**DURHAM UNIVERSITY: COMMON AWARDS SCHEME**

**TEI: [Name of TEI]**

**BOARD OF EXAMINERS**

A meeting of the Board of Examiners was held in [Name of TEI] on [date] at [time] in [location].

[Prefix] [Surname]

Secretary

Telephone: [Telephone]

Email: [Email Address]

**Minutes**

**SECTION A - Preamble**

1. Membership of the Board of Examiners

Received:

* 1. the official membership list of the board;
  2. Durham University’s guidance on the conduct of Boards of Examiners:
     1. Guidance on Membership & Attendance
     2. Guidance on the Responsibilities of TEI Boards
     3. Guidance on Serious Adverse Circumstances
     4. Guidance on Progression
     5. Guidance on Recommending Awards

See the Boards of Examiners and External Examiners page on the Common Awards website for full guidance on the conduct of Boards of Examiners.

Reported: absences and the reasons, any approved substitutions.

1. Minutes

Confirmed: minutes of the meeting(s):

(a) last meeting of the full board;

(b) any resit or other board held since the last full board;

Received: an extract of the minutes of any meeting of the overarching Board of Examiners held since the last full board (*if applicable*).

1. Matters Arising from the Minutes

Considered: any matters arising from the minutes not itemised elsewhere on the agenda.

1. Report of Chair’s Action

Received: a report of all chair’s action decisions taken on behalf of the board since its last meeting.

1. **Progression and Classification Regulations**

Received:

1. programme regulations for [Programmes Considered];
2. programme learning outcomes for [Programmes Considered];
3. University Common Awards core regulations for the programmes under consideration.
4. Moderation Procedures

Received: TEI and University policies on assessment and moderation;

Confirmed: that all assessments have been moderated in accordance with the TEI policy and University Regulations.

1. Assessment Irregularities

Received: the University’s policy on dealing with Academic Misconduct;

Confirmed: [Either: that no instances of plagiarism were identified or, instances of plagiarism were reported, for the Board's consideration]

**SECTION B – Approval and Progression**

1. Approval and ratification of Accreditation of Prior Learning (APL) applications

Considered: [Either: the approval or ratification of Accrediation of Prior Learning applications]

Confirmed: [Either: that no applications for APL were received; or, to report and ratify the

outcome of any APL requests considered at a sub-committee of the Board; or, to report any APL requests received, for the Boards consideration]

1. Approval of Module Marks

Considered:

1. confirming the marks of the modules under consideration by the board;
2. any appropriate statistical information for each module.
3. Consideration of Progression

Considered: for each student due to progress from one level to another, or to continue at the same level of study, whether that student should proceed, resit, or withdraw.

1. Recommendations for awards

Considered:

1. students to be recommended to the overarching Common Awards Overarching Board of Examiners for award due to successful completion of their programme of study (achieving the required number of credits);
2. students to be recommended to the overarching Common Awards Overarching Board of Examiners for award due to academic failure or withdrawal.

**SECTION C – Reports**

1. Oral Report of the University Liaison Officer & External Examiner(s)

Received:

1. an oral report from [External Examiner];
2. an oral report from [University Liaison Officer].
3. Chair’s Comments

To receive: Oral report from [Chair of the BoE].