

**Faculty**

**Division/Subject**

**Module Board**

**Minute of meeting held on [DD/MM/YY]**

**Present:** *A record is required in this section of the names, role and membership status of each person present and not present*

**Apologies:**

A starring system is in place. Any items not starred [6\*.] are for noting only and will not be discussed. It is expected that members of the board will have read *all* papers and will raise any queries in non-starred papers to the Chair and Secretary to the Board.

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| **1.** | **Minutes**  | ***Link/paper reference*** |
|  | *It should be recorded that the minute of the previous meeting was noted by the Board* |  |
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| **2.** | Chair’s Report / Matters Arising not Otherwise on the Agenda |  |
|  | *The noting of any matters that arose/actions that were taken following the last meeting, not covered under another item on the agenda and any other matters that require to be reported by the Chair should be recorded* |  |
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| **3.** | Declarations of Conflict of Interest |  |
|  | *Any declarations should be recorded in the minute, along with the arrangements that were made in light of these, in line with the Boards of Examiners Policy* |  |
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| **4.** | Extenuating Circumstances | *Link/paper reference* |
|  | *It should be recorded that the decisions and recommendations of the Extenuating Circumstances Sub-Board that required to be acted on, were noted by the Board* |  |
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| **5.** | **Academic Misconduct** | ***Link/paper reference*** |
|  | *It should be recorded that any academic misconduct processes that require to be acted on were noted by the Board* |  |
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| **6\*.** | Module Marks and Grades |  |
|  | *The modules for which marks/grades/comments were considered by the Board should be recorded in the minute, along with key points from internal and external examiner comments.* |  |
| **6.1\*** | [module] | *Link/paper reference* |
| **6.2\*** | [module] | *Link/paper reference* |
|  |  |  |
| **Etc.** | *Continue with a new item number for each module. Record as above.* |  |
|  |  |  |
| **7\*.** | Confirmation of Ratification of Marks | Oral |
|  | *It should be recorded that the Board has noted that the Chair of the Module Board will confirm the ratification of marks and that all outcomes from the Module Board have been reflected correctly within the upload.*  |  |
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| **8.** | **Any Other Business**  |  |
|  | *If any other items of business were raised at the meeting, they should be recorded along with any planned next steps or actions. If no other items are raised, it should be recorded that “There were no other items of business”* |  |
|  |  |  |
| **9.**  | **Date of Next Meeting** |  |
|  | *If a future meeting date is known, it should be noted. If not, “TBC” can be recorded* |  |