

ANNEX H - Individual schemes of study

(Sometimes referred to as “special programmes of study”)

- 1.1 Under an individual scheme of study, a student is permitted for a specific and justifiable reason, to take a diet or pattern of units or other course variant which is not normally permitted under the Programme Regulations but is deemed to be still relevant to the course title in terms of content and equivalent in level of challenge.
- 1.2 Boards of Studies have delegated responsibility from Senate under their Terms of Reference for approving individual schemes of study.
- 1.3 Requests to Boards of Studies for approval of an individual scheme should only be approved in exceptional circumstances, including the following:
 - students with long-term health conditions, disabilities, mental ill-health or learning difficulties for whom other adjustments are not practicable (requires recommendation from [Disability Service](#))
 - students wishing with good reason to change to a related programme at a point where programme regulations do not allow for this
 - students with exceptional sporting commitments
 - students who were permitted to study remotely under the Remote Starters 2021/22 policy, to continue to study remotely in 2022/23 and until the end of their programme of study when justified by
 - a health condition in which remote study would be a reasonable adjustment for the student (requires recommendation from [Disability Service](#))
 - a health condition of someone they care for or a partner they live with.
- 1.4 An individual programme of study would not normally be approved in the following circumstances:
 - where illness or other adverse circumstances have the potential to temporarily affect individual student assessment. Instead consider a request for extension (see [QA16 , Assessment, Marking and Feedback](#)) or [Individual Mitigating Circumstances](#) procedures.
 - to enable students to select options which are not offered as part of the programme
 - to enable students to change their programme of studies. Instead, opportunities for students to move on to other closely related courses should be managed via course structures and Designated Alternative Programmes (DAPs) at appropriate times of the year.
 - to cover staffing issues caused by e.g. maternity leave.
 - for changes of options, programme, mode of study, extension of registration, where these have been agreed by the Director of Studies or Designated Signatory and fall within the regulatory framework. [Online advice](#) is available for students and a change of circumstances form ([see Academic Registry guidance](#)) may need to be completed.
- 1.5 In submitting a request for approval of an individual scheme of study, Directors of Studies must

- confirm that the proposal is appropriate, that they are supportive of it, whilst drawing attention to any potential risks or issues
 - ensure that students have been advised to consider the full range of options which may be available to them and are aware of sources of specialist advice such as the Disability Service, Student Immigration Service, Student Finance, Careers Service. In cases where fees, funding and visas could be affected, students must seek such specialist advice. **Please be aware that remote study overseas is likely to have consequences for a student visa holder and such requests must include written confirmation from the student that they understand the implications of remote study.**
- 1.6 Boards of Studies should normally approve individual schemes of study which permit compliance with [Regulation 15.7](#) which relates to maximum permitted study periods. Students must be counselled appropriately where an individual scheme of study would put them at risk of not completing within the maximum permitted time. Boards of Studies may recommend to Senate specific arrangements for any student who might be deemed, for good reason, to be unable to meet the terms of Regulation 15.7.
- 1.7 The relevant Department/Faculty/School administration must update SAMIS to reflect approved individual schemes of study. The Academic Registry must be informed of the approval of all individual schemes of study including the detail of the scheme of study.

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