

Suspensions of Regulations Policy

1. Introduction

- 1.1. All credit-bearing SOAS programmes are subject to the Academic Regulations for Taught Programmes or Research Degree programmes. This is to ensure a consistent quality of SOAS awards and programmes, and that all students are treated fairly and equitably.
- 1.2. The regulations form an integral part of SOAS's contract with the students and all students and staff are expected to follow the approved regulations applicable to their programme of study.
- 1.3. In rare and exceptional circumstances, a Suspension of Regulations (SoR) may be considered. This is normally limited to circumstances not covered by any other SOAS policy and should only be considered as a last resort.

2. Principles

The following principles apply to all Suspension of Regulations requests:

- 2.1. An extension to the maximum period of study or the number of attempts at a module will be granted on one occasion only.
- 2.2. Where a student wishes to change programme at the start of year 2, and has missed required modules from year 1, a maximum of 30 credits of compulsory or option modules may be waived. Core modules cannot be waived.
- 2.3. Where a student is seeking to change degree programme and has not taken all of the required modules, the expectation is that a period of part-time repeat study will be required in order to complete the missing modules. Note that this will not be possible for those holding Student Route visas.
- 2.4. Requests to replace core or compulsory modules with alternative modules will not be considered, except where the student has covered the content before in a module passed as part of another programme (at SOAS or elsewhere).
- 2.5. Requests to replace guided options with alternative modules will not be considered.
- 2.6. Requests to replace an open option with a module not normally available as an open option will not be considered.

3. Requesting a Suspension of Regulations

- 3.1. All SoRs should come through the Department Learning and Teaching Convenor for students on taught programmes or the Doctoral Studies Convenor for research students.
- 3.2. SoRs can be used in exceptional circumstances for two purposes:
 - i. to request a waiver of a specific regulation (e.g. maximum period of study, number of attempts at a module); OR
 - ii. to modify the programme requirements for a particular student.
- 3.3. SoRs cannot be used in situations which come under the Appeals process.

- 3.4. SoRs cannot be used in situations which come under the mitigating circumstances process.
- 3.5. SoRs cannot be used for individuals who are not current students (unless submitted by Admissions as part of an exceptional admission decision).
- 3.6. The SoR request should include a template outlining all of the student’s future programme (i.e. which modules, which levels and when they will be taken) compared to the standard programme.
- 3.7. Where a deferral of assessment would take a student over the maximum period of study, the Student Experience, Engagement and Retention team should seek approval of the SoR before confirming deferral of assessment.

4. Approving Suspensions of Regulations

- 4.1. Any SoRs that are fully in line with the principles outlined above (see section 2) and have been submitted in line with the requirements of section 3 may be approved by the Director of Global Learning and Teaching or the Academic Registrar for students on taught programmes, and the Head of the Doctoral School or the Academic Registrar for research students.
- 4.2. Any other SoRs require approval by the Director of Global Learning and Teaching and the Academic Registrar for students on taught programmes, and the Head of the Doctoral School and the Academic Registrar for research students.

5. Document Control Information

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