

EDUCATION COMMITTEE - EXCEPTIONS SUBCOMMITTEE

Procedures for applying for an Exception from the University's Policies, Procedures and Academic Regulations.

All Programme and Progression and Award 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 exception 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
 - Evidence of Professional, Statutory or Regulatory Body requirements which are relevant to the exception claim
 - The session, trimester and student cohort where the exception is intended to begin
 - Confirmation that student consultation has been undertaken, where appropriate.
3. All forms must be authorised by the appropriate Associate Dean for Learning, Teaching and Quality (or equivalent role for programmes offered outwith SCEBE, SHLS and GSBS).
4. Cases will normally be considered by the Exceptions Subcommittee once in Trimester A and once in Trimester B of each academic year.
5. Any cases that arise outwith this timeframe may be submitted for Chair's Action.
6. The completed form and any evidence relating to PSRB requirements must be submitted to the Department of Quality Assurance and Enhancement.

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



CASE NO:

PROGRAMME(S) AFFECTED

Programme Code

Programme Title

MODULE(S) AFFECTED

Module Code

Module Title

EXCEPTION(S) BEING SOUGHT

Please provide a summary of the exception being sought

REGULATION(S) TO WHICH EXCEPTION IS RELEVANT:

Please cite the regulation/policy/procedure (including paragraph number, heading and/or page reference)

RATIONALE FOR EXCEPTION

Please include details of any relevant consultation undertaken

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)

WHEN IS THE EXCEPTION INTENDED TO BEGIN?

Session:

Trimester:

Programme Cohort:

Has student consultation been undertaken, where appropriate, with all affected cohorts?: Yes/No

SCHOOL AUTHORISATION

Proposer & Role:

Date:

Associate Dean LTQ Endorsement:

Date: