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**Personal Study Plan Proposal Form**

All Personal Study Plans must be approved by the Deputy Director (Learning, Teaching & Student Experience) and the Registrar (or representative) before implementation. This form should be completed by the Programme Leader and submitted to the Academic Admin team for processing.

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| **Student Name** |  |
| **Programme Title** |  |
| **Current Programme Year / Stage** |  |
| **Programme Leader** |  |
| **Has the Academic Admin team been consulted on the proposed Personal Study Plan?** | [ ]  Yes[ ]  No |

**Guidance for completion of this proposal**

The Form consists of two parts

1. **Rationale for the proposal** *– the reason(s) for proposing the Personal Study Plan*

In accordance with the Personal Study Plan Procedure, eligible reasons include:

* Institutional circumstances that have affected the normal programme delivery.
* A short-term professional or learning opportunity arising during the programme of study.
* Return to study after a period of interruption, where changes to the programme have been made in the interim.
* Requested by a Fitness to Study Panel.
* Requested by an Assessment Board in circumstances set out in the Academic Regulations.
* On advice from Student Services/Trinity Laban Health based on an assessment of the student’s circumstances.
1. **Details of the Personal Study Plan** – *description of the proposed adjustments to the student’s studies*

In accordance with the Personal Study Plan Procedure, possible adjustments include:

* Change to pattern of study (e.g. changing the order in which modules are taken)
* Individual repeat options (requested by the Assessment Board)
* Variation of programme content (e.g. changing the content of a module(s), **not including assessments**)
* Alternative assessment
* Changes to assessment timings or deadlines

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| 1. **Rationale**

Please tick which situation applies to the student and answer the related questions where applicable. There may be multiple answers. |
| **☐ Institutional circumstances that have affected normal programme delivery.** |
| What were the institutional circumstances and how did they affect the student(s)?   |  |
| **☐ A short-term professional or learning opportunity arising during the programme of study** *(where such opportunities are expected to last beyond the end of the current academic year, the student will be expected to interrupt his or her studies and rejoin the programme in the following academic year).* |
| Where or with whom will the opportunity be? How will the opportunity contribute to the student’s professional or academic development that is different to the studies they would be undertaking at the same time? |  |
| **☐ Return to study after a period of interruption, where changes to the programme have been made in the interim.** |
| [ ]  **Requested by a Fitness to Study Panel.**  |
| [ ]  **Requested by an Assessment Board in circumstances set out in the** [**Academic Regulations**](https://www.trinitylaban.ac.uk/about-us/learning-teaching-research/academic-quality/assessment-procedures-and-regulations/)**.** |
| [ ]  **On advice from Student Services/Trinity Laban Health based on an assessment of the student’s circumstances.**Where a student has or develops a long term or chronic condition that affects their studies, advice must always first be sought from Student Services or TL Health (as appropriate) before a Personal Study Plan is submitted. Student Services or TL Health will recommend what adjustments should be included in the Personal Study Plan.**Please describe here what adjustments Student Services or TL Health have advised should be put in place for the student:** |
| 1. **Study Plan Details**

Please tick which type of adjustment(s) are proposed to the student and answer the relevant additional questions. There may be multiple answers. |
| [ ]  **Change to pattern of study** **☐ Individual repeat options (requested by the Assessment Board)****☐ Variation of programme content****☐ Alternative assessment****☐ Change to assessment timings/deadlines** |
| **Which modules/****components are affected (please include module codes and titles)?** |  |
| **Change to pattern of study** - When is each module/component normally studied and what is the proposed new time for studying each affected module/component? |  |
| **Individual repeat options -** When will the student repeat the module(s)? |  |
| **Variation of programme content** -Which parts of the module(s) will the student **not** be studying as usual and what is it proposed that the student studies instead? How will the student meet each learning outcome through the alternative content? |  |
| **Alternative assessment** - What is the date when the alternative assessment be held/what is the deadline for the submission of the alternative assessment?  |  |
| Has the alternative assessment been approved by the External Examiner in the past three years? | [ ]  Yes[ ]  No |
| Name of tutor who will arrange the alternative assessment and confirmation that the tutor is aware of the details of the alternative assessment and timings |  |
| **Change to assessment timings/deadlines** - What is the original timing of the assessment/submission deadline and what is the proposed new timing of the assessment/submission deadline? |  |