



Guidelines for Establishing New Empty-Shell Codes

*Academic Committees and Services shall apply the following guidelines when considering requests for new empty-shell special topic codes. These guidelines are **not** intended to be applied retrospectively to evaluate the existing allocation of empty-shell special topic codes in a particular subject.*

- Special topic codes are not permitted at 100-level.
- A subject (e.g. ENGL, PHSI, etc.) may normally have not more than two special topic codes at each paper level (i.e. 200-level, 300-level, etc.).
- A subject may introduce a third special topic code at a particular paper-level with approval from the relevant Pro-Vice-Chancellor. It will then be expected that the number of special topic codes at that paper-level will be reduced to not more than two as soon as practical.
- A subject may normally have not more than six special topic codes in total: four at undergraduate level and two at postgraduate level.
- A subject may introduce additional special topic codes to a total of not more than eight – five at the undergraduate level and three at the postgraduate level – with approval from the relevant Pro-Vice-Chancellor. It will then be expected that the number of special topic codes be reduced to not more than six as soon as practical.
- Special topic codes that are normally used for dual-level content may be counted as one code for the purposes of these guidelines, at the discretion of Academic Committees and Services.
- The introduction of special topic codes outside of the above guidelines requires approval from the Deputy Vice-Chancellor (Academic), who may consult with the Boards of Undergraduate and Graduate Studies.