Exception Request Form

**CANTERBURY CHRIST CHURCH UNIVERSITY**

**Academic Calendars**

**Exception Request Form**

This form should be used to apply for exceptional arrangements to differ from one of the five academic calendars approved by the Education and Student Experience Committee and Academic Board. This form should only be completed once the Academic Calendar Changes Briefing Document has been read.

This form should be completed by the Programme Director (or equivalent). The exception request must be discussed with the Head of School and a senior member of Learning and Teaching Enhancement who will add their comments to the form prior to submission. Where there are multiple programmes in the same School / Faculty with the same exception request with the same rationale, one form can be completed to cover multiple programmes but all relevant Programme Directors and Heads of School must sign it.

The completed form should be submitted to your Faculty Director of Quality**.** Subject to approval by the Faculty Academic Dean, requests will be considered by the Academic Strategy Committee. Your Faculty Director of Quality will notify you of the outcome shortly after consideration by the Academic Strategy Committee.

Key issues to note in applying for exceptional arrangements:

* Exceptional arrangements will only be granted where there is a significant academic or professional reason.
* Exceptional arrangements may be sought for the 2020-21 academic year only or for the 2020-21 academic year onwards (until the next Periodic Programme Review when it is expected the programme will be reviewed again with a view to aligning to one of the five academic calendars).
* 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 – PROGRAMME DETAILS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme Award and Title** |  | | | | | | | | |
| **Programme Code** |  | | | | | | | | |
| **Faculty** |  | | | | | | | | |
| **School / Centre** |  | | | | | | | | |
| **Collaborative Partner (where relevant)** |  | | | | | | | | |
| **Programme /Pathway Director (or equivalent)** |  | | | | | | | | |
| **Other Programmes (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 Programmes - Please tick to indicate the box(es) relevant to this programme** | **Single honours only** | |  | **Single honours and combined honours** | |  | **Combined honours only** | |  |
| **Apprenticeship** | |  | **Foundation Degree** | |  | **Accelerated Degree** | |  |
| **PG Programmes - Please tick to indicate the box relevant to this programme** | **Postgraduate Taught** |  | | | **Postgraduate Research** | | |  | |

**SECTION TWO – EXCEPTION REQUESTS**

Please indicate in this section the elements of the new academic calendar changes for which exceptional arrangements are being sought:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delivery in line with the five approved Academic Calendars** | **Exception sought** |  | **No Exception sought** |  |
| **Module delivery in a semester / trimester-length pattern with an equal number of credits taken in each semester / trimester** | **Exception sought** |  | **No Exception sought** |  |

For programmes with professionally regulated placements to meet professional requirements only:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delivery of non-placement modules as semester / trimester length** | **Exception sought** |  | **No Exception sought** |  |
| **Equal number of credits taken in each semester / trimester** | **Exception sought** |  | **No Exception sought** |  |
| **Delivery of module(s) to commence in the first week of a semester / trimester** | **Exception sought** |  | **No Exception sought** |  |

Please also indicate the period for which the exceptional arrangements are sought (please delete as appropriate):

**2020-21 academic year only**

**2020-21 academic year until the next Periodic Programme Review in 20XX-XX**

**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.

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

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**INDICATIVE ACADEMIC CALENDAR**

Please also provide an indicative academic calendar for your programme. This needs to include the same information as the approved academic calendars, which are included below.

Please complete the final column with details of the indicative calendar for your programme. Where your programme requires different calendars for different years of the programme, you can delete the approved University calendars to enable this information to be included. However, to enable a comparison to take place, please leave the one approved University calendar, to which the programme was expected to align, based on the information set out in the Briefing Document.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Uni Week** | **W/B Date** | **A: Semester** | **B1: Semester Long (P1)** | **B2: Semester Long (P2)** | | **C: Trimesters** | **D: Trimesters (Early Start)** |
| 1 | 27-Aug |  |  |  | | 13 (Assess\*) | Hol |
| 2 | 03-Sep |  | Welcome | Welcome | | Hol (Mark) | Reassess / Welcome |
| 3 | 10-Sep |  | Register/1 | Register/1 | | Hol (Mark) | Register/1 |
| 4 | 17-Sep | Welcome | 2 | 2 | | Welcome | 2 |
| 5 | 24-Sep | 1 | 3 | 3 | | 1 | 3 |
| 6 | 01-Oct | 2 | 4 | 4 | | 2 | 4 |
| 7 | 08-Oct | 3 | 5 | 5 | | 3 | 5 |
| 8 | 15-Oct | 4 | 6 | 6 | | 4 |  |
| 9 | 22-Oct | 5 (ADW) | 7 (ADW) | 7 (ADW) | | 5 (ADW) | 7 |
| 10 | 29-Oct | 6 | 8 | 8 | | 6 | 8 |
| 11 | 05-Nov | 7 | 9 | 9 | | 7 | 9 |
| 12 | 12-Nov | 8 | 10 | 10 | | 8 | 10 |
| 13 | 19-Nov | 9 | 11 | 11 | | 9 | 11 |
| 14 | 26-Nov | 10 | 12 | 12 | | 10 | 12 |
| 15 | 03-Dec | 11 | 13 | 13 | | 11 | 13 (Assess\*) |
| 16 | 10-Dec | 12 | 14 | 14 | | 12 | 14 (Assess\*) |
| 17 | 17-Dec | Hol | 15 | 15 | Hol | Hol | 15 (Assess) |
| 18 | 24-Dec | Hol | Hol | Hol | | Hol | Hol |
| 19 | 31-Dec | 13 (Study) | Hol | Hol | 15 | 13 (Study) | Hol |
| 20 | 07-Jan | 14 (Assess\*) | 16 | 16 | | 14 (Assess\*) | 1 |
| 21 | 14-Jan | 15 (Assess\*) | 17 | 17 | | 15 (Assess\*) | 2 |
| 22 | 21-Jan | 1 (PDW) | 18 | 18 | | 1 (PDW) | 3 |
| 23 | 28-Jan | 2 | 19 | 19 | | 2 | 4 |
| 24 | 04-Feb | 3 | 20 (Assess\*) | 20 (Assess\*) | | 3 | 5 |
| 25 | 11-Feb | 4 | 1 | 1 | | 4 | 6 |
| 26 | 18-Feb | 5 | 2 | 2 | | 5 | 7 |
| 27 | 25-Feb | 6 | 3 | 3 | | 6 | 8 |
| 28 | 04-Mar | 7 | 4 | 4 | | 7 | 9 |
| 29 | 11-Mar | 8 | 5 | 5 | | 8 | 10 |
| 30 | 18-Mar | 9 | 6 | 6 | | 9 | 11 |
| 31 | 25-Mar | 10 | 7 | 7 | | 10 | 12 |
| 32 | 01-Apr | 11 | 8 | 8 | | 11 | 13 (Assess\*) |
| 33 | 08-Apr | 12 | Hol | Hol | | 12 | Hol |
| 34 | 15-Apr | Hol | Hol | Hol | | Hol | Hol |
| 35 | 22-Apr | Hol | 9 | 9 | | Hol | 14 (Assess\*) |
| 36 | 29-Apr | 13 (Study) | 10 | 10 | | 13 (Study) | 15 (Assess) |
| 37 | 06-May | 14 (Assess\*) | 11 | 11 | | 14 (Assess\*) | 1 |
| 38 | 13-May | 15 (Assess\*) | 12 | 12 | | 15 (Assess\*) | 2 |
| 39 | 20-May |  | 13 | 13 | | Hol (Mark) | 3 |
| 40 | 27-May |  | 14 (ADW) | 14 (ADW) | | Hol (Mark) | 4 |
| 41 | 03-Jun |  | 15 | 15 | | 1 | 5 |
| 42 | 10-Jun |  | 16 | 16 | | 2 | 6 |
| 43 | 17-Jun |  | 17 | 17 | | 3 | 7 |
| 44 | 24-Jun |  | 18 (Assess) | 18 (Assess) | | 4 | 8 |
| 45 | 01-Jul |  | 19 (Assess\*) | 19 (Assess\*) | | 5 | 9 |
| 46 | 08-Jul | Reassess | 20 (Assess\*) | 20 (Assess\*) | | 6 | 10 |
| 47 | 15-Jul |  |  |  | | 7 | 11 |
| 48 | 22-Jul |  |  |  | | 8 | 12 |
| 49 | 29-Jul |  |  |  | | 9 (Assess – accelerated degrees\*) | 13 (Assess\*) |
| 50 | 05-Aug |  |  |  | | 10 | 14 (Assess\*) |
| 51 | 12-Aug |  |  |  | | 11 | 15 (Assess) |
| 52 | 19-Aug |  | Reassess | Reassess | | 12 (Assess\*) | Hol |

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

Prior to submission, please discuss with a senior member of the Learning and Teaching Enhancement Team (via [claire.haines@canterbury.ac.uk](mailto:claire.haines@canterbury.ac.uk)) who should complete 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):* | | | |
| LTE signature:  LTE name: |  | Date: |  |

**SECTION FIVE - AUTHORISATION FOR THE EXCEPTIONAL ARRANGEMENTS REQUEST TO GO FORWARD**

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 a senior member of Learning and Teaching Enhancement.

**Programme Director(s) (or equivalent) for all award titles listed above** (add boxes as necessary)

|  |
| --- |
| **Signed: Date:**  **Programme:** |

**Head of School / Centre**

|  |
| --- |
| **Signed: Date:**  **School / Centre:** |

**SECTION SIX – FACULTY APPROVAL**

By signing below, the Academic Dean is confirming their support for the exceptional arrangements request to proceed for consideration to the Academic Strategy Committee.

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| --- | --- |
| **Academic Dean:** | |
| **Comments:** | |
| **Signed:** | **Date:** |

-----For office use only----

**SECTION SEVEN – ACADEMIC STRATEGY COMMITTEE CONSIDERATION**

***For completion by the Secretary to the Academic Strategy Committee (ASC):***

|  |  |
| --- | --- |
| Date considered by ASC: |  |
| Decision of ASC: | **Approve / Reject** |