

**Faculty**

**Division/Subject**

**Module Board**

A meeting of the Module 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 meeting is quorate. |  |
|  |  |  |
| **1.** | **Minutes** |  |
|  | To note the minute of the previous meeting. | ***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 decisions and recommendations of the Extenuating Circumstances Sub-Board that require to be acted on/have been actioned  |  |
|  |  |  |
| **5.**  | **Academic Misconduct** | ***Link / Paper reference*** |
|  | To note the outcomes of any academic misconduct processes that require to be acted on/have been actioned |  |
|  |  |  |
| **6.** | **Module Marks and Grades** |  |
|  | To consider and ratify the marks/grades for each module and consider internal and external examiner comments on each module |  |
| **6.1** | [Module] | ***Link / Paper reference***  |
| **6.2** | [Module] | ***Link / Paper reference*** |
| **6.3** | [Module] | ***Link / Paper reference*** |
| **6.4** | [Module] | ***Link / Paper reference*** |
|  | Etc |  |
|  |  |  |
|  |  |  |
| **7.** | **Confirmation of Ratification of Marks** | ***Oral*** |
|  | To note that at the point of grade upload, the Chair of the Module Board will confirm the ratification of marks and that all outcomes from the Module Board have been reflected correctly within the upload.  |  |
|  |  |  |
| **8.** | **Any Other Business** |  |
|  | To note or deal with any other items of business. |  |
|  |  |  |
| **9.**  | **Date of Next Meeting** |  |
|  | To note the date of the next meeting. |  |