

## **Appendix 5 – Senate Progression and Conferment Executive**

### ***Terms of reference***

1. To receive final award marks and award classifications for taught degrees, diplomas and certificates as recommended by Boards of Examiners.
2. To approve on behalf of the Senate, the award of degrees diplomas and certificates attained on completion of taught programmes of study.
3. To receive the outcome of viva voce examinations for research degrees as recommend by Research Examination Panels.
4. To approve on behalf of the Senate the award of degrees attained on completion of research programmes of study.
5. To monitor academic standards and compliance of Boards of Examiners and Research Examination Panels with the [Regulations](#) and [Codes of practice](#) and within the spirit of equity, consistency and transparency through the consideration of data on student achievement, progression and award.
6. To report on the outcomes of the consideration of such data and any recommended actions to the Senate and the University Research and Innovation Committee or University Education Committee.
7. To consider and approve proposals from Boards of Examiners on any action taken to remedy anomalous mark distributions in accordance with the [Code of practice for assessment and feedback](#).
8. To take action if deemed necessary, in consultation with the Chair of the relevant Board of Examiners and the external examiner(s), to remedy anomalous mark distributions in accordance with the [Code of practice for assessment and feedback](#) if such action has not previously been taken by Boards of Examiners.
9. To receive annual reports from Boards of Examiners on the outcomes of Academic Misconduct Panels and from investigations into allegations of research misconduct where they pertain to postgraduate research students
10. To receive notification from Faculties of the award of prizes.
11. In consideration of any of the terms of reference, the Board may delegate any of its functions to the Chair or a sub-group to undertake on its behalf.

### ***Membership***

#### Chair

Pro-Vice-Chancellor, Education

#### Vice-Chairs

Chief Student Officer

Director of Academic Performance, Quality and Governance

#### Ex-officio members

- Associate Dean, Education, FABSS
- Associate Dean, Education, FEPS
- Associate Dean, Education, FHMS

- Associate Dean (Doctoral College), FABSS \*
- Associate Dean (Doctoral College), FEPS \*
- Associate Dean (Doctoral College), FHMS \*
- Dean of Doctoral College
- Associate Director, Student and Academic Administration
- Head of Academic Administration

\*Associate Deans (Doctoral College) are only required to attend those meetings where postgraduate research matters are considered

#### In attendance

- Programme Manager
- Programme Co-ordinator (*Committee Secretary*)
- Research Degrees Manager
- Representatives from the Associated and Accredited Institutions (one per institution)

Associate Deans can send an alternate to the meeting if they cannot attend, the alternate to be a member of academic staff from the Faculty. Alternates will have full voting rights.

#### Period of appointment

All members are ex-officio and remain as members of the Board for the term of their appointment in their role.

### ***Operation***

#### Quoracy

The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote. The Associate Deans (Doctoral College) do not count towards quoracy requirements at the meetings they are not required to attend.

#### Frequency of meetings

Meetings are held at least four times a year. Exceptional meetings may be held at the discretion of the Chair.

#### Decision making outside the meeting

Decisions may exceptionally be taken by the Chair or Vice-Chairs through Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

#### Reports to Senate

#### Sub-structure

Boards of Examiners (for taught awards)

Doctoral Awards Examination Panels (for postgraduate research awards)