

Requirements when considering requests for a Variation to Study Rate

1. Introduction

- 1.1 Students are able to request a variation to their rate of study, in order to ensure that they can continue with their study during a period of difficulty.
 - a. **Variation to study rate** is defined as any personalised arrangement granted in special circumstances, with appropriate evidence, to complete modules and assessments at a different rate to that set out in the definitive course information in CourseLoop and assessment and feedback plans, in order to support a student with a long-term extenuating circumstance.
- 1.2 It is not considered grounds for a Variation to Study Rate where the University has put in place extraordinary measures to vary learning, teaching and assessment to address national or international events, for example, industrial action by staff or pandemic.

Explanatory Note

- Extenuating circumstances necessitating a varied rate of study are those for which the consequences are ongoing rather than related to a specific assessment (see Quality Handbook (QH) Section 17A).
- Stipulations from accrediting Professional, Regulatory and Statutory Bodies (PSRBs) should also be taken into account when considering a request.
- Students studying online learning courses offered in partnership with Wiley are excluded from the provisions of this supplement and should refer instead to QH Section 10E.

2. Considerations

- 2.1 All students requesting to vary their rate of study have the responsibility to discuss the implications by accessing support and advice from their Academic School Course team and relevant University departments. Students on a Student Route visa are also advised to speak to the International Support Team to understand the implications of a Variation to Study Rate on their visa.

- 2.2 Prior to requesting a variation to study rate, the University's Notification of Extenuating Circumstances (NEC) and Support to Study policies, should be explored and considered to determine whether the adjustments afforded via these routes may be of assistance.
- 2.3 The decision to grant a variation to study rate is made by the Deputy Dean/Head of Department or nominee. The process by which students may request this must be clear and consistently applied across the University.
- 2.4 Students can appeal the decision through the Appeals process for requests for a Variation to Study Rate (see 3.1 and 3.2 below) to the Executive Dean or nominee.
- 2.5 Students varying their rate of study will continue to receive course communications, access to the VLE (Virtual Learning Environment) and learning materials and have an agreed plan of contact with their course team.
- 2.6 No unfair academic advantage should be gained by the agreement to vary a student's rate. All awarded grades stand. Passed assessments cannot be repeated.
- 2.7 Each request should be considered on its own merits taking into account the student's circumstances and the University's ambition that students are able to personalise their learning experience where possible.
- 2.8 The agreed variation in study rate should be appropriately recorded on the University's student record system by Academic Registry.

3. Appeals

- 3.1 A student is entitled to submit an appeal on one or more of the following grounds:
 - a. The University failed to correctly follow its own procedures
 - b. The student has additional material information which could not have previously been made available
- 3.2 When submitting an appeal, the student must provide associated evidence/information in support of the ground(s) on which the appeal is being made.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	New
Mar 2017	14.03.17	14.03.17	Change of decision making authority to Head of Department
Sep 2017	12.09.17	01.10.17	Clarification of maximum registration periods and cross reference to QHS10E for Wiley online learning courses
Sept 2018	12.09.18	01.10.18	None
Sept 2019	11.09.19	01.10.19	None
Mar 2020	01.04.20	01.04.20	Changes to address implications of COVID-19 outbreak. Dean to grant LoA requests, with DVC AQD informed. Appeals to DVC AQD. LoA requests do not apply where the University has put in place extraordinary measures to vary learning, teaching and assessment, during in times of national or international emergency
Sept 2020	16.09.20	01.10.20	None
Sept 2021	07.09.21	01.10.21	None
Sept 2022	22.09.22	01.10.22	None
Sept 2023	14.09.23	01.10.23	Minor content changes, including advice for Student Route students.

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	01.10.17	CADQ