

Education Committee - Exceptions Subcommittee

Procedures for applying for an Exception from the University's Policies, Procedures and Academic Regulations as part of Programme Approval/Review

All Programme and Assessment Boards are expected to conform to the University's Policies, Procedures and Academic Regulations. Any exceptions must receive formal approval by the University. Proposed exceptions must be first submitted to the **Department of Quality Assurance and Enhancement** for consideration and advice and thereafter may be submitted to the Education Committee's **Exceptions Subcommittee** for consideration.

The process for completing an Exception case is as follows:

1. All Exceptions cases must be submitted using the standard form.
2. The following information is required as part of any request:
 - Programmes and/or modules affected
 - The specific regulation, policy or procedure to which the Exception applies
 - Where the proposed exception relates to Honours Classification calculations, the case must identify replacement regulations to be used in place of Section 19.4 and Sections 19.6-19.9 (inclusive) of the standard University Assessment Regulations for undergraduate programmes.
 - The academic rationale for the Exception with supporting evidence of Consultation with stakeholders
 - Evidence of Professional, Statutory or Regulatory Body (PSRB) requirements which are relevant to the exception claim
 - The session, trimester and student cohort where the exception is intended to begin
 - For cases presented outwith the normal programme approval/review cycle, a rationale for the timing of the exception case submission.
3. All forms must be authorised by the appropriate Associate Dean for Learning, Teaching and Quality (or equivalent role for programmes offered outside SCEBE, SHLS and GSBS).
4. The Exceptions Subcommittee of the Education Committee will meet twice per academic session to consider cases for (potential) implementation at the beginning of the following academic session.
5. Any cases that arise outside this timeframe can only be considered with the agreement of the Chair of the Education Committee.
6. The completed form and any evidence relating to PSRB requirements must be submitted to the Department of Quality Assurance and Enhancement (QAE).

**CASE FOR EXCEPTION FROM UNIVERSITY POLICIES,
PROCEDURES OR ACADEMIC REGULATIONS**



FOR OFFICE USE ONLY	
CASE NUMBER	
DATE EFFECTIVE FROM	
DATE APPROVED	

PROGRAMME(S) AFFECTED	
Programme Code	Programme Title

MODULE(S) AFFECTED	
Module Code	Module Title

REGULATION(S) TO WHICH EXCEPTION IS RELEVANT:
Which regulation/policy/procedure are you seeking to amend in this Case? (Please also cite paragraph number, heading and/or page reference)

SUMMARY OF EXCEPTION(S) BEING SOUGHT
What is the change you are proposing?

RATIONALE FOR EXCEPTION(S)
Please include full details of context and rationale for proposed change (Exception)

WHEN IS THE EXCEPTION INTENDED TO BEGIN?

Session:

Trimester:

Programme Cohort:

CONSULTATION UNDERTAKEN FOR EXCEPTION

Please complete the checklist and provide summary of each consultation below (evidence can be attached to this form):

Consultation with School	<input type="checkbox"/>
Consultation and agreement with External Expert(s)	<input type="checkbox"/>
Consultation with Professional, Statutory and/or Regulatory Body	<input type="checkbox"/>
Consultation with Students	<input type="checkbox"/>

IMPACT ON CALCULATION SET

How will this change or these changes impact the overall Honours/Masters calculation set?

EVIDENCE OF PROFESSIONAL, STATUTORY AND/OR REGULATORY BODY REQUIREMENTS

Please include evidence of PSRB requirements that are relevant to the exception claim, e.g. extracts from/references to PSRB regulations; correspondence from PSRBs (Evidence may be attached to the form)

SCHOOL AUTHORISATION

Proposer & Role:

Date:

Associate Dean LTQ Endorsement:

Date:

REQUEST TO REMOVE AND RESCIND ACTIVE EXCEPTIONS CASE



CASE NUMBER:

PROGRAMME(S) AFFECTED

Programme Code	Programme Title

MODULE(S) AFFECTED

Module Code	Module Title

DETAILS OF CURRENTLY APPROVED EXCEPTIONS (to be removed)

Please provide the details of the current exception

RATIONALE FOR RESCINDMENT

Please provide the rationale as to why this exceptions case is no longer required.

Is this exception to be replaced with a new Case?

Yes

No

If Yes, please provide the new case number where known:

Subject to successful application are:

EFFECTIVE DATE THAT THE EXCEPTION WILL NO LONGER BE APPLICABLE FROM:

Session:	
Trimester:	
Programme Cohort: <i>(e.g. Year of Intake)</i>	

SCHOOL AUTHORISATION

Name and Role of Proposer:		Date:	
Signature of Associate Dean LTQ:		Date:	