

CONFIRMED

PART II: MATTERS FOR DISCUSSION

61

61.1 **Received** the proposed terms of reference for Programme Boards of Examiners and Faculty Boards of Examiners at EDCOM 4-03 (15-16).

61.2 Whilst the UCL Academic Manual included extensive regulations around the role and responsibilities of Boards of Examiners, currently there were no institutionally agreed Terms of Reference for either Programme or Faculty Boards of Examiners. The proposed ToRs were BoE regulations and examples from other HEIs. They were intended to reflect what Boards already do, and not to create any new requirements. The current regulations already included constitution, membership and quoracy for both types of board. It was therefore suggested that the ToRs were added to those sections of the Academic Manual.

61.3 EdCom welcomed the ToRs and suggested the following amendments:

- a) That, although ultimate responsibility lay with EdCom, it would be clearer if the Faculty ToRs stated that the Boards reported to QRSC.
- b) That the locus of authority to confer a UCL qualification could be made more explicit i.e. that the Programme BoE makes recommendations to EdCom and that Assessment and Student Records check and verify degrees under authority delegated from EdCom. The Chair of the Faculty BoE acts as a further checkpoint before the recommendations are received by EdCom, but does not formally approve results.
- c) That there was no benefit to the current imperative to have separate UG and PGT Faculty BoEs, and that the decision to operate separate or combined Faculty BoEs could be up to the discretion of the Faculty.
- d) The ToRs should allow Programme BoEs to include more than one programme within its remit as this would help to reduce the number of separate boards. Each board would still need at least one internal and one external examiner for every programme or part of programme being considered.
- e) That FBoEs no longer approved applications for the postponement of the award of Honours, and that this should therefore be removed.
- f) chair or to a sub group of itself in order to make decisions on its behalf with regards to, for example, resits and deferrals.

61.4 **Approved** - the Programme and Faculty BoE ToRs, subject to the amendments described above.

61.5 **Agreed** Academic Services would amend and circulate the ToRs for the 2015-16 exam period. Boards would be invited to receive the ToRs and feedback to EdCom with any issues or suggestions.

Action: Academic Services

62

66B Programme and Module Approval Panel

66B.1 **Approved** the minutes of the meeting held 3 February 2016 at EDCOM 4-10 (15-16).

66C Quality Review Sub Committee

66C.1 **Approved** the minutes of the meeting held 11 February 2016 at EDCOM 4-11 (15-16).

67 ANONYMISED SUSPENSION OF REGULATIONS REPORT

67.1 **Approved** the suspensions of regulations at EDCOM 4-12 (15-16).

68 ANY OTHER BUSINESS

68.1 No further business was raised.

69 DATES OF NEXT MEETINGS:

Tuesday 7 June 2016, 2.00 – 4.30, Council Room

LIZZIE VINTON

Secretary to Education Committee

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