# Form G3

# Application for variation to Undergraduate Regulations or Postgraduate Regulations

Courses with an approved exemption/variant to the Undergraduate Regulations or Postgraduate Regulations are required to submit a new request if the course is being revalidated.

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| **Faculty:** |  |
| **Course(s):**  (please list every version of the course that the variation will be applied to, including where delivered with a collaborative partner) |  |
| **Collaborative Partner(s):**  **(if applicable)** |  |

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| **Details and rationale for the proposed variation:** |
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| **Please indicate with Y/N which of the following apply:** |
| **Variation to:** |
| Undergraduate Regulations?  Postgraduate Regulations? |
| **The variant requested is:** |
| New?  Supersedes an existing variant? |
| **Please specify with Y/N when the proposed variation applies:** |
| to the next cohort of applicants?; or  to current applicants?; or  to current applicants and/or existing students where a process of consultation and  agreement has been completed?; or  immediately if the revisions are clearly to the advantage of students? |
| **Please provide details:** |
| **Please specify category of variant:** **PSRB, Collaborative Partner (CP) compatibility, Revised** **regulations or Module credit size / assessment.**  **Please write details below for whichever category/categories apply.** |
| **PSRB**  *To meet PSRB requirements. This includes variants that might be due to a secondary effect of the PSRB requirement,* *e.g. the need to rationalise all provision within a cognate group of programmes.*  *Evidence must be provided to confirm the PSRB requirement in “Evidence of PSRB requirements” below.*  *Note: The Achieving a Pass rule can be changed by faculty delegated powers via the G4 form.* |
| **Please provide details:** |
| **Evidence of PSRB requirements**  **(where applicable):**  *(Please provide relevant excerpts from PSRB regulations/standards which requires this variation to be in place. Alternatively, you can provide a link to the relevant document and references to where the relevant requirements are located.)* |
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| **Collaborative Partner (CP) compatibility**  *A compromise with a* ***collaborative partner*** *and their requirements,* *e.g. to meet the needs of a validated closed course or in joint, double and dual degree arrangements.* |
| **Please provide details:** |
| **Revised regulations**  *When revisions to regulations impact on specific cohorts. Please indicate the duration of the requested variant.* |
| **Please provide details:** |
| **Module credit size / assessment**  *Where a large module affects the limits of credit that can be retaken, and the module cannot be expressed in smaller modules without compromising the academic aims;*  *or*  *A module is not graded, and so affects the amount of credit available to include in the classification algorithm.* |
| **Please provide details:** |

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| **Proposed implementation date:** |
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| **Details of consultation with other faculties/collaborative partner(s)**  **(where applicable):** |
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| **Details of implementation plan:** |
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Approved course specific variations/additions to the Undergraduate and Postgraduate Regulations must be clearly published in Programme Specifications and course presence pages/course handbooks. Where the specific regulations apply immediately, students must be informed and an updated version of the Programme Specification be submitted to QAE. Care must be taken over version control and references in course canvas pages.

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| **Proposed text to be included in the Programme Specification:** |
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| **Consultation with students (if applicable):**  *Please include, or attach, details of student consultation (if applicable) and extract of approval by relevant field* |
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**Consultation with Regulatory Assessment and Student Casework (RASC)**

To assess regulatory implications and to assist on designing well-articulated variants to present at RFC

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| **Name of person consulted** | **Outcome** |
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**Consultation with Student Records and Returns**

To assess impact on SITS and reporting issues

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| **Name of person consulted** | **Outcome** |
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**Approval by Faculty:**

I confirm that the Faculty approves the proposed variation with effect from the date indicated:

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| **Signature – Dean of Faculty (or nominee)** |  |
| **Name:** |  |
| **Date:** |  |