14. EXAMINATIONS HELD OVERSEAS

14.1 Examinations may not be sat overseas except in the most exceptional circumstances (for example, in cases of serious illness or bereavement in respect of immediate family). Permission for an examination to be held overseas may be requested only by the School Director of Teaching and Learning responsible for the programme, in consultation with the University Examinations Officer, and may only be granted by the relevant Teaching and Learning Dean. Students wishing to sit a University Examination overseas are required to apply through the School Director of Teaching and Learning or the University Examinations Officer. School Directors of Teaching and Learning are asked to discuss any request with the Examinations Officer at the earliest opportunity.

14.2 In those rare cases where permission to sit examinations overseas is granted, the student is required to pay a fee of £210 to cover the University's administrative costs and to pay separately for all local invigilation costs. This is in addition to the re-examination fee.

14.3 The University’s distance-learning courses and certain part-time Masters courses are excluded from this proscription.

14.4 The University Board for Teaching and Learning has confirmed that the normal proscription on examinations being held overseas applies to students of the University who are undertaking a period of study abroad. Permission to sit examinations overseas will be granted only in the most exceptional circumstances.