**[Template for notifying changes in Examination Regulations to the University Gazette]**

**[PLEASE DELETE ALL GUIDANCE MATERIAL IN SQUARE BRACKETS]**

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| [your ref # -optional] |

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| **[Name of] Divisional Board** |

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| **Approved at the meeting of [date]** |

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| **Title of Programme/ Name of Regulation [if general)]**  [use a fresh page for different programmes] |

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| **Brief note about nature of change**: [e.g. ‘minor amendment to assessment’; ‘new programme’; etc. This phrase will appear alongside the programme title in the main *Gazette* entry] |

**Location of change**

In *Examination Regulations 2016* [URL of regulation] [include reference to any relevant *Gazette* by stating ‘as amended by *Gazette* of date’ etc.]

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| **Effective date**  **For students starting from [e.g. MT 2017]** [This is the term/year that the first cohort of students, to whom the regulation change will apply, will start on course. In the case of undergraduate programmes, ‘Course’ means the degree overall e.g. if a change to an FHS is being described the effective date should be given as the first term of the **FPE** for the first cohort of students to whom the regulation change will apply. In the case of Second Public Examinations that are taken in parts, please give the effective date as described above, and additionally state the term in which they will start the relevant part (if applicable) e.g. **For students starting course from MT 2016 (Part B of FHS MT 2018)**]. If the change is to a modular course and will apply to all students on course at the same time, indicate as follows: **For all students on course from [e.g. MT 2017]**]  [And]  **For first examination from** **[e.g. 2017-18]** [This is the academic year in which the first examination to which the change will apply, will take place.] |

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| **Detail of change**  [Copy and paste section of regulations to be amended. Additions and replacements should be underlined, deletions should be struck through. Where there are multiple changes to a paragraph, it is best to delete the paragraph and insert the new paragraph in its entirety. It is not necessary to copy the whole of the regulation; copy sufficient of the text so that the regulation change is comprehensible.  Citation numbering is visible on the regulation detail page when you select ‘Show citation numbering’.  Use a numbered list if there is more than one change to a programme within the same URL.  For example:  *Example 1:* Amend citation reference. 1.23 as follows (new text underlined, deleted text struck through):  ‘~~Candidates will take four core options and submit a 5,000 word essay.~~  Candidates will take three core options and submit a 6,000 word essay on a subject to be determined by the examiners.’  *Example 2:* Amend citation reference 1.23 as follows (new text underlined, deleted text struck through):  ‘Candidates will take ~~four~~ three core options and submit a 5,000 word essay.’  Remember to change numbering sequences and cross-references to numbered clauses where necessary.  Remember also to add details to tables and other related programmes where there may be cross-references. These should be done as separate notices.] |
| **Explanatory Notes**  [Include here any rationale etc that is felt will assist the reader/user in interpreting the revision. This portion of text will be published in full. It will also be used in the version log of the regulation.] |