

Individual Schemes of Study and Assessment

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Legal and Regulatory Compliance

This procedure supports the University to comply with the Equality Act (2010) in respect of making reasonable adjustments for students with protected characteristics.

This procedure supports the University to comply with Ongoing Condition of Registration B1: Academic Experience in respect of ensuring courses are coherent.

This procedure supports the University to comply with Ongoing Conditions of Registration B4: Assessment and Awards and Ongoing Condition of Registration B5: Sector-recognised Standards in respect of ensuring students are validly assessed with reference to relevant sector-recognised standards.

Purpose

This procedure explains how the University handles situations where a student may need to follow a scheme of study and assessment which is different to that approved for their course.

Scope

This procedure applies for students enrolled on a course leading to an undergraduate or postgraduate taught award of the University.

This procedure applies for students enrolled on a doctoral programme, but only for any taught stage/units. It does not apply for the research stage/doctoral dissertation.

Policy Interactions

Requirements set by UK Visas and Immigration (UKVI) may limit the adjustments which can be approved as part of an Individual Scheme of Study and Assessment.

Requirements set by the Student Loan Company (SLC) and other funding bodies may limit the adjustments which can be approved as part of an Individual Scheme of Study and Assessment.

Requirements set by Professional; Statutory and Regulatory Bodies (PSRBs) may limit the adjustments which can be approved as part of an Individual Scheme of Study and Assessment.

Individual Schemes of Study and Assessment are referenced as part of the [guidance on actions staff should take to support pregnant students](#).

Where a student may require adjustments which are not available through an Individual Scheme of Study and Assessment, this should be escalated to Education, Quality & Standards Committee.

Disclosure

No papers, minutes, or other records which relate to reserved areas of business shall at any time be made available to a student, except insofar as the papers, minutes or other records constitute the student's own personal data.

Reserved areas of business include those concerning decisions on the academic assessment of individual students; in any case of doubt, the Chair of the Board of Studies shall decide whether a matter is a reserved area of business or not, and the Chair's decision shall be final.

Student personal data will be processed in accordance with current data protection legislation and in line with the [University Student Data Protection Statement](#).

Further advice is available from the University's Legal Adviser.

Principles

1. Individual Schemes of Study and Assessment are approved with the consent of students.
2. Individual Schemes of Study and Assessment are approved so that students are supported to achieve all Course Intended Learning Outcomes and any requirements set by accrediting bodies, and that they have the opportunity to demonstrate this achievement through assessment.
3. Individual Schemes of Study and Assessment are approved where they are necessary to mitigate the barriers to study and assessment faced by students.
4. Individual Schemes of Study and Assessment are approved in exceptional circumstances where other forms of support and adjustments are not sufficient to adequately support students and where suspension of study is not appropriate.
5. Individual Schemes of Study and Assessment are approved where reasonable in terms of practicality, effectiveness, disruption, cost, health & safety and fairness to other students (does not affect other students' access or the health and safety of other students).
6. Individual Schemes of Study and Assessment may not be used to retroactively void results for assessments which have already been taken, including non-submission.
7. Individual Schemes of Study and Assessment may be approved for students who experience significant, ongoing circumstances that require sustained adjustments to study and/or assessment. These groups include, but are not limited to:
 - a. students with long-term health conditions, disabilities, mental health conditions and/or neurodivergent conditions.
 - b. students who are carers.
 - c. students who are pregnant, have recently given birth and/or are breastfeeding.
 - d. students whose courses have been affected by decisions taken by the University, including where the University must implement its Student Protection Plan.

- e. students-athletes with exceptional sporting commitments on the Breakthrough Programme.
 - f. students who wish to transfer course and need to take a specific combination of units in order to do so.
8. Individual Schemes of Study and Assessment are not approved for students affected by short-term illness or short-term personal circumstances. The University has processes in place including individual mitigating circumstances and coursework extensions to support students in these circumstances.
9. Individual Schemes of Study and Assessment are not approved to allow students to change units or choose different optional units based on personal preference/interest.
10. Individual Schemes of Study and Assessment may be approved to make only the following adjustments to study and assessment:
- a. changing the units included in a course.
 - b. changing the pattern of study so that a stage or stages is studied over a longer period of time.
 - c. changing the type of assessment.
 - d. changing from on-site to remote assessment.
 - e. changing the position of the placement/study year abroad stage within a course.
 - f. changing the timing of assessment.

Responsibilities

University Secretary & Registrar makes decisions on compliance with the Equality Act (2010) in respect of Individual Schemes of Study and Assessment.

University Legal Adviser advises the University Secretary & Registrar on compliance with the Equality Act (2010) in respect of Individual Schemes of Study and Assessment.

Boards of Studies approve Individual Schemes of Study and Assessment.

Chairs of Boards of Studies:

- write to students to inform them that a proposed Individual Scheme of Study and Assessment has been rejected by the Board of Studies
- refer questions on compliance with the Equality Act (2010) in respect of Individual Schemes of Study and Assessment to the University Secretary & Registrar.

Faculty/School Teaching & Quality Committees make exemption requests to Education Quality Standards Committee (EQSC) for adjustments that cannot be made via an Individual Scheme of Study and Assessment.

Directors of Studies:

- discuss the need for an Individual Scheme of Study and Assessment with students
- where the need for an Individual Scheme of Study and Assessment may arise from disability, refer students to the Disability Service
- with students, design proposed Individual Schemes of Study and Assessment
- recommend Individual Schemes of Study and Assessment to Boards of Studies for approval
- communicate decisions on approval of Individual Schemes of Study and Assessment to students
- ensure Individual Schemes of Study and Assessment are implemented
- monitor and review Individual Schemes of Study and Assessment.

Programme Administration Teams:

- inform Academic Registry that Individual Schemes of Study and Assessment have been approved
- implement Individual Schemes of Study and Assessment in SAMIS
- maintain records of Individual Schemes of Study and Assessment.

Academic Registry:

- supports Programmes Administration Teams to implement Individual Schemes of Study and Assessment in SAMIS
- advises and publishes guidance on Individual Schemes of Study and Assessment.

Disability Service:

- reviews current support being accessed by disabled students and where appropriate recommends consideration of Individual Schemes of Study and Assessment
- updates Disability Access Plans as relevant to include additional recommendations for/ adjustments to be considered through Individual Schemes of Study and Assessment.

Faculty/School Assistant Registrars advise on Individual Schemes of Study and Assessment.

Performance Sports Officer advises on Individual Schemes of Study and Assessment.

Monitoring and Review

Boards of Studies monitor the implementation of Individual Schemes of Study and Assessment through annual consideration of a report prepared by Faculty/School Assistant Registrars using the template provided by Academic Registry.

Education, Quality and Standards Committee monitors Individual Schemes of Study and Assessment through annual consideration of a report prepared by Academic Registry in the form specified by the committee.

1. Identifying the need for an Individual Scheme of Study and Assessment

- 1.1. Students may raise the need for an Individual Scheme of Study and Assessment with the Director of Studies for their course.
- 1.2. The Director of Studies, or another member of staff liaising with the Director of Studies, may raise the need for an Individual Scheme of Study and Assessment with a student.
- 1.3. The Disability Service, as part of the disability advice process, may raise the need for an Individual Scheme of Study and Assessment with a student and liaise with the Director of Studies.
- 1.4. Where an Individual Scheme of Study and Assessment may relate to disability, the Director of Studies advises the student to also contact the Disability Service for disability advice. This may result in the implementation or review of disability related support.

2. Designing an Individual Scheme of Study and Assessment

- 2.1. Individual Schemes of Study and Assessment are designed by the Director of Studies in consultation with the student.
- 2.2. Where an Individual Scheme of Study and Assessment may relate to disability, the Director of Studies consults with the Disability Service.
- 2.3. Where an Individual Scheme of Study and Assessment relates to exceptional sporting commitments, the Director of Studies consults with the Performance Sports Officer.
- 2.4. In all cases, the Director of Studies consults, as appropriate, with the academic staff teaching the course and the Faculty/School Assistant Registrar.
- 2.5. Individual Schemes of Study and Assessment are designed to remove barriers which students (including disabled students) may encounter compared to other students in their cohort. They are not designed to give students an unfair advantage.
- 2.6. If a student requests specific adjustments as part of an Individual Scheme of Study and Assessment which the Director of Studies judges not to be academically appropriate or operationally feasible, the Director of Studies suggests appropriate alternative adjustments (which may or may not require an Individual Scheme of Study and Assessment) to support students with their specific needs.
- 2.7. Students who are dissatisfied with the support provided by the University can follow the [Student Complaint Procedure](#). Where the complaint may relate to disability, the Student Complaints Team refers the case as appropriate to the University Legal Adviser, who advises the University Secretary & Registrar on any potential risks to compliance with Equality Act (2010).

3. Approving an Individual Scheme of Study and Assessment

- 3.1. Individual Schemes of Study and Assessment are approved by Boards of Studies.
- 3.2. Boards of Studies consider whether a proposed Individual Scheme of Study and Assessment is academically appropriate and operationally feasible.
- 3.3. Chairs of Board of Studies may approve Individual Schemes of Study and Assessment on delegated authority. Proposed Individual Schemes of Study and Assessment may only be rejected after consideration by the full Board.
- 3.4. Directors of Studies submit a request for an Individual Scheme of Study and Assessment to the Board of Studies using the [Individual Scheme of Study and Assessment Form](#).
- 3.5. Directors of Studies append any evidence as requested in the form.
- 3.6. Where the Board of Studies approves an Individual Scheme of Study and Assessment, the Director of Studies notifies the student in writing.
- 3.7. Where the Board of Studies determines that a proposed Individual Scheme of Study and Assessment should be rejected, and the Individual Scheme of Study may relate to protected characteristics, the Chair of the Board as appropriate refers the case to the University Legal Adviser, who advises the University Secretary & Registrar on any potential risks to compliance with Equality Act (2010).
- 3.8. Where a proposed Individual Scheme of Study and Assessment is rejected, the Chair of the Board Studies notifies the student in writing, copying the Director of Studies, explaining why the proposal has been rejected. The Director of Studies meets with the student to discuss alternative adjustments and support.
- 3.9. Where the Board of Studies determines that a student may require adjustments which cannot be agreed through an Individual Scheme of Study and Assessment, the Chair of the Board of Studies may refer the case to Education, Quality & Standards Committee.

4. Implementing an Individual Scheme of Study and Assessment

- 4.1 The Director of Studies informs relevant academic staff that an Individual Scheme of Study and Assessment has been approved and monitors implementation.
- 4.2 Where an Individual Scheme of Study and Assessment may relate to disability, the Director of Studies informs the Disability Service.
- 4.3 Where an Individual Scheme of Study and Assessment relates to exceptional sporting commitments, the Director of Studies informs the Performance Sports Officer.
- 4.4 The Secretary to the Board of Studies informs the Programmes Administration Team that an Individual Scheme of Study and Assessment has been approved.
- 4.3 The Programme Administration Team informs Academic Registry that an Individual Scheme of Study and Assessment has been approved and implements/seek support to implement in SAMIS as appropriate.
- 4.4 The Programme Administration Team further maintains a local record of the Individual Scheme of Study and Assessment and monitors implementation.

Academic Registry publishes [guidance for Programme Administration Teams on implementing Individual Schemes of Study and Assessment](#).

5. Monitoring Individual Schemes of Study and Assessment

- 5.1. Directors of Studies review Individual Schemes of Study and Assessment with students as required and at least annually.
- 5.2. The review confirms whether the Individual Scheme of Study and Assessment continues to meet the student's needs.
- 5.3. As a result of the review, the Director of Studies or student may propose making changes to the Individual Scheme of Study and Assessment.
- 5.4. Approval of any changes follows the same process outlined in section 4.

Appendix 1: Permitted Adjustments

The following adjustments may be made through an Individual Scheme of Study and Assessment.

[Academic Registry publishes further guidance on making these adjustments.](#)

If adjustments are required which are not permitted as part of an Individual Scheme of Study and Assessment, this should be escalated to Education, Quality and Standards Committee.

Changing the units included in a course.

This means replacing a unit included in a course with an alternative existing unit(s) of the same level and credit value.

It does not mean creating a bespoke unit for an individual student.

It does not mean voiding a unit which a student has already taken.

Changing the pattern of study

This means allowing a student to study a course or stages of a course over a longer period of time.

Students are never permitted to study a course or stages of a course over a shorter period of time.

Changing the assessment type

This means:

- changing the assessment type e.g., coursework to exam.
- changing the assessment subtype within an assessment type e.g., closed exam to open book exam.

It does not mean making adjustments within a coursework or practical assessment subtype e.g., allowing a student to present only to the lecturer rather than the whole class. Adjustments within the assessment subtype do not require an Individual Scheme of Study and Assessment and can be made by the Unit Convenor in consultation with the Director of Studies.

Please refer to the [Assessment Taxonomy](#)

Changing from on-site to remote assessment

This means conducting the same assessment remotely, either at another location or online.

Assessments are conducted under the same conditions e.g., timed assessments must be timed, invigilated assessments must be invigilated.

Please refer to [guidance on remote assessment for international students](#).

Changing the position of a placement/study year abroad stage

This means moving the position of a placement or study year abroad stage from its usual position within a course.

It does not mean changing the length of the placement or study year abroad stage e.g. from one academic year to one semester.

Placement or study abroad stages may not be moved to the end of a course.

Changing the timing of an assessment

For open-and closed-book written examinations, this means moving the examination to another assessment period e.g., to the Summer Supplementary Assessment Period.

For other assessments, this means agreeing in advance that a student may have a different deadline for submission (as opposed to a [coursework extension](#) which is agreed for students who encounter acute, unforeseen issues). It may also mean agreeing extensions which would not be possible per a department's coursework extensions procedure.

This does not mean giving extra time in examinations. Students who require extra time should contact the Disability Service to make [alternative exam arrangements](#).

Procedure Details

Issue Version:	1.0
Date:	August 2026
Approval:	Senate 3 rd June 2026