

Memo

To: Deans, Associate Deans, Heads of School, Associate Heads of School, Course Directors, Subject Directors, Directors of Combined Studies, Heads of Faculty Administration, Director of Access & Distributed Learning

From: Deputy Director of Student Administration & Registry

Date: May 2012

Ref: RW/BD

Examination Procedures: May to October 2012

I enclose the following documents which will be of assistance to you in regard to Course Boards of Examiners, Subject Boards and Progress and Award Boards.

- 1 Suggested agenda for:
 - Course Boards of Examiners (Attachment 1A)
 - Campus Progress and Award Board (Attachment 1B)
 - Subject Boards of Examiners (Attachment 1C)
- 2 Suggested template for Minutes of Meeting of:
 - Course Boards of Examiners (Attachment 2A)
 - Campus Progress and Award Board (Attachment 2B)
 - Subject Boards of Examiners (Attachment 2C)
- 3 Notes of Guidance for Course Boards of Examiners and Campus Progress and Award Board (Attachment 3)
- 4 Procedures to be followed in the Absence of an External Examiner (Attachment 4)
- 5 Academic Standing Types used for recording decisions on candidates (Attachment 5)
- 6 Guidelines: Recommendations for Aegrotat and Posthumous Awards (Attachment 6)
- 7 Timetable for consideration of student appeals (Attachment 7)
- 8 Prizes and awards (Attachment 8)
- 9 Duties of Heads of Faculty Administration (Attachment 9)

I would wish to draw the following matters to your attention. **You should note, in particular, section (c) iv refers to the new procedure for resolving a disagreement between internal and external examiners at Boards. Section (d) is a reminder about the publication of external examiner reports and section (m) refers to the new procedures for progression to placement.**

(a) Location of Meetings of Boards of Examiners

Meetings of Boards of Examiners should take place on the campus of delivery and, where a Board cannot be held on the appropriate campus, all staff who are members of the Board must attend the meeting at the designated location; teleconferencing/videoconferencing is not permitted. Requests to depart from University policy in respect of the latter must be approved by the PVC (Teaching and Learning).

(b) Chairing of Boards of Examiners

(i) Course/Subject Boards of Examiners

The Chairperson of the Course/Subject Board of Examiners shall be the Dean or Associate Dean of the

Faculty in which the course/subject is located, or a Head or Associate Head of School in the Faculty, other than the School in which the course/subject is located, or the Director of Access and Distributed Learning. Heads of Graduate School may be permitted to chair Boards of Examiners provided that they have some responsibility for taught courses. In the absence of the designated chairperson, the board shall be chaired by a person appointed by the appropriate Pro-Vice-Chancellor acting on the authority of the Senate.

(ii) Campus Progress and Award Board

The Chairperson of the Progress and Award Board shall be a Dean appointed by the Pro-Vice-Chancellor responsible. The Deans currently appointed are:

Coleraine: Professor P O'Dochartaigh, Dean of Faculty of Arts
Jordanstown: Professor P Carmichael, Dean of Faculty of Social Sciences
Magee: Professor M McHugh, Dean of the Ulster Business School.

(c) Involvement of External Examiners

i) Absence of External Examiners from Boards of Examiners

External examiners are required to attend meetings of Boards of Examiners of which they are members where results that contribute to final awards are being considered (this requirement can be varied for linked PG Diploma/Master's courses as set out at ii) below). Where exceptionally an external examiner is unable to attend, the procedures set out at Attachment 4 should be followed. The appendix to this attachment (Confirmation of Awards) should be completed, signed by the External Examiner and presented to the Board. The course results sheets need only be sent to an external examiner for signature where no external was present at the Board.

The procedures set out at Attachment 4 also apply where, exceptionally, a temporary external examiner has been appointed.

ii) Attendance of External Examiners at Meetings of Boards of Examiners for linked Postgraduate Diploma/Master's Courses

Each Faculty is authorised to determine whether the External Examiner should attend for either the Postgraduate Diploma or Master's stage of the course, or for both.

If the Faculty decides on attendance for only the Postgraduate Diploma stage the following conditions should be fulfilled:

- There is no requirement for oral or viva examination associated with the Master's award or with individual candidates;
- The Master's dissertation/project component only is being considered;
- The External Examiner moderates the work for the dissertation/project.

If the Faculty decides on attendance for only the Master's stage:

- The Board of Examiners should review candidates' results in the taught modules, with the External Examiner's role being to moderate the work and endorse the results, decisions on progress and resit, and recommendations, where appropriate, for the award of the Postgraduate Diploma;
- The Master's results and recommendations for award should be considered by the full Board of Examiners on the basis of both the taught modules and the dissertation/project.

NB If an external examiner does not attend one stage, there is still a requirement to sign off the course results sheet in order to signify endorsement of final award decisions.

iii) External Examiner Confirmation of Awards at Supplementary Boards of Examiners

External examiners are not required to attend supplementary Boards. However, it is University policy that supplementary recommendations for awards be agreed with the External Examiner(s)/Chief External Examiner prior to the Board and that written confirmation be presented to the meeting as set out in Attachment 4.

iv) Unresolved Disagreement Between Internal and External Examiners at Boards

Senate has endorsed the Teaching and Learning Committee's recommendation to remove the authority of the external examiner to prevail where there is disagreement in board of examiners about

results or classifications, in order to reflect the consensus basis of decision-making in the board. TLC (28/03/12) agreed the following protocol in the unlikely event that an external examiner was unwilling to endorse decisions. Should an external disagree with the Board's decisions, this should be made explicit in the Board's report to Senate when recommendations for award are considered. The Chair of the Board and the external examiner are asked to forward reports to Senate for consideration. Senate will make a decision which may require the appointment of a new external examiner to moderate assessments. In this case, results will remain provisional and students will be kept informed of any delay in the normal timeframe for publication of results.

(d) **External Examiner Reports**

Chairpersons should remind external examiners that their reports, and the course committee's response to the report, will be made available to students and therefore individuals should not be named.

(e) Amendments to Provisional Module Results

Boards will receive, in the course/subject result sheets, marks which were considered at the end of Semester One. These marks are subject to confirmation by Boards.

All provisional marks amendments (other than those made on the final edition of the course results sheets) should be forwarded without delay to the appropriate office: School Office for amendments agreed at Subject Boards, Examinations Office (on a Marks Amendment Form) for amendments agreed for integrated courses. Any amendments to marks on the final edition of the course result sheet(s), whether made by the Course Director prior to the Board of Examiners' meeting or by the Chairperson at the meeting, must be recorded in red ink. The Examinations Office will subsequently amend the computer record. Marks amendments for Semester Two will be completed by 29 June 2012 and all marks will be published on the Portal on 3 July 2012.

Where, exceptionally, changes to marks, or new marks, have to be submitted to the Examinations Office after the meeting, these will be accepted from Course Directors only, who will be required to transcribe the marks onto the master course results sheets.

(f) Adjustment of Marks/Progress Decisions Made by an Earlier Board

Boards shall not adjust marks awarded or progress decisions made by an earlier board, except in accordance with the Procedures for Appeals and the Consideration of Offences in Connection with Examinations and other Forms of Assessment. The Campus Progress and Award Board may not adjust the marks awarded by a Subject Board. This does not prohibit the correction of errors.

(g) Elements of Modules to be taken/retaken

The elements of modules to be taken/retaken (ie, CW and/or EX) should be circled in red on the course results sheet.

(h) Deletion of Modules

Modules to be deleted from a candidate's record should be crossed through in red ink on the course results sheet. **It is important that Course/Subject Directors inform the Registry Office (Student Services Centre at Belfast) of modules to be deleted or any missing or incorrect modules/CRNs.**

(i) Inclusion of Student Qualification Aim in Course Results Sheets

The student qualification aim is included in course results sheets. Where the Board of Examiners/Campus Progress and Award Board recommends a different qualification for a student, the qualification aim should be amended appropriately in red ink so that the Examinations Office can correct the computer record.

(j) Inclusion of Leavers in Course Results Sheets

Withdrawn students are displayed in course and subject results sheets. This will include final year students who left following failure in Semester 1 modules. These students may be considered by Semester 2 Boards for the recommendation of exit awards where this is provided for in course regulations.

(k) Publication of Progress and Award Information

Progress and award information will be published to students through the Portal, normally within two working

days of the meeting of the Board (three working days where the meeting is held on another campus).

(l) Postgraduate Certificate/Postgraduate Diploma/Master's Courses

Candidates progressing directly between linked postgraduate courses (that is from Postgraduate Certificate to Postgraduate Diploma and Postgraduate Diploma to Master's degree) do not have the intermediate award conferred. Such candidates should be recorded as AST P5 on the course results sheets (P6 in the case of one year full-time Postgraduate Diplomas linked to Master's degrees or PD for Nursing courses only where a professional award is also to be recorded).

The Board of Examiners should however consider the eligibility of each candidate on the course for the interim award with Distinction and record this where applicable on the course results sheet. Recommendations can then be forwarded to Senate without further consideration by Boards of Examiners for those candidates who decide at a later stage to take the award and not proceed and who are eligible for the award with Distinction.

Candidates who are eligible to proceed to the higher award but choose not to do so may have the lower award conferred at the Summer graduation if they are identified at the Board of Examiners and coded AST S1 (or SA as applicable). Those candidates who subsequently decide to take an award and not to proceed must apply in writing to the Examinations Office. The Examinations Office will add AST S1 (SA) to the candidate's record, record a date of leaving and forward the recommendation to the next meeting of Senate which will normally be in November. All candidates will be invited to attend the Winter graduation to receive their awards in person.

NB. These procedures do not apply to the Postgraduate Certificate Education (Further Education).

(m) **New Procedures for Progression to Placement**

TLC at its meeting on 13 December 2011 set the 31 August as the decision point for progression to placement or final year. Students may be coded at the June board if their position is clear, otherwise the new AST code of PN (Decision on progression to placement deferred) should be used. Students coded PN will appear on the supplementary course results sheet and a decision should be recorded at the supplementary board if known. The final date for a supplementary board in 2011/12 is 31 August. If the decision is not available by the date of the supplementary board, Chair's action will be required to subsequently record a decision to enable the student's record to be rolled forward into the 2012/13 academic year. A new set of AST codes have been created in order to facilitate reporting on this group of students (see attachments 3 and 5).

(n) Progression Carrying Failure: P3/P4

P3 – Proceed to next year (other than placement year)

Candidates may be permitted to carry a failed module or modules amounting to a maximum of 20 credit points at undergraduate level, providing that the module(s) carried are not prerequisite(s) for a module in the next year of the course. The rule applies to honours degrees, degrees, Foundation degrees, Associate Bachelor's degrees, and the first year of part-time Access to HE courses. It does not apply to Master's, Postgraduate Diplomas, Postgraduate Certificates, and undergraduate Certificates and Diplomas as only one resit attempt is permitted for these awards. The failed element(s) must be taken in the semester in which the module is taught, special arrangements to enable candidates to be reassessed in a different manner are not permitted.

Boards may decide to exceed the maximum 20 credit points in the light of extenuating circumstances.

P4 – Proceed to Placement Year

Exceptionally Boards have discretion to recommend that candidates in year 2 of sandwich courses proceed to placement and carry a failed module or modules providing that the module(s) carried are not prerequisite(s) for their employment. This is permitted by exception, and in deciding whether to allow students to proceed, Boards should take account of the extent of failure, how badly modules have been failed and the requirements of the work placement. The June Board will consider such a recommendation for candidates who have failed in modules to a value of 65 - 80 credit points, as failures in up to 60 points are normally retaken for the August supplementary period. It may be possible to defer the start of placement for the latter candidates, and P4 will only be considered for them at the supplementary board. The failed element(s) must normally be taken in the semester in which the module is taught; although exceptionally, for students proceeding to placement (AST P4), examination may be deferred to the following August; special arrangements to enable candidates to be reassessed in a different manner are not permitted.

When considering the academic performance of candidates coded P3 or P4 at Boards in 2010/11 Course/Subject Directors should ensure that these candidates have satisfied requirements in coursework and/or examinations for the modules carried forward.

(o) Use of ASTs: Clarifications

PA, PB, PC, PD, SA, SB and SC apply to Nursing courses only and may not be used for any other courses.

P2 should be used only where students are progressing to a further assessment point in the current academic year.

P1 should be used where a student is proceeding to the next academic year without further assessment.

P9 should be used for Master's students who are not due to submit their dissertation until the next academic year, as per the normal duration specified in the course document, and are therefore permitted to proceed to the next academic year. Examples are students requiring ethical approval or part-time students who begin their dissertation in June and would not be expected to complete until the next academic year. This will ensure that Finance do not charge the module fee in the next academic year and the Examinations Office will not charge a re-enrolment fee.

D5 (rather than P1 or P9) should be used where Master's students are given an extension of time to complete their dissertations. This will ensure that Finance do not charge the full module fee in the next academic year.

P6 applies only to one year full-time linked Postgraduate Diploma/Master's courses where students have successfully completed the Postgraduate Diploma stage of the course and are proceeding to the Master's stage in the same academic year.

(p) Reserve AST Decision for Students who have Gone on Leave of Absence

Students who have gone on Leave of Absence and are not in good academic standing should have a reserve decision recorded at the Board of Examiners. This decision will be held as a comment against the student's record and formally communicated to the student.

(q) Timing of First Sits

Candidates who were permitted, following the semester one assessment period, to take Semester One examinations as for the first time normally take these in May; alternatively a first sit in August may have been permitted, following consultation between the Course/Subject Director and the candidate. Boards of Examiners/Progress and Award Boards in May/June should ensure that, subject to Semester Two performance, AST D2 is recorded on the course result sheets for candidates who have deferred first sits to August.

(r) Integrated Foundation Year Courses

Candidates who have successfully completed the IFY should be progressed to the linked degree course by recording AST P5 on the course results sheet.

Candidates who are eligible to proceed but choose not to do so may exit at this point with the award of Diploma, by recording AST S2 on the course results sheet, provided that this provision has been made in the course regulations. Commendation or Distinction should also be recorded where appropriate.

(s) Removal of Condonement

Condonement has been removed from regulations, for all cohorts, with effect from 2009/10. A pass in a module is now defined as the achievement of the overall pass mark (40% UG/50% PG) with a minimum mark of not less than 5% below this threshold in an assessment element where a module is assessed by a combination of coursework and examination.

Course/subject committees retain the option of specifying in regulations a requirement for the threshold standard to be achieved in each element or in all or specified components of each assessment element.

(t) Repeated Assessments

For repeated assessments the capping of the mark applies to the repeated component (eg essay), not the overall mark for the element (eg coursework) or the overall module result. The maximum mark a candidate on

an undergraduate course may obtain in a repeated coursework component, or examination paper, is 40% (50% for a postgraduate course). The mark for the repeated coursework component is aggregated with the mark(s) for coursework component(s) the candidate has already passed to produce the overall coursework mark. Where a module is assessed by coursework and examination the overall coursework mark is aggregated with the examination mark for the purpose of calculating the module result. Aggregations should take account of the weightings at each level, ie, between elements (coursework and examination) and within elements, as appropriate.

Example: The coursework element of a module comprises two equally weighted components (in this example the components are essays). A candidate receives an unaggregated mark of 60 in the first essay but is required to resubmit the second essay for a maximum unaggregated mark of 40. If the mark of 40 is achieved the final coursework mark is $60 + 40$ aggregated to $30 + 20 = 50$).

(u) Consequences of Failure

Senate has agreed the following change to regulations from September 2010 intake to remove elements of discretion which have not been used.

For undergraduate students, the option to withdraw students failing in the 60 – 80 credit range has been removed from the regulation and should not be used.

(v) Failure at the Final Attempt

The Academic Development and Student Services Committee, at its meeting on 12 December 2005, agreed that where a student failed at the final attempt and was required to withdraw from a programme of study a student would not be eligible to apply for re-admission, in the next academic year, to the same programme, or to that programme offered in a different mode (full-time to part-time and vice versa), or to register as an occasional student to retake the failed module(s). Transfer on educational grounds to the programme offered in different mode would also not be permitted. The decision of ADSSC also applies where a student is exited with a lower award due to failure at the final attempt.

(w) Arrangements for Candidates Repeating Without Attendance (ASTs N4 and N5)

Candidates coded N4 or N5 may not proceed on their course of study until the modules they are required to retake have been successfully completed.

Candidates who are permitted to take/retake examinations without attendance in the next academic year may need to have special papers set if the module assessment arrangements have been restructured. Course/Subject Directors are required to advise candidates on the Communication of Results form whether their examination(s) will be held in the first and/or second semester. However, a candidate, who is required to retake coursework and/or examination in a single Semester Two module only, may elect to retake this at the January examination period provided that he/she notifies the Examinations Office prior to the start of the academic year. Successful candidates may be permitted to proceed to take semesters out of sequence. In addition, successful candidates, who have been required to retake Semester One modules only, may be permitted to proceed to take semesters out of sequence. Permission to reverse semesters is subject to approval by the Course/Subject Director following consultation about prerequisites and the sequence in which modules must be taken.

(x) Classification of Awards

From 2009/10, for all students, there is only a requirement that awards are classified/graded on the basis of the aggregate award mark achieved. There is no longer the additional requirement that 50% of relevant modules must be in the class/band. This applies to all awards.

New Method for Calculating Summary Mark for Awards

The summary award mark used to determine the degree classification is included on the course/subject results sheets for candidates completing full-time honours degree programmes where the Level 6 modules taken in the final year amount to 120 credit points. The calculation is based on the new method for calculating summary marks for awards approved by the Teaching and Learning Committee at a meeting held on 13 October 2010. Details of the new method, including an example of how the award mark is arrived at, are set out in the Notes of Guidance for Course/Subject Results Sheets. Information on the conventions for rounding marks and scenarios where the aggregate award mark is not calculated are also included in the Notes of Guidance. Staff should note that the new method must also be used where the award mark is calculated manually and entered on results sheets.

Notes of Guidance for Course/Subject Results Sheets are included with the results sheets provided to Course/Subject Directors/Directors of Combined Studies for Boards of Examiners. The document is also available through the Portal at the following location: My Teaching tab>Examinations & Assessment channel > Assessment Process & Boards of Examiners section.

Honours Degree

Boards do not have discretion to award a class of degree which the marks do not warrant (eg III for 59%). However, the convention of rounding up means that, for example, 59.50% or above would become 60%. The Board should ensure that, through its moderation processes, including the involvement of external examiners and viva voce examinations as appropriate, the overall marks and the class of degree recommended accord.

Other Undergraduate Awards

From the 2009/10 intake, the classification of all other undergraduate awards, eg, Cert, Dip, AdvCert, GradDip, is determined exclusively by students' average performance at the highest level, with each module weighted according to its credit value. No exceptions are permitted. A new band of 'Pass with Distinction' (at 70%+) has been introduced for these awards for all cohorts. It does not apply to the DIAS, DIS, DAS or DPP(I) associate award where the Commendation level remains as 70%.

Taught Postgraduate Awards (including integrated Master's degrees)

From the 2009/10 intake, classification is determined exclusively by students' performance in the modules studied at the highest level (level 7) with each module weighted according to its credit value, with the exception of Master's degrees of more than 200 credit points, where the classification is based on the final 120 credits points. For all cohorts there is no longer the requirement for 50% of the modules to be in the Distinction band for the award of 'Pass with Distinction'. However, where a dissertation or a project (with 45 credits or more) is part of a Master's degree, the result in that module must also be at 70% or above for the Distinction award. No Commendation band is available.

(y) Certificate of Personal and Professional Development (CPPD)

Candidates on part-time programmes who have successfully completed PPD modules should be considered by a Board of Examiners and coded AST P1, S1 or S3. Candidates on full-time programmes who are being awarded their degree and who are also eligible for consideration for a CPPD award, having successfully completed 60 PPD credits, will be considered for the CPPD award at a later Board, after their main award has been processed. Progressing candidates registered on full-time programmes will not have a progress decision recorded for PPD modules. Performance and standards will be considered internally by schools by checking the module marks sheets.

RUTH WASSON

Cc Pro-Vice-Chancellor (Teaching and Learning)

**ATTACHMENT 1A
SUGGESTED AGENDA FOR COURSE BOARDS OF EXAMINERS**

UNIVERSITY OF ULSTER

COURSE(S):

A meeting of the Board of Examiners for the above course(s) will be held
on _____ at _____ in _____
(Notes of Guidance are attached)

AGENDA

1. Attendance

To note the attendance of internal examiners and the external examiner(s) and the arrangements for external examining in the absence of an external examiner.

2. Regulations

To note the course regulations.

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 note any changes to overall module marks following moderation.

4.2 To confirm the results of candidates in examinations and coursework for which the Board is responsible including marks for elective modules.

4.3 To determine the overall results and the academic progress of candidates.

4.4 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(s) on which appeals shall be heard.

6.2 To note the composition of the Appeals Panel. The chairperson shall be the Dean/Associate Dean or Head/Associate Head of School (other than the School in which the course is located) or the Director of Access and Distributed Learning accompanied by the Head of School (in which the course is located), or another senior member of the board of examiners, and Course Director (Subject Director for Single Honours courses), or exceptionally, their nominees.

7. Supplementary Examinations

To agree arrangements for supplementary examinations.

8. Prizes and Awards

To make recommendations for prizes and awards.

9. Comments from Internal and External Examiners

To receive comments from internal and external examiners in relation to the course(s).

**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.

**ATTACHMENT 1C
SUGGESTED AGENDA FOR SUBJECT BOARDS OF EXAMINERS**

UNIVERSITY OF ULSTER

SUBJECT CAMPUS

A meeting of the Subject Board of Examiners will be held on at in

AGENDA

1. Attendance

To note the attendance of internal examiners and the external examiner(s) and the arrangements for external examining in the absence of an external examiner.

2. Regulations

To note the remit of the Board and its responsibilities in accordance with Examination Regulations. (Subject Boards should follow the Agenda at Attachment 1A when considering Single Honours candidates)

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 note any changes to overall module marks following moderation.

4.2 To confirm the results of candidates in examinations and coursework for which the Board is responsible.

5. Publication of Results

To note the arrangements following the meeting of the Campus Progress and Award Board 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 of the Campus Progress and Award Board 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. Prizes and Awards

To make recommendations for prizes and awards.

9. Comments from Internal and External Examiners

To receive comments from internal and external examiners in relation to the subject.

**ATTACHMENT 2A
SUGGESTED TEMPLATE FOR MINUTES OF MEETINGS OF COURSE BOARDS OF EXAMINERS**

UNIVERSITY OF ULSTER

FACULTY:

BOARD OF EXAMINERS FOR (COURSE TITLE, DATE & CAMPUS)

PRESENT (As per attached list)

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

12.01 ATTENDANCE

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

12.02 COURSE REGULATIONS

The Board noted specific course regulations from the Course Director (Subject Director for Single Honours degrees in modular provision) relating to course assessment.

12.03 RECEIPT AND CONSIDERATION OF CANDIDATES RESULTS

- a. The Board noted changes to overall module results arising from the moderation process.
- b. The Board received evidence of extenuating circumstances submitted by or on behalf of the following candidates
- c. The Board agreed the results of candidates in assessments for which the Board is responsible, including marks for elective modules.
- d (i). The Board received and agreed individual recommendations from the preliminary meeting in respect of candidates to be considered 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.
- e. 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.
- f. The Board noted the names of proceeding candidates who had achieved first class marks for publication on the Dean's List.

12.04 PUBLICATION OF RESULTS

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

12.05 APPEALS

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

12.06 SUPPLEMENTARY EXAMINATIONS

The Board agreed the arrangements for (a) supplementary examinations; (b) submission and collection of coursework and (c) meeting of Supplementary Boards of Examiners.

12.07 PRIZES AND AWARDS

The Board received and agreed recommendations on the allocation of course related awards and prizes and recorded these.

12.08 REPORTS FROM INTERNAL AND EXTERNAL EXAMINER(S)

The Board received preliminary oral reports from the internal and external examiner(s).

[Note alternative for use in exceptional circumstances:

The Board noted the written report(s) from in relation to the course(s)].

The Chairperson,, reminded the External Examiner(s) that formal written report(s) should be submitted to the Pro-Vice-Chancellor (Teaching and Learning) and would subsequently be discussed by the Course Committee.

The Board noted that the report and response would be made available to students through the BbLearn course support area.

12.09 SIGNING OF COURSE RESULTS SHEETS

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

12.10 DATE OF MEETING FOR FOLLOWING YEAR

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

**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.

12.01 ATTENDANCE

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

12.02 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.

12.03 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.

12.04 PUBLICATION OF RESULTS

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

12.05 APPEALS

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

12.06 SUPPLEMENTARY EXAMINATIONS

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

12.07 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.

The Board noted that the report and response would be made available to students through the BbLearn course support area.

12.08 SIGNING OF COURSE RESULTS SHEETS

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

12.09 DATE OF MEETING FOR FOLLOWING YEAR

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

**ATTACHMENT 2C
SUGGESTED TEMPLATE FOR MINUTES OF MEETINGS OF SUBJECT BOARDS OF EXAMINERS**

UNIVERSITY OF ULSTER

FACULTY:

SUBJECT BOARD DATE CAMPUS

PRESENT (As per attached list)

The Chairperson,, welcomed the members to the meeting of the Board of Examiners and briefly outlined the procedures, noting that if considering Single Honours candidates the agenda at Attachment 1A should be followed.

12.01 ATTENDANCE

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

12.02 REGULATIONS

The Board noted the relevant Examination Regulations relating to the remit of the Board.

12.03 RECEIPT AND CONSIDERATION OF CANDIDATES RESULTS

- a. The Board noted changes to overall module results arising from the moderation process.
- b. The Board received evidence of extenuating circumstances submitted by or on behalf of the following candidates
- c. The Board agreed the results of candidates in assessments for which the Board is responsible.

12.04 PUBLICATION OF RESULTS

The Board noted the arrangements following the meeting of the Campus Progress and Award Board for (a) publication of progress and award decisions and marks and (b) communication of decisions to unsuccessful candidates.

12.05 APPEALS

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

12.06 SUPPLEMENTARY EXAMINATIONS

The Board agreed the arrangements for (a) supplementary examinations; (b) submission and collection of coursework and (c) meeting of the Supplementary Board of Examiners.

12.07 PRIZES AND AWARDS

The Board received and agreed recommendations on the allocation of awards and prizes and recorded these.

12.08 REPORTS FROM INTERNAL AND EXTERNAL EXAMINER(S)

The Board received oral reports from the internal and External Examiner(s).
[Note alternative for use in exceptional circumstances:

The Board noted the written report(s) from in relation to the subject(s)].

The Chairperson,, reminded the external examiner(s) that formal written report(s) should be submitted to the Pro-Vice-Chancellor (Teaching and Learning) and would subsequently be discussed by the Subject Committee.

The Board noted that the report and response would be made available to students through the BbLearn course support area.

The Chairperson and the External Examiner(s) signed and dated the results sheets.

12.09 DATE OF MEETING FOR FOLLOWING YEAR

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

ATTACHMENT 3 NOTES OF GUIDANCE FOR BOARDS OF EXAMINERS/CAMPUS PROGRESS AND AWARD BOARDS

Agenda Item

1. The Course Director/Director of Combined Studies is responsible for advising the Board on the course regulations/generic award regulations for modular honours degrees and for making a copy available at the meeting.
2. Evidence of extenuating circumstances should be noted prior to consideration of results. Course/Subject Directors are reminded that all evidence of extenuating circumstances should be brought to the attention of Boards.

Where there is evidence of extenuating circumstances Boards may not deem a candidate to have passed an assessment and recommend an award, other than an Aegrotat. Boards of Examiners are only permitted to either:

- (a) deem the candidate to have passed and recommend an Aegrotat award; or
- (b) permit the candidate to complete, take or repeat the assessment.

Guidelines for the award of Aegrotat are set out in Attachment 6.

In non-final years, a candidate who presents evidence of extenuating circumstances acceptable to the Board should be offered the opportunity to complete, take or repeat the assessment.

3. The Board should, in accordance with the published examination regulations for the course, specify an Academic Standing (AST) code for each student by either confirming the AST agreed by the preliminary Board and pre-recorded on the master copy of the course results sheets, or by entering a different AST. (A list of ASTs is shown in Attachment 5). The Chairperson should also circle in red the elements of modules to be taken/retaken (i.e. CW and/or EX). The top sheet for each course year group should be signed by the Chairperson and the External Examiner(s). The full list of candidates' names, together with decisions, should be checked at the end of the meeting as a final confirmation.

Attention is drawn to the information below when considering the appropriate AST to apply for each student.

Successful Leavers

S3/SB S3 should only be used where a candidate has completed a course or period of study for which no University award is to be made. It will normally only be used for credit bearing modules, occasional students and students on incoming exchange programmes. SB should be used where additionally a professional award in Nursing is to be recorded.

S2/SC S2 should be used where a candidate has not met the requirements for the award of a linked higher level course but is instead eligible for the lower award (for example, PGD instead of MSc). The Board should also, where appropriate, record the lower award with Distinction. SC should be used where additionally a professional award in Nursing is to be recorded. Where a candidate is being exited due to failure at the final attempt the candidate is not eligible to apply for readmission to the same course in the next academic year. Should candidates apply for readmission at a future date they must meet the final third/50% rule for exemption purposes, eg, exemption is not permitted in the final year of a degree programme and Diploma/PGDip candidates must complete 60 credits, ie, 50% of the value of the award.

Proceed

PA PA is used for pre-registration Nursing courses only, to progress candidates to the next semester with the requirement to take or retake specified examination(s) and/or coursework from the previous semester.

PL PL is only used for courses with a compulsory placement, to progress candidates who have to take a leave of absence due to failure to obtain a placement.

P1/P2/PP P1 should be used to indicate that a candidate is progressing directly to the next academic year. P2 should be used to indicate that a candidate is progressing to a further

assessment point in the same (current) year. PP should be used to indicate that a candidate is progressing to placement year.

P3 A candidate is permitted to proceed to the next year of the course carrying a failed module(s) amounting to a maximum of 20 credit points at undergraduate level, providing the module is not a prerequisite for a module in the next year of the course. Boards may decide to exceed the maximum 20 credit points in the light of extenuating circumstances.

P4 A candidate is permitted to proceed to placement year of the course and carry a failed module or modules, providing that the module(s) carried are not prerequisite(s) for their employment. This is permitted by exception, and in deciding whether to allow students to proceed, Boards should take account of the extent of failure, how badly modules have been failed and the requirements of the work placement.

P7 A candidate who has failed the placement year but has obtained a mark of at least 40% may proceed to final year and should be coded P7. A candidate coded P7 will normally proceed to the final year on the original course but may be required to transfer course where separate sandwich and non-sandwich versions of courses have been retained.

PE/PF/PG/PH PE/PF/PG/PH codes are used for candidates with a Qualification Aim which includes DIS /DPP(I), to progress candidates to the final year of the course who are exempt from the placement element.

P5/P6/PD P5 should be used to indicate that a candidate has satisfied the academic requirements of a linked lower level course and is eligible to proceed to a linked higher level course (the lower level award is not conferred for candidates who choose to proceed). P6 applies only to one year full-time linked Postgraduate Diploma/Master's courses to indicate that progression to the Master's course is in the same academic year. PD applies to Nursing courses only to indicate that additionally a professional award is to be recorded.

P9 P9 should be used for Master's students who are not due to submit their dissertation until the next academic year, as per the normal duration specified in the course document, and are therefore permitted to proceed to the next academic year. Examples are students requiring ethical approval or part-time students who begin their dissertation in June and would not be expected to complete until the next academic year. This will ensure that Finance do not charge the module fee in the next academic year and the Examinations Office will not charge a re-enrolment fee.

Non-Progressing

NI/N2/N3/N4 A candidate coded NI/N2/N3 or N4 cannot register on new modules from the next stage of the course in the following academic year.

Transfer

T1/T2 T1 should only be used where the candidate is in good academic standing and consequently the transfer is optional (for example, transfer from a degree to a related honours degree course). Where a transfer is recommended for a candidate who is **not** permitted to proceed on the current course T2 should be used. Such transfer routes should be explicitly identified in course regulations and if applicable the transfer should have been agreed by the receiving course committee. Transfer is not permitted to the same course offered in a different mode where a candidate has failed at the final attempt.

Discussions about transfers on educational grounds may have taken place prior to the meeting of the Board. However, it is essential that transfers are confirmed by the Board so that the University may communicate with the appropriate bodies responsible for the candidates' financial support arrangements.

Decision Deferred

D7/PN D7 should be used when a decision cannot be made at the Board due to insufficient information. PN should be used when there is insufficient information to determine if a candidate is progressing to placement year.

4 The Academic Development and Student Services Committee, at its meeting on 12 December 2005, agreed that following Boards of Examiners students with unsatisfactory academic performance should be strongly advised to contact the Course/Subject Director. Arrangements should be made for the completion

of Communication of Results forms by the representative from Student Administration and for the Course/Subject Director to ensure that forms are either given to candidates at interview or mailed to their home address as soon as possible after publication of the decisions on the Portal and not later than ten days following publication. Communication of Results forms are normally available for collection by the Course/Subject Director from the Examinations Office within forty-eight hours of the meeting of the Board.

Forms not collected will be sent to Course Directors/Directors of Combined Studies by internal mail.

- 5 Arrangements should be made for the Chairperson, accompanied by the Head of School and Course Director or their nominees, to consider appeals against academic decisions. For Combined Honours degrees the Chairperson of the Campus Progress and Award Board will be accompanied by the Director of Combined Studies and the Subject Director(s) (see Attachment 7).
- 6 Students are required to submit coursework to the School Office by 12 noon on Thursday 2 August 2012 for collection by academic staff.
- 7 The Chairperson should ensure that:
 - (a) The place, date and time for supplementary Boards of Examiners' meetings are agreed;
 - (b) Arrangements are in place for supplementary examination papers to be submitted to the Examinations Office by noon on Friday 22 June 2012;
 - (c) Arrangements are in place for scripts for final year candidates to be sent to external examiners following the supplementary examinations and for confirmation of awards to be provided by external examiners **using the Appendix at Attachment 4** prior to supplementary Boards of Examiners.
- 8 Heads of Faculty Administration have forms to be completed by Course /Subject Directors giving details of prizes which have been awarded (see Attachment 8).
- 9 External examiners should be reminded that reports must be submitted to the Pro-Vice-Chancellor (Teaching and Learning) at the address shown on the form within one month of attending the last meeting of the Board of Examiners and not sent to Course/Subject Directors.

ATTACHMENT 4

PROCEDURES TO BE FOLLOWED WHERE AN EXTERNAL EXAMINER IS NOT PRESENT AT THE MEETING OF THE BOARD OF EXAMINERS

External examiners are required to attend meetings of Boards of Examiners of which they are members where results that contribute to final awards are being considered. This requirement can be varied for linked Postgraduate Diploma/Master's courses (see point (d), page 2 for these arrangements). Should an external examiner be unable to attend a meeting of the Board the following procedures shall apply.

- (a) The Course Director shall submit to the Pro-Vice-Chancellor (Teaching and Learning), for her approval, the pro-forma overleaf containing proposals for moderating students' work and for approving the results* (see footnote).
- (b) The Pro-Vice-Chancellor shall write to the Course Director approving these arrangements or requiring alternative arrangements and copy her response to the relevant campus Examinations Office and also the Academic Office, if the alternative arrangement is the appointment of a temporary External Examiner.
- (c) The External Examiner shall provide written confirmation of the results, stating that students' work has been moderated and that the awards have been agreed. The Appendix to the attached pro-forma, which may be faxed or e-mailed, should be used. Confirmation must be provided prior to the meeting of the Board.
- (d) At the start of the meeting, the Course Director shall provide the Chairperson with a copy of the arrangements approved by the Pro-Vice-Chancellor and the confirmation of results from the External Examiner. The Course Director shall inform the Board of the arrangements, including what input there has been from the absent External Examiner, and relay to the Board any comments received from that examiner.
- (e) The Chairperson of the Board of Examiners shall ensure that the Board is properly constituted and that there has been sufficient input from any external examiner who is not present, in accordance with arrangements approved by the Pro-Vice-Chancellor. If there has been insufficient input from any absent external examiner the Board should be cancelled and re-convened for a later date. In signing the course results sheet the Chairperson is confirming that the Examination Board has been conducted in accordance with University requirements and that the absent external examiner(s) have been adequately involved in the process of moderation of assessment in accordance with the arrangements approved by the Pro-Vice-Chancellor.
- (f) Following the meeting of the Board, the Course Director shall, where no external examiner has been present, ensure that a copy of the course results sheets is sent to the External Examiner for signature and that this signed copy is deposited in the Examinations Office within two weeks of the meeting of the Board.

However, as external examiners are not required to attend meetings of Supplementary Boards of Examiners, confirmation of results, as set out in (c) above, is sufficient for these Boards without the need for signatures of external examiners on the course results sheets.

- (g) The Examinations Office shall check to ensure that, where the Pro-Vice-Chancellor has approved the absence of an external examiner, the course results sheet containing the signature of at least one external examiner has been deposited in the Examinations Office within the two week period. Where this has not been done the Examinations Office will inform the Dean of the Faculty (responsibility for ensuring that the course results sheet has been signed by an external examiner, where appropriate, lies with the faculty concerned).

** References to Course Directors include Subject Directors and Directors of Combined Studies as appropriate. For Combined Honours programmes approval of awards is required from the Chief External Examiner. Subject External Examiners for major, main or minor strands are required to confirm moderation of students' work and marks obtained on the strand(s).*

**NON-ATTENDANCE OF EXTERNAL EXAMINER
AT BOARD OF EXAMINERS' MEETING**

A	Notes
<p>i) The duties of External Examiners include attendance at meetings of Boards of Examiners. In exceptional circumstances, the Pro-Vice-Chancellor (Teaching and Learning), shall approve arrangements for external examining during the absence of the External Examiner(s).</p> <p>ii) In the absence of an External Examiner the Course/Subject Director/Director of Combined Studies shall, <u>as soon as the absence is known</u>, complete the details at B and C below and when approval has been obtained from the Dean of the Faculty, arrange for the form to be forwarded to the Pro-Vice-Chancellor. Where exceptionally a temporary external examiner has been appointed section D should also be completed.</p> <p>iii) The Pro-Vice-Chancellor shall complete Section E, return the form to the Course/Subject Director/Director of Combined Studies and send a copy to the relevant campus Examinations Office and also to the Academic Office if it is a temporary external examiner appointment.</p> <p>iv) The Course/Subject Director/Director of Combined Studies shall forward the Appendix (Confirmation of Awards) to the External Examiner for completion and return prior to the Board of Examiners.</p> <p>v) The Chair of the Board of Examiners shall complete Section F.</p> <p>vi) The Examinations Office shall complete Section G and retain the form on file.</p> <p>The full procedures are set out at http://www.ulster.ac.uk/academicservices/staff/examinations.html</p>	
B	External Examiner Appointment Details
<p>i) Name of External Examiner: _____</p> <p>ii) Course Title(s)/Code(s)/Modular Subject: _____</p> <p>iii) Campus(es) _____</p> <p>iv) Other External Examiners*: _____</p> <p>* If this is a temporary appointment please also complete Section D of the form.</p> <p>v) Date of Board of Examiners: _____</p> <p style="text-align: right;">Tick as appropriate</p> <p>Are there other external examiners who will be attending the Board of Examiners <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, then a copy of the course results sheet must be sent to at least one External Examiner for signature and returned to the Examinations Office within two weeks of the meeting of the Board.</p>	
C	<p>i) Reason for Non-attendance (Note: Any relevant correspondence from the External Examiner should be attached.)</p> <p style="text-align: right;">...../over</p>

C ... (cont'd)

ii) Proposed Alternative External Examining Arrangements

Tick as appropriate

- 1 The External Examiner will receive samples of students coursework and examination scripts to moderate. Yes No
- 2 The External Examiner will confirm results by fax/email, using the Appendix, prior to meeting of the Board of Examiners. Yes No
- 3 Where there is only one external examiner for the course, or no external examiners can attend, arrangements will be made for the course results sheets to be sent to one External Examiner for signature and lodged with the Examinations Office not later than two weeks after the meeting of the Board. Yes No N/A
- 4 Other arrangements not covered above (please specify if applicable)

Signed: _____
(Course/Subject Director/Director of Combined Studies)

Date: _____

D Temporary External Examiner Appointment (if applicable)

Name of External Examiner

Contact Address

Will the temporary external examiner attend the Board of Examiners? Yes No

If no, will the examiner meet the requirements in section C points 1 to 3? Yes No

E To be completed by the Pro-Vice-Chancellor (Teaching & Learning)

I approve the external examining arrangements set out in C/D above in the absence of the External Examiner subject to (delete if necessary):

Signed: _____
PVC (Teaching & Learning)

Date: _____

F To be completed by the Chairperson of the Board of Examiners

I am satisfied that the absent External Examiner or temporary External Examiner has been adequately involved in the external examining process and approval of decisions in accordance with the arrangements approved by the Pro-Vice-Chancellor.

Signed: _____
(Chairperson)

Date: _____

(On completion, this form, including the Confirmation of Awards from the External Examiner should be passed to the representative from Student Administration attending the Board).

G To be completed by the Examinations Office

Written confirmation of results has been received by the Examinations Office Yes No

Where no external examiner has been present at the Board, a copy of the course results sheets signed by one of the External Examiners for the course(s) set out at 'B' above has been lodged in the Examinations Office. Yes No

APPENDIX

**NON-ATTENDANCE OF EXTERNAL EXAMINER
AT BOARD OF EXAMINERS' MEETING**

CONFIRMATION OF AWARDS

Name of External Examiner: _____

Course Title(s)/Code(s)/Modular Subject: _____

Campus(es): _____

Date of Board of Examiners: _____

I certify that I have been adequately involved in the external examining process for the above courses. The work presented by final year students has been appropriately moderated and the awards to be presented at the Board have been agreed by me.

Observations/Comments

(To be completed where the External Examiner wishes to add anything to the above statement).

Signature: _____ **Date:** _____

**ATTACHMENT 5
BANNER ACADEMIC STANDING CODES (AST)**

RECORDING ACADEMIC PROGRESS (BOARDS OF EXAMINERS)

Successful Leavers

AST	DESCRIPTION
S1	Course completed and award obtained.
S2	Exit with lower award on a linked higher level course and not eligible to apply for readmission to the same course in the next academic year.
S3	Completion of course or period of study (no University award).
S4	Award of MPhil has been obtained when enrolled for study leading to PhD.
For Nursing Courses Only	
SA	Course completed, award obtained and record professional award.
SB	Completion of course or period of study (no University award) and record professional award.
SC	Exit with lower award on a linked higher level course and record professional award. Not eligible to apply for readmission to the same course in the next academic year.

Proceed

AST	DESCRIPTION
P1	Proceed to the next year/stage of the course in the next academic year.
P2	Proceed to the next year/stage of the course in the same academic year.
P3	Proceed to the next year/stage of the course in the next academic year but required to take or retake specified examination(s) and/or coursework.
P5	Student has satisfied the examination requirements for the course and is eligible to proceed to a linked higher level course in the next academic year.
P6	Student has satisfied the examination requirements for the course and is eligible to proceed to a linked higher level course in the same academic year.
P9	Dissertation in progress. Proceed to next academic year. No fee due (Masters Courses only).
For Nursing Courses Only	
PA	Proceed to the next semester but required to take or retake specified examination(s) and/or coursework.
PB	Proceed to the next year/stage of the course and record completion of the Common Foundation Programme.
PC	Proceed to the next year/stage of the course in the next academic year and record professional award.
PD	Student has satisfied the examination requirements for the course and is eligible to proceed to a linked higher level course in the next academic year and record professional award.
For Courses with a Placement Year	
P4	Proceed to placement year but required to take or retake specified examination(s) and/or coursework.
+P7	Permitted to proceed to the final year but final award will not include DIAS/DIS/DAS/DPP(I).
PP	Proceed to placement year.

PE	Exempt placement – sufficient effort but unable to obtain placement.
PF	Exempt placement – extenuating circumstances.
PG	Exempt placement – prior work experience.
PH	Exempt placement – HND/Foundation degree containing a placement element.
PL	Proceed and taking leave of absence.
PN	Decision on progression to placement deferred.

+ *The student may be required to transfer course where separate sandwich and non- sandwich versions of courses have been retained.*

Transfer

AST	DESCRIPTION
T1	Recommend transfer on educational grounds to another course (student in good academic standing).
T2	Recommend transfer on educational grounds to another course (progress on current course not permitted).

Decision Deferred/Resit

AST	DESCRIPTION
D1	Resubmit coursework and/or retake examinations before the start of the next academic year.
D2	First sitting of examinations and/or extension of period of time granted to submit coursework/project/dissertation due to authenticated medical or other extenuating circumstances before the start of the next academic year (no fee to be charged).
D3	Combination of resit/resubmission and first sit/first submission prior to the start of next academic year.
D4	Resubmit coursework and/or retake examinations before the start of the next academic year, but for exceptional reasons exempt from payment of resit fee.
D5	Submit dissertation/thesis by a specified date in the next academic year (students on postgraduate courses only).
D6	Resubmit dissertation/thesis by a specified date prior to the start of the next academic year (students on postgraduate courses only).
D7	Decision on progress deferred due to insufficient information.

Non-progressing – Progress to Next Stage Not Permitted

AST	DESCRIPTION
N1	Retake year in full with attendance, as for the first time, where there is authenticated evidence of medical or other extenuating circumstances.
N2	Retake year in part with attendance, as for the first time, where there is authenticated evidence of medical or other extenuating circumstances. Take specified examinations and/or coursework.
N3	Retake year in part with attendance and repeat specified examinations and/or coursework for failed modules.
N4	Repeat specified examinations and/or coursework for failed modules, without attendance, during the next academic year.

AST	DESCRIPTION
N5	Take specified examinations and/or coursework during the next academic year, without attendance (first sitting/submission because of authenticated extenuating circumstances).
N6	Resubmit dissertation/thesis by a specified date during the next academic year (postgraduate courses only).

Unsuccessful Leavers

AST	DESCRIPTION
U1	Fail and required to withdraw from the course and not eligible to apply for readmission to the same course in the next academic year.

Early Leavers

AST	DESCRIPTION
#L1	Withdrawn – recorded by the Board of Examiners as having withdrawn from the course.

If the reason for withdrawal is known one of the following leaver codes should be entered in addition to L1: 01 – Health Reasons, 02 – Financial reasons, 03 – Personal reasons, 04 – To take up employment, 05 – Course unsuitable, 06 – Transfer to another Ulster course, 07 – Transfer to another Institution, 08 – Unknown

ACADEMIC STANDING CODES (AST) FOR RECORDING STUDENT PROGRESS AT THE END OF THE FIRST SEMESTER

AST	DESCRIPTION
F1	Take for the first time examinations and/or submit coursework, in May/June or August ('first sit').
*F2	Proceed to the next year of the course in Semester Two of the current academic year and reverse semesters.
*P1	Proceed to the next year/stage of the course in the next academic year.
T1	Recommend transfer on educational grounds to another course (student in good academic standing).
T2	Recommend transfer on educational grounds to another course (progress on current course not permitted).
*U1	Fail and required to withdraw from the course and not eligible to apply for readmission to the same course in the next academic year.
L1	Withdrawn – recorded by the course/subject committee or progress and award board as having withdrawn from the course.

* May only be used for students who have repeated examinations and/or coursework from the previous academic year.

If the reason for withdrawal is known one of the following leaver codes should be entered in addition to L1: 01 – Health Reasons, 02 – Financial reasons, 03 – Personal reasons, 04 – To take up employment, 05 – Course unsuitable, 06 – Transfer to another Ulster course, 07 – Transfer to another Institution, 08 – Unknown

ATTACHMENT 6

GUIDELINES: RECOMMENDATIONS FOR AEGROTAT AND POSTHUMOUS AWARDS

AEGROTAT

1. Where a candidate has been prevented by illness or other sufficient cause from taking or completing the final stage assessment or where his/her result was in the opinion of the Board affected by illness or other sufficient cause, the Board may:
 - (a) deem the candidate to have passed and recommend an Aegrotat award, or
 - (b) permit the candidate to complete, take or repeat the assessment.
2. Aegrotat awards are rarely made. To recommend such an award, a Board must be confident that the candidate has sufficient knowledge, skills and understanding of the subject to warrant the degree without the evidence from completion of all the prescribed assessments. The Board should also be satisfied that the candidate is unable to return within a reasonable period to complete studies.
3. Boards need to take account of the work that has already been submitted or examinations taken at the final level, if any. The University does not specify the proportion of the final level which should have been completed.
4. In order to reach its decision a Board may assess the candidate by whatever means it considers appropriate.
5. Before an Aegrotat is recommended a candidate must have signified in writing that he/she is willing to accept such an award. Where he/she is not willing to do so the Board shall recommend that he/she be permitted to complete, take or repeat the examination in one or more course components by an approved subsequent date.
6. The Teaching and Learning Committee at its meeting on 20 October 2004 agreed that the parchment for Honours degree students receiving Aegrotat awards reflect the level of the award by using the words "With Honours". However, the award is not classified.
7. Boards should note that the relevant professional body may refuse to accept an Aegrotat award as conferring eligibility upon the candidate to practise in the profession; that, where necessary, candidates should be made aware of this possibility.

POSTHUMOUS

1. In deciding to recommend a posthumous award, the Board must have sufficient evidence that, had the student survived and completed the course, he or she would have been eligible for the award.
2. Where the student's death precedes the meeting of the Board, and the Board recommends that the award be conferred, "posthumously" should be included in brackets after the student's name on the course results sheet; if the student's death occurs after the result is published on the Web but before submission to Senate for approval, "posthumously" should be added retrospectively.
3. The Senate Award List should include the student's name with "posthumously" in brackets.
4. The award parchment should state "posthumously" immediately after the title of the award.
5. A member of the Faculty who has been in contact with the family should discuss with the family whether:
 - (a) they wish to attend the graduation ceremony and to receive the parchment from the Provost (failing whom, the Dean) in a suitable quiet location at the end of the ceremony. If the family wish, the Provost should refer to the award in his or her closing remarks;
 - (b) they would wish to attend the graduation ceremony and for a member of the family to process onto the stage to receive the parchment from the Chancellor/Vice-Chancellor on behalf of the deceased student;
 - (c) they would prefer not to attend, but to receive the parchment by post, with a letter signed by the Provost.
6. In the event that a member of the family of the deceased student wishes to attend to receive the award in person, the following, or similar, wording should be inserted at the appropriate point into the Dean's script:

"Chancellor/Vice-Chancellor, sadly one of our students, (name of student), died earlier in the academic year. Today we are awarding the degree of (degree) posthumously in recognition of (student's first name's) academic achievements. He/she loved being a student and contributed much to the life of the University and the Faculty while he/she was a student here. I invite (first name of student's) wife/husband/brother/sister etc (person's name) to receive the award on behalf of his/her wife/husband/brother/sister etc."

ATTACHMENT 7

STUDENT APPEALS

The timetable for submission and consideration of appeals against academic decisions is as follows:

	Semester Two Examinations	Supplementary Examinations	Semester Three Examinations
Last date for receipt of students' appeals	Within seven working days of the publication date of the Board of Examiners decision on the Portal.	13 September	4 October
Last date for consideration of appeals	3 July	20 September	11 October
Last date for Faculties to lodge completed SA1 forms with Examinations Office	4 July	21 September	12 October

ATTACHMENT 8

PRIZES AND AWARDS

The recipients of prizes and awards will usually be agreed at the meeting of the appropriate Board.

The Head of Faculty Administration will have nomination forms on which details will be recorded. Completed forms should be sent to Mr B McArthur, Academic Office, Coleraine.

Prize certificates (and cheques if appropriate) will normally be sent directly to the candidates by the Academic Office. If faculties are organising their own presentations the Course/Subject Director should contact the Academic Office directly to obtain the certificates and, in the case of awards for which the funds are held by the University (U/I), the cheques. Where the awards are paid directly by external bodies (E), the Course/Subject Director should contact the external body regarding the payment arrangements.

ATTACHMENT 9

DUTIES OF HEADS OF FACULTY ADMINISTRATION

- 1 The Head of Faculty Administration or nominee shall be responsible for:
 - (a) Making arrangements for convening the meeting, i.e. booking the room, publishing the agenda;
 - (b) Taking the minutes of the meeting, noting any relevant comments which may be considered at a subsequent course committee meeting;
 - (c) Recording recipients' prizes on the appropriate form and passing a copy of the form to Mr B McArthur, Academic Office, Coleraine;
 - (d) Ensuring that the external examiners have completed a claim form – please note that the University will pay only the bed and breakfast element of a hotel account directly to the hotel; all other expenditure should be put on the claim form;
 - (e) Ensuring that all copies of course/subject results sheets are collected at the end of the meeting for destruction (NB: the Course/Subject Director/Director of Combined Studies should retain a copy for his/her records).
- NB For meetings of the Campus Progress and Award Board, the appropriate Head of Faculty Administration is responsible for the above arrangements.