

UNIVERSITY OF ABERDEEN

**UNDERGRADUATE COMMITTEE**

A meeting of the Undergraduate Committee will be held on **Thursday, 6 February at 2.00 pm** in **Committee Room 2, University Office**.

Pat Rowand, Undergraduate Committee Clerk  
(Extn: 3387; E-mail: p.rowand@abdn.ac.uk)

**AGENDA**

**FOR APPROVAL**

- 1 Approval of the minute of the meeting held on 5 November 2019** (UG/060220/001)

**FOR DISCUSSION**

- 2 Matters Arising**

- 3 Committee Remit and Role Descriptor** (UG/060220/002)

Members are invited to note the Undergraduate Committee's remit and the role descriptor for the Undergraduate Committee.

- 4 Late Submission of Work Policy** (UG/060202/003)

Members are invited to consider and approve the recommendations contained in the attached paper regarding the penalties to be applied for unauthorised late submission of course work. The policy would apply from Academic Year 2020-21 onwards.

- 5 Personal Tutors** *Verbal Report from Chair*

- 6 AOCB**

**FOR INFORMATION**

- 7 Senate Digest**

Committee members are invited to note the contents of the [Senate Digest](#) for the 9 December 2019 meeting of Senate.

- 8 University Committee on Teaching and Learning (UCTL)**

Committee members' attention is drawn to the agendas for the [12 November 2019](#) and [15 January 2020](#) meetings of the UCTL.

- 9 Dates of Next Meeting**

Members are asked to note that the next meeting of the Committee is scheduled to take place on Monday, 23 March 2020 in Committee Room 2, University Office.