

**INSERT NAME OF SCHOOL**

**Undergraduate INSERT SUBJECT Subject Board Minutes**

Date: DD Month YYYY

Time: HH:MM - HH:MM

Location: Virtual - Insert Google Meet Link or In Person: Insert Campus Location

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

**Apologies:**

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| **22-23/01** | **Introduction and Welcome from Chair** |
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| **22-23/02** | **Apologies for Absence** |
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| **22-23/03** | **Declarations of Interest** |
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| **22-23/04** | **Chair’s Remarks** |
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| **22-23/05** | **Minutes of Previous Board** |
|  | Link to Previous minutes |
| **22-23/06** | **Matters Arising** |
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| **22-23/07** | **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/Undergraduate-Academic-Framework.pdf) or [Taught Postgraduate Framework](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Taught-Postgraduate-Academic-Framework.pdf)
* [Academic Regulations](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Academic-Regulations-for-Taught-Programmes.pdf)
* [Assessment and Feedback Policy](https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Assessment-and-Feedback-Policy.pdf)
* [Academic Misconduct](https://www.bathspa.ac.uk/about-us/governance/policies/academic-misconduct/)
* [Exceptional Circumstances](https://www.bathspa.ac.uk/about-us/governance/policies/exceptional-circumstances/)
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| **22-23/08** | **Consideration and Sign-off 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****YEAR**MODULE CODE Module Title**YEAR**MODULE CODE Module Title**YEAR**MODULE CODE Module Title**YEAR**MODULE CODE Module Title**YEAR**MODULE CODE Module Title**YEAR**MODULE CODE Module Title**SIGN-OFF ON ALL ABOVE MODULES:****Chair’s signature: ……………………………………………………………………………….** |
| **22-23/09** | **If a programme is to be suspended or discontinued, discussion regarding what provisions will be put in place to support students** |
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| **22-23/10** | **Feedback and discussion regarding Subject Board Module Performance Data Set (PowerBI Dashboard)** |
|  | Link to module statistics data set(s) on PowerBIDiscussion regarding module performance and enhancement |
| **22-23/11** | **Comments from External Examiners** |
|  | Link to External Examiners’ CommentsDiscussion regarding moderation processes and confirmation that moderation processes have been satisfactorily completed and that moderation forms have been sent to Student and Registry Services |
| **22-23/12** | **Nominations for Subject-based Prizes (if applicable)** |
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| **22-23/13** | **Confirmation of Arrangements for Chair’s Action** |
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| **22-23/14** | **Any Other Business** |
|  |  |
| **22-23/15** | **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.**