



## Guidelines for Faculty Representatives at Boards of Examiners Meetings

### Guidance

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**The role of the Faculty Representative is to ensure that UCL regulations and procedures are followed and to advise on all matters to do with regulations and procedures.**

See [Chapter 4, Section 13.6](#) for the regulations relating to Faculty Representatives.

1. In the case of inter-Faculty Boards of Examiners in Combined Studies, the responsible Faculty should be represented.
2. Inter-Faculty Boards of Examiners in Combined Studies may include Faculty Representatives from each of the Faculties involved.
3. Chairs of Boards of Examiners should notify their Faculty of the date of all Boards in good time so that arrangements can be made for the Faculty Representative to be present.
4. The Faculty Representative should receive an Agenda for the meeting, Minutes of the previous meeting, details of the applicable progression, award and classification regulations and Exam Board reports.
5. The Representative should note the presence or absence of External Examiners at the Board meeting and whether they were invited to comment on proceedings. The representative should not make detailed notes on the comments of the External Examiner which may inhibit them from speaking. The External Examiner will be able to put any concerns they might have in the External Examiner's report.
6. The Representative should note all issues of procedure raised by any member of the Board and whether a decision was reached at the meeting or deferred for further consideration.
7. The Representative may be asked for advice on regulations or what might be an appropriate procedure in a particular case. The Representative may respond if he/she feels confident to do so or advise the Board to contact UCL Academic Policy and Quality Assurance. Representatives may wish to refer to [Chapter 4 of the Academic Manual](#) and additional guidance on the [Recent Changes](#) page.
8. The Representative may be invited to offer general comments on the proceedings at the Board meeting but, if they feel that the meeting is generally sound and unexceptional, is under no obligation to do so.
9. The Representative should prepare a brief written report, using the proforma available and submit this to the Faculty Tutor or Faculty Graduate Tutor within a week of the Board meeting. The level of detail of the report will depend on the extent of any irregularity or problem that emerged during the meeting.
10. The Faculty Tutor/Faculty Graduate Tutor should make all the reports of the Faculty Representative(s) available to the Chair of the Faculty Board of Examiners, drawing attention to any which give cause for concern. The Faculty Tutor/Faculty Graduate Tutor should also make a general report to the Faculty Board on all reports and any action taken. Serious concerns should be referred directly to the Chair of UCL Education Committee, or their nominee.