



**Higher Education Services
Subject and Award Board Terms of
Reference**

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Contents

1.0 Responsibilities of the Board.....	4
2.0 Composition of the Committee.....	4
3.0 Terms of Reference.....	4
4.0 Accountabilities.....	5
5.0 Administration.....	6

FutureLearn Subject and Award Board

Terms of Reference

1.0 Responsibilities of the Board

1.1 The Subject and Award Board oversees the academic quality and standards of all modules marking and moderation for an assessment period. The board reviews student's performance, module performance, and external examiner reports to inform continuous improvement. The board also reviews overall student conduct, appeals and disciplinary cases.

1.2 The Subject and Award Board is responsible for confirming student progression, module results, and final awards in accordance with institutional regulations. With respect to sub-contractual OPM, franchise and validated programmes the Subject and Award Board are preparatory and feed into the Partner Board of Examiners which will confirm marks and award credits and qualifications.

1.3 The aim of this Board is to ensure the application of consistent academic standards and fairness by reviewing assessment outcomes, considering extenuating circumstances, and applying appropriate regulations and classification criteria.

1.4 The Board does not alter individual marks but can make decisions on progression or awards based on overall performance. The Board maintains quality assurance and credibility of the qualifications being awarded.

2.0 Composition of the Committee

Chair: Director of Academic Affairs	Academic Registrar
Head of Programmes	Module Leaders
Programme Leaders	Elected External Examiner
Exams and assessments representative (Deputy Chair)	Programme Leaders
Student Services Representative	Secretary: Academic Quality Team Lead

2.1 It is the responsibility of all members of the committee to maintain confidentiality unless information is to be appropriately shared with other members of the represented teams when authorised to do so.

3.0 Terms of Reference

3.1 The Subject and Award Board is responsible for:

- Overseeing the marking and moderation for individual students, modules, courses, and programmes.

- Approving assessment marks for each student.
- Monitoring overall extenuating circumstances and breaks in learning.
- Recording and confirming outcome decisions (upholding, partially upholding, or rejecting) applications for appeals.
- Recording and monitoring outcomes from student disciplinary hearings.
- Recording and monitoring overall cases of academic misconduct.
- Reviewing and amending student conduct, extenuating circumstances and appeals policies.
- Receiving and considering feedback from External Examiners.
- Recommending credit to students who have met the module learning outcomes to the Partner Board of Examiners.
- Making progression recommendations of learners enrolled onto courses and programmes to Partner Board of Examiners.
- Recommending conferment and classification of awards in accordance with institutional regulations to the Partner Board of Examiners.
- Approving recommendations for expulsion of students from courses or programmes to the Partner Board of Examiners.
- Approving recommendations for withdrawal of students to the Partner Board of Examiners.
- Ensuring compliance with professional, statutory, and regulatory body requirements and recommending students for appropriate awards.
- Considering other issues related to partnerships as may be referred to by the Partner Board of Examiners.
- Considering any points for discussion relating to Equality, Diversity and Inclusion, actions and impacts.

4.0 Accountabilities

4.1 As an executive committee, the Subject and Award Board is also accountable to the Partner Board of Examiners. The Board will report to the Partner Board of Examiners on

matters relating to learner performance for the assessment period with recommendations for associated credit and award.

5.0 Administration

5.1 The Subject and Award Board will meet after every submission period.

5.2 The terms of reference for the Subject and Award Board will be reviewed annually by the Senior Leadership Team.