Progression and Award Board (PAB) Policy

Document reference: LAAT-ACAD-POL-PAB
Department / Function: Academic Quality and Standards
Owner: Academic Dean, Dr Manoj Ponugubati
Oversight Committee: Academic Board
Approving body: Academic Board (recommendation) / Board of Governors (final approval)
Version: v1.0
Status: Adopted
Date approved: 06/02/2026
Review date: Annually from the approval date
Supersedes: None

Regulatory Alignment with Office for Students (OfS) Conditions

The **Progression and Award Board Policy** supports the London Academy for Applied Technology's (LAAT) academic governance framework by ensuring that student progression and award decisions are made fairly, consistently, and in accordance with approved academic regulations. The policy aligns with **OfS Condition B4 (Assessment and Awards)** by setting out robust processes for confirming progression outcomes and awards based on valid, reliable, and properly moderated assessment evidence, and by ensuring that decisions are taken collectively through formally constituted academic boards.

The policy also aligns with **OfS Condition B5 (Sector-Recognised Standards)** by ensuring that progression thresholds, award classifications, and academic decision-making are consistent with sector benchmarks and the regulations of the validating partner, Plymouth Marjon University. This safeguards the credibility and comparability of academic awards.

In addition, the policy supports **OfS Condition C1 (Consumer Protection)** and **C5 (Treating Students Fairly)** by providing transparent information to students about how progression and award decisions are reached, the role of assessment boards, and the safeguards in place to ensure equitable treatment. Clear documentation, recorded decisions, and defined governance oversight also demonstrate compliance with **OfS Conditions E1 (Public Interest Governance)** and **E2 (Management and Governance)**, ensuring accountability, consistency, and effective institutional control over academic standards.

1. Purpose

This policy sets out LAAT's arrangements for the operation of **Progression and Award Boards (PABs)** for programmes delivered in partnership with Plymouth Marjon University.
The policy ensures that:

- Progression and award decisions are fair, consistent, and transparent
- Decisions are based on confirmed assessment outcomes

- Academic standards are maintained in line with PMU regulations

The policy supports compliance with:

- Plymouth Marjon University Student Regulations Framework (SRF)
- Office for Students (OfS) Conditions, particularly **Condition B (Quality and Standards)** and **Condition E (Management and Governance)**

2. Scope

This policy applies to:

Who

- Students registered on Plymouth Marjon University programmes delivered by LAAT
- Academic and professional staff involved in assessment, progression, and awards

What

- Decisions relating to student progression between academic levels
- Award of qualifications, classifications, and exit awards

Where

- All LAAT delivery sites and approved progression and award boards

Where there is any conflict between this policy and Plymouth Marjon University regulations, **the University's regulations shall take precedence**.

3. Definitions

Progression and Award Board (PAB) – A formally constituted academic board responsible for confirming student progression and awards.

Progression – A decision permitting a student to move to the next stage or level of study.

Award – The conferment of a qualification or exit award in line with approved regulations.

4. Principles

Progression and Award Board decisions are underpinned by the following principles:

- **Equity and fairness** – All students are treated consistently
- **Transparency** – Decisions are clearly recorded and auditable
- **Academic integrity** – Awards reflect confirmed academic achievement
- **Regulatory compliance** – Decisions align with partner university regulations
- **Due process** – Decisions follow approved procedures and timelines

5. Governance, Committees and Oversight

5.1 Governance Oversight

Overall oversight of Progression and Award Boards is provided by the **Academic Board**, with delegated monitoring through the **Academic Quality Panel**.

5.2 Reporting and Assurance

- Outcomes from PABs are reported through academic governance structures
- Any material issues or risks are escalated to the Academic Board

6. Policy Statement

6.1 Authority of the PAB

- The PAB has sole authority to confirm progression and award decisions.
- Individual staff members may not make progression or award decisions outside the PAB process.

6.2 Matters Considered

The PAB will consider:

- Confirmed module results approved through Module Assessment Boards
- Progression eligibility and conditions
- Award classifications and exit awards
- Mitigating circumstances and academic misconduct outcomes (where permitted by regulations)

6.3 Decision-Making

- Decisions are made collectively and recorded formally.
- Awards and progression decisions must comply fully with Plymouth Marjon University regulations.
- Decisions may not be communicated to students until formally confirmed.

6.4 Conduct of PAB Meetings

- PAB meetings are scheduled in the academic calendar
- All marks considered must have been confirmed by a Module Assessment Board
- Decisions are based on evidence and approved regulations
- PABs do not reconsider academic judgment at module level
- Students do not attend PAB meetings

7. Records and Documentation

- Formal minutes must be taken for each PAB meeting
- Approved progression and award decisions must be securely recorded
- Records must be retained for audit, regulatory, and partner-university review

8. Monitoring, Compliance and Review

Monitoring

- PAB operation is reviewed annually through academic governance processes.

Non-compliance

- Managed through academic governance and disciplinary procedures.

Review

- This policy will be reviewed every **two years**, or sooner if required by changes to partner university regulations.

9. Membership and Roles

9.1 Membership

A Progression and Award Board will normally include:

- Chair (Academic Dean or nominee)
- Programme Lead(s)
- Academic Quality Lead / Assessment Officer
- External Examiner(s), where required
- Registry or Academic Administration representative (as appropriate)

9.2 Responsible People/Roles

Academic Dean (policy owner): Dr Manoj Ponugubati

- Ensures the PAB operates in line with regulations, confirms progression and award decisions

Programme Lead: Mr Amarjeet Singh

- Present student outcomes and progression recommendations, highlight borderline or exceptional cases.

Head of Academic Quality: Dr Vishwanath Kokkonda

- Administration, guidance and procedural oversight

Assessment Officer / Registry: Ms Moluk All-Nakash

- Supports documentation, records decisions, and ensures accuracy of records

External Examiner: Dr. Dieu Hack-Polay

- Provide independent oversight of academic standards

List of people and contacts

Role	Name	Contact email
Dean (Policy Owner)	Dr Manoj Ponugubati	manoj@laat.ac.uk
Head of Academic Quality	Dr Vishwanath Kokkonda	vishwanath.kokkonda@laat.ac.uk
Programme lead	Mr Amarjeet Singh	amarjeet.singh@laat.ac.uk
Assessment officer	Ms Moluk All-Nakash	moluk@laat.ac.uk
External examiner	Dr Dieu Hack-Polay	dhack-polay@marjon.ac.uk

10. List of Document (LoD)

This policy should be read in conjunction with

- Module Assessment Board (MAB) Policy
- Marking and Moderation Policy
- Academic Misconduct Policy
- PMU Assessment Regulations
- Extenuating Circumstances Policy
- Academic Appeals Policy
- External Examining Policy
- Equality, Diversity and Inclusion Policy

- Data Protection Policy

11. Evidence

- Format Meeting Minutes
- Approved PAB lists
- Module Assessment Board (MAB) Policy
- Marking and Moderation Policy
- Academic Misconduct Policy
- Extenuating Circumstances Policy
- Academic Appeals Policy
- External Examining Policy
- PMU Assessment Regulations
- Equality, Diversity and Inclusion Policy
- Data Protection Policy

Mapping Table for evidence items related to OfS conditions

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Formal Meeting Minutes	Demonstrates transparent, auditable governance and decision-making through formally constituted boards and panels, including confirmation of assessment, progression, and award decisions. Provides assurance of institutional oversight and accountability	E1 (Effective governance), E2 (Management and control), B4 (Assessment and academic quality
Approved PAB List	Provides formal confirmation that student progression and award outcomes have been reviewed, approved, and ratified by the Progression and Award Board in line with academic regulations and partner-university requirements	B4 (Assessment and progression), B5 (Academic standards), E2 (Institutional control)
Module Assessment Board (MAB) Policy	Sets out formal arrangements for confirming module-level assessment outcomes, ensuring decisions are based on valid, moderated evidence and taken through properly constituted academic boards.	**B4** (Assessment and awards), **B5** (Sector-recognised standards), **E1** (Public interest governance), **E2** (Management and governance)

Marking and Moderation Policy	Demonstrates fair, consistent, and reliable marking and moderation processes to ensure the integrity, validity, and comparability of assessment outcomes.	**B4** (Assessment and awards), **B5** (Sector-recognised standards), **E3** (Accountability)
Academic Misconduct Policy	Provides a clear and fair framework for preventing, identifying, and addressing academic misconduct, safeguarding academic integrity and consistent decision-making.	**B4** (Assessment and awards), **C1** (Consumer protection), **C5** (Treating students fairly), **E3** (Accountability)
Extenuating Circumstances Policy	Establishes transparent and equitable arrangements for considering significant unforeseen circumstances affecting assessment or progression, applied consistently across programmes.	**B4** (Assessment and awards), **C1** (Consumer protection), **C5** (Treating students fairly), **E3** (Accountability)
Academic Appeals Policy	Provides students with a clear, accessible, and fair mechanism to appeal academic decisions, including defined grounds, timescales, and escalation routes.	**C1** (Consumer protection), **C2** (Student complaints scheme), **C5** (Treating students fairly), **E3** (Accountability)
External Examining Policy	Demonstrates independent oversight of academic standards through external examiners, supporting comparability, consistency, and sector-recognised standards.	**B5** (Sector-recognised standards), **B4** (Assessment and awards), **E1** (Public interest governance)
PMU Assessment Regulations	Evidence of alignment with the validating partner's academic regulations, ensuring controlled academic governance and maintenance of sector-recognised standards.	**B5** (Sector-recognised standards), **E1** (Public interest governance), **E2** (Management and governance)
Equality, Diversity and Inclusion Policy	Demonstrates commitment to fairness, inclusivity, and equal treatment in academic processes, assessment, and decision-making.	**C5** (Treating students fairly), **B1** (Academic experience), **E1** (Public interest governance)
Data Protection Policy	Ensures secure, lawful handling of personal data and confidentiality in academic and governance processes, supporting reliable information management.	**C1** (Consumer protection), **E2** (Management and governance), **F2** (Information controls)