



# QH Supplement 12D: Applications to the University's Course Design Exceptions Register

## 1. Potential deviations from course design requirements

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- 1.1 All NTU courses are expected to meet the requirements set out in [Quality Handbook Section 12](#). However, there are some circumstances where courses need to deviate from these to meet business, accreditation or industry needs.
- 1.2 This supplement outlines the process for seeking approval for an exception to standard course design requirements. Please note: this is different for new courses (including those undertaking a high impact change), versus existing courses.
- 1.3 All exceptions must be approved by the Academic Standards and Quality Committee (ASQC). In line with the Course Review Policy, exceptions will be approved for a maximum of five years, and re-approval must be sought through ASQC.
- 1.4 A Register of approved exceptions will be held by the University and overseen by ASQC. The Register is [available on the Academic Quality Hub](#).
- 1.5 The table below identifies the requirements for which an exception may be sought:

Requirement	Potential Reason
<b>Module size</b>	PSRB, or accreditation requirements for modules to be different sizes than those specified in the policy.
<b>Final major project</b>	The course is a professional or vocational course which achieves the aims of a final major project in alternative, practice-based ways.
<b>Number of module options</b>	A greater number of option modules than stipulated in the policy are required for a specific industry need.
<b>Arrangement of module options</b>	Options to be arranged differently: options to be organised in sets with a differing number from that specified.
<b>Start dates: Courses must start on specified dates in September or January.</b>	The requirement to start a course on a different specified start date due to the specific needs of the course delivery and content.

## 2. Process for seeking approval of exceptions to course design requirements

- 2.1 Courses may only have deviations from Section 12 approved as part of a new course design or a high impact change. Requests for a new exception to Section 12 design requirements for existing courses may only be made as part of a wider set of changes.
- 2.2 For new courses and high impact changes, approval of an exception to one or more course design requirements must be sought from ASQC before the course is presented to the Academic Course Approval Sub-Committee for approval.
- 2.3 Applications for re-approval of existing exceptions to course design requirements must be made to ASQC every 5 years. However, the course will not need to be approved by the Academic Course Approval Sub-Committee if there are no other changes.
- 2.4 To seek approval for an exception as part of approval for a new course or high-impact change, the School must submit an application to CADQ using the University [Course Design Exceptions Register Form](#).
- 2.5 Requests may only be submitted if the exception has been approved by the School Executive Team, and may only be submitted by colleagues authorised to submit an exception; Deputy Deans, School Standards and Quality Managers and School ASQC representatives are authorised to submit exceptions. Schools can ask CADQ to authorise other colleagues to apply for an exception.
- 2.6 Applications must include a clear rationale and should be submitted within two weeks of the stakeholder consultation and at least one month before the relevant ASQC meeting.
- 2.7 To seek re-approval for an existing exception the School must submit an application to CADQ using the [University Exceptions Register Form](#). The form must be submitted at least one month before the relevant ASQC meeting.

- 2.8 CADQ will seek feedback from relevant stakeholders as necessary and submit the request to ASQC for consideration. Applicants will be notified of the outcome within one week of the committee meeting.
- 2.9 Stakeholders may include:

Requirement	Potential stakeholder(s)
Module size	CADQ
Final major project	CADQ
Number of module options	Academic Registry, Strategic Planning (where an industry need is cited)
Arrangement of module options	Academic Registry
Start dates: Courses must start on specified dates in September or January.	Academic Registry, Marketing, Strategic Planning

### 3. Process for removing approved exceptions from the exceptions register

- 3.1 Some exceptions are approved conditionally or for a limited time.
- 3.2 Changes to the exceptions register will be presented annually to ASQC by CADQ.
- 3.3 CADQ will request annual updates from Schools on the status of approved exceptions to inform the ASQC paper. This communication will be sent to the School Quality and Standards Manager.
- 3.4 Schools are responsible for ensuring that where exceptions are approved conditionally and/or for a limited period of time, conditions are met and that courses meet course design requirements within the time frame specified. Schools must notify CADQ when exceptions are no longer required so that the exceptions register can be updated. Notification should be sent to [cadq.qualityteam@ntu.ac.uk](mailto:cadq.qualityteam@ntu.ac.uk).
- 3.5 Where reapproval through Course Review results in the removal of exceptions, the School must inform CADQ following SASQC approval by sending an email to [cadq.qualityteam@ntu.ac.uk](mailto:cadq.qualityteam@ntu.ac.uk).

<b>Policy owner</b>
CADQ

<b>Change history</b>			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2025	25.09.25	9.10.25	New Supplement.
Nov 2025	26.11.25	02.12.25	Addition of final major project.
Jan 2026	03.03.26	03.03.26	Addition of process for removing exceptions.