

H4.4 Membership of the Progression and Finalist Board

Ex officio:

- PVC Dean or nominee (Chair) **
- Relevant Heads of School/Assistant Dean*
- Relevant Head of Programme(s)*
- Progression and Finalist Board external examiner *

* Academic (3+)

** Professional services (1)

*** Students (0)

Total (4+)

In attendance:

- Head of Student Services **
- Student Support Officer **
- Student Disability and Mental Health Coordinator**
- Representative from the International Partnerships Office (IPO) – Outbound Unit **
- Senior Quality Officer **
- Secretary

(Total attendance = will vary dependent on the number of subject area Heads of School/Assistant Deans *, Module Leaders * and external examiner * required).

H4.5 Terms of Reference for the Progression and Finalist Board

The Progression and Finalist Board shall exercise the following powers and functions within the context of the University's regulations:

1. To confirm the progression of each student.
2. To refer non-progressing students to the Student Support Office.
3. To award condoned passes.
4. Verify and recommend the classification/conferment of award for each student presented to the Board.
5. Recommend the conferment of an exit award available to excluded/withdrawn students.
6. To reconsider an earlier decision made after referral from the Appeals Board or the Review Board.
7. To make recommendations to the Programme Committee and / or Head of Programme on any matters concerned with the teaching and assessment methods of any modules or procedures required at programme level, based on matters arising from the results.

8. To ensure that the academic regulations of Regent's University London are adhered to and that the Board is carried out to University standards.

H4.6 Standing Orders for the Progression and Finalist Board

1. A PVC Dean shall be the ex officio Chair of the Progression and Finalist Board. Alternatively, PVC Dean may delegate the role of Chair to his / her nominee. The nominee must be selected from the committee membership.
2. Observers are only allowed at the permission of the Chair, and should not participate in business unless authorised by the Chair.
3. Observers shall not be entitled to vote on motions proposed at the Board.
4. The Secretary of the Board will normally be from the Registry.
5. Where necessary, the relevant Faculty Dean / Institute Director may appoint suitable alternates to attend meetings at which members are unable to be present; however alternates to external examiners may not be appointed. Absences may only be accepted and alternates may only be appointed in exceptional circumstances and prior written agreement for this must be received from the relevant Faculty Dean / Institute Director as applicable.
6. The Board shall not be considered quorate unless the following members are present*:
 - a) PVC Dean (Chair)
 - b) Relevant Head of School/Assistant Dean
 - c) Relevant Head of Programme
 - d) Progression and Finalist Board external examiner
 - e) Secretary

* The Board is divided into sections dealing with one programme at a time and will be considered to be quorate and therefore allowed to confirm progression and verify awards for students for each section as long as the following members are present for the applicable section of the Board:

 - a) there is both a relevant Head of School/Assistant Dean and Head of Programme; or their approved alternates present for the programme being considered;
 - b) the Chair and external examiner must be present for the full duration of the Board.
7. The Secretary from the Registry and a Quality Officer will be required to be present throughout for the Board to convene.

8. The Board will meet as often as required.
9. The structure and terms of reference of the Board shall be approved or varied only with the approval of the Secretary of Senate prior to final approval at the SQAEC.
10. Formal minutes, prepared in the prevailing and agreed University format are a requirement of the operation of the Board.