

Policy on Flexible Study on a Full-Time Programme

Scope

This policy applies to students with a long-term condition, disability or exceptional circumstances, such as a period of ill health, which are impacting on their ability to continue their studies on a full-time programme but where there is evidence to suggest that they would be able to engage effectively with a reduced study load for a defined period of time.

Principles

1. Students will be allowed to register on a full-time programmes for an agreed number of modules in an academic year on a part-time basis.
2. One year of a full-time degree programme may be taken over two academic years.
3. Credits will normally be split 60:60 across two academic years, although exceptionally a different split may be agreed if it is academically viable and the student's Department agrees this in consultation with AccessAbility and the student.
4. In reaching a decision on academic viability departments will consider whether modules should be taken together or in a particular sequence.
5. In most circumstances it will only be possible to study flexibly on a full-time programme for one academic year.
6. A decision to allow a student to study flexibly on a full-time programme will be based on the assessment of a student's ability to engage academically on a full-time basis and will not take account of financial considerations.
7. Students financed through the Student Loan Company who have exceptional circumstances will normally be eligible to receive funding for one period of flexible study providing it is their intention to return to full-time study but it is a student's responsibility to obtain advice on any financial impact of studying a reduced number of modules prior to submitting an application.
8. Tuition fees will be charged on a pro-rata basis depending on the number of modules studied and the credit weighting of such modules
9. A decision to allow a student to study flexibly on a full-time programme will take due account of any planned changes to a programme of study, including whether it will be offered for the required period.

Procedures for Flexible Study on a Full-Time Programme

1. A student should normally initiate a discussion about the possibility of flexible study on a full-time programme with AccessAbility.
2. In certain cases AccessAbility may initiate the discussion if it considers that such an arrangement might be to the benefit of the student.
3. A discussion will take place with the student's department to understand what is possible from an academic point of view.

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4. Applicants will be advised to seek advice on the financial implications of flexible study on a full-time programme.
5. If the student considers flexible study on a full-time programme would be a good option for them they will be required to submit a written request with any appropriate supporting evidence to AccessAbility.
6. AccessAbility will consider whether the request constitutes a reasonable adjustment and if it supports the application it will submit it to the student's academic department for consideration.
7. If AccessAbility does not support the application it will inform the student with reasons and it will not be forwarded to the Department.
8. Where an application is supported by AccessAbility the Department will consider the application and indicate whether they support it, including a proposed schedule of modules.
9. The final decision on whether the application is academically viable will rest with the academic department. This will also take account of any future plans in relation to the programme, including whether it is intended that it will be offered over the period a student's registration would be extended.
10. If the Department supports the request it will submit it to Student Records with a request that the student be registered on a specified number of modules over an agreed period of time.
11. This request will outline which modules will be taken in each academic year.
12. If an application is not supported either by AccessAbility or the relevant academic department a student will be notified in writing of the reasons and will have recourse to the Complaints Procedure if they believe that their application has not been considered in line with the Policy.

Approved by the Academic Policy Committee, July 2018