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| Request for *Ad Personam*Programme Variation Approval |  |

### (1) Student Details

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| Student ID |  |
| Student Name |  |
| Rationale  Ad Personam programme variation is available to accommodate exceptional circumstances. Please outline the exceptional circumstances here. |  |
| Name and contact details of the principal School contact  Please list the person responsible for the proposal within the School. |  |

### (2) Details of the proposed *Ad Personam* Programme Variation

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| --- | --- |
| Programme and Year  Please list the full award title and list the programme year(s) that are to be varied. |  |
| Variation Requested  Please explain in detail the programme rule(s) and structure(s) which are to be varied. In complex cases it may be simpler to attach a full specification for the revised programme year(s). |  |
| Relationship to Learning Outcomes  With reference to the Learning Outcomes for the relevant programme year(s), explain how the revised programme structure allows the student to meet the Learning Outcomes. |  |

### (3) Endorsements/Approval

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| **School/Faculty Stage (for Taught Awards)** | | |
| School Taught Student Education Committee For ‘Chair’s Action’ state the date in the future where the Chair’s Action will be reported to STSEC | | Date: |
|  |
| School Director of Student Education | Signature: | Date: |
|  |  |
| Submit this form to Taught Student Administration for approval and processing ([examinationsconf@leeds.ac.uk](mailto:examinationsconf@leeds.ac.uk)) | | |
| Faculty Pro Dean for Student Education (on behalf of FTSEC) | Signature: | Date: |
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