



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

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

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.