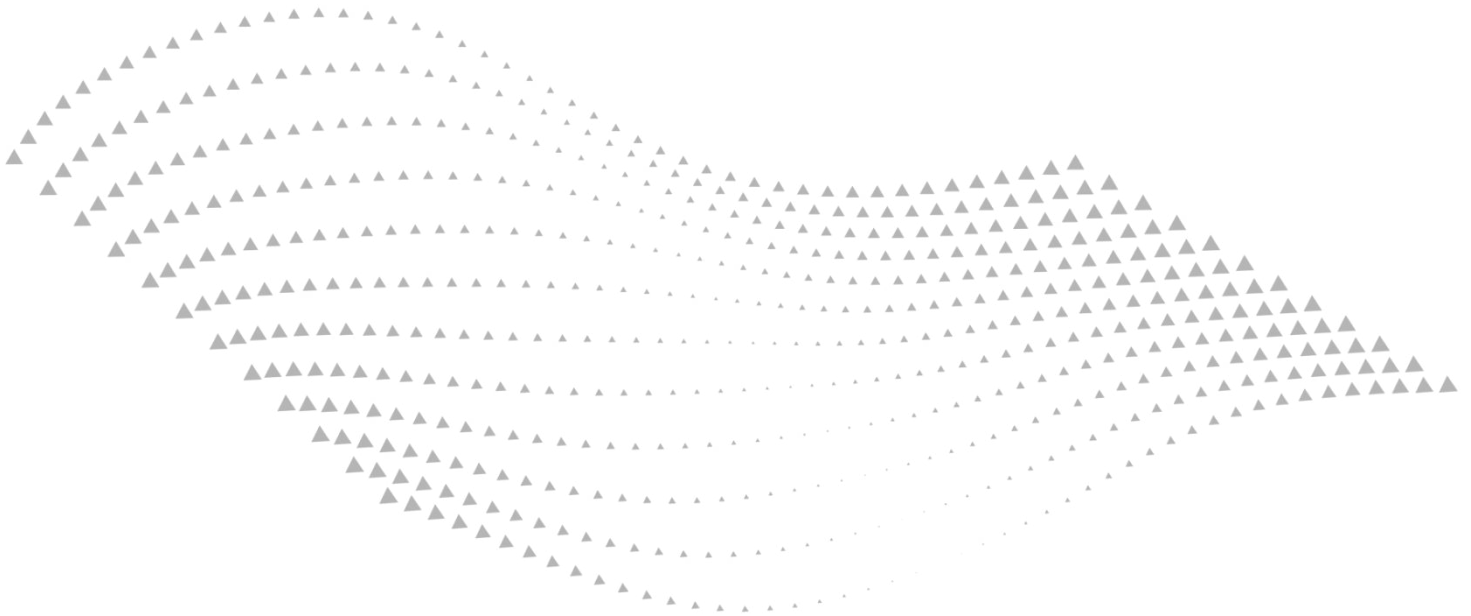


BIMM  
UNIVERSITY

A university  
for the creative  
industries

## **Special Scheme of Study Policy**



Last approved:

July 2023

Approved by:

Academic Board

Next review due:

September 2026

## 1. Introduction

BIMM University's purpose and vision are to:

- *Inspire the next generation of industry professionals through the creation of inclusive and creative learning environments that remove barriers and create opportunities for equal participation in the creative industries.*
- *Provide the highest standard of industry-led education, built on a foundation of collaboration, inclusivity and an entrepreneurial spirit, preparing our students for a sustainable career within the creative industries.*

This policy is designed to meet the needs of students at BIMM University who may be offered professional opportunities in the creative industries during their studies. In such cases, this policy allows Course Leaders to propose adjustments to teaching and assessment that will enable students to continue their studies whilst taking on professional engagements that will benefit their professional development.

## 2. Principles

When proposing a Special Scheme of Study, the Course Leader must consider the following:

- Adjustments can only be made to modules of a total value of 30 credits in one FHEQ level.
- The proposal must be written in consultation with the Course's External Examiner.
- Any proposal for adjustments to teaching and assessment must ensure that the relevant learning outcomes are met.
- Students must not be disadvantaged regarding their learning opportunities and the academic support they receive from the University.
- Any proposal is manageable by the course team and affordable regarding staff time and other resources. However, where additional costs are significant, the student must agree to meet those costs before the proposal is approved.
- A bespoke assessment brief should be attached to the proposal if an assessment is modified.
- Any comments from the External Examiner on the Proposal should also be attached.
- The Head of School must countersign the proposal.
- The proposal must be approved by the Chair of the Learning, Teaching and Enhancement Committee (LTEC), whose decision is final.

## Special Scheme of Study Proposal

Sometimes our students are offered professional opportunities before the end of their course of study. This Special Scheme of Study Proposal process enables Course Leaders to propose adjustments to teaching and assessment for modules of a maximum size of 30 credits in one level of study that would enable a student to take up the professional opportunity while meeting the academic requirements for the course.

The Course Leader should complete this form following consultation with the Course External Examiner, signed by Head of School and submitted to the Chair of the Learning, Teaching and Enhancement Committee (LTEC) for approval.

Course teams should ensure that the student has received guidance on how the proposed adjustments will be implemented. All proposals should contain written confirmation that the student agrees with the proposal's content and accepts the implications of adjustments to their study agreement.

<b>Student Name</b>			
<b>Course Title</b>			
<b>Level of Study</b>			
<b>Module(s) to which adjustments are proposed</b>	Code:	Name:	Credit value:
<b>Course Leader</b>			
<b>Type of Proposal*</b>	Change to the pattern of study		
	Individual uncapped Retrieval option		
	Variation of assessment mode		
	Variation of module delivery		
	Other (please specify below)		

**Rationale (250 words max)**

Provide a summary of the student's circumstances and outline the reasons for the Special Scheme of Study proposal.

**Study Plan Details**

Provide a written summary of any proposed change to the module delivery for this student. How will the proposed changes meet the student's needs and the aims and learning outcomes for the module?

**Alternative Assessments**

If the student will take an assessment that differs from the normal task, indicate how the assessment will be planned and managed. A new bespoke new assessment brief should be attached to this form.

**Resource Implications**

Outline any additional resources or support required to implement the Special Scheme of Study. Students may be asked to pay an additional fee if significant additional costs are involved (this should be detailed below and forms part of the agreement with the student).

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**Consultation and authorisation**

<b>Staff consulted</b>	<b>Name</b>	<b>Date</b>
External Examiner:		
Other:		
<b>Signatures</b>		
Course Leader:		
Head of School:		
Student:		
Chair of LTEC:		