**Variant Form**

**Non-taught programmes**

**OVERVIEW:**

* This form is for programmes **without** taught elements.
* For programmes **with** taught elements (i.e. a professional doctorate), please see guidance in the TQA manual: <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pma/> and contact Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))
* This form should be completed **electronically by the Lead Faculty** and be submitted to **CC** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)).
* Please note that failure to fully complete the form may delay programme set-up.
* If you have any queries about how to use this form or about your request please contact Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)).

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| **SECTION ONE** | |
| **Contact details:** | |
| **Name (of person making the request and whom queries can be directed to):** |  |
| **Date of completing this form:** |  |
| **Date when the programme/modules are envisioned to start:** | Click or tap to enter a date. |
| **Please specify if there are any restrictions on the points in the year when amending this programme/module/s may affect students:** |  |

**EXISTING PROGRAMME INFORMATION:**

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| **Title of existing programme from which the Variant should be produced:** |  |
| **Award (e.g., MPhil, PhD, etc.):**  <http://www.exeter.ac.uk/staff/policies/calendar/part1/regulations/>  <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/cqf/academiccredit/> |  |
| **Mode of study (e.g., Full-time, part-time, distance, split-site):** |  |

**VARIANT REQUIRED:**

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| **Brief description of change required:** | |
| **e.g.**   * **“***I need a PhD variant set up to allow for upgrade from MPhil”***,** * *“I need a PT variant set up, we only have a FT one”.* |  |

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| **Award details:**   * **Select** the award regulations that apply to this **variant**. You can select more than one if appropriate.   + <http://www.exeter.ac.uk/staff/policies/calendar/part1/regulations/>   + <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/cqf/academiccredit/> * This can also be used to express the need for a PhD/MPhil variants of the programme for **upgrade** purposes. * Please contact Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk) **if you are unsure**. * If you are proposing a **new award** pleasecontact Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)) before proceeding any further. * If you are wishing to propose a **new programme (e.g. a new PhD title)**, please refer to: <http://as.exeter.ac.uk/tqae/qualityandstandards/programme-module-development/pgr/> | | |
| **Regulation** | **Faculty of Graduate Research** | **Tick all that apply** |
| **2.1** | Regulations Governing the Degree of Master of Philosophy |  |
| **2.2** | Regulations Governing the Degree of Doctor of Philosophy |  |
| **2.5** | Regulations Governing the Degrees of Master of Arts by Research |  |
| **2.5** | Regulations Governing the Degree of Master of Science by Research |  |
| **2.6** | Regulations Governing the Degree of Doctor of Philosophy by Publication |  |
| **2.7** | Regulations Governing the Degree of Master of Philosophy by Publication |  |
| **2.8** | Regulations Governing the Degree of Master of Arts by Research and Master of Science by Research by Publication |  |
| **2.9** | Regulations Governing the Degree of Doctor of Engineering (EngD) |  |
| **2.10** | Regulations Governing the Degree of Doctor of Medicine |  |
| **2.10** | Regulations Governing the Degree of Master of Surgery |  |

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| **Mode of study**  Select the modes of study you wish to add.   * **Part-time:** <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#mode> * **Split-site/Distance-based:** <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/off-campusarrangements/#Definitions> | | |
| **Mode** | | **Tick the variants you wish to add (if required)** |
| **Other Advanced Studies (OAS)** | |  |
| **Full-time** | |  |
| **Part-time** | |  |
| **Split-site** | |  |
| **Full-time distance based** | |  |
| **Part-time distance based** | |  |
| **If you ticked PART-TIME, please provide a brief summary of any restrictions, if relevant, below:** | | |
| **Part-time restrictions (if relevant):** |  | |

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| **Fee band**   * <http://www.exeter.ac.uk/pg-research/money/fees/> | |
| **Fee band** | **Tick only one option** |
| Sciences |  |
| Humanities and Social Sciences |  |
| *Other information – please specify e.g. if fees are raised and then met by a scholarship, etc.:* |  |

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| **Faculty** | |
| **Lead Faculty (Delete as appropriate):** | HLS / ESE / HAAS |
| **Please list all applicable departments:** |  |
| **Campus:** |  |
| **IMPORTANT:**  **The PGR Manager should now list the relevant department code(s) from SITS** |  |

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| **Marketing**   * The following information is required in order to promote research degree(s) through our website: <http://www.exeter.ac.uk/pg-research/degrees> * **Programme variant/s should not normally be marketed.** | |
| **Should this variant be marketed?** | Choose an item. |
| **Which relevant webpages/marketing materials will need to be updated? Please provide links.** |  |

**Once this form is complete, please email it to:** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))

**For completion by Education Policy**

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| EDUCATION POLICY:  **To inform and to approve - overview:**  If this is an inter-disciplinary programme please provide approvals from all Departments / Faculty involved *(add rows as appropriate).* | |
| **Approval:** | |
| **PGR Manager:** | DD/MM/YYYY and details |

**For completion by Professional Services Teams**

**OVERVIEW**

* Forms are stored at the following location, with **restricted** **access** to the persons listed in the below.

<https://universityofexeteruk.sharepoint.com/sites/PGRProgrammeApproval/Approval%20Forms/Forms/AllItems.aspx>

* Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)) will notify the person/s in section two that action is required
* The colleagues listed as “**Responsible**” should update their section and then **notify** the appropriate persons to complete their section, using the same link to the form as sent by Education Policy. This will enable collaborative working. *Contact* Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)) *regarding permissions.*

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| **SECTION TWO – Planning** |

* **Education Policy (**[**educationpolicy@exeter.ac.uk**](mailto:educationpolicy@exeter.ac.uk)**) to email:**
* Andy Robinson ([andy.j.robinson@exeter.ac.uk)](mailto:andy.j.robinson@exeter.ac.uk)
  + **Cc.** Julie Crispin (PPBI) ([J.M.Crispin@exeter.ac.uk](mailto:J.M.Crispin@exeter.ac.uk))
* **PPBI to provide:**

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| **HECoS Code:** | 1\_\_\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_ |
| **HECoS Split**: | 1\_\_\_\_\_\_\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_ |
| **Pathway Subject Group:** |  |
| **Is the University of Exeter responsible for returning information pertaining to this programme to HESA?** | Choose an item. |

* **Planning to notify Admissions about the updated form:** 
  + Richard Hayman (Admissions) ([R.J.Hayman@exeter.ac.uk](mailto:R.J.Hayman@exeter.ac.uk)),
  + **CC** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))

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| **SECTION THREE - ADMISSIONS** |

* **Richard Hayman (Admissions) (**[**R.J.Hayman@exeter.ac.uk**](mailto:R.J.Hayman@exeter.ac.uk)**) to provide the details below:**

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| **MAS Code:** |  |
| **Online application fully set-up?** | Choose an item. |

* **Admissions to notify Student Records about the updated form:**
  + Student Records ([sr-admin@exeter.ac.uk](mailto:sr-admin@exeter.ac.uk)),
    - **CC** [cc-registryadmin@exeter.ac.uk](mailto:cc-registryadmin@exeter.ac.uk), if Cornwall
    - **CC** Admissions **/** Recruitment, Vic Wilson([v.wilson@Exeter.ac.uk](file:///C:/Users/paulyoung/Downloads/v.wilson@Exeter.ac.uk),
    - **CC** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))

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| **SECTION FOUR – STUDENT RECORDS** |

* **Student Records (**[**sr-admin@exeter.ac.uk**](mailto:sr-admin@exeter.ac.uk)**), to provide the details below:**
  + **CC** [cc-registryadmin@exeter.ac.uk](mailto:cc-registryadmin@exeter.ac.uk),  if Cornwall

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| **PRG name:** |  |
| **SRS CRS code:** |  |
| **PRG code** |  |
| **MCR code:** |  |
| **ROU:** |  |
| **AWD:** |  |
| **PWY code:** |  |
| **SLC course code (where applicable):** |  |

* **Student Records to notify Accounts Receivable about the updated form, if appropriate to the type of variant.** 
  + Accounts Receivable ([feesadmin@exeter.ac.uk](mailto:feesadmin@exeter.ac.uk)) **and,**
    - **CC Matt Slater (**[**m.r.slater@exeter.ac.uk)**](mailto:m.r.slater@exeter.ac.uk) **, and Gabby Fifer (**[**G.L.Fifer@exeter.ac.uk**](mailto:%3CG.L.Fifer@exeter.ac.uk)**).**
    - **CC** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk))

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| **SECTION FIVE – ACCOUNTS RECEIVABLE** |

* **Accounts Receivable (**[**feesadmin@exeter.ac.uk**](mailto:feesadmin@exeter.ac.uk)**) to provide:**

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| **SITS fee band for Route:** |  |
| **Manual?** | Choose an item. |

* **Accounts Receivable to notify** Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)) **about the updated form.**
* **Education Policy will then update the requestor and provide a copy of the finalised form for their records.**

**SECTION FIVE – ACCOUNTS RECEIVABLE**

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| **OTHER – MARKETING** |

* **Responsible:** 
  + Education Policy ([educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)) to put the Faculty in touch with the right person. Usually, the Faculty will lead on marketing the programme.

**NOTE:** Usually, variants are NOT marketed. Education Policy can contact the **Web**/**Marketing** **Team** if anything is required to be updated/changed on the PGR webpages, as directed by the Faculty.

If Faculties wish for additional promotion to support a new programme, this will be initiated by the relevant Head of Marketing.

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| **Any notes, if marketed:** |
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| **Links to updated pages:** |
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Template last updated: 02 04 2024