**University of Dundee Senate *Pro forma* for the Use of Emergency Powers**[[1]](#footnote-1)

**Emergency Powers request for:**

|  |  |
| --- | --- |
| **Category** | **Tick box** |
| Approval of a new programme |  |
| Approval of a new module |  |
| Approval of new programme regulations |  |
| Approval of changes to a programme |  |
| Approval of changes to a module |  |
| Approval of a programme withdrawal or suspension |  |
| Approval of a module withdrawal or suspension |  |
| Other (provide a brief description in the covering note if the request does not fall within the categories described above) |  |

The details of the emergency powers request, including the reasons for the proposed change and the consultation that has been undertaken at School level should be described using the template provided in Appendix 1. The relevant documentation (for example, new or revised programme/module information or regulations) should also be provided.

**1. Confirmation of approval by the Associate Dean (Learning & Teaching) or (Quality & Academic Standards), and the Dean of School**

Signed: Date:

[Associate Dean (Learning & Teaching or Quality & Academic Standards]

Signed: Date:

[Dean of School]

**2. Confirmation of satisfactory completion of relevant documentation**

Signed: Date:

[Director of Quality & Academic Standards or Director of Academic & Corporate Governance]

1. **Confirmation of approval under emergency powers, pending formal approval by Senate[[2]](#footnote-2)**

Signed: Date:

[Vice-Principal (Learning & Teaching) or Director of Academic & Corporate Governance

Appendix 1

|  |  |
| --- | --- |
| **Emergency Powers: Summary of Proposed Changes[[3]](#footnote-3)** | |
| Module/programme title and module code where appropriate |  |
| Statement about the rationale and a summary of the proposal to support the emergency powers request |  |
| Details of the consultation process |  |
| Proposed timescale for changes |  |
| Date of approval of the version of the programme, module or regulation that this request precedes |  |

1. Revised October 2015 [↑](#footnote-ref-1)
2. The University Secretary, a Vice-Principal other than Learning & Teaching, or the University Director of Finance each have the delegated authority to sign on behalf of Senate during unusual and urgent situations where the Vice-Principal (Learning & Teaching), the Director of Academic & Corporate Governance and/or the Director of Quality and Academic Standards are not available. [↑](#footnote-ref-2)
3. A separate summary should be completed for each proposed change. [↑](#footnote-ref-3)