Standing Agenda for Board of Study

**Board of Study: *[list programmes covered]***

***Monday 19 November, 10.00 – 12.00, Room Nf09***

**STANDING AGENDA**

**UNRESERVED**

***Guidance notes are provided in*** *italics* ***and should be removed.***

1. Apologies

*List those sending apologies*

1. Confirm minutes of the last meeting held [dd/mm/yyyy]
2. Matters arising
3. Programme Continuous Improvement Plan (PCIP) Updates  
   *Each programme director / lead responsible to provide progress update of current actions as per whether they are on course to meet target outcome and impact. Update should include short evaluation of how the action is fairing, including any issues that should be raised at University level.*
4. Module review  
   Modules to be discussed:

*List modules to be discussed and the programme to which they belong in grid below*

|  |  |
| --- | --- |
| **PROGRAMME** | **MODULE** |
| *Criminology BSc* | *XXXX* |

Main items:

1. Attendance monitoring data
2. Attainment gaps, including protected characteristic review
3. Assessment submission rate and performance within module
4. Module Board chair's actions
5. External Examiners reports
6. Programme review
7. Retention data

* Continuation rates per year
* Withdrawal and interruption per year

1. Approval and review of approved modifications
2. Outcomes from Student Staff Liaison Minutes
3. Approval and review of proposed module and programme modifications i.e. design, assessment and delivery

*Students should be encouraged to participate in these discussions, particularly in relation to design, assessment and delivery to ensure that changes enable a positive student experience.*

1. Induction, transitions and in-year student academic support
2. Preparing students for start and returning to University
3. Review of student engagement with PAT review meetings throughout the year

*Students should be encouraged to participate in these discussions, particularly in relation to sharing their individual experiences of starting university and transitioning into a new year. As well as their experiences of working with PATs to support academic learning and engagement.*

1. Any Other Business
2. Next Meeting – Date, Time and Venue

**RESERVED**

1. Minutes of the last meeting held [dd/mm/yyyy]
2. Matters arising
3. Research matters
4. Item A
5. Item B
6. Staff updates
7. University updates and announcements