**BRUNEL UNIVERSITY LONDON**

**Board of Examiners’ Agenda**

Award (or Progression) Board: <UG/PGT> <Subject area(s)>

Department of <Dept>

College of <College>

Date and time of meeting: <Day>, <Date, inc. year> at <time>

1. Introduction and apologies
2. Declarations of interest
3. Reminder on confidentiality
4. Follow up from last meeting:
   1. Minutes of the previous Board of Examiners
   2. Matters Arising from previous Boards
   3. Chair’s Action taken since the last meeting
5. Minutes of the Panel(s) of Examiners and relevant matters arising
6. Reminder of cohort regulations
7. Relevant matters arising from Progression Boards which considered this cohort of students
8. Adjustments made for students with additional needs
9. Clarification of Extenuating Circumstances Processes
10. Consideration of student profiles
    1. Decisions on student progression and awards
    2. Date of retrievals
    3. Issue of Results and Financial queries
    4. Confirmation of Chair’s Action to be taken following this meeting
11. Comments from External Examiners
    1. Comment on the performance of candidates and matters relating to the programme as a whole
    2. Comments on the conduct of the Board, and the consideration of student profiles
    3. Comments on the fairness and consistency of decision-making
    4. Comments on adherence to University regulations
12. Award of Prizes
13. Date of next meeting