

Adjusted Mode of Study

Guidance Notes for Colleges and students 2025-26

This guide is for students and Colleges to provide detail of the process for applying for an Adjusted Mode of Study (AMS), specifically studying one year of full-time academic study over two years, as a reasonable adjustment.

This reasonable adjustment is referenced in the [Code of Practice: Access and Inclusion for Disabled Students](#). This document does not replicate the information or background available in the Code, and it is expected that all students and Colleges have read the Code before making an application.

The deadline for AMS Applications is **12 September 2025** to begin in Michaelmas Term 2025, and **Friday 28th November 2025** to commence in Lent Term 2026.

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1. PURPOSE OF AN AMS

An Adjusted Mode of Study (AMS) is used where reasonable adjustments to study do not adequately address the specific, substantial disadvantage experienced by a disabled student preventing them from studying a course not otherwise available on a part-time basis.

The adjusted mode of study is only available for disabled students and where necessary as a reasonable adjustment. The University purposefully requires students to study undergraduate and many postgraduate courses as a full-time student, to enable them to engage fully with the Cambridge collegiate community. The decision about whether an AMS is a reasonable adjustment is made by the University via the [Examination Access and Mitigation Committee \(EAMC\)](#).

An AMS does not permit students to study full-time courses on a part-time basis. It is for disabled students who, as a consequence of their disability, when studying full-time, cannot complete the workload to engage with a full-time course. This mode of study is not to facilitate other work, responsibilities, sporting or other extra-curricular activities, academic studies must be prioritised in these circumstances. It is also not to facilitate a recovery period following an illness or initial diagnosis. In this circumstance an intermission (break from studies) is required.

This process should not be used where a student is not currently capable of engaging with their studies or assessments, as a result of their disability or another reason. Instead an application for intermission should be submitted to the EAMC for consideration; or where the student is unwilling to intermit; the [Procedure to Support and Assess Capability to Study](#) should be initiated, or the equivalent College procedure.

An approved AMS shall not alter the teaching or the assessments themselves. The student's College will apply for any reasonable adjustments to assessment and the Accessibility and Disability Resource Centre will assess and recommend reasonable adjustments to teaching and learning, which will then be implemented by the College and Department.

2. ADJUSTED MODE OF STUDY

2.1 CONSIDERATIONS PRIOR TO APPLICATION

An AMS is tailored to each student based on the course and Papers available. Colleges are expected to have discussed with the student and the Department (via the Director of Studies) what split of papers might be most appropriate prior to an application being made. The College and student must have discussed why other reasonable adjustments would not substantively mitigate the disadvantage of the impact of the student's disability on study, this will be articulated and evidenced in the application.

All applications are considered based on the merit of the individual cases, previous decisions do not set precedent for a particular disability, AMS or course of study.

An AMS should consider splitting the work of the papers as equally between the two years as possible. The following is a non-exhaustive list of previously approved adjusted modes of study:

- three papers and a dissertation are split into two papers one academic year, and one paper and the dissertation in the second year;
- six papers are split into three papers each year, with core and optional papers split across both years;

2.2 CONSEQUENCES OF AN EXTENDED PERIOD OF STUDY

Financial impact

Where a period of study is extended from one year to two, it has practical consequences, including increased costs in accommodation and maintenance costs, as the course lasts longer overall. There can also be implications regarding fees and there may be limits to funding provided for 'home' students funded by their national Student Finance system. Students in significant financial hardship can make an application to the Fee Remission Panel: feestatusandpolicy@admin.cam.ac.uk.

Academic results

Students sitting 'one year over two' via an AMS will receive provisional marks for any completed papers after the first year, with all published marks and classing issued following consideration by the Examining Board after the second year. Provisional marks are subject to change and cannot be used to apply for an [examination allowance](#) or reviewed using the [Examination Review Procedure](#).

Students with an AMS can only select papers based on the papers available in any single academic year, and Faculties are not required to run papers specifically for a student.

Social consequences

Students do not retain the same set of course peers during the extended study period, and will not graduate with their peer group. Considering this in advance can help a student minimise any negative consequences.

3. THE APPLICATION PROCESS

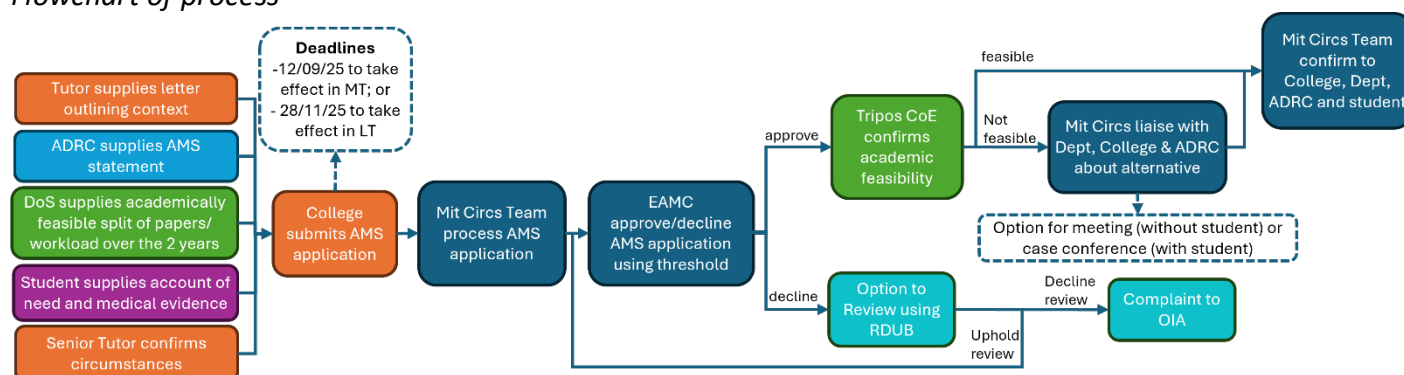
To apply for an AMS, a completed application form alongside all relevant evidence must be received by the Mitigating Circumstances Team at examarrangements@admin.cam.ac.uk by the relevant deadline.

3.1 SUBMITTING AN AMS APPLICATION

Applications will only be considered when submitted by the College on the student's behalf, except in the most exceptional circumstances. All applications must be made in accordance with this guidance.

It is expected that applications submitted directly by the student rather than the College specify a reason for doing so, for example, where the relationship between the student and the College has broken down. In these instances, the student's College will still be informed and consulted throughout the process as the University and College have joint responsibility for the delivery of education and pastoral services.

Flowchart of process



3.2 APPLICATION CONTENTS

Students must be aware of and consent to the full contents of the application submitted by the College. Both the student and College must have read this guidance prior to submission.

Applications must be sent by **12 September 2025** to begin in Michaelmas Term 2025, and **Friday 28th November 2025** to begin in Lent Term 2025 to examarrangements@admin.cam.ac.uk and include:

- a completed application form;
- a letter from the Tutor outlining the context of the application;
- current and comprehensive medical evidence and/or an assessment from an appropriate expert (see section 3.2 Medical Evidence), including evidence that standard or enhanced reasonable adjustments will not sufficiently mitigate the substantial disadvantage caused by the student's disability;
- a letter from the Director of Studies on the proposed split of papers across the two years, provided following liaison with the relevant Department contact to ensure the requested split of papers would be academically feasible;
- a statement from the Accessibility and Disability Resource Centre (ADRC); and

- a letter confirming the circumstances from the Senior Tutor.

Applications **may** include:

- a student statement or other supporting evidence, outlining how the student's disability impacts their daily and academic life;

3.3 MEDICAL AND SPECIALIST EVIDENCE

The purpose of providing evidence is to help the University understand the impact that full-time study has on an individual student. Reasonable adjustments to learning and assessment will accommodate the majority of student disabilities, and an AMS is for the most exceptional cases.

Consequently, it is necessary to receive medical or specialist evidence that includes how the relevant condition(s) impact upon a student's study in Higher Education, and a statement from the Accessibility and Disability Resource Centre (ADRC). This ensures that appropriate adjustments are made to alleviate the substantial disadvantage of the student's disability. Clear, objective medical evidence is critical and cannot be overcome by quantity of evidence.

The following table outlines the appropriate source of independent, medical evidence to be included within the application. Where appropriate evidence is not provided, the application will be declined:

Type of disability/condition	Regularity of evidence	Evidence required
Physical disability	The same evidence can be re-used each year for applications unless there is a change to the condition or a new diagnosis	From specialist practitioner or GP: • confirmation of the disability; and • relevant details on limitations to the student's ability to undertake full-time study
Chronic or relapsing/remitting condition	Evidence must be current and dated within the last year. For repeat AMS applications for subsequent years, include evidence from a consultant/specialist that either: • reaffirms the condition has not changed; or • summarises any changes and/or new treatment plan	From a consultant or qualified specialist: • Diagnosis by a consultant or specialist • a treatment plan (where appropriate) • relevant details on any limitations to the student's ability to undertake full-time study
Mental health condition		

It is strongly encouraged that the full application and evidence is shared with the ADRC advisor in order for the ADRC statement to be fully completed.

For consideration of an AMS, evidence from a College nurse or Counsellor on its own is not sufficient. If a student's SSD is being reviewed, do not wait for this to be completed before applying. Where there may be difficulty in obtaining medical evidence, the student should be advised to try and gather updated evidence where possible.

Where there are queries regarding evidence, or it appears that obtaining medical evidence would be onerous or costly to the student, the College should contact the Secretary to the EAMC for guidance at examarrangements@admin.cam.ac.uk.

3.4 INFORMATION SHARING

In order to be able to process and fully consider the application, the application, all evidence, and historical applications will be shared with:

- Examination Access and Mitigation Committee members (the Committee that determines the outcome of an AMS application)
- Administrative support to the EAMC
- Postgraduate Committee (where the student is undertaking a relevant postgraduate course)
- Examiner(s) from the relevant Department or Faculty
- Invitees of the case conference meeting, where relevant and if a case conference is organised

3.5 TIMING

Applications will be received from **14 July to 12 September 2025** to commence an AMS in Michaelmas Term 2025, and **13 September to 28 November 2025** to commence an AMS in Lent Term 2026. All evidence must be provided as part of the application.

A student should not assume that an application will be successful or make choices about their study based on an AMS application until such time, if any, that an application is approved. This includes continuing to study on a full-time basis, where currently undertaking study.

The deadlines are to ensure that there is time to implement the AMS where approved. Where exceptional circumstances dictate that it will be impossible to submit an application by the deadline but there is a need for it to be considered for implementation in the following term, the College should contact the Secretary of the EAMC at examarrangements@admin.cam.ac.uk immediately to understand if there are any possible exceptional arrangements. This is highly unlikely due to the timing of the Committee meetings required for approval.

Occasionally, where more evidence or a case conference is required then a decision may not be made in time for the start of the relevant term. In such circumstances, the College will be informed as soon as possible and an alternative timeline will be shared with the College and student.

Applications must be received for an AMS for each Tripos Part due to the different Papers available students. However, where the student's disability has not changed, the application will focus on the academic feasibility of the split of papers across the two years, unless concerns have been raised regarding the AMS.

4. CONSIDERATION OF APPLICATIONS

4.1 CONSIDERATION BY THE EXAMINATION ACCESS AND MITIGATION COMMITTEE (EAMC)

All completed applications will normally be considered at the next meeting of the EAMC. When considering applications for an AMS that has previously been approved and there is no change in circumstances, this decision can be made under Delegated Authority.

The Committee, including its Medical Advisers, will consider the application and determine:

1. Whether it meets the threshold for an AMA:

Based on the evidence provided, the student would be caused substantial disadvantage in relation to their studies, as a result of their disability; and such disadvantage cannot be sufficiently mitigated by standard or enhanced reasonable adjustments.

When considering applications, the EAMC will always have regard to the adjustment that will have the least disruption to the student's studies to sufficiently mitigate the substantial disadvantage.

2. Whether an Adjusted Mode of Study as outlined in the application is academically feasible:

This decision will be based on the information within the application but may also require further information from the Department, where this has not been included. The gathering of additional information can add substantial time to the consideration.

If the application does not contain enough or appropriate evidence, then the Committee may request further information, request a meeting to take place, or decline the application. Throughout the AMS process, the Mitigating Circumstances team may meet with the Department or Faculty to offer advice on the process.

Exceptionally it is possible for a meeting to take place to receive additional information, normally such a meeting will be held in private. Any substantive information gathered during the meeting will be part of the student's application and will be disclosed to the student.

Declining an AMS application

If the EAMC determines an application does not meet the threshold for an AMS, it will share this decision with the College and student, explaining its reasons for the decision and providing information about how to review the EAMC's decision. Further information about reviewing a decision is outlined in section 4.5 of this guidance. Other reasonable adjustments will still be available for the student.

Approving an AMS application

When the EAMC considers an application to meet the threshold for an AMS, and the arrangements to be academic feasible, then the EAMC will approve an application. The EAMC, following gaining confirmation from the relevant Chair of Examiners or Senior Examiner will specify the papers to be sat each year and

these may be different to those requested in the application.

4.2 PROCESS FOLLOWING APPROVAL

Once the EAMC has approved the application, it will seek formal confirmation from the Senior/Chair of Examiners on the papers to be split across years one and two. This decision will then be sent to the College, student and the Department. The decision will include a start date for when the AMS will begin and the breakdown of papers in each of the two years, recognising the student has an option to amend their choice of papers for the second year.

The College will be informed of the decision at least 24 hours in advance of the student. Outcome letters to students will be sent on Monday to Thursday during office hours.

The University may review an approved AMS where the nature and extent of a disability has changed and/or where evidence suggests that the AMS is not appropriately mitigating the substantial disadvantage caused by the student's disability.

The student is responsible for alerting their College immediately if they feel the AMS is not sufficiently alleviating the substantial disadvantage caused by their disability. It is not appropriate to apply for an examination allowance on the basis that a student did not consider the AMS to have alleviated the disadvantage during their studies and assessment.

4.3. NEXT STEPS FOLLOWING DECLINED AMS - REVIEW

If the AMS application is declined and the student is dissatisfied with the decision for reasons that fall within the permitted grounds, the student can request a review within 14 days using the [Procedure for the Review of University Body decisions](#), as detailed in the outcome letter.

The review is of a procedural nature; the Reviewer will consider whether, in reaching its decision(s), the EAMC has observed the relevant Ordinances and this guidance, and whether or not it has come to a reasonable decision in all the circumstances. Where the student remains dissatisfied following the [Review Procedure](#), the student shall have recourse to the Office of the Independent Adjudicator.