Special Schemes of Study

Scope
All taught provision at City University London

Senate Regulations
Regulation 19 Assessment
Regulation 15 Undergraduate Programmes
Regulation 16 Graduate Programmes
Regulation 17 Postgraduate Programmes
Regulation 18 Certificates outside undergraduate, graduate or postgraduate programmes

Date approved/re-approved
Last published November 2011

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

To be read in conjunction
Special Scheme of Study form in Section 3 of the Quality Manual
**Special Schemes of Study**

Special Schemes of Study are used to ensure that arrangements for study that do not entirely fall within the approved undergraduate, graduate and postgraduate programmes are approved in the appropriate way. Special Schemes of Study may be used to enable students to undertake study not leading to an award of the University and/or to provide a means of flexibility in adjusting programmes of study to meet individual students’ special and exceptional needs. Special Schemes of Study may also be used to approve individual repeat options for students.

Special Schemes of Study are approved using the Special Scheme of Study Form.

Senate Regulation 18 states that for a named Certificate programme approved by Senate of not less than 60 credits at any or mixed level, the award is made in accordance with the approved Special Scheme of Study. In such cases, a programme specification is likely to be required and the normal approval process would be used – in such circumstances, the advice of Student and Academic Services should be sought.

**Summary of Responsibilities**

Programme Director and Team

- Ensure that the proposed special scheme of study is consulted with the relevant individuals, students and the Programme Committee.

Programme Committee

- Makes recommendations for special scheme of study to the programme to the Board of Studies.

Board of Studies

- Ensures that the proposed special scheme of study is complete and that the resources are available to support it.
- Provides peer review of the proposal.
- Approves the special scheme of study.

Assessment Board

- Approves the special scheme of study where this relates to individual repeat options for students

Education and Student Committee

- Receives reports of special schemes of study and makes provision for random checks of special schemes of study.

Programmes Officer

- Provide advice and guidance on the operation of special schemes of study.
- Checks a random sample of special schemes of study.