

Terms of Reference and Membership for Senate Progression & Conferment Executive Reviewed and Approved @ Senate: October 2022

MEMBERS

Ex-officio: members:

Chair: Pro-Vice-Chancellor, Academic
Vice-Chair: Chief Student Officer
Associate Dean (Education) FASS
Associate Dean (Education) FEPS
Associate Dean (Education) FHMS
Associate Dean (Doctoral College) FASS *
Associate Dean (Doctoral College) FEPS *
Associate Dean (Doctoral College) FHMS *
Director of the Doctoral College
Academic Registrar
Head of Academic Performance
Head of Assessment and Awards
Head of Academic Quality Services

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

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

In Attendance

Awards Manager (*Committee Secretary*)
Assessment Managers
Research Degrees Manager
Representatives from the Associated and Accredited Institutions (one per institution)

TERMS OF APPOINTMENT

All members are ex-officio and remain a member for the term of their appointment.

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.
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PROCEDURES

Quorum

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.

Reporting Arrangements

The Senate Progression & Conferment Executive reports to Senate.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of 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.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.