# University of Stirling logo

# Minute Reference

**Faculty**

**Subject/Division**

**Award Board**

**Minutes of meeting held on [DD/MM/YY]**

**Present:** *A record is required in this section of the names, role and membership status of each person present and not present*

**Apologies:**

|  |  |  |
| --- | --- | --- |
|  | Attendance  |  |
|  | *The chair should welcome the committee and confirm that the meeting is quorate. It should be noted if an external examiner is not in attendance.* |  |
|  |  |  |
| **1.** | **Minutes** |  |
|  | *It should be recorded that the minute of the previous meeting was noted by the Board* | ***Minute reference/Link*** |
|  |  |  |
| **2.** | Matters Arising Not Otherwise on the Agenda  |  |
|  | *The noting of any matters that arose/actions that were taken following the last meeting, not covered under another item on the agenda and any other matters that require to be reported by the Chair should be recorded* |  |
|  |  |  |
| **3.** | Declarations of Conflict of Interest | *Oral* |
|  | *Any declarations should be recorded in the minute, along with the arrangements that were made in light of these, in line with the Boards of Examiners Policy* |  |
|  |  |  |
| **4.** | Recommendations for Award |  |
|  | *For each programme considered, the following should be recorded:** *Confirmation of each students degree classification by their student number*

*Example (or attach the paper):* ***BA (hons) xxx****1234567 - 2:1**8910111 – 1st*  | ***Paper reference*** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **5.** | **Award of Prizes** |  |
|  | *Detail who prizes and who prizes will be awarded to, including student number.* | ***Paper reference*** |
|  |  |  |
| **6.** | Examiners Comments |  |
|  | *To include any general comments from internal and external examiners on the assessment process.* |  |
|  |  |  |
| **7.** | **Completion of Examiners Report** |  |
|  | *Record that the Examiner Report Forms have been agreed and signed off and who the signatories are.* |  |
|  |  |  |
| **8.** | **Any Other Business**  |  |
|  | *Any further action required by the Board of Examiners or the Faculty.* |  |
|  |  |  |