



**Kingston
University**
London

Academic Policy 6a:

Academic Flexibility – Sporting Activities

2024-2025

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Section 1

Background

Academic Flexibility Arrangements for Students Representing the University in High Performance Sport

- 1 Kingston University is committed to transforming and enhancing the lives of its students. This includes allowing its students to excel in academic and non-academic life as a member of Kingston University's community.
- 2 The four aims of the strategy are as follows:
 - i) Encourage healthy lifestyles and increase levels of participation in Sport and Physical Activity
 - ii) Develop sports performance and sporting excellence at the University
 - iii) Establish the University as a key contributor to community sports development, develop our students and enhance the University's profile through sport
 - iv) Build capacity and optimise the delivery of sport at the University.
- 3 Within this context, the University is committed to supporting students competing at the highest level of their sport through its talented athlete support programme the "Sports Performance Programme". The programme (delivered by the Sport and Recreation Service) supports talented sportspeople studying at the University helping them balance their studies with their sport through the provision of appropriate support services.
- 4 The award of places on the programme is granted and renewed by the Sports Performance Programme committee, based on the review of applications to the scheme (supported by appropriate references). The committee is drawn from academics, student union, fitness professionals and sport and active lifestyles staff.
- 5 Additionally, The Union of Kingston Students provides opportunities for teams and individuals to represent the University at the highest level of inter-University competition (such as the British Colleges and Universities Sport (BUCS) Championships).

Section 2

Scope and Definitions

- 6 The University wishes to be fair to all its students and has developed the following policy for academic flexibility for students competing in “High Performance” sport.
- 7 The term “High Performance sport” incorporates the following:
 - Members of the highest level of the Sports Performance Programme (Performance level). Typically these individuals will be competing at senior international level (e.g. at senior international tournaments or events) or at senior club level (such as Premiership Rugby Union level) in their sport; and
 - Those representing the University at the highest level in inter-University competition in key fixtures or events (e.g. BUCS Championships, BUCS cup semi-finals or finals and BUCS Premier League playoffs).
- 8 The term “Academic Flexibility” is defined as follows in relation to this policy:
 - Authorised absence from lectures, workshops or seminars (where possible);
 - Where possible, special consideration in relation to the organisation of study visits, placements or clinical practice sessions;
 - Flexible coursework deadlines (where possible);
 - The opportunity to sit examinations at different times of the academic year (such as within existing University retake periods); and
 - The opportunity to sit examinations at alternative venues in accordance with Section 3 of AP10 [Exam Scheduling Policy](#).

Section 3

Procedures

- 9 The procedure below will be followed:
- i) Students should liaise directly with their course tutor at the earliest opportunity in relation to academic flexibility requests relating to the areas listed under paragraph 8 in order that the Examinations Office is notified as early as possible of any alternative exam arrangement requirements.
 - ii) Students requesting academic flexibility in relation to the definitions set out in Item 8 should submit a written request with evidence to their course leader.
 - iii) The course leader should consider how the student can be accommodated using the permissible mechanisms, and produce an agreed flexible study plan using the Academic Flexibility Plan template (appendix 1).
 - iv) The student and the course leader sign the flexible study plan, and this is counter signed by the Head of School. Any variation to the plan as a result of unforeseen events, should be considered under Academic Regulation 5: [Mitigating Circumstances and Student Assessment](#). A copy of the signed plan is sent to the Student Office.
 - v) For confirmation that the student falls into the category of High Performance sport, students must supply supporting evidence in writing from the following member of University staff when making requests for academic flexibility in relation to this policy:
 - BUCS and inter-university sports competition and Talented athletes (Sports Performance Programme):
 - UKS Sports Development Co-ordinator (sportsclubs@kingston.ac.uk).
- 10 In cases of sudden and unforeseen sporting commitments (e.g. late international call-up) the mitigating circumstances procedure should be used. The Academic Flexibility Plan, where in existence, alongside evidence of the call-up, should be submitted using the OSIS online system for Mitigating Circumstances applications.

Appendix 1

(Word copies of this form are available on request from academicregistry@kingston.ac.uk)

Academic Flexibility Plan	
Study Plan/Schedule of Assessment	
Contact details	
1	Student's details
	Name
	Student K number
2	Course details
	Course title
	Department/School / Faculty
	School / Faculty contact
	Year of course
3	Details of member of staff responsible for ensuring arrangements are in place
	Name
	Title
	Office address
	Telephone
	Email
Communication with the student	
4	What is the student's preferred method of communication:
	Email
	Telephone

Informing other staff and students									
5	Who needs to be informed about the flexible delivery/assessment								
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Name and title</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Module leader (all relevant module leaders must be notified)</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name and title	Date	Module leader (all relevant module leaders must be notified)					
Name and title	Date								
Module leader (all relevant module leaders must be notified)									
Teaching and Delivery									
6	Will the student be missing any teaching and learning?								
7	If so provide details of what has been agreed to support the student over this period and how their continued engagement will be monitored								
Assessments									
8	Is the student unable to complete any assessments?								
9	If so, provide module title and number, elements of assessment affected; submission deadlines and dates of examinations where relevant (one row per module)								
10	What alternative arrangements have been made for any outstanding or incomplete assessments? (one row per module)								

Students on placement	
11	Has the placement provider been notified of the student's commitments?
12	Will the student be able to complete their placement?
13	If not, what alternative arrangements will be made?
14	Who is responsible for liaising with the placement provider?
Accommodation	
15	Will the commitment affect the student's accommodation? Please ensure the student receives appropriate advice.
Further information	
16	Any other information or comments
Signatures	
Agreed by student	
Name	
Signature	
Date	
Agreed by Course Leader	
Name	
Signature	
Date	

Changes to the plan	
1	Have there been any changes to the plan and what are they? (please sign and date below)
1	
Agreed by student	
Name	
Signature	
Date	
Agreed by Course Leader	
Name	
Signature	
Date	