**DURHAM UNIVERSITY: COMMON AWARDS SCHEME**

**TEI: [Name of TEI]**

**[Programmes Considered] BOARD OF EXAMINERS**

There will be a meeting of the Board of Examiners in [Name of TEI] on [date] at [time] in [location].

[Prefix] [Surname]

Secretary

Telephone: [Telephone]

Email: [Email Address]

**Agenda**

**SECTION A - Preamble**

1. Membership of the Board of Examiners

To receive:

* 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.

To report: absences and the reasons, any approved substitutions.

1. Minutes

To confirm: minutes of the meeting(s):

(a) last meeting of the full board;

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

To receive: 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

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

1. Report of Chair’s Action

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

1. **Progression and Classification Regulations**

To receive:

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

To receive: TEI and University policies on assessment and moderation;

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

1. Assessment Irregularities

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

To confirm: [Either: that no instances of plagiarism were identified or, to report any instances of plagiarism to the Board, for the Boards consideration]

**SECTION B – Approval and Progression**

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

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

To confirm: [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

To consider:

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

To consider: 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.

[*Note: students who complete a programme but decide to progress to a further award within the same programme grouping (for example, those progressing from the Diploma to the BA) are not awarded the lower award, but rather approved as transfers, and should therefore be considered in this section of the agenda*]

1. Recommendations for awards

To consider:

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.

*[Note: TEI Boards are not able to recommend classifications, which remains the responsibility of the overarching Durham Board of Examiners]*

**SECTION C – Reports**

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

To receive:

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].