

UNIVERSITY OF LEEDS

School Progression and Awards Board

Terms of Reference

To consider and determine on behalf of the Senate the final outcomes of all candidates for programmes of study parented by the School.

1. Consider and determine awards, progression and classifications for the programmes for which the School is responsible.
2. Consider results in accordance with the approved Faculty/School Code of Practice on Assessment, Rules for Award and relevant programme specifications.
3. Receive the recommendations of the School Assessment Board.
4. Receive the recommendations of the School Special Circumstances Committee.
5. Evaluate outcomes and any discernible trends based on agreed criteria.
6. Confirm that the School has properly discharged its assessment responsibilities.
7. Record proceedings and decisions through formal minutes.

Membership

- The Chair will hold a student education leadership role and have the appropriate knowledge and experience (e.g. the Head of School/Director of Student Education/Academic Assessment Lead).
- A member of the Student Education Service will attend to service the meeting and produce formal minutes.
- The External Examiner(s) for the programmes for which the outcomes are to be determined will attend.
- The Programme Leader(s), or nominees, for the programmes for which the outcomes are to be determined will attend.
- Representatives from co-teaching Schools will attend as required.

Quorum

To maintain quorum requirements it is expected that at least one third of the expected membership, including the Chair, are in attendance. All decisions must be ratified by at least one External Examiner.