**UNIVERSITY OF LEEDS**

**School of XXXXX**

**BA/BSc/MA/MSc XXXXX**

**Meeting of the [Title] Progression and Awards Board**

[Date], [Time] and [Venue]

**AGENDA**

1. **Apologies for absence**

2. **Welcome and Chair’s remarks**

[Summary of any actions taken on behalf of the Progression and Awards Board; [To record any action needing to be taken, ie. In respect of deferred decisions].

3. **Minutes**

To approve the minutes of the meeting held on ([Date])

4. **Matters Arising**

5. **Confidentiality of Discussions**

6. **Declarations of Interest**

7. **Rules for Award**

To note university Rules for Award

8. **Consideration of Results for Progression/Award**

*Classification of Students*

[List each programme individually with award type & full title, list each variant separately, eg part-time; include Pass and Proceed, Pending, Resit or Final Award or otherwise]

[Reference individual cases for mitigation, maintaining confidentiality of individual circumstances]

[List students, with SID, under each programme OR append the appropriate mark sheet(s)]

9. **General Business arising from Assessments and External Examiner Comments**

[include the comments overview of results as maybe outlined]

10. **Award of Prizes** [as appropriate]

[List any prize title and what it is awarded for and criteria for award, then the student name/SID who was awarded with any further pertinent details]

11. **Review of Progression and Award Board Conventions**

12. **Confirmation and signing off of awards**

[The (amended) award/classification sheet to be signed by the External Examiner, Chair and Programme Leader[s]. If the External Examiner is not present, confirmation that he/she has endorsed the grades should be recorded].

13. **Any other business**

14. **Date of next meeting** ([Date], [Time if known]

Circulation list:

ref

Date

**UNIVERSITY OF LEEDS**

**School of XXXXX**

**BA/BSc/MA/MSc XXXXX**

**Progression and Awards Board**

[Date], [Time] and [Venue]

**MINUTES**

**Present:** N1N1N1 (Chair), N2N2N2 (External Examiner(s), N3N3N3, N4N4N4, N5N5N5 etc (in order of surname) [list those in attendance and role]

**In attendance:** (eg. Exam Board Secretary or other officers).

**Apologies**: (if any)

1. **Welcome and Chair’s remarks**

The Chair opened the meeting and welcomed [External Examiner [if attending], and colleagues] [Include summary of any actions taken on behalf of the Progression and Awards Board and any action needing to be taken, ie. in respect of deferred decisions]

2. **Minutes**

The minutes of the meeting[[1]](#footnote-1) of the Progression and Awards Board held on [Date] were received and approved as an accurate record of the meeting [subject to the following corrections]

3. **Matters Arising**

There were no matters arising [or [list any and all matters arising, action taken since this meeting, clarification of comments etc]

4. **Confidentiality of Discussions**

Members were reminded of the convention whereby the contributions made to debate by individuals are regarded as confidential as are the details of an individual’s decision with regard to voting.

5. **Declarations of Interest**

In accordance with the policy agreed by the Senate and Council, members were reminded to declare at the outset of any discussion any non-trivial pecuniary or other private interest in a matter before the Committee. No such declarations were made.

Dr XXXXX declared that student [name and SID] is their [insert relationship or connection]. They withdrew when module marks were discussed/indicated that the student’s work on module XXXX had been double-marked/been marked by another member of staff.

6. **Rules for Award**

The Rules for Award were noted.

7. **Consideration of Results**

1. **Classification of Students –** [If there is anything pertinent to highlight]

The Board was reminded that the School’s agreed discretionary criteria for students whose average fell within the discretionary band was that to gain promotion to the higher classification XXXXXX.

The following students were considered, and recommendations made for awards.

[List or append each programme individually with award type & full title, list each variant separately, eg part-time. Include confirmation of progression or otherwise]

[List of students with SID, or append, under each programme as appropriate followed by recommended classification. This could be organised under headings of Pass and Proceed, Final Award, Resit, Fail etc. The outcomes for Continuing Students (eg. Part-Time programmes could be summarised under a separate heading. If there were any circumstances discussed, these should be noted and whether they should be taken into consideration; any discussions and decisions about discretion to be noted]. The number of credits passed can also be included]

**[SID: 200123456] Degree Classification: Pass/Merit/Distinction**

**Credits Passed:**

[The Progression and Awards Board will normally consider applications for mitigating circumstances and decides what action to take. The Board will usually accept the recommendations of the School Special Cases Committee. The basis and process for decisions should be recorded in the minutes in a way that maintains the confidentiality of the individual student. See Paragraph 8.6 and Chapter 9 for more information on how the mitigating circumstances procedure operates, including the possible outcomes. Examples of wording that could be inserted here include]:

* Mitigating circumstances had been submitted and considered but it was agreed that no further action need be taken.
* Mitigating circumstances had been submitted. The classification average fell within the discretionary band; it was agreed that a Pass/Merit/Distinction be awarded.
* Mitigating circumstances had been submitted and it was agreed that these be taken into consideration. Performance in XXXX [module/semester] was below the rest of the student profile and the classification fell 0.06 outside the discretionary band. Taking into account the case presented and considered it was agreed that a Pass/Merit/Distinction be awarded.
* The classification average fell within the discretionary band, and the student profile fulfilled the School’s discretionary criteria. It was agreed that a Pass/Merit/Distinction be awarded.
* The classification average fell within the discretionary band, and the student profile did not fulfil the School’s discretionary criteria as [list which element(s) of the criteria were not met]. It was agreed that a Pass/Merit be awarded.
* Any other pertinent, factual notes

9. **General Business arising from Assessments (including External Examiner comments)**

External Examiners were invited to comment on proceedings at the Board and during the session. A formal written report would also be required in due course. [Include any comments from programme leaders]

Dr XXXX commented on his overall satisfaction with the assessment process on the appropriateness of the standards achieved by students, and on the conduct of the Progression and Awards Board procedures.

[include overview of results]

10. **Award of Prizes** [as appropriate]

[List prize title and what it is awarded for and criteria for award, then the student name/SID who was awarded with any further pertinent details]

11. **Review of Progression and Awards Board conventions**

[To recommend to the Central Examinations and/or Quality Assurance Team any proposed changes to Progression and Awards Board Conventions if issues have arisen]

12. **Confirmation and signing off of awards**

[The (amended) mark sheet to be signed by the External Examiner and Chair. If the External Examiner cannot be present, confirmation that he/she has endorsed the awards should be recorded. Reference the link with Banner or where progression information is stored]

13. **Date of Next Meeting**

This was noted as ([Date], [Time – if known]

14. **Any other business**

There was no other business to discuss/The following business was discussed:

*(Note for secretaries: Minutes are confidential. Draft minutes should be sent to the Chair or Exams Officer to confirm them for accuracy. Minutes for summer boards should normally be complete by 1 September).*

ref

date

1. Previous relevant minutes [↑](#footnote-ref-1)