



Exemptions based on Exceptional Circumstances

This guide outlines the process for requesting and approving module exemptions on the basis of exceptional circumstances as outlined in the Academic Regulations.

Exemptions are required when the CMS is not open for edits to the module descriptor and teaching for the academic year has commenced.





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Introduction

Unusual circumstances might require a deviation from a module descriptor during the delivery of the relevant module (e.g. a change to the teaching or assessment strategy) or prevent the completion of a task on schedule (e.g. grades might be entered into University systems or students might receive feedback after the scheduled date). In such instances an **Exemption based on Exceptional Circumstances** may be initiated by the Module Coordinator and approved by the Vice Principal for Teaching & Learning in the relevant College, on the recommendation of the relevant Head of School. A report of such occurrences must be submitted by each School to the Academic Council or its relevant committee.

This document is designed to guide Module Coordinators, Heads of School and Vice Principals for Teaching & Learning through the new process for requesting and approving exemptions based on exceptional circumstances as they apply to:

- Change to assessment information after the commencement of the module to include:
 - Module Grade scale.
 - Assessment strategy and weighting.
 - Component Grade scale.
 - Remediation strategy.
 - Strategy for provision of assessment feedback.
- Change to any other aspect of module information after the commencement of the module to include:
 - Mandatory text fields: purpose & overarching content; learning outcomes; approaches to teaching & learning.
 - Addition of new module requisites.
 - Trimester.
 - Addition of student effort hours.
- Entry of grades into University systems later than 20 working days after assessment submission (4.12).
- Provision of assessment feedback to students later than 20 working days after the deadline for submission of assessed work (4.35).



Important to note:

A request to change the *Trimester for Delivery to a module* **may also require a *Credit Split by Trimester Exemption* and an *Assessment Remediation Strategy Exemption* to be submitted in tandem with the *Trimester for Delivery Exemption*** depending on the trimester change. For example:

- A module delivered in a single trimester and which is changing to a delivery of more than one trimester on a continuous basis (i.e. year long or two trimester offerings) will also require a *Credit Split by Trimester Exemption* and an *Assessment Remediation Strategy Exemption*.
- A module delivered in a single trimester and which will be changed to be made available in more than one trimester (separate offerings) will also require an *Assessment Remediation Strategy Exemption*.
- A year long, two trimester, or separate offerings module which is changing to a single trimester delivery will also require an *Assessment Remediation Strategy Exemption*.

Other considerations

- A module delivered in a single trimester changing to another single trimester will require a **review** of the *Remediation Strategy*.
- The creation of new tutorials/seminars/workgroup course reference numbers (CRNs), once the academic term has commenced, will also require a *Student Effort Hours Exemption* **if the additional tutorial/seminar/workgroup hours are not already detailed** in the Module Descriptor Student Effort Hours.

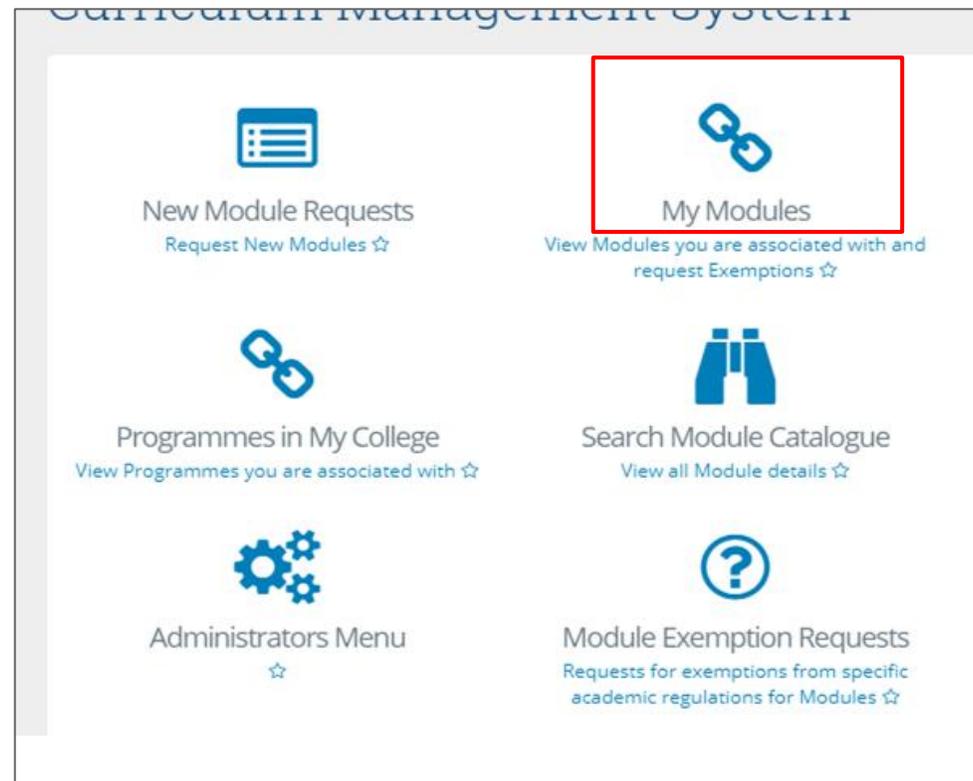
Section 1 Module Coordinator: Requesting an Exemption

Step 1 - Accessing Module Exemptions

Module exemption requests can be accessed from the **My Modules** section in the Curriculum Management System (CMS).

How to access

- Log into UCD Connect
- In Connect, click on Infohub
- Click on Students
- Click on Curriculum, Module Capacity & Timetables
- Select [Curriculum Management System](#)
- Select **My Modules**



Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

- Confirm that you are working in the correct **academic year**.
- Click on **Exemptions** link to the right of applicable module OR **View** to use the **Request Exemption** button within the module descriptor itself.

My Modules

Select: Academic Year 2022/2023

Please Note:
2022/23 Academic Year Edits
Changes to the Module Descriptor after publication, but before the start of module delivery, should only occur exceptionally. Once delivery of the module has commenced, any changes to the module descriptor must be done by way of Exemption, based on exceptional circumstances.

CURR10010

Module Catalogue CM Menu

Academic Year	School/Unit	Module ID	Module Title	Module Coordinator	Credits	Trimester	Status	Click to	Request
2022/2023	Registry	CURR10010	Test Module (Exemptions)	Sarah Butler	5.00	Autumn	Pending	View	Exemptions

CURR10010 - Test Module (Exemptions) for 2022/2023

Module Menu Module Descriptor (PDF) **Request Exemption** My M

Completion Status Additional Info

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

- A list of available module exemption requests will display
- Click on the applicable **+ Start Request** button
- There is a marked distinction between the data entry forms for the Assessment Strategy exemptions and those for other exemptions. This guidance document will work through one example from each section
 - Assessment Strategy
 - Trimester for Delivery

Request an Exemption for CURR10010 - Test Module (Exemptions) for 2022/2023

Request Exemption to Change	Exemption Type	
Assessment and Feedback	Module Grade Scale	+ Start Request
	Carry Forward Passed Components	+ Start Request
	Assessment Strategy	+ Start Request
	Assessment Feedback	+ Start Request
	Remediation Strategy	+ Start Request
	Feedback Cannot Be Provided Within Specified Time	+ Start Request
	Grades Cannot Be Entered Within 20 Working Days	+ Start Request
Module Details	Clinical/ Fieldwork/ Placement Indicator	+ Start Request
	Trimester for Delivery	+ Start Request
	Credit Split by Trimester	+ Start Request
	Mode of Delivery	+ Start Request
Content/Learning Outcomes	Purpose & Overarching Content	+ Start Request
	Learning Outcomes	+ Start Request
	Approaches to Teaching & Learning	+ Start Request
Student Effort Hours/FTE	Student Effort Hours	+ Start Request
Requirements/Prior Learning	Addition of New Requisites	+ Start Request
	Addition of New Incompatibles	+ Start Request
	Addition of Prior Learning Information	+ Start Request

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 1 - Assessment Strategy Exemption

- Select **+ Start Request** beside the Assessment Strategy & Feedback section

Request an Exemption for CURR10010 - Test Module (Exemptions) for 2022/2023

Request Exemption to Change	Exemption Type	
Assessment and Feedback	Module Grade Scale	+ Start Request
	Carry Forward Passed Components	+ Start Request
	Assessment Strategy	+ Start Request
	Assessment Feedback	+ Start Request
	Remediation Strategy	+ Start Request
	Feedback Cannot Be Provided Within Specified Time	+ Start Request
	Grades Cannot Be Entered Within 20 Working Days	+ Start Request

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 1 - Assessment Strategy Exemption

- The existing version of the module assessment strategy will display.
- Follow the instructions on screen and click the **edit or delete** buttons to create a new **proposed** assessment strategy. To add new component lines, use the **+ Add** button.

Assessment Strategy Exemption Request for CURR10010

All modules require at least one component and all fields within that component are mandatory.
In keeping with the revised Academic Regulations, assessment strategies may not be changed during the module delivery, unless the Vice Principal for Teaching and Learning in the relevant College grants an exemption based on exceptional circumstances.
To request such an exemption, please complete details of the revised strategy below.
You will be able to provide details of the reason for the change on the next page. Once submitted further changes are not permitted
Number of Components built for this module - 0
Number of grades entered against components for this module - 0

The 'Submit Exemption Request' button will appear once the Assessment Strategy has been completed

Assessment Strategy Exemption Request for CURR10010

Assessment Type	Details	Timing	Open Book	% of Final Grade	Component Scale	Must-Pass	In-module Component Repeat Offered	Last Modified		
Assignment	1,500 submission	Week 7		40	Graded	No	No	19 Apr 2022		
Examination	Final exam	1 hour End of Trimester Exam	Yes	60	Standard conversion grade scale 40%	No	No	19 Apr 2022		
Total				100						



Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 1 - Assessment Strategy Exemption

- Once the revised strategy is complete, the **Submit Exemption Request** button will appear.

Assessment Strategy Exemption Request for CURR10010

All modules require at least one component and all fields within that component are mandatory.
In keeping with the revised Academic Regulations, assessment strategies may not be changed during the module delivery, unless the Vice Principal for Teaching and Learning in the relevant College grants an exemption based on exceptional circumstances.
To request such an exemption, please complete details of the revised strategy below.
You will be able to provide details of the reason for the change on the next page. Once submitted further changes are not permitted
Number of Components built for this module - 0
Number of grades entered against components for this module - 0

Assessment Strategy Exemption Request for CURR10010

Assessment Type	Details	Timing	Open Book	% of Final Grade	Component Scale	Must-Pass	In-module Component Repeat Offered	Last Modified		
Assignment	1,500 submission	Week 7		40	Graded	No	No	19 Apr 2022		
Examination	Final exam	1 hour End of Trimester Exam	Yes	60	Standard conversion grade scale 40%	No	No	19 Apr 2022		
Total				100						

+ Add

✓ Submit Exemption Request

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 1 - Assessment Strategy Exemption

- On a new screen, the **original** and **proposed** assessment strategy will display.
- Select the **Reason** for the proposed change from the drop down menu.
- If 'Other' is selected as the reason, please supply additional detail in the box provided.

Exemption Type & Reason

Exemption Type Help Information 

Module: CURR10010-Test Module (Exemptions)

Academic Year: 2022/2023 September

Exemption Type: Assessment Strategy

Reason*: Change of Module Coordinator

Requested Exemption

Proposed change to assessment strategy

Number of Components built for this module - 0
Number of grades entered against components for this module - 0

Assessment Type	Details	Timing	Open Book	% of Final Grade	Component Scale	Must-Pass	In-module Component Repeat Offered
Original							
Assignment	1,500 submission	Week 7		40.00	Graded	No	No
Examination	Final exam	1 hour End of Trimester Exam	Yes	60.00	Standard conversion grade scale 40%	No	No
Total Original				100.00			
Proposed							
Essay	1,500 submission	Week 7	No	40.00	Graded	No	No
Examination	Final exam	1 hour End of Trimester Exam	Yes	60.00	Standard conversion grade scale 40%	No	No
Total Proposed				100.00			

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 1 - Assessment Strategy Exemption

- Populate the required **Details** and **Prevention Strategy** fields.

Details*	
	Please provide details of: the amendment required, what has been communicated to students, how impact on students will be mitigated
Prevention Strategy*	
	What steps have or will be undertaken to prevent a future reoccurrence

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 1 - Assessment Strategy Exemption

- Use the **Store Draft** button if you want to return to edit at a later point.
- Use the **Send Exemption for Approval** button if you are ready to progress the proposed change to the Head of School.

Comments from Review Process

Provide any comments for Request Originator about this exemption request. If sending request back, please provide an explanation.

Head of School / Unit Comments

Store Draft Send Exemption for Approval



Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 2 - Module Details: Trimester for Delivery

- Select **+ Start Request** beside the Module Details section.

Module Details	Clinical/ fieldwork/ placement indicator	+ Start Request
	Credit Split by Trimester	+ Start Request
	Trimester for delivery	+ Start Request
	Mode of delivery	+ Start Request

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 2 - Module Details: Trimester for Delivery

- The 'i' button will provide you with more information on the exemption type.
- Select the **Reason** for the proposed change from the drop down menu.
- If 'Other' is selected as the reason, please supply additional detail in the box provided.
- Select the Trimester for Delivery option from the dropdown menu.
- Populate the required **Details** and **Prevention Strategy** fields.

Exemption Type Help Information 

Module: CURR10010-Test Module (Exemptions)

Academic Year: 2022/2023 September

Exemption Type: Trimester for Delivery

Reason*

Requested Exemption

Trimester for Delivery?

Details*

Prevention Strategy*

Autumn

Spring

Summer

2 Trimester duration (Spr-Sum)

Autumn and Spring (separate)

Autumn and Summer (separate)

Autumn&Spring&Summer(separate) required, what has

Spring and Summer (separate)

Year-long (12 months)

2 Trimester duration (Aut-Spr)

Section 1 Module Coordinator: Requesting an Exemption

Step 2 - Requesting Module Exemptions

Example 2 - Module Details: Trimester for Delivery

- Use the **Store Draft** button if you want to return to edit at a later point.
- Use the **Send Exemption for Approval** button if you are ready to progress the proposed change to the Head of School.

Comments from Review Process

Provide any comments for Request Originator about this exemption request. If sending request back, please provide an explanation.

Head of School / Unit Comments

Store DraftSend Exemption for Approval

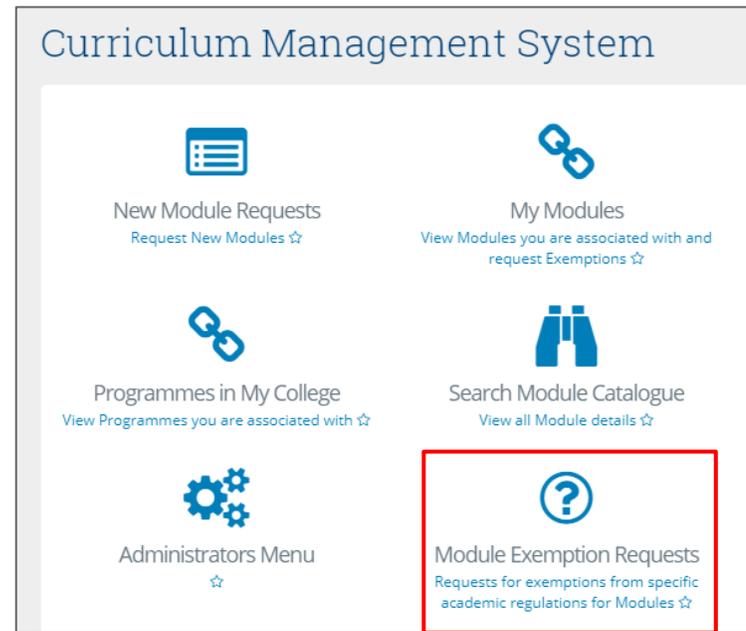
Section 1 Module Coordinator: Tracking an Exemption

Step 3 - Tracking Module Exemption Requests

Module exemption requests can be tracked from within the Curriculum Management System (CMS) via **Module Exemption Requests**

How to access

- Log into UCD Connect
- In Connect, click on Infohub
- Click on Students
- Click on Curriculum, Module Capacity & Timetables
- Select [Curriculum Management System](#)
- Select **Module Exemption Requests**



Section 1 Module Coordinator: Tracking an Exemption

Step 3 - Tracking Module Exemption Requests

- Requests are sorted by those **Requiring Action** and **Completed, Not Approved** etc. Clicking into the number in the Reference column will allow you to view details of your exemption request.

Module Exemption Requests

My Modules CM Menu

Exemptions Requiring Action

Filter...

Reference	Module ID	Module Title	Exemption Type	Raised By	Last Updated by	Last Updated Date	Current Status
There are no rows to display							

My Exemption Requests

Academic Year	College	School / Unit	Reference	Module Title	Trimester	Exemption Type	Raised By	Last Updated by	Last Updated Date	Status
2022/2023	Academic Affairs	UCD Registry	507658	CURR10010 - Test Module (Exemptions)	Autumn	Trimester for Delivery	Sarah Butler	Sarah Butler	08 Sep 2022	Awaiting Action from UCD Registry

Section 2 Head of School: Reviewing an Exemption

Step 1 - Receipt of Email confirming Submission of Exemption Request

- The Head of School receives a confirmation of submission of exemption request email from the Module Coordinator with a link directly to the **Module Exemptions Request** screen.

The logo for University College Dublin (UCD) Dublin, featuring three towers and a harp.

Confirmation of Submission of Exemption Request to HoS

Dear Professor Walsh,

An exemption request for 'Credit Split by Trimester' has been submitted by Shelly Power for module EXMP10010. You can review the details of this request via [Exemption Request Processing](#).

Kind regards,
UCD Registry

Section 2 Head of School: Reviewing an Exemption

Step 2 - Review Module Exemptions Requests

- The Head of School clicks on the **Reference number** within the Exemption Requiring Action area to access the full details of the exemption request.

Exemptions Requiring Action

Filter...

Academic Year	College	School/Unit	Reference	Module ID	Module Title	Trimester	Exemption Type	Raised By	Last Updated by	Last Updated Date	Current Status
2022/2023	Academic Affairs	UCD Registry	507659	CURR10010	Test Module (Exemptions)	Autumn	Assessment Strategy	Sarah Butler	Sarah Butler	06 Sep 2022	Awaiting Head of School Approval

Section 2 Head of School: Reviewing an Exemption

Step 3 - Approving Module Exemptions Requests

- Head of School comments can be added for the VP Teaching & Learning.
- Head of School approves the exemption request by selecting **Send to VP Teaching & Learning**.

Head of School Comments for VP Teaching & Learning

Comments from VP Teaching & Learning Review

Provide any comments that may be useful to UCD Registry in implementing this exemption request. In the case that you are sending this request back to the Head of School, please provide an explanation.

VP Teaching and Learning Comments

Send to VP Teaching and LearningReturn to request ownerRequest Not Approved

Section 2 Head of School: Reviewing an Exemption

Step 4 - Returning or Non Approval of Module Exemptions Requests

- Head of School selects **Return to request owner** if they have a query about the request.
- Head of School selects **Request Not Approved** for requests which do not warrant progression to VP Teaching and Learning.

Head of School Comments for VP Teaching & Learning

Comments from VP Teaching & Learning Review

Provide any comments that may be useful to UCD Registry in implementing this exemption request. In the case that you are sending this request back to the Head of School, please provide an explanation.

VP Teaching and Learning Comments

Send to VP Teaching and LearningReturn to request ownerRequest Not Approved



Section 3 Vice Principal for Teaching & Learning: Approving an Exemption

Step 1 - Receipt of Email confirming Submission of Exemption Request

- The VP Teaching & Learning receives a confirmation of submission of exemption request email from the Head of School with a link directly to the **Module Exemptions Request** screen.



Confirmation of Approval of Exemption Request by HoS

Dear Dr Hutton,

An exemption request for 'Trimester by Delivery' has been submitted by Shelly Power for EXMP10010. It has been reviewed by the Head of School, Professor Walsh, and referred to you for approval. You can review the details of this request via [Exemption Request Processing](#).

Kind regards,

UCD Registry

Section 3 Vice Principal for Teaching & Learning: Approving an Exemption

Step 2 - Review Module Exemptions Requests

- The VP Teaching & Learning clicks on the **Reference number** within the Exemption Requiring Action area to access the full details of the exemption request

Requests in Progress

Filter...

📌 ↔

Reference	Module ID	Module Title	Exemption Type	Raised By	Last Updated by	Last Updated Date	Current Status
UCD Registry							
264377	EXMP10010	Module Exemptions	Trimester for delivery	Shelly Power	Shelly Power	10 Sep 2019	Awaiting VP T&L approval



Section 3 Vice Principal for Teaching & Learning: Approving an Exemption

Step 4 - Returning or Non Approval of Module Exemptions Requests

- VP Teaching & Learning selects **Return to Head of School** if they have a query about the request.
- VP Teaching & Learning selects **Request Not Approved** for requests which do not warrant progression.

Comments from VP Teaching & Learning Review

Provide any comments that may be useful to UCD Registry in implementing this exemption request. In the case that you are sending this request back to the Head of School, please provide an explanation.

VP Teaching and Learning Comments

Return to Head of SchoolApprove-Send to UCD RegistryRequest Not Approved



Section 3 Vice Principal for Teaching & Learning: Approving an Exemption

Step 3 - Approving Module Exemptions Requests

- VP Teaching & Learning approves the exemption request by selecting **Approve-Send to UCD Registry**. If UCD Registry have any queries relating to the exemption, the exemption can be returned to the VP T&L with a comment.
- The following exemptions are approved and managed locally. These do not progress to UCD Registry for actioning.
 - Grades cannot be entered within 20 working days.
 - Feedback cannot be provided within specified time.

Comments from VP Teaching & Learning Review

Provide any comments that may be useful to UCD Registry in implementing this exemption request. In the case that you are sending this request back to the Head of School, please provide an explanation.

VP Teaching and Learning Comments

Return to Head of SchoolApprove-Send to UCD RegistryRequest Not Approved

Section 4 Implementation of Approved Exemptions

Step 1 - Registry Teams Review Approved Exemption Requests

- Once the VP Teaching & Learning progresses approved exemptions to Registry, the exemptions are sent directly to the relevant team for actioning based on the exemption type. Assessment related exemptions enter an **Assessment (Grading Support Team)** workflow and Module Details, Content/Learning Outcomes, Student Effort Hours/FTE Exemption Requests enter a **Curriculum Team** workflow.
- Both teams access requests via the Registry **Module Exemptions Request** area and action by selecting the **reference number**.

Exemptions Requiring Action

Filter...

Reference	Module ID	Module Title	Exemption Type	Raised By	Last Updated by	Last Updated Date	Current Status
UCD Registry							
264375	EXMP10010	Module Exemptions	Assessment Strategy	Shelly Power	Shelly Power	10 Sep 2019	Awaiting Action from UCD Registry
264377	EXMP10010	Module Exemptions	Trimester for delivery	Shelly Power	Shelly Power	10 Sep 2019	Awaiting Action from UCD Registry
264378	EXMP10010	Module Exemptions	Trimester for delivery	Shelly Power	Shelly Power	10 Sep 2019	Awaiting Action from UCD Registry



Section 4 Implementation of Approved Exemptions

Step 2 - Confirmation email sent to Module Coordinator

- Once the required action is completed by the relevant team, the module coordinator is sent an email to close out the request.



Confirmation of Completion of Exemption Request

Dear Ms Power,

Your exemption request for 'Trimester for Delivery' for EXMP10010 has been approved by the VP for Teaching and Learning, and the change has been implemented in the relevant University systems.

Please note that if your Exemption request is related to Trimester Delivery then this may also require a change of Credit Split and/or Assessment Remediation Strategy, depending on the Trimester Delivery requested. Please see the [Introduction section of the Module Exemptions User Guide](#) to determine which additional exemptions may apply to your module.

Changes made based on Exemption requests approved by **13 January** will be carried forward to the next Academic Year. Any Exemption Requests submitted from **14 January onwards** will not carry forward and therefore will need to be manually updated in the Curriculum Management System when the Module Descriptor is open for edits.

Kind regards,
UCD Registry

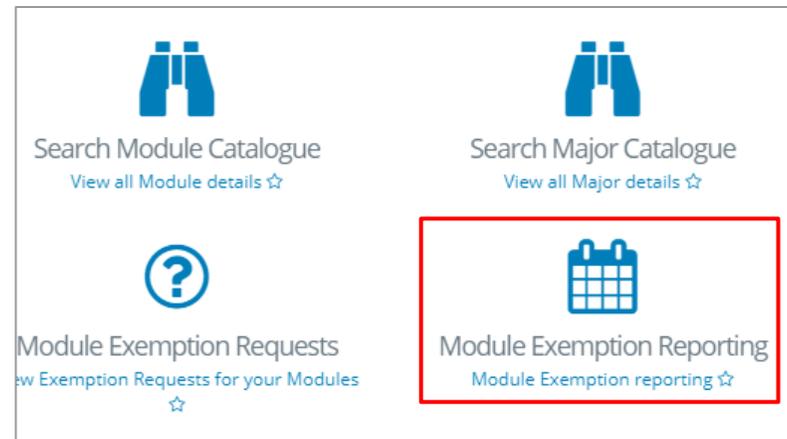
Section 5 Exemption Reporting

Step 1 - Accessing Module Exemption Reporting

Module exemption reporting can be accessed from within the Curriculum Management System (CMS) via **Module Exemption Reporting**.

How to access

- Log into UCD Connect
- In Connect, click on Infohub
- Click on Students
- Click on Curriculum, Module Capacity & Timetables
- Select [Curriculum Management System](#)
- Select **Module Exemption Reporting**





Section 5 Exemption Reporting

Schools are required to submit an annual report of exemptions approved to the Academic Council or its nominee.

- Select relevant academic year
- Report by Exemption Type and by School
- Reports can be downloaded in PDF or excel format

Module Exemptions Reporting

Select Academic Year: Academic Year 2022/2023

Exemption Type					
Trimester for delivery	3	3	1		6
Mode of delivery		1			1
Clinical/ fieldwork/ placement indicator		1			
Purpose & Overarching content		1			1
Learning outcomes		1			1
Approaches to teaching & learning		1		1	1
Student effort hours		1			1
Assessment feedback		1		1	
Remediation Strategy		1		1	
Credit Split by Trimester		1			



Section 6 FAQs

What's the difference between a derogation and a module exemption based on exceptional circumstances?

A derogation is a deviation from the Academic Regulations, approved by a Governing Board or School and UPB.

Module exemptions cover unusual circumstances necessitating a deviation from a descriptor in the course of module delivery or delay in completing a task on schedule.

I'm a Module Coordinator and have raised an exemption request, but my Head of School isn't available to log on to progress this. What do I do?

- Submit your exemption request using the online system.
- Send an email your Head of School, copying grading.support@ucd.ie (for exemptions relating to Assessment & Feedback sections of the descriptor) or curriculum@ucd.ie (for all other sections), asking your Head of School to confirm by return email whether the exemption can be recommended to the College Vice-Principal for Teaching & Learning.
- On receipt of written confirmation from your Head of School, UCD Registry will progress your request.

If your Head of School isn't available to respond by email, correspondence must also include the member of faculty authorised to make decisions on behalf of the Head of School in their absence. This decision-making authority should be clearly indicated on correspondence to UCD Registry.



Section 6 FAQs

I've recommended an exemption request from a Module Coordinator but the College Vice-Principal isn't available to progress this. What do I do?

- Send an email your College Vice-Principal for Teaching & Learning, copying grading.support@ucd.ie (for exemptions relating to Assessment & Feedback sections of the descriptor) or curriculum@ucd.ie (for all other sections), asking whether the exemption request may be approved.
- On receipt of written confirmation from your College Vice-Principal for Teaching & Learning, UCD Registry will progress your request.

If your College Vice-Principal for Teaching & Learning isn't available to respond by email, correspondence must also include the member of faculty authorised to make decisions on behalf of the College Vice-Principal for Teaching & Learning in their absence. This decision-making authority should be clearly indicated on correspondence to UCD Registry.



Clárann UCD
UCD Registry

An Fhoireann Churaclam | The Curriculum Team

Oibríochtaí Custaiméirí agus Curaclaim | Customer & Curriculum Operations
Áras Uí Thiarnaigh UCD | Tierney Building UCD
Belfield | Belfield
Baile Átha Cliath 4 | Dublin 4
Éire | Ireland

W: www.ucd.ie/registry/staff/registryservices/curriculum/
E: curriculum@ucd.ie