

**ATTACHMENT 1B
SUGGESTED AGENDA FOR CAMPUS PROGRESS AND AWARD BOARD**

UNIVERSITY OF ULSTER

A meeting of the Campus Progress and Award Board will be held at the _____ campus on _____ at _____ in _____
(Notes of Guidance are attached)

AGENDA

1. Attendance

To note the attendance of Subject Directors and the Chief External Examiner, or the arrangements for external examining in the absence of the Chief External Examiner.

2. Regulations

To note the remit of the Board and its responsibilities in accordance with the Examination Regulations.

To receive generic award regulations in accordance with the template for the modular honours framework.

To note that Subject Directors will report core modules where the pass mark must be achieved in each assessment element.

3. Evidence of Extenuating Circumstances

To receive evidence of extenuating circumstances submitted by or on behalf of examination candidates.

4. Receipt and Consideration of Candidates' Results

4.1 To receive from Subject Boards the results of candidates in assessments.

4.2 To determine the academic progress of candidates.

4.3 To forward to Senate recommendations for awards to candidates who have successfully completed their courses of study and who have satisfied the conditions specified in Ordinance XXXI.

5. Publication of Results

To note the arrangements for (a) publication of progress and award decisions and marks; and (b) communication of decisions to unsuccessful candidates.

6. Appeals (based on submission of new information)

6.1 To note the date on which appeals shall be heard.

6.2 To note that the Chairperson accompanied by the Director of Combined Studies and Subject Director(s), or exceptionally, their nominees shall comprise the Appeals Panel.

7. Supplementary Examinations

To agree arrangements for supplementary examinations.

8. Comments from Internal and External Examiners

To receive comments from the Chief External Examiner and other members of the Board.