T2.2 Request for variation from University Regulations

For new programmes, requests for variations from the regulations **must be approved in advance** of the validation event.

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| **Programme for which variation is sought:** Award/s and programme title/s to which variation will apply. |
| **Current regulation:** Give reference to the specific section/s of the [regulation](https://www.brookes.ac.uk/regulations) or [policy](https://www.brookes.ac.uk/regulations/academic-policies) from which you wish to request the variation.  |
| **Variation requested:** Detail of variation required – please provide the proposed text to be included in the programme documentation to notify students of the variation which applies to their programme. |
| **Rationale for variation:** Provide a rationale for the variation, referring to:* Consultation process (students, employers, external examiner, etc)
* Impact on University policies on assessment and awards
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| Implications for students on programmes delivered through collaborative partnerships:Please give specific details of if and how the requested variation will apply to students on collaborative programmes – in the UK or internationally. Please include details of when the new or changed requirements/rules will be implemented, and how they will be communicated to students; and if and why any specific partnership arrangements will not be included. |

Approval and reporting

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| Programme Lead | Name  |
| External Examiner | For existing programmes, give name of EE and confirm they have been consulted.  |
| Student Records & Curriculum Management Team | Programme Leads must consult their Faculty link Curriculum and Student Information Manager prior to submission of the variation to FAESC/QLIC for approvalGive date of agreement of variation with the Student Records & Curriculum Management Team |
| Faculty AESC/QLIC | Date of approval / minute reference Date from which the variation should apply  |
| University QLIC | Date of approval / minute reference  |
| APQO | Date approved variation forwarded to Student Records & Curriculum Management Team (*with the programme documentation in the case of new programmes*) and variation logged in programme file. |