

*School of ....., College of .....*

**EXCEPTIONAL CASE/NON-STANDARD APPLICATION TO POSTGRADUATE STUDIES  
for applicants who do not have the relevant minimum entry requirement of an Honours 2.2,  
Level 8 bachelor award, equivalent or higher**

**School Exceptional Case Applications Sub-Committee: TERMS OF REFERENCE**

1. The School of ..... Sub-Committee for exceptional case applications to postgraduate studies shall consist of at least three members of academic staff of the School who act as decision-makers in addition to an independent Chair to a maximum of five signatures.
2. The membership of the Sub-Committee should normally include the Head of School or nominee, 1 Head of Department/Assistant Head of School, and at least one subject matter expert from the School who may be a programme co-ordinator.
3. A quorum of at least three decision-makers is required to sign-off the application evaluation forms. The Chair should ensure that the result is agreed by all decision-makers regardless of the numbers of signatories.
4. The remit of the Sub-Committee is to evaluate all local, EU and international exceptional case applications for postgraduate studies in the School including both applications for taught programmes and for research registration, and to agree a report using the agreed School report form.
5. The Sub-Committee may be involved in recommending academic application interviews and in any once-off appeal of an application rejection result.
6. The Sub-Committee should satisfy itself that the 2 references supplied by applicants are appropriate.
7. The Sub-Committee should satisfy itself that any application interview report is adequate and appropriate.
8. The membership of the Sub-Committee for an application appeal should preferably be the same as the original so that any new information supplied is duly considered.
9. The members of the Sub-Committee should sign and date the evaluation report form and any appeal report form.
10. Members should maintain due confidentiality of documentation, process and outcomes.
11. The Chair and Head of School should ensure that decisions are appropriately acted upon within the College system, requirements of the DRE and any other Institute requirement.

**KEY PRINCIPLES**

- a. All applications are considered on a case-by-case basis though precedent may be taken into account.
- b. The basis of a decision to accept or reject an application should include the criterion 'the capacity of the applicant to succeed if offered a place'.
- c. The onus is on the applicant to provide evidence to support an exceptional case entry and to undertake any reasonable entry test required.
- d. An offer of acceptance may be contingent on identified 'learning gaps' being closed by the applicant in the timescale recommended.