Annex C

This document is a template to aid the writing of minutes for Programme/Discipline APACs. Texts in green are notes for guidance purposes, and should be deleted from the final minutes. Text in blue is suggested text that will often be appropriate, but should be amended to reflect the actual content of the meeting. Text in black should remain in place.

Programme/Discipline APACs may well have pre-meetings or subsequent meetings that will handle some of the work of the APAC. Therefore some sections of the APAC minutes will refer to the pre/subsequent meeting.

## (Discipline/programme) Programme/Discipline Assessment, Progression and Awarding Committee

Faculty of … (amend as appropriate)

A meeting of the Programme/Discipline Assessment, Progression and Awarding Committee for (discipline/programme) was held on (date), in (room).

|  |  |  |
| --- | --- | --- |
| **Name** | **Position/Title** (should be consistent with Chapter 7.4.1 of the Assessment, Progression and Awarding: Taught Programmes Handbook and ensure quoracy) | **Present/Absent** (put down as Present, Absent or Apologies) |
|  | DESE (Chair) (put down official title, and then role in the meeting in brackets – e.g Chair, Minute taker, External Examiner, etc) | Present |
|  |  |  |
|  |  |  |
| (add extra rows to chart to fit in all invitees) |  |  |

1. Welcome and Introductions (amend as appropriate)
	* 1. Apologies for absence were received, and it was confirmed that the meeting was quorate.
		2. The Chair highlighted the terms of reference, specifically chapter 7 of the TQA manual.
		3. The Chair invited attendees to declare any conflicts of interest that the committee should be aware of. No declarations of interest were made.
		4. Minutes of the previous meeting (held on …) were considered. There were no matters arising./The following matters arose:
		5. …
		6. …
2. Confirmation that Mitigation Committee decisions have been applied

It was confirmed that the decisions of the mitigation committee had been applied to students’ records, and were reflected in the student reports and the results used for the module reports.

1. Receipt of programme rules (relevant papers for this section would include a copy of chapter 7 of the TQA manual and a copy of the programme specification)

The Chair highlighted the relevant condonement and referral rules for the programmes under consideration. The Chair also highlighted the rules for deciding on specific degree titles for students on programme pathways.

1. Consideration of module marks and recommendations for scaling

The modules reports for the following modules were considered, and actions agreed as follows:

|  |  |
| --- | --- |
| **Module** | **Outcome** |
| POL1001 | No action required |
| POL1002 | Profile of results indicates that performance on this module is below expectations. All module marks to be raised by 2. |
|  | When modules are to be scaled it is important that a clear rationale is included. |
|  |  |

Alternatively:

Module marks were considered at a pre-meeting of the APAC which was held on (date). The outcomes of that meeting were considered, and the recommendations accepted in full. It was confirmed that the results in the student reports reflect the decisions of the pre-meeting.

The minutes of the pre-meeting are attached as an annex to these minutes.

1. Consideration of individual student records of attainment

The individual student reports were considered, and were approved for accuracy with respect to condonement, degree titles, classifications, core modules and credit levels, with the exception of those records identified in the table below. Therefore recommendations are made to Senate for awards, progression, classification, condonement and consequences of failure, as per the student reports, with the exception of those records identified in the table below.

Student records that need to be considered by the Faculty APAC have also been highlighted in the table below.

|  |  |  |
| --- | --- | --- |
| **Student candidate number** | **Note** | **Take to CAPAC** |
| 123456 | Condonement not possible. Refer in all failed modules. |  |
| 654321 | Student has requested repeat year (with mitigation). Repeat year supported, but refer to CAPAC. | Yes |
|  |  |  |

Alternatively:

It was agreed that a separate subsequent meeting should be convened to consider individual student records. This meeting is scheduled for (date) in (room). Minutes of this meeting will be circulated to the members of the APAC.

1. Confirmation from External Examiner(s) of agreement with decisions taken

Prof/Dr (external’s name) confirmed that she/he was in agreement with the decisions of the committee.

1. Oral review from the External Examiner(s)

Prof/Dr (external’s name) gave their oral review including the following points:

* + - * They were satisfied with the quality of the assessment and marking
			* They noted the high marks on … but were satisfied that…
1. Prizes/ Dean for Taught Students’ Commendations

The following prizes were awarded: (suggest use of table or bullet points here)

1. Any other business

There was no other business.

1. Date of next meeting

The next meeting will take place on (date) in (room).

The Chair concluded the meeting with thanks to the Members of the Committee for their support and input.