**Template for requesting an exemption from the University Standard 15 credit module structure**

Please complete one template per programme. Multiple programmes can be submitted together if the same reasons and supporting evidence apply. In this instance supporting evidence need only be submitted once. For Joint Honours Programmes exemption requests should be submitted from the Lead School.

|  |  |
| --- | --- |
| **Programme Title** |  |
| **Programme Code** |  |
| **(Lead) School** |  |
| **Other Schools involved in provision of content** |  |
| **Key contact (name and email)** |  |
| **Please indicate whether you are requesting a permanent or temporary exemption** |  |
| **For temporary exemption requests, please indicate how long the exemption will be needed** |  |
|  |
| **Please provide an explanation of reason for exemption request** |  |
| **Please describe any alternatives that have been considered in place of an exemption with a brief explanation of why an exemption is the preferred option.** |  |
| **For exemption requests due to accrediting body requirements please provide date of next accreditation event**  |  |
| **For exemption requests due to Aston QA requirements please provide date of QA event** |  |
| **Please provide any other information you feel will support the exemption request** |  |

**Document checklist:**

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| --- | --- | --- |
| **Document** | **Attached** | **Not Applicable** |
| Current Programme Specification **(required for all exemption requests)** |  |  |
| Evidence of accrediting body requirement for need for exemption (this can be any formal documentation from the accrediting body. Please highlight the relevant section(s)). |  |  |
| Evidence to support temporary exemption as a result of Aston QA processes such as Periodic Review |  |  |
| Evidence of approval of exemption request from LTC (or equivalent) of all schools involved in the provision **(required for all exemption requests)** |  |  |

**Please forward the completed template and supporting documentation to Adam Hewitt, Secretary to RSC (****a.hewitt@aston.ac.uk****) ensuring sufficient time is given for RSC to consider the request and for curriculum revisions to be made in line with the University agreed timelines should the exemption not be granted.**