A close-up of a logo

Description automatically generated

**CAP Form 9: Request for Variation to Regulations**

This form is to be used for the proposal and approval of variations to regulations for taught courses as set out in the TCRF or standard text of Programme Specifications. Most commonly this relates to admissions requirements, course structure, or assessment regulations.

The completed and signed form (and any supporting material) should be submitted to AQU.Please note that variations will only be approved in **exceptional circumstances**, for example to meet professional, statutory or regulatory body accreditation requirements.

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| **1. School/Institute**(Academic Partner, if relevant) |  |

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| **2. Course** (Award/course title to which this request relates) |  |

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| **3. Course Status** *(please select)* |  | Existing Course |  | Proposed new course |

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| **4. Course Leader** |  |

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| **5. Proposed variation(s) to standard University Regulations (TCRF)**  Please summarise/list the requested variation/s (referencing the TCRF relevant SECTION). |
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| **6. Rationale for variation/s**  Please provide a strong rationale for requesting this variation. Where relevant, attach supporting evidence from the PSRB confirming requirements. |
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| **7. Proposed wording of variation**  Please provide the proposed wording of the variation to be included in the Course Programme Specification. |
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| **8. Proposed implementation date** |  |

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| **9. Approval by Head of School/Institute** | | | |
| Signed: |  | Date: |  | |

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| **10. Approval from Academic Registrar** | | | |
| Signed: |  | Date: |  |
| Conditions of approval (if any) or if not approved, reasons for non-approval | | | |
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| **11. Approval from Head of Academic Quality** | | | |
| Signed: |  | Date: |  |
| Conditions of approval (if any) or if not approved, reasons for non-approval | | | |
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