



AWARDS BOARD – TERMS OF REFERENCE

Terms of Reference

The terms of reference of the Awards Board are:

1. To receive approved module marks and the award of associated credits for each student presented for an Arden University award.
2. To examine individual student assessment profiles;
3. To review progress of students who have not yet attempted level completion;
4. To make decisions on level completion and referral in the light of overall performance;
5. To consider and approve formal progression decisions for each student and their continuation or discontinuation on a programme of study;
6. To assess whether students are eligible for an award and to recommend to the Academic Board the conferment of such awards, with the appropriate classifications, if applicable.
7. To assess, where applicable, whether students have demonstrated competence to practice and to advise whether such students should be recommended to a Professional, Statutory or Regulatory Body (PSRB) for inclusion on the appropriate professional register.
8. To receive and consider overarching cross-programme reports from Subject Board of Examiners activity relating to mitigation outcomes, unfair practice cases, pass rates, performance of groups of students (e.g. those studying through a partner).
9. To consider any other matters referred to the Awards Board by Academic Board or the Pro Vice Chancellor (Academic) or a Programme Director.

Composition

- Chair: Pro Vice Chancellor (Academic) or nominee
- Heads of Schools and other representatives from the Academic Team ensuring all programmes under consideration are represented
- External Examiner(s) appointed by the Quality and Standards Committee
- A representative from Registry who has been involved in marking administration for the programme(s) under consideration.

Quorum

The quorum for meeting is 6 members to include:

- The Chair
- At least one External Examiner
- Academic representatives from all programmes under consideration

Frequency of meetings

Awards Boards will normally meet quarterly after each assessment period, and not less than once per year.

Last approved by Academic Board: 22nd March 2018