***Division of Health Sciences PVC Variation Approval Form***

*Revised 2021*

Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme of study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

* There is a strong presumption in favour of adhering to programme regulations, so it is important to present a case for the *exceptional circumstances* behind each individual PVC Variation request.
* Please add extra space to the template as needed to present your complete case. Electronic completion and signing of the form is preferred.
* Please attach relevant supporting documentation where applicable (e.g. academic record or transcripts, medical certificate, letter of support, paper outlines, etc).
* Send completed form to the Health Sciences Academic Committees and Services Specialist:   
  Dr Tosh Stewart ([tosh.stewart@otago.ac.nz](mailto:tosh.stewart@otago.ac.nz))
* Further details can be found in ”[Requesting a PVC Variation in Health Sciences: A Guide for Staff."](https://www.otago.ac.nz/healthsciences/otago765062.pdf)

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| ***DEPARTMENT TO COMPLETE***  Calendar page and regulation number:  Type of variation requested (for example: entry requirements, programme structure, paper substitutes, special circumstances, programme duration):  Justification for variation:  **Academic Leader Approval:**  Type name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***DiviSion to complete***  Decision:  Justification for approval:  Signature (under delegated authority by the PVC):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate Professor Chrys Jaye - Divisional Associate Dean (Postgraduate Studies)  *Or*  Professor Lois Surgenor – Divisional Associate Dean (Academic) |