

**INSERT NAME OF SCHOOL**

**Undergraduate INSERT SUBJECT Subject Board Minutes**

Date: DD Month YYYY

Time: HH:MM - HH:MM

Location: Teams or Campus Location

**Attendees:** (Chair), (Minutes)

**Apologies:**

| **Item Number** | **Item description** |
| --- | --- |
| **1** | **Introduction and Welcome from Chair** |
|  | Confirmation of quoracy and reminder of confidentiality and online protocols. |
| **2** | **Apologies for Absence** |
|  |  |
| **3** | **Declarations of Interest** |
|  |  |
| **4** | **Chair’s Remarks** |
|  |  |
| **5** | **Minutes of Previous Board** |
|  | Link to Previous minutes |
| **6** | **Matters Arising** |
|  |  |
| **7** | **Receipt of Assessment Regulations** |
|  | Links to relevant regulations are below:* [Undergraduate Academic Framework](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/UG-Academic-Framework-V1.8.pdf) or [Taught Postgraduate Framework](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Taught-Postgraduate-Academic-Framework.pdf) or [Foundation Degree Framework](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Foundation-Year-Framework-May-2018-V1.1.pdf)
* [Academic Regulations](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Academic-Regulations-v2.6.pdf)
* [Assessment and Feedback Policy](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Assessment-and-Feedback-Policy.pdf)
* [Academic Integrity](https://www.bathspa.ac.uk/about-us/governance/policies/academic-integrity/)
* [Exceptional Circumstances](https://www.bathspa.ac.uk/about-us/governance/policies/exceptional-circumstances/)
 |
| **8** | **Confirmation of Receipt of Moderation Forms** |
|  | Confirmation from Module Leaders that internal moderation has been completed (and all moderation records have been uploaded to the appropriate Assessments and Progression SharePoint folder - links will be provided by the Assessments team). |
| **9** | **Consideration and Approval of Module Assessment Results and Reassessment Results** |
|  | ***Please note that all mark changes or additions should be added through the “Notes” function on eVison and not in the minutes. For reassessments which are from modules which ran several years previously and which are no longer available on eVision, please enter these marks in the relevant Reassessments spreadsheet provided by the Assessments team.******Please ensure that the Chair signs off the modules in the sign-off field below.***MODULE CODE Module TitleMODULE CODE Module TitleMODULE CODE Module TitleMODULE CODE Module TitleMODULE CODE Module TitleMODULE CODE Module Title***Reassessments*** *– reminder that module tutors should have submitted any reassessment marks to the Assessments team.***CHAIR’s SIGN-OFF ON MARKS AND GRADES FOR ALL OF THE ABOVE MODULES:****Chair’s signature: ……………………………………………………………………………….............** |
| **10** | **If a programme is to be suspended or discontinued, discussion regarding what provision for students on suspended or discontinued programmes will be put in place to support students** |
|  |  |
| **11** | **Module performance and enhancement: feedback and discussion** |
|  | Link to module statistics data set(s) on PowerBI or statistics reportDiscussion regarding module performance and enhancement |
| **12** | **Comments from External Examiners** |
|  | External Examiners’ Comments |
| **13** | **Nominations for Subject-based Prizes (if applicable)** |
|  |  |
| **14** | **Confirmation of Arrangements for Chair’s Action** |
|  |  |
| **15** | **Any Other Business** |
|  |  |
| **16** | **Date of Next Meeting** |
|  | DD Month YYYY |

**IMPORTANT NOTE: Please send the completed minutes to** **mystudents@bathspa.ac.uk** **prior to the date of the Central Assessment Board.**