

## **EXEMPTION FROM PENALTY FOR SUBJECTS WITH LOW ENROLMENTS**

Because of the financial implications of teaching subjects with low numbers, the University has imposed penalties on Faculties and Graduate Schools for running such subjects. However the University also recognises that running a subject with low numbers can be justified in certain circumstances. In these cases, the exemption must be approved by the President of the Academic Board.

### **Criteria for Exemption**

While each case will be considered on its merits, the most common cases in which exemption will be granted are:

- The subject is needed for students in an award or major study that is being phased-out;
- The numbers in the subject need to be limited because of the available facilities or for EHS considerations (in these cases, a low quota will normally have been approved for the subject.);
- The subject is judged to serve a “public good” by providing education in an area of demonstrated local, national or international need;
- The subject is in a new program within its first two years of offering;
- The subject is one in which students receive individual supervision, and so there is no economy of scale (e.g. negotiated projects, industry placements).

In normal circumstances, approval will not be granted on the grounds that

- Students need the subject to complete a major study or stream (in these cases, the viability of the program must be questioned);
- That it is the specialization of the person teaching the subject.

Faculties/Graduate Schools are permitted a certain percentage of low enrolment subjects to cover such cases if they think they are strategically important.

### **Process**

1. The Faculty will send their request to the Academic Secretary, outlining the grounds on which they think the exemption is justified.
2. The Academic Secretary will forward the request to the Faculty Shepherd.
3. The Shepherd will make a recommendation to the President of the Academic Board.
4. The President will decide whether the request should be approved or not.