

Exception Calendar Development & Sign Off Process

Before using the below process, staff must read the [Academic Calendar Principles](#) document. NB: An exception calendar will only be agreed where a significant academic or Professional, Statutory, Regulatory Body (PSRB) requirement exists which cannot be accommodated within a standard, main academic calendar.

Where it is identified through the Course Approval process that a course / multiple courses:

- A. cannot operate within one of the University's [Main Academic Calendars](#); or
- B. could operate within a main academic calendar, but with a variation to that calendar's structure or academic principles; or
- C. could operate within a main academic calendar, but requires one or more cohort intake points not currently agreed for that calendar.

the following process must be followed in order to consider and (where appropriate) approve an exception calendar for that course.

Stage 1 – Consideration &

The relevant Course Director(s) (or equivalent) must complete consultation steps A and B, and then Step C before the request is presented to Faculty Portfolio Planning Executive (FPPE), and then Academic Strategy Committee (ASC)

A – Consult with relevant Head(s) of School, Faculty Registrar and a senior member of Learning & Teaching (LTE-ADMIN@) to:

- Discuss any alternative options which would enable the course(s) to align with a standard main calendar and its intake points
- Where the above is determined not to be possible, agree the rationale / proposed structure / principles for the Exception Calendar

B – Consult the Registry Policy & Projects Manager (registry.policies@) to develop an indicative academic calendar, based on the principles / structure agreed in step A, and ensure all required Registry Service consultation is complete.

C - The relevant Course Director(s) (or equivalent) completes the [Academic Calendar Exception request form](#), setting out details agreed in steps A and B then circulates to the Head(s) of School, Faculty Registrar, relevant LTE member(s) and Director of Registry Services (via registry.policies@) for completion of their sections of the form. The completed form is then submitted to the Faculty Quality Office

D – Head(s) of School presents the request to FPPE

FPPE supports Request

FPPE requires form updates

FPPE does not support Request

E – Faculty Quality refers the final form to ASC

end of process

ASC approves Exception Calendar request

Stage 2 – Exception Calendar Implementation, post ASC

decision

The relevant Course Director(s) (or equivalent), Faculty Quality, Registry Policy & Projects Manager, and as appropriate Finance (student Fees) and IPAD/UKPAU staff members, will develop and agree the final Exception Calendar document (and any associated operational calendar, and SLC term dates uploads)



The Registry Policy & Projects Manager will ensure:

- the final copy is stored, and available to relevant staff, on the Academic Calendar SharePoint
- make any required updates to staff-facing Registry Service calendar webpages
- work with Student Communications to make any required update to student-facing University dates / result dates webpages



The Course Director / Faculty Quality / IPAD/UKPAU (as appropriate) will ensure:

- all relevant staff (University & Partner) are aware of the agreed calendar and its operational requirements
- ensure any actions relating to applicant or student information/resources linked to or based on the calendar dates are undertaken, in line with relevant timeframes

After the calendar is agreed – the Registry Policy & Projects Manager will ensure an updated calendar is provided for each subsequent academic year (in consultation with the Faculty and Registry Services).

If any amendment (or, in rare cases significant change) is required to the agreed Exception Calendar, after stage 2 is complete, this must be raised as soon as possible with the FDQ and Registry Policy & Projects Manager for discussion and agreement as to next steps.