

**ATTACHMENT 2B
SUGGESTED TEMPLATE FOR MINUTES OF MEETING OF CAMPUS PROGRESS AND AWARD
BOARD**

UNIVERSITY OF ULSTER

CAMPUS: DATE:

PRESENT (As per attached list)

The Chairperson,, welcomed the members to the meeting of the Board and briefly outlined the procedures.

11.01 ATTENDANCE

The Board noted that explanation(s) for absence acceptable to the Board had been received from ...

11.02 REGULATIONS

The Board noted its remit and its responsibilities in accordance with the Examination Regulations and received the generic award regulations for the modular honours framework.

11.03 RECEIPT AND CONSIDERATION OF CANDIDATES RESULTS

- a. The Board received evidence of extenuating circumstances submitted by or on behalf of the following candidates
- b. The Board noted the results of candidates.
- c.
 - i) The Board agreed individual recommendations in respect of candidates for progression or award.
 - ii) The Board agreed the appropriate progress code to be recorded against each candidate on the course results sheets as the formal record of the decision.
- d. The Board agreed the recommendations to be forwarded to Senate, for awards to candidates who have successfully completed their course of study and who have satisfied the conditions specified in Section 3 of Ordinance XXXI.

11.04 PUBLICATION OF RESULTS

The Board noted the arrangements for (a) publication of progress decisions and marks and (b) communication of decisions to unsuccessful candidates.

11.05 APPEALS

The Board agreed the arrangements for the appeals process and noted the agreed date(s) for appeals as set out in the Agenda.

11.06 SUPPLEMENTARY EXAMINATIONS

The Board agreed the arrangements for (a) supplementary examinations and (b) meeting of the supplementary Board.

11.07 REPORTS FROM MEMBERS OF THE BOARD

The Board received oral reports from the Chief External Examiner and other members of the Board.

The Chairperson,, reminded the Chief External Examiner that a formal written report should be

submitted to the Pro-Vice-Chancellor (Teaching and Learning) and would subsequently be discussed by the Campus Co-ordinating Group.

11.08 SIGNING OF COURSE RESULTS SHEETS

The Chairperson and the Chief External Examiner signed and dated the course results sheets to confirm the decisions recorded.

11.09 DATE OF MEETING FOR FOLLOWING YEAR

The Board noted the agreed date for the following year and the meeting then closed.