

Seeking Revision to the approved Programme Assessment Board Decision Code Listing

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

Version Table

Revision	Description	Author	Date
1	Information transferred from previous format	MO	27/03/2023
2	Addition of last bullet in 2.5 to reflect how change communicated & update to reflect PEG Convenor role.	VH	09/10/2023

1. Summary and other guides this links to

The [Academic Regulations](#) explain that Programme Assessment Boards consider the performance of students on all approved programmes of study leading to an award of the University. The result of the Board's academic discussion is the application of a [decision code](#) to the student's record. This purpose of this PASS Process Guide is to outline the process for requesting creation of a new decision code or a change to an existing decision code.

The list of decision codes is governed via an annual report from the Academic Registrar to the last University Quality & Standards Committee meeting of the session for implementation the following session.

Decision codes are used by colleagues in School Support Service, Global Online, TNE, Academic and Student Lifecycle and the International & Visa Support team. Finance and the Department for Learning & Teaching Enhancement are additional stakeholders in the decision codes used.

2. Step-By-Step Instructions

Please note that whenever the answer to each of the below statement is “no”, feedback on the reasons why the proposal was rejected will be sent to the proposer.

- 2.1 A case and rationale for a new decision code, or alteration to an existing decision code, is proposed.
- 2.2 The PASS Enhancement Group Convenor considers the proposal:
If **no**: A feedback to the proposer is sent highlighting an existing code that can be used or explaining why the proposed code is not needed.
If **yes**, continue below.
- 2.3 The PASS Enhancement Group Convenor consults with the Head of ASL for their feedback and, if the request progresses, seeks Academic Registrar’s agreement:
If **no**: A feedback to the proposer is sent highlighting the existing code that can be used or why this code is not needed.
If **yes**, continue below.
- 2.4 The Academic Registrar considers and if relevant seeks approval from the Vice Principal of Learning and Teaching (usually through the VP’s advisory group):
If **no**: A feedback to the proposer is sent highlighting the existing code that can be used or why this code is not needed. The Head of ASL team is informed.
If **yes**, continue below.
- 2.5 Approval is granted to create a new decision code or to change an existing code:
PASS Enhancement Group Convenor updates the Head of the ASL team who ensures the change is made on the system.
Q&SC is advised of the new or changed decision code (usually at their last meeting of the session).
PASS Enhancement Group Convenor updates the decision code listing and communicates the change to members of PEG and to wider University through intranet update.

3 *Additional Information*

In session changes to decision codes are avoided where possible.