**PERSONAL STUDY PLAN PROPOSAL FORM**

This form should be completed by the Programme Leader and submitted to the Registry for approval. All Personal Study Plans must be approved by the Chair of the Assessment Board and the Registrar (or representative) before implementation.

|  |  |
| --- | --- |
| **Student Name** |  |
| **Programme Title** |  |
| **Current Programme Year / Stage** |  |
| **Programme Leader** |  |
| **Type of Proposal\*** | Change to pattern of study  Individual repeat options  Variation of programme content  Variation of assessment mode  Other (please specify): |

\*Refer to the Personal Study Plan Procedure for guidance and examples

|  |
| --- |
| **Rationale**  Provide a summary of the student’s circumstances and outline the reasons for the personal study plan proposal. How will the proposed changes meet the student’s needs and the learning outcomes for the programme? |
|  |
| **Study Plan Details**  Provide a diagram or summary indicating which modules/components will be completed in each term and when assessments will be taken. If changes to the content of a programme or module are proposed, a revised programme and/or module specification should be attached. |
|  |
| **Alternative Assessments**  If the student will take an assessment that differs from the normal task, indicate how the assessment will be planned and managed. Alternative assessment tasks should be submitted to the External Examiner for approval and a new assessment brief attached to this form. |
|  |
| **Resource Implications**  Outline any additional resources or support required in order to implement the Personal Study Plan. Students may be asked to pay an additional fee if significant additional costs are involved. |
|  |

**Staff consulted:**

**Year Coordinator  Academic Administration Manager**

**Head of Department  Student Services**

**Learning Support Coordinator  Other**

**Proposed by:**

**Programme Leader:**

**Signature: Date:**

**Approved by:**

**Chair of Assessment Board:**

**Approved  Rejected  Reasons for rejection:**

**Signature: Date:**

**Registrar (or representative on the Assessment Board):**

**Approved  Rejected  Reasons for rejection:**

**Signature: Date:**