

Personal Study Plan Procedure

1. What are Personal Study Plans?

Personal Study Plans are used to ensure that arrangements for study that do not entirely conform to Trinity Laban's validated programmes are approved by the Institution. Personal Study Plans may be used to change the normal pattern of study where a student's circumstances mean that they are no longer able to follow this. They may also be used to approve individual repeat options where a student is permitted to progress to the next stage or part of a programme before completing the previous stage or part or, in exceptional cases, to vary the content of a programme in order to accommodate a particular professional need.

2. Summary of Responsibilities

2.1 Programme Leader

The Programme Leader is responsible for:

- agreeing the proposed study plan with the student concerned
- where a change to the assessment method(s) or content are proposed, consulting with the External Examiner
- for Music programmes, consulting the relevant Head of Department to ensure that the proposed study plan is viable
- consulting the Registry about the practical implications for the student in changing their pattern of study (for example the impact on funding or visa arrangements)
- determining whether additional learning support is required to enable the student to successfully complete the programme, consulting the Learning Support Coordinator and/or Student Services as appropriate
- completing the Personal Study Plan form, including a rationale for the proposal and details of the proposed changes to the normal pattern of study, and submitting it to the Registry for approval
- ensuring that the Personal Study Plan is implemented following its approval

2.2 External Examiner

The External Examiner for the programme is responsible for:

- confirming that, where a change to the assessment method(s) or content are proposed, the Personal Study Plan continues to meet the learning outcomes for the programme

2.3 Chair of Assessment Board

The Chair of the Assessment Board (normally the Director of Faculty) is responsible for:

- confirming that the proposed Personal Study Plan is complete and that the resources are available to support it
- confirming that the proposed assessment load is realistic and does not disadvantage the student
- ensuring that, where a change to the assessment method(s) or content of a programme are proposed, the External Examiner has been consulted and the learning outcomes for the programme will be met
- approving the Personal Study Plan

2.4 Registrar

The Registrar, or his/her representative on the Assessment Board is responsible for:

- ensuring that the proposed study plan complies with the assessment regulations
- ensuring that the student is not significantly advantaged or disadvantaged by the arrangements compared to other students on the programme
- approving the personal study plan

3. Criteria for Personal Study Plans

3.1 Changes to the normal pattern of study

A change to the normal pattern of study may be proposed where, for overwhelming reasons not covered by the Mitigating Circumstances Procedure, a student is unable to attend activities as designated within the normal structures and content of the programme. Reasons may include:

- The development or worsening of a long term or chronic condition during the programme of study – such circumstances may come to light as a result of multiple mitigating circumstances claims, or through contact with Student Services.
- Institutional circumstances that have affected normal programme delivery.
- A short-term professional or learning opportunity arising during the programme of study, where it can be demonstrated that the opportunity could not reasonably be deferred to another time and that it will contribute significantly to the student's academic or professional development. Where such opportunities are expected to last beyond the end of the current academic year, the student will normally be expected to interrupt his or her studies and rejoin the programme in the following academic year. In such cases, the Personal Study Plan proposal would not normally be granted.
- Return to study after a period of interruption, where changes to the programme have been made in the interim.

In addition to changes to delivery of content, changes to the pattern of study may include changes to the timing and or mode of assessment. Where alternative assessments are proposed, the External Examiner should be consulted to ensure comparability with the normal assessment task. In all circumstances, an alternative assessment task will only be approved on the condition that it constitutes an equivalent task that enables the relevant learning outcomes to be demonstrated.

3.2 Individual repeat options

Any retake or repeat option not outlined in the Assessment Regulations must be proposed through the Personal Study Plan procedure. This must include details of arrangements for the completion of outstanding work whilst continuing with the next Part of the programme, for example, where resits have been deferred due to mitigating circumstances. Where arrangements are approved, the Assessment Board must make it clear that failure to pass the work being repeated will normally result in withdrawal from the programme, even if modules from the next Part of the programme have been successfully completed.

3.3 Variation of programme content

There are occasions where, for exceptional reasons, it may be necessary to vary the content of a programme for an individual student in order to meet their individual learning needs. Such variations may include:

- provision for a Music student to undertake joint principal study where this supports his/her professional development or career aspirations
- provision for a student to take a module or component from another programme in place of an optional module or component in the programme on which he/she is registered

Where such a variation is proposed, the Programme Leader must ensure that the student will be able to meet the learning outcomes for the programme and will not be disadvantaged at the point of assessment.

4. Procedure for proposing a Personal Study Plan

4.1 Personal Study Plan form

All applications should be made on the Personal Study Plan form (available from the Registry). The Programme Leader is responsible for completing the form following consultation with the student and relevant members of staff as outlined in 2.1 above. The form should outline the rationale for the proposal and include details of the modules/components to be taken in each term and the proposed timing of assessments.

Where the Personal Study Plan includes provision for alternative assessments and/or variation of programme content, the amended programme, module or component specifications and/or new assessment briefs should be provided.

Forms should be signed by the Programme Leader and submitted to the Registry for approval by the Chair of the Assessment Board and the Registrar.

4.2 Approval

The Chair of the Assessment Board and the Registrar (or the Registrar's representative on the Assessment Board) will review the proposal, ensuring that it complies with the Assessment Regulations and maintains the learning outcomes for the programme. The proposed study plan should not disadvantage the student in terms of learning opportunities or potential assessment outcomes, nor should it advantage the student over others on the programme with respect to potential assessment outcomes.

The Chair of the Assessment Board will sign the form to indicate their approval, or provide reasons for rejecting the proposal. The proposal may be referred back to the Programme Leader if further information is required.

Where additional resources (for example additional teaching, venue hire etc.) are required in order to implement the personal study plan, the proposal may be approved subject to payment of an additional fee by the student.

4.3 Notifications and Records

The Registry will notify the Programme Leader of the outcome and, where the proposal has been approved, will write to the student confirming the details of their Personal Study Plan.

The Personal Study Plan will be retained on the student's file. All Personal Study Plan approvals will be reported to the next meeting of the Assessment Board and recorded in the minutes. The Secretary will ensure that the details of the Study Plan are reflected on the assessment board spreadsheet.