

## UNDERGRADUATE CONFIRMATION FORUM 2019-20

### 1. Summary of Purpose

- 1.1. The purpose of the Undergraduate Confirmation Forum (UCF) is to: provide a forum for discussion about Subject Examination Committee (SEC) chairs; promote consistency of award standards across the University; provide assurance to the Academic Board that students have been assessed in accordance with the University's regulations for undergraduate courses; and to check and verify the decisions made by SECs in respect of progression and awards.

### 2. Frequency of Meetings

- 2.1. The Undergraduate Confirmation Forum meets four times each year, in late January/early February (to check and verify decisions from semester 1 assessments and semester 3 resits), June (to check and verify decisions from semester 2 assessments and semester 1 resits), July (to check and verify decisions from semester 2 resits) and September (to check and verify decisions from semester 3 assessments).

### 3. Duties and Responsibilities

The duties of the Forum are as follows:

- 3.1. To provide a forum for discussion among Subject Examination Committee chairs, in order to promote good practice and consistency in the application of the University's regulations for undergraduate courses.
- 3.2. To check and verify the awards decisions made by Subject Examination Committees;
- 3.3. To check and verify progression decisions made by Subject Examination Committees;
- 3.4. To approve exceptional variations to the application of the University's regulations for undergraduate courses, on the advice of the UCF Sub-Committee or as requested by Subject Examination Committees. These will only be approved where there is a clear case for making such an exception, where action can be identified to prevent the need for exception arising in the future, and where the advice of external examiners has been taken.

### 4. Authority

- 4.1. The Undergraduate Confirmation Forum is accountable to the Academic Board, as the awarding body of the University, for the fulfilment of its terms of reference.
- 4.2. The Undergraduate Confirmation Forum has authority over the University's undergraduate courses which are governed by a single set of regulations, as described in the relevant section(s) of the University Regulations. All Subject Examination Committees governed by these regulations will report their decisions to the UCF for verification.
- 4.3. The Undergraduate Confirmation Forum has a formally constituted Sub-Committee (the membership of which is listed in section 7 below). The UCF Sub-Committee meets at the request of a Subject Examination Committee, in order to consider exceptional cases with extenuating circumstances, which require a variation to University regulations, or the Subject/Programme rules in order to enable individual students to qualify for an award.
- 4.4. The UCF Sub-Committee does not have a regular schedule of meetings: it is convened as required by the circumstances described in 4.3 above. The Committee will be convened in

accordance with the membership described in section 7 below, to ensure the contribution of an External Examiner, and two SEC Chairs, whose responsibilities are without the Subject(s) that have submitted the case(s) being considered.

- 4.5. The UCF Sub-Committee may also recommend that a variation to the University's regulations for undergraduate courses should be applied to a whole cohort; and may also make recommendations for substantive changes to the Regulations, to apply to future cohorts (for approval by Academic Board).

## 5. Quoracy

- 5.1. The chairs of all Subject Examination Committees whose decisions and recommendations are being considered by the examination committee should be present (alternates may be nominated).
- 5.2. The Academic Registrar (or their nominee if they are unavailable) to chair the meeting, and at least one of the officers from Academic & Student Affairs should also be present.

## 6. Membership of the Undergraduate Confirmation Forum

Category	Name	Status
1. Chair: Academic Registrar	John Kirk	ex-officio
2. Subject Examination Committee Chairs:		
BA Architecture (AR), BA Interior Architecture (IH)	Jane Anderson	ex-officio
LLB Criminal Justice (LJ), LLB Law (LL), Oxford Brookes Degree in Law (Brickfields) (LLF), Oxford Brookes Degree in Law (KDU) (LLK), LLB Commercial Law (LQ)	Tobias Kleim	ex-officio
BA Social Work (SK)	Jody Bell	ex-officio
BA Business and Marketing Management (BK), BA Marketing Management (KM)	Frances Brassington	ex-officio
BSc Sport, Coaching and Physical Education (SJ), Sport Coaching and Physical Education (SU), BSc Sport and Exercise Science (XS)	John Brierley	ex-officio
BA Early Childhood Studies (EL), BA English Language and Communication (LC), English Language and Communication (LD), BA Education Studies - SEN, Disabilities and Inclusion (WA), Education Studies (WD), BA Education Studies (WE)	Christine Ivory/ Mary Briggs	ex-officio
Communication, Media and Culture (HQ), BA Communication, Media and Culture (HX), BA Philosophy (PK), Philosophy (PQ), Religion and Theology (RC), BSc Criminology (KI), Criminology (KJ)	Mark Cain	ex-officio
BSc Emergency Care Practice (HK), BSc Paramedic Science (PW)	Matthew Catterall	ex-officio
Facilitating and Assessing Workplace Learning (SAW)	Jan Davison-Fischer	ex-officio
BA Music (MD), Music (MS), BA Publishing Media (PA), Publishing Media (PJ), BA Creative Music Production (VP), BSc Sound Technology and Digital Music (SY), BSc Digital Media Production (DO), Film Studies (FM), BA Film (FP), BA Film Studies (FT)	Paul Dibley	ex-officio
BSc Occupational Therapy (OT)	Sally Feaver Carol Mytton	ex-officio
BA Planning and Property Development (DV), Foundation Built Environment (FBE), BA Urban Design, Planning and Development (UDP), MPlan City and Regional Planning (MPL), BA City and Regional Planning (RP), BSc Real Estate Management (EM)	Rebecca Gee	ex-officio
BA Applied Languages, Japanese Studies, BA Japanese Studies, French Studies, Spanish	Irene Hill	ex-officio

BSc Biomedical Science (BV), BSc Human Biology (HB), BSc Biological Sciences (IO), Medical Science (MSI), BMedSci Medical Science (SL)	Caroline Griffiths	ex-officio
International Foundation Diploma Programme (FIP), International Foundation Arts, Humanities and Law (IFA), International Foundation Business and Technology (IFB), The International Foundation Diploma Plus (IFP), University English Level 1 on Extended Foundation (UEA)	Lisa Hale	ex-officio
Politics (PO), International Relations (RL), BA International Relations and Politics (RX), Sociology (SO), BA Sociology (XO)	Chris Hesketh	ex-officio
BSc Motorsport Technology (AG), BEng Automotive Engineering (EF), Foundation of Engineering (FEG), BSc Electronic Engineering (LN), MEng Automotive Engineering (MEF), BEng Motorsport Engineering (MF), BEng UCPhanical Engineering (MH), MEng Motorsport Engineering (MMF), MEng UCPhanical Engineering (MMH), BSc UCPhanical Engineering (NX)	Douglas Higgison	ex-officio
BSc Real Estate Management (EM), BSc Construction Project Management (QM), BSc Quantity Surveying and Commercial Management (QS)	Michael Hill	ex-officio
Foundation in Humanities (FHU)	Ian Holgate	ex-officio
BSc Economics, Finance and International Business (DF), BA Economics, Politics and International Relations (IX), BSc Economics (KE)	Sara Le Roux	ex-officio
BSc International Hospitality Management (HO)	Claire Jones	ex-officio
BA Business and Management (BU)	Clive Wildish	ex-officio
Nursing	Gus Strang	ex-officio
Drama (DW), BA English Literature with Creative Writing (XC), BA English Literature (XX), English Literature (XY), English (EA), BA English (XE)	Daniel Lea	ex-officio
Statistics (ST), BSc Mathematics (AM), Mathematics (MA), BSc Mathematical Sciences (ML), MMath Mathematics (MMA), BSc Computer Science for Cyber Security (CYB), Foundation in Computing (FCO), BSc Information Technology Management for Business (IC), BSc Computing for Robotic Systems (RO), Computer Science (SD), BSc Network Computing (NK), BSc Software Engineering (SH), BSc Computer Games and Animation (GM), BSc Software Development for Business (WB)	Peter Marshall	ex-officio
Anthropology (AN), BSc Anthropology (AX), BSc Biological Anthropology (BAX), Anthropology (DAN), Geography (GG), BSc Geography (GX), BA Social Anthropology (SAX)	Louella Matsunaga	ex-officio
History of Art (HA), BA History of Art (HD), History (HI), History of Medicine (HOM), BA History (HT)	Harry Mount	ex-officio
BSc Occupational Therapy (OT)	Carol Mytton	ex-officio
BSc Animal Biology and Conservation (AB), BSc Biology (BG), BSc Environmental Sciences (EJ), BSc Equine Sciences (EQS), BSc Equine Science and Thoroughbred Management (EQT), MBIol Biology (MBI)	Deborah Pearce	ex-officio
Midwifery	Gus Strang	ex-officio
Psychology (PS), BSc Psychology (PX)	Nichola Stuart	ex-officio
BA Fine Art (FD), Fine Art (FX)	Alex Trott	ex-officio
BA Economics, Politics and International Relations (IX), BSc Economics (KE), BSc Accounting and Economics (AAE), BSc Accounting and Business (DA), BSc Accounting and Finance (DG), BSc Accounting and Information Management (DN)	Ruth Watts	ex-officio
Drama (DW), BA English Literature with Creative Writing (XC), BA English Literature (XX), English Literature (XY), English (EA), BA English (XE)	Dan Lea	ex-officio

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|----|---|---|--|
| 3. | BA Business and Human Resource Management (BRM), BA International Business Management (BT), Business Management (DP), Regensburg Associate Year (RGB), BA Business Enterprise and Entrepreneurship (RN), BA Human Resource Management (HJ)<br>BSc Physiotherapy (PZ)<br><b>ASA officers:</b><br>Deputy Director of Academic & Student Administration<br>Head of Taught Student Information Management | Clive Wildish<br><br>Mark Williams<br><br>Gavin Barber<br>Sam Clarke  | ex-officio<br><br>ex-officio<br>ex-officio<br>ex-officio |
| 4. | Secretary:  | TBC   | In attendance  |
| 5. | <i>Attendees</i>  | <i>PVC/Deans of Faculty, and other Programme Leads and Subject Coordinators may attend the UCF, with the permission of the Chair.</i> |  |

## 7. Membership of the UCF Sub-Committee

- | Category  | Name   | Status                   |
|---|--|--------------------------|
| 1. Chair:<br>Academic Registrar   | John Kirk  | ex-officio               |
| 2. Representatives of SEC Chairs:<br>Two current SEC Chairs, each from different Faculties                                | Two per meeting, nominated from among current SEC chairs on an <i>ad hoc</i> basis (the nominees should not be involved with committees within the Subject/s that have submitted the case/s being considered)  |                          |
| 3. ASA officers:<br>Deputy Director of Academic & Student Administration<br>Head of Taught Student Information Management | Gavin Barber<br>Sam Clarke   | ex-officio<br>ex-officio |
| 4. External examiner  | One per meeting, nominated from among the current external examiners employed by the University on an <i>ad hoc</i> basis (the nominee should not be employed to examine programmes within the Subject/s that have submitted the case/s being considered). |                          |
| 5. Secretary:   | TBC  | In attendance            |