AGENDA

1. **APOLOGIES**

2. **MINUTES OF PREVIOUS MEETING**

   To approve: Minutes of the meeting of 19\textsuperscript{th} January 2016 (Paper A)

2.1 **MATTERS ARISING**

   - CLTC Terms of Reference (Joy Candlsh)
   - Concessions Sub-Committee Terms of Reference (Joy Candlsh)
   - Arrivals Policy (Joy Candlsh)
   - Programme Change guidelines (Lynda Henderson)
   - Academic and Exam Misconduct cases (Lynda Henderson)

3. **CONVENOR’S REPORT**

   To receive: Report from the Convenor of arising issues.

4. **SENATE COMMITTEES / WORKING GROUPS**

   A) **SPECIAL CIRCUMSTANCES**

      To discuss:
      - Working Group Interim Report (Paper B)
      - Draft Special Circumstances policy (Paper C)
      - Draft Coursework Extension Policy (Paper D)
      - Paper providing commentary on the above (Paper E)

   B) **REVIEW OF ACADEMIC YEAR**

      To receive: Report from Joy Candlish of working group discussions.

   C) **ASSESSMENT AND PROGRESSION STEERING COMMITTEE**

      To receive: Report from Stephen Warrington on project status.

5. **USE OF CALCULATORS AND DICTIONARIES IN EXaminATIONS**

   To discuss: Proposed amendment to Exam Regulations (Paper F)

6. **COLLEGE CONCESSIONS**

7. **INNOVATIVE LEARNING WEEK**

   To receive: Verbal Reports from Schools on activities held during Innovative Learning Week and future plans.

8. **TUTORS AND DEMONSTRATORS PAY RATES**

   To discuss: School’s practices for tutor and demonstrator pay rates (Paper G).
9. **ANY OTHER BUSINESS**

10. **DATE OF NEXT MEETING**

   22nd March 2016