions of the two Sub-Panel members will be referred to the Chair for consideration, the Chair's decision being communicated to the Research Student Administration Manager, Registry.

(iii) A meeting of the Chair and two Sub-Panel members may be convened by the Research Student Administration Manager, Registry.

Reporting relationship: Reports via GSMB to QAEC and via PAB to APRC