

Terms of Reference of the University Awards Board

- 1 The University Awards Board is the senior Assessment Board for all the University's courses, responsible to the Academic Board and the Board of Governors for the conduct of student assessment in the University.
- 2 The University Awards Board has delegated power from the Board of Governors and Academic Board to:
 - discharge the University's formal responsibilities to confer awards (both taught and research) on individual students;
 - assure overarching academic standards and security of awards, endorsed by Awards Examiners;
 - confirm the configuration of Subject Standards Boards and to receive reports from them;
 - act directly in all matters pertaining to students for research degrees and cognate awards within the University.
- 3 The University Awards Board shall operate within the University's Academic Regulations and Procedures and guidelines determined from time to time by the Academic Board. It is the responsibility of the Chair to ensure the effective operation of these arrangements. If it cannot reach a consensus, the University Awards Board may decide by a majority vote on any matter within its terms of reference.
- 4 The University Awards Board shall report at least once a year to Academic Board and the Board of Governors. The University Awards Board may advise the Academic Board and the Board of Governors on any other matter which it considers to be relevant to the discharge of its terms of reference.

Taught Provision

- 5 In respect of the University's taught provision, the University Awards Board shall:
 - On the basis of marks confirmed by Subject Standards Boards, confer awards on individual students in accordance with the relevant University Awards framework, scheme regulatory framework, or other relevant regulations. This shall include awards made under the Aegrotat procedures (refer Section 8.2, Regulation 18);
 - Act as the senior Assessment Board for the University's taught courses, responsible for the conduct of student assessment in the University;
 - Monitor academic standards;
 - Make recommendations to the Academic Board on assessment policy matters having due regard to best practice in the sector and, quality enhancement in regard to the student experience;
 - Confirm the configuration of Subject Standards Boards;
 - Receive reports from Subject Standards Boards;
 - Consider annual reports on progression;
 - Audit the outcomes of assessment and report on the maintenance of academic standards. At least once a year, the Board shall conduct a systematic audit of the outcomes of assessments and make a report to Academic Board and the Board of Governors on the maintenance of academic standards as evidenced by key indicators around classification and the profiles of awards;
 - Consider key indicators around classification and the profiles of awards;
 - On the written recommendation of the Head of School or their nominee, authorise the termination of a student's status, if it is not possible for the student to achieve any award within the relevant regulations. Responsibility for considering requests from Faculties will normally be delegated to the Chair of the Awards Board.

Research Degrees and cognate awards

- 6 In respect of research degrees and cognate awards, the University Awards Board shall:
- Confer research degree awards on individual students in accordance with the relevant University Awards framework, scheme regulatory framework, or other relevant regulations. This shall include awards made under the Aegrotat procedures (refer Section 8.2, Regulation 18);
 - Approval of the general arrangements under which the student's research is carried out, including arrangements for academic supervision and postgraduate study and the provision of adequate facilities to enable the student to conduct and complete the research programme in an efficient, safe and ethical manner;
 - Ensure that Research degree Regulations are complied with;
 - Ensure that the standard of awards is maintained. At least once a year, the Board shall conduct a systematic audit of the outcomes of assessments and make a report to Academic Board and the Board of Governors on the maintenance of academic standards.
 - Make recommendations to the Academic Board on policy matters related to research degrees having due regard to best practice in the sector and, quality enhancement in regard to the student experience;

Sub-committees of the University Awards Board

- 7 The University Awards Board has delegated the following responsibilities to its sub-committees.
- 8 The Awards Board sub-committee for Research Degrees shall:
- Make research degree conferrals recommendations to the University Awards Board after auditing and sampling examiner recommendations to ensure due process;
 - Appoint members to consider appeals for individual students;
 - Exercise all other responsibilities for the registration, supervision, mode of study, transfer, suspension and extension of registration and resubmission and approve examination arrangements.
- 9 The Awards Board sub-committee for Research Degrees shall have oversight of:
- Enrolment/registration of students for MPhil, for MPhil with possibility of transfer to PhD, and for PhD direct or the research portion of professional doctorates (after successful completion of appropriate taught modules), on approved programmes of work under approved supervision;
 - Admission of research degree students; and
 - Transfer of registration from MPhil to PhD.
- 10 Arrangements for the Awards Board sub-committee for the Auditing of Taught Awards which meets four times each year shall be determined by the Chair in advance of the first meeting of the Awards Board in March each year.

Membership University Awards Board:

Ex-officio

- Pro Vice-Chancellor Academic Outcomes (**Chair**)
- Heads of Schools (one to be appointed as Vice-Chair)
- Director of Student Journey (Vice-Chair)

Appointed:

- Up to six Awards Examiners who shall be appointed by the Chair of the Awards Board

- One member of a School-based Research Progress Group (one year rotational), appointed by the Chair of the Awards Board

In attendance:

- Relevant representatives from Student Journey
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Membership of the Awards Board sub-committee for the Auditing of Taught awards

- One University member of the Awards Board normally a Vice-Chair (appointed by the Chair of the Awards Board)
- Up to two Awards Examiners for each meeting

Membership of the Awards Board sub-committee for Research Degrees:

Ex-officio:

- A Head of School (not a Vice-Chair of the Awards Board), nominated by the Chair of the Awards Board
- Director of Student Journey (Vice-Chair)
- Chairs of School-based Research Student Progress Groups (and a named deputy)

Notes in respect of Awards Board sub-committee for Research Degrees membership:

- No person who is registered for a research degree at this University shall be a member of the Awards Board sub-committee for Research Degrees.
- A majority of members of the Awards Board sub-committee for Research Degrees shall have supervised two or more students to successful completion of PhD degrees; a substantial proportion shall have had experience of examining research degrees;
- There shall be clear evidence that all members have or are engaged in research activities leading to appropriate outputs; and;
- There shall be sufficient expertise represented on the Awards Board sub-committee for Research Degrees to ensure that each application can be dealt with appropriately.
- To enable it to seek specialist advice, both internally and externally, the sub-committee shall, as appropriate, invite to its meetings other persons whose expertise is considered valuable to the Committee in its deliberations.

The Director of Student Journey (or nominee) shall coordinate appropriate staff who shall act as secretaries to the Board and be in attendance to advise the Board and keep the record of meetings in accordance with procedures approved by Academic Board from time to time.

The majority of awards are conferred at one of the three annual meetings of the Awards Board, and at these meetings the quorum of the Awards Board is one third of the membership, including at least one Awards Examiner. All or any of the examiners may be part of the quorum and participate fully in a meeting of the Awards Board by means of a telephone or communication equipment which allows all persons participating in the meeting to hear each other. The quorum for the September meeting of the Awards Board Sub-Committee for the Auditing of Taught awards, which considers and confers awards largely arising from summer reassessments, shall comprise the membership specified above.

As provided by the Academic Regulations, any necessary delegation to the Chair shall be explicitly agreed at a quorate meeting and Chair's action shall be reported to the Board on a subsequent occasion.