

VARIATION/EXEMPTION FROM UNIVERSITY REGULATIONS

DEALING WITH REQUESTS FOR EXEMPTION FROM/VARIATION TO THE UNIVERSITY REGULATIONS FOR UNDERGRADUATE OR TAUGHT POSTGRADUATE PROGRAMMES OF STUDY AS PART OF THE PARM PROCESS

EXEMPTION: total exclusion from the regulations

VARIATION: exemption/variation to limited sections of the regulations

In all cases programmes are expected to work within the University's programme regulations unless there are clear and significant clashes with, for example, PSRB **requirements**. Full exemption is approved for a programme leading to a University award only in the most exceptional circumstances.

EXISTING EXEMPTIONS/VARIATIONS

Exemptions from/variations to the regulations that are already in approval: these will stand unless there is good reason to review them. However, they should be listed in the SAF with a statement confirming that the PSRB/External body regulations requiring the exemption/variation are still relevant and in force.

REQUESTS FOR NEW/ADDITIONAL EXEMPTIONS/VARIATIONS

Requests for new/additional exemptions from/variations to regulations should be flagged in the SAF. Requests should be accompanied with the relevant evidence from the PSRB/External Body which requires the variations.

On submission of the Strategic Approval Form (SAF), requests will be scrutinised by the Head of CASQE and, if appropriate, will be submitted to the Academic Standards Sub- committee (ASSc) for consideration.

Approval from the ASSc must be received **BEFORE*** the Panel event.

*NB: Approval process - Approved by ASSc
- Reported to ADC for information*

** In very exceptional cases where approval has not been secured/completed prior to the event, see below for proposed action.*

ACTION REQUIRED BY THE PARM PANEL

Documentation should make clear that any exemptions from/variations to the regulations have received approval in principle from ASSc.

In such cases, if the Panel is satisfied with the proposals, the recommended outcome of the Panel would be:

Section A12 - Summary of Outcome:

The Panel recommended:

1. [Initial/continued] approval [as modified to include...] with effect from September Year [without condition/subject to fulfilment of the [x] conditions in Section A13 below.]
[A full list of the award titles approved may be found in para [x] of the updated programme specification appended hereto].
2. *continued exemption /that exemption from/variation to Regulation(s) of the University's Undergraduate/Taught Postgraduate* (*delete as appropriate) Programmes, currently in approval/ as approved by the Learning Teaching and Assessment Sub-committee of Academic Development Committee be noted.*

*** ACTION BY THE PANEL WHERE THE APPROVAL PROCESS HAS NOT BEEN FULLY COMPLETED:**

At the Panel event proposals for exemption/variance should be given full consideration and, if the panel is minded to recommend approval, this should be in the form of a **CONDITIONAL OUTCOME**.

In such cases the suggested amendment to the wording for the report should be: Section A12

- Summary of Outcome:

The Panel recommended:

1. [Initial/continued] approval [as modified to include...] with effect from September Year [without condition/subject to fulfilment of the [x] conditions in Section A13 below.]
2. that the Academic Standards Sub-committee approve the requested exemption from Regulation(s) Of the University's Regulations for Undergraduate/Taught Postgraduate* Programmes (*delete as appropriate*)

PLUS a condition of approval should also be set

Section A13 – Conditions of Approval

1. The request for exemption from/variation to regulation(s) University's Regulations for Undergraduate or Taught Postgraduate Programme of Studies be considered and approved by the Academic Standards Sub-committee prior to final confirmation of the Panel's recommendation to *approve the programme/modifications to the programme*.

Approval process:

- ASSc approval of exemption/variation
- Confirmation of ASSc approval to Panel Chair to enable him/her to confirm compliance with condition (along with any other conditions as normal)
- Approval of Panel recommendation by ASSc