

**Faculty**

**Division/Subject**

**Progression Board**

A meeting of the Progression 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 any apologies and those attending, and confirm the membership as appointed by the Dean/Chair. |  |
|  |  |  |
| **1.** | **Minutes** |  |
|  | To note the minute of the previous meeting, where appropriate | ***Link*** |
|  |  |  |
| **2.** | **Chair’s Report / Matters Arising not Otherwise on the Agenda** | ***Oral / Link / Paper reference*** |
|  | 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** |  |
|  | To receive any declarations of conflict of interest and agree necessary arrangements in line with the Boards of Examiners Policy | ***Oral*** |
|  |  |  |
| **4.** | **Extenuating Circumstances** | ***Link / Paper reference*** |
|  | To note any recommendations regarding extenuating circumstances from the Extenuating Circumstances Sub-Board  |  |
|  |  |  |
| **5.** | **Progression Decisions** |  |
|  | To confirm there are no apparent issues identified with the ratified marks/grades for each student; review provisional progression decisions and decide if they are to be confirmed;decide on progression outcomes for students as required, in line with policy;confirm on an exceptional basis, any decisions that cannot be made by the Board within the scope of its responsibilities, and that require to be referred to the Academic Panel (Taught). |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **6.** | **Any Other Business** |  |
|  | To note or deal with any other items of business. |  |
|  |  |  |
| **7.**  | **Date of Next Meeting** |  |
|  | To note the date of the next meeting. |  |