**BRUNEL UNIVERSITY LONDON**

**Board of Examiners’ Minutes**

Award (or Progression) Board: **<UG/PGT> <Subject area(s)>**

Department of **<Dept>**

College of **<College>**

Date and time of meeting: **<Day>, <Date, Inc. year> at <time>**

*Attendance*

**Present:**

* Chair: <Title, Initial, Surname>
* External Examiner(s): <Title, Initial, Surname>
* Academic staff: <Title, Initial, Surname>; [Repeat for all staff attendees; specifically indicate the representative from the ECs Panel]
* Programme Administrator / Minute Secretary: <Title, Initial, Surname>

**Apologies:**

* <Title, Initial, Surname>

**Meeting started at <TIME>.**

1. **Introduction and apologies**

The Chair reminded colleagues that the purpose of the Board was to consider the progress of students who were registered for programmes under its remit; and to make decisions on progression, reassessment and awards as appropriate. Apologies were noted.

1. **Declarations of interest**

The Chair asked for declarations of interest; none were received. [If any declarations are received, note appropriately here e.g. “Dr X declared a family relationship to a student on Programme Y”; the relevant attendees should leave the room during consideration of the relevant student’s cohort and this should be noted at the relevant point later in the Minutes.]

1. **Reminder on confidentiality**

The Chair reminded colleagues that discussions held at the Board of Examiners were confidential. Following the Board, all students should be directed to eVision for their results in the first instance. Results should not be discussed with students prior to publication on eVision.

1. **Follow up from last meeting:**
   1. **Minutes of the previous Board of Examiners**

The previous year’s meetings of the Board of Examiners (for awards, progression, re-sits and PG dissertations, as appropriate) had taken place on <Date/June>, <Date/July>, <Date/September>, and <Date/November>. Minutes had been approved by the Chair following each relevant meeting and circulated to Board members. Copies of the Minutes had been provided for attendees at the present meeting. The Chair asked for any comments or late corrections to the previous Minutes; none were received. [If any comments/corrections were given at the meeting, note here and ensure corrected final Minutes are also sent to TAG]

* 1. **Matters Arising from previous Boards**

The Chair confirmed that there were no actions outstanding from previous Boards of Examiners to be reported on. [If there were outstanding actions or matters arising, replace this paragraph with brief notes about them]

* 1. **Chair’s Action taken since the last meeting**

| **SITS**  **Student**  **Number** | **Student Surname** | **Action taken** | **Degree type and name** | **Classification** | **Date of Chair’s Action** |
| --- | --- | --- | --- | --- | --- |
| <Student Number> | <Surname> | <Action taken> | <Degree type> <Degree name> | <Classification> | <Date> |
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1. **Minutes of the Panel(s) of Examiners and relevant matters arising**

The Panel of Examiners had convened on <Date> to consider the Level <Level number(s)> module/block marks and grades, plus other matters relating to assessment including comments from the External Examiner(s). Chair-approved Minutes from the Panel proceedings had been provided for attendees at the present meeting.

1. **Reminder of cohort regulations**

The Board was reminded that all decisions would be made in accordance with the applicable Senate Regulations. Copies of the following were available for reference:

[Delete from the following list any Regulations which do not apply for this Board]

Senate Regulation 2 (2009-Aug 2019) for UG Programmes

Senate Regulation 2 (Sept 2019 onwards) for UG Programmes

Senate Regulation 3 (2013 to August 2020) for PG Programmes

Senate Regulation 3 (September 2020 onwards) for PG Programmes

Senate Regulation 4 on assessment of students on taught programmes

The Chair confirmed that there were no programme-specific regulations (i.e. agreed variations to the standard Senate Regulations, which would be specified in Section 21 of the relevant Programme Specification) affecting cohorts of students due to be considered by the Board.

[If there are programme-specific regulations in Section 21 of the relevant Programme Specification, briefly mention here]

1. **Relevant matters arising from Progression Boards which considered this cohort of students**

The Board noted that apart from previously confirmed grades, there were no specific decisions made at previous Progression/Examination Boards that should affect decisions to be made today. [If there are any relevant matters to note provide a description of them here]

1. **Adjustments made for students with additional needs**

The Chair, further to confirmation by the Taught Programmes Office, noted that reasonable adjustments to examination or assessment arrangements had been made during the academic year for students with identified additional needs. [If there are any relevant issues to note relating to adjustments for students with additional needs provide a description of them here]

1. **Clarification of Extenuating Circumstances Processes**

The representative from the Extenuating Circumstances (ECs) Panel confirmed that it had met and made appropriate decisions. Students with applicable ECs were noted in the Board paperwork. [If there are any relevant issues to note relating to the consideration of ECs provide a description of them here]

1. **Consideration of student profiles**
   1. **Decisions on student progression and awards**

The Board considered student profiles. Each decision and explanatory note, where applicable, is recorded on the board paperwork <insert SharePoint/Teams link> (also provided to Awarding via Dropoff). All consideration was anonymous (by student number); but student surnames were included on the paperwork seen by the pre-Board and have been included in these Minutes for ease of reference.

[If there are general considerations relating to the application of ECs and decisions on reassessment, progression and award, please note here.]

[If there are individual profiles that required lots of discussion, which is not captured in full on the Board Paperwork, please include in the table below].

| **SITS**  **Student**  **Number** | **Student Surname** | **Discussion held** |
| --- | --- | --- |
| 1234567/X | Example | Programme Title and paperwork ID: [Details of discussion here] …. |
|  |  |  |

* 1. **Date of retrievals**

Examination retrievals to be taken in the University examination period between <DAY> <DATE> and <DAY> <DATE-MONTH-YEAR>

Coursework/assignment re-submission due by <DAY> <DATE-MONTH-YEAR>.

* 1. **Issue of Results and Financial queries**

The Board was advised that students have been informed of the expected release date of their results on eVision. It was noted that awards may appear earlier than the full breakdown of module results, although all information should be available by the published release date. Students with financial queries which prevent them from seeing their results will be advised of any reassessment opportunities by email from the Taught Programme Office.

* 1. **Confirmation of Chair’s Action to be taken following this meeting**

As agreed during consideration of student profiles, the Chair would take subsequent action on behalf of the Board with respect to the following students:

| **SITS**  **Student**  **Number** | **Student Surname** | **Action required** |
| --- | --- | --- |
| 1234567/X | Example | Chair to confirm award following receipt of student’s missing mark for module XX/3YYY. |

1. **Comments from External Examiners**

The Chair invited comments from the External Examiners with respect to the performance of students, the programmes as a whole, the conduct of the Board, the fairness and consistency of decision making, and the Board’s adherence to University Regulations. The following was noted:

[Bullet point list]

[Note if no External Examiner is present, the minutes of this meeting should be provided to them]

1. **Award of Prizes**

The Board of Examiners resolved to recommend the following students for the award of University, College or Departmental prizes:

<Prize name> – nominated student <Student Number> <Surname>

<Prize name> – nominated student <Student Number> <Surname>

1. **Date of next meeting**

**Meeting closed at <TIME>**