

University of Warwick

NOTIFICATION OF UNUSUAL OPTIONS FOR COURSES WITHIN THE FACULTY OF SCIENCE

For options not listed in the Programme Regulations, the following information must be completed by the student's personal tutor, then counter signed by the Chairman of the Department or his/her nominee (minute 11/95-96 of the Sub-Faculty of Science refers). Completed forms should be returned to the Students Records Section of the Academic Office.

Name of Student

Degree ProgrammeYear of study.....

Personal Tutor

Code and Title of Optional course

Normal Credit for the course

Year of study in which the course is normally taken (see note 10 overleaf)

Proposed Examination Weight in this case

Prerequisites (if any)

Examination
Arrangements



I approve these arrangements (See note 8 overleaf)

Chairman of the Department teaching
the course (or nominee) Date.....

(This signature is necessary only if 'A', 'B' or 'C' is entered in the box above)

Reasons for taking the option

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.....

I confirm that these arrangements have the agreement of my Department, and that the student has sufficient background to follow the option.

1. Signature of the Course
Organiser in the teaching DepartmentDate.....

2. Signature of Personal TutorDate.....

3. Signature of Student's Chair of
Department/Joint School or his/her
nominee (see note 8 'A' overleaf)Date.....

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PROCEDURE FOR THE APPROVAL OF UNUSUAL OPTIONS IN THE FACULTY OF SCIENCE

Under the following conditions Departments may agree unusual options for their students.

1. A student shall be entitled to study unusual options for credit on the agreement of his/her personal tutor, his/her Chairman of Department or Joint School, and the Chairman, or his/her representative, of the other Department/Joint School involved who shall be responsible for ensuring that the student has sufficient background to study the option. The credit for the course will be arranged between the Chairmen and should normally be consistent with the credit arranged in previous years.
2. A third year student may not take unusual options which are available as a normal option to a first year student on the same degree course with the exception of Language Centre courses which do not have a normal year of study.
3. A student may study for credit as an unusual option not more than one set of courses in one subject area which are available as normal options for students of a lower year on the same degree course, on the understanding that this set of courses does not exceed 25% of the years credit.
4. A student may not offer for examination an option on which he/she has been examined in a previous year.
5. Where a student wishes to take as an unusual option a course not offered by or for the Science Faculty area, an explanation of the student's reasons for taking the course should be given.
6. No guarantee can be given on timetabling for unusual options.
7. In the event of unusual options causing unavoidable clashes in the timetabling of examinations, the student's personal tutor will be in charge of any special invigilation. Special examination arrangements could conceivably include examinations in the evening.
8. Students following the same course but on different years of study must have different examination papers, where it involves a combination of finalists and 2nd years (including third year of four) on a Summer paper in which the overall number of candidates is greater than twelve and the number of non-finalists is greater than six; any other combination is granted exemption.

If the unusual option is being taken in its normal year of study enter 'X' in the examination arrangements box overleaf. Otherwise enter letter:

- 'A' If the Examiners' Board for the student's degree programme will not require the marks before the date approved by the Senate for the transfer of marks for the year of study in which the option is normally taken.
- 'B' if separate paper will be set by the teaching department
- 'C' if the combination of students taking the course does not require a separate paper, it being noted that the teaching department will be required to set a separate paper if the answer is incorrect.

9. Individual cases not conforming to these regulations must be referred to the Sub-Faculty of Science for approval.
10. In the case of options offered by the Language Centre, the Year of Study should indicate 'any year'.