



# **Academic Policy 6b:**

## **Academic Flexibility**

### **Artistic and Cultural Activities**

  

## **2025-2026**

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## Section 1

### Background

#### **Academic Flexibility Arrangements for Students Involved in Artistic and Cultural Activities at a National or International Level**

- 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 Strategy is closely linked to the University's aspiration to realise the creative potential and to fire the imagination of all its members. Specifically, in addition to its core activities in the fields of teaching, learning, research, and enterprise, the University is committed to:
  - i) Providing a rich cultural experience for its staff and students;
  - ii) Playing an important civic role by engaging with the local community in the area of cultural activities;
  - iii) Playing a national and international role through the development of high quality arts and cultural practitioners;
  - iv) Reflecting the diversity of the University's student population and of many neighbourhoods in the region.
- 3 Within this context, the University is committed to supporting students participating at the highest level of artistic and cultural activities by helping them to balance their studies with their artistic and cultural activities through the provision of appropriate support services. There is a seamless link between the University's cultural offerings to its own and regional communities and many of its teaching programmes both at undergraduate and postgraduate levels and its culturally-oriented research priorities, implying that participation in these activities on the part of some students can involve participation both within the boundaries of the normal curriculum and beyond it.

## Section 2

### Scope and Definitions

- 4 The University wishes to be fair to all its students and has developed the following policy for academic flexibility for students participating in artistic and cultural activities at a national or international level.
- 5 For the purposes of this policy, the term “artistic and cultural activities” should be interpreted as including, but not necessarily being confined to, the fields of dance; art and design; drama; fashion; literature and writing; moving image; and music.
- 6 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 alternative venues in accordance with Section 3 of AP10 Exam Scheduling Policy.

## Section 3

### Procedures

- 7 The following procedures will be followed:
  - i) Students should liaise directly with their course tutor at the earliest opportunity in relation to academic flexibility requests relating to a high level cultural activity 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 paragraph 5 should submit a written request with evidence to their course leader.
  - iii) For confirmation that the student falls into the category of involvement at a national or international level, students must supply supporting evidence in writing from an appropriate senior representative of the organisation with whom s/he is collaborating in the artistic or cultural activity concerned when making requests for academic flexibility in relation to this policy.
  - iv) 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).
  - v) 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.
- 8 Among the artistic and cultural institutions with whom the University is involved are currently the Arts Council (regional and national), the British Film Institute, the Design Council, the Design Museum, FusionARTS, the Geffrye Museum, Kingston Centre for Creative Industries, Kingston Museum, Kingston Readers' Festival, the International Youth Arts Festival, the Poetry Café, the Bush Theatre, the London Development Agency, the Museum of London, the Natural History Museum, RBK's cultural division, SEEDA, South London Partnership, NESTA, the Kingston Innovation Centre, the Historic Royal Palaces, the Troubadour, STEIM Amsterdam, the Paris Jazz Festival and the Rose Theatre, Kingston.

## Appendix 1

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

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

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

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



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

Academic Flexibility plan 1