

Suspension of Regulation Protocol

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1. Introduction and purpose

The need for Suspension of Regulation (SOR) is based on a unique set of circumstances that an individual finds themselves in. It should be the exception not the norm. Any agreement to suspend regulation does not, therefore, denote the setting of a precedent for future cases.

Cases for Suspension of Regulation will be raised, as per the workflow below, through a Rover process. As each stage is escalated or rejected there will be an email notification to the person at each level who will have ownership for communicating to the relevant parties as a result of the decision.

2. Process

Process:

- Colleagues involved in Student Progress Development (SPD) processes requiring a SOR should consult with the appropriate Senior Tutor or SPD lead for the case.
- Staff requesting an examination and assessment SOR should consult with either the Director of Examination and Assessment or the Head of Examinations and Assessment.
- The SOR process is undertaken in Rover. Detailed instructions of how to undertake the process will be provided when access to the system is provided, alternatively please contact the Registrar.

Reporting:

- Registrar will report to the Academic Board annually regarding cases for SOR, this will be undertaken for monitoring purposes and will be anonymous.

Flow Chart for Suspension of Regulation (SOR)

