

**Faculty**

**Subject/Division**

**Award Board**

A meeting of the Award Board will be held on [*date]* at [*time]* in the [*location]*.

[Name and job title of staff member preparing agenda]

[Date]

**AGENDA**

|  |  |  |
| --- | --- | --- |
|  | **Attendance** |  |
|  | To note apologies and determine if the meeting is quorate. |  |
|  |  |  |
| **1.** | **Minutes** |  |
|  | To note the minutes of the meeting held [*date]*. | ***Minute reference/Link*** |
|  |  |  |
| **2.** | **Matters Arising Not Otherwise on the Agenda** |  |
|  | To note any matters that have arisen/actions that have been taken following the last meeting, that will not be covered under another item on the agenda, and any other matters that require to be reported by the Chair |  |
|  |  |  |
| **3.** | **Declaration of Conflict of Interest** | ***Oral*** |
|  | To receive any declarations of conflict of interest and agree necessary arrangements in line with the Boards of Examiners Policy |  |
|  |  |  |
| **4.** | Recommendation For Awards | *Paper reference* |
|  | To approve all awards. |  |
|  |  |  |
| **5.** | **Award Of Prizes** | ***Paper reference*** |
|  | To consider the award of any faculty or university prizes and who they will be awarded to. |  |
|  |  |  |
| **6.** | **Examiners’ Comments** |  |
|  | To receive comments on the assessment process from internal and external examiners. | ***Oral*** |
|  |  |  |
| **7.** | **Completion Of Examiners’ Report** |  |
|  | To sign off the final examiner report forms.To note that at the point of examiner report form upload, the Chair of the Award Board will confirm the ratification of awards and that all outcomes from the Award Board have been reflected correctly within the uploads.  |  |
|  |  |  |
| **8.** | **Any Other Business** |  |
|  |  |  |