**ACADEMIC CALENDAR EXCEPTION REQUEST FORM**

**FOR DELIVERY ARRANGEMENTS**

This form should be used to apply for exceptional arrangements to differ from one of the [main academic calendars approved](https://cccu.canterbury.ac.uk/registry-services/academic-calendars/staff-calendars/know-your-calendars.aspx) by the Academic Board.

This form should only be completed once the [Academic Calendar Principles Document](https://cccu.canterbury.ac.uk/registry-services/docs/academic-calendars/Academic-Calendar-Principles-23-24.pdf) and the Exception Calendar Process map have been read.

This form should be completed by the Course Director (or equivalent) in consultation with:

* The relevant Head(s) of School and Faculty Registrar
* A senior member of Learning & Teaching
* Registry Services (via Registry Policy & Projects Manager)

It must also have sign off from the relevant Head(s) of School, Faculty Registrar, LTE and the Director of Registry Services before being sent to the Faculty Quality Office for presentation to Faculty Education and Portfolio Sub-Committee (FEPSC), and subsequently the Education Committee (EC).

One form can be completed to cover multiple courses with the same rationale within the same School/Faculty, but all associated Course Directors and Heads of School must sign the form.

The completed form should be submitted to your Faculty Quality Office for discussion at the next available FEPSC**.** The relevant Head(s) of School will be responsible for presenting the request to FEPSC for consideration. Where FEPSC supports the request, it will then be presented to EC by the Faculty, for final consideration.

Key issues to note in applying for exceptional calendar arrangements:

* Exceptional arrangements will only be granted where there is a significant academic or Professional, Statutory, Regulatory Body (PSRB) requirement
* Exceptional arrangements will be granted within the timeframes agreed, either until the curriculum can be adapted to operate in line with a calendar, or the next periodic course review, whichever is sooner
* Exceptional arrangements may be sought for all or some elements of the changes. A rationale will need to be provided for each element for which exceptional arrangements are being sought.

**SECTION ONE – COURSE DETAILS**

|  |  |
| --- | --- |
| **Course Award and Title** |  |
| **Route title** |  |
| **Course Code** |  |
| **Faculty** |  |
| **School / Centre** |  |
| **Collaborative Partner (where relevant)** |  |
| **Course Director (or equivalent)** |  |
| **Other Courses (award/title and codes) which will be affected by the change** |  |
| **Mode of Attendance (please delete those not relevant)** | **Full time / Part time / Distance learning / Blended learning** |
| **UG Courses**  **Please tick to indicate the box(es) relevant to this course** | |  |  | | --- | --- | | **Single Honours** |  | | **Single and combined Honours** |  | | **Combined Honours** |  | | **Apprenticeship** |  | | **Foundation Degree** |  | | **Accelerated Degree** |  | |
| **PG Courses**  **Please tick to indicate the box relevant to this course** | |  |  | | --- | --- | | **Postgraduate Taught** |  | | **Postgraduate Research** |  | |

**SECTION TWO – CALENDAR EXCEPTION REQUESTS**

Please indicate in this section the type of calendar exception being sought:

|  |  |
| --- | --- |
| **Variation to a current main Academic Calendar** | A new Intake point for a main calendar  A variation to a main calendar’s structure or principles |
| **Agreement for a new, exception calendar** | The proposed calendar is substantively different to any current main calendar |

Please also indicate the period for which the exceptional arrangements are sought:

|  |  |  |
| --- | --- | --- |
| **State the academic year from when the calendar exception will start** | **Period for which the calendar exception will apply (select one)** | |
|  | When is it proposed to start | Is it for a specific time period, or ongoing |
|  | DATE | if for specific period, include dates and rationale for time-limited application |

**SECTION THREE – RATIONALE AND PROPOSAL**

Please provide a rationale for the exception request(s) and a proposal in terms of how you propose to structure the academic year. Where relevant please attach any documentation in support of your exception request.

|  |
| --- |
|  |

Please outline any alternative proposal(s) that were explored and the rationale for rejecting the alternative proposal(s).

|  |
| --- |
|  |

**INDICATIVE ACADEMIC CALENDAR**

Please provide an indicative academic calendar for your course. This needs to include the same information as the [approved academic calendars](https://cccu.canterbury.ac.uk/registry-services/academic-calendars/staff-calendars/know-your-calendars.aspx), for comparison.

**SECTION FOUR – CONSIDERATION BY LEARNING AND TEACHING ENHANCEMENT**

Prior to submission to the Faculty Quality Office for presentation to FEPSC, please discuss with a senior member of the Learning and Teaching Enhancement Team (via [LTE-ADMIN@canterbury.ac.uk](mailto:LTE-ADMIN@canterbury.ac.uk)) for completion of this section of the form.

|  |
| --- |
| Comments (*For completion by LTE, please provide a brief summary of the discussions held regarding the proposal and give an indication of whether from a Learning and Teaching perspective the proposal is supported):* |

**SECTION FIVE – CONSIDERATION BY REGISTRY SERVICES**

Prior to submission to the Faculty Quality Office for presentation to FEPSC, please discuss with the Registry Policy & Projects Manager (via [registry.policies@canterbury.ac.uk](mailto:registry.policies@canterbury.ac.uk)) for completion of this section of the form.

|  |  |  |  |
| --- | --- | --- | --- |
| Comments (*For completion by Registry Services, please provide a brief summary of the discussions held regarding the proposal and give an indication of whether from a Registry Services perspective the proposal is supported):* | | | |
| RS signature:  RS name: |  | Date: |  |

**SECTION SIX – FACULTY APPROVAL**

By signing below all parties are confirming that the details given on this form are correct, a clear rationale is presented for the elements for which exceptional arrangements are sought and the proposal has been discussed with relevant senior members of Learning and Teaching Enhancement and Registry Services prior to submission to the Faculty Quality Office for presentation to FEPSC.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Directors for all courses (add additional boxes if required)** | | | |
| **Course Director signature:** |  | **Date:** |  |
| **Head of School for all courses (add additional boxes if required):** | | | |
| **Head of School signature:** |  | **Date:** |  |
| **Faculty Registrar signature:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Date considered by the FEPSC**  Please state if this was via Chair’s Action |  |

|  |  |  |
| --- | --- | --- |
| **Recommended for approval by the FEPSC** | YES | NO |

Please contact [quality@canterbury.ac.uk](mailto:quality@canterbury.ac.uk) with any queries.

Once this form has been completed, please submit to your Faculty Quality Office.

Proposals supported by FEPSC should then be submitted to the Education Committee for final approval via [QSOCommittees@canterbury.ac.uk](mailto:QSOCommittees@canterbury.ac.uk)