

Adjusted Mode of Study (AMS)

Guidance Notes for Faculties and Departments 2026-27

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BACKGROUND

This guide is designed to provide detail of the operational process as mentioned in the [Code of Practice: Access and Inclusion for Disabled Students](#) and in the [AMS Guidance Notes for Staff and Students 2026-27](#). It does not replicate the information or background available in the Code, and it is expected that all users have read the Code of Practice and Guidance Notes before reading this document.

As a result of feedback received and internal review, the Adjusted Mode of Study (AMS) application process was amended for 2026-27. The primary changes are:

If a student has had an approved Adjusted Mode of Study in previous, recent years, then the full AMS application form is not required, provided the student remains on the same Tripos or course of study and their medical condition, disability and/or circumstance remain unchanged. If there are changes to the student's request, the application may move onto the standard process, with the possibility of an internal meeting to discuss the request. The shorter version application form, for repeat requests, can be found [here](#). The Mitigating Circumstances team will acknowledge receipt of the application with the College and then liaise with the relevant Department or Faculty, via circulation, to complete the Recommendation form, ensuring that information within the received application form is accurate. The completed Recommendation form will then be considered under delegated authority by the EAMC. If the Committee has no reason to consider the AMS is advantaging the student, the Recommendation will be approved and circulated.

Once the AMS application form, for repeat applications, has been received, the Mitigating Circumstances team will contact the Department/Faculty, with the request and paper split to confirm that it is academically feasible. Approval of the request will be requested within 10 working days. If a Chair of Examiners or Senior Examiner is not yet appointed, or is absent, then the Director of Undergraduate Teaching (or equivalent role) will be asked to review and approve the request. Following confirmation of the academic feasibility, the Mitigating Circumstances team will then confirm the formal outcome.

1. THE CIRCULATION PROCESS

The Department/Faculty is asked to engage in the AMS process in the following steps:

1. The Department/Faculty (Chair of Examiners/Senior Examiner or where the post is absent, the Director of Undergraduate or Postgraduate teaching) will receive the AMS Examiners Recommendation form template, where an application has been approved to progress, with a request to confirm the accuracy and academic feasibility of the recommendation within 10 working days.
 - a. All examinations and assessments must be included within the AMS Recommendation (i.e. practical assessments, coursework, projects, year abroad etc)
 - b. If there are any concerns, then the Department/Faculty must make the Mitigating Circumstances team aware as soon as possible.
 - c. Where confirmation cannot be provided within the 10-day framework, the Department/Faculty must inform the Mitigating Circumstances team as this is likely to have a material impact on the initiation of the reasonable adjustment, which the University may be legally obliged to implement.
2. The Department/Faculty should liaise as appropriate with paper organisers, other Examiners or the Faculty Board etc to ensure the proposed split is academically feasible. This includes liaising with other Departments/Faculties where borrowed papers are involved.
3. The Department/Faculty should note on the recommendation where there are complications e.g. papers in the second year of the 'one year over two' that are already known to be unavailable, papers that cannot be taken in combination, where required papers are missing.
4. The Department/Faculty will need to review, amend and complete the AMS Examiners Recommendation Form (as provided to them) and send this to the examarrangements@admin.cam.ac.uk.

The Mitigating Circumstances team will liaise with the relevant Department/Faculty as appropriate and respond to queries or request further information.

It is expected that the Department/Faculty will not approach the College directly and will contact the Mitigating Circumstances team in the first instance.

Should the Department/Faculty feel that an internal meeting would be helpful to discuss the application made, the Mitigating Circumstances team will arrange this. This may include the College and the Accessibility and Disability Resource Centre (ADRC).

2. FOLLOWING SUBMISSION OF THE AMS EXAMINERS RECOMMENDATION FORM TO THE MITIGATING CIRCUMSTANCES TEAM

- Once the repeat AMS recommendation has been submitted to the Mitigating Circumstances team, it is reviewed and then sent to the EAMC for approval, under delegated authority. In complex cases the Secretary to the EAMC may ask that the recommendation is considered by the EAMC at its next meeting.
- Following receiving a completed and approved recommendation, providing that it is academically feasible to split the year of full-time study over two years, the Mitigating Circumstances team will share this outcome with the College, ADRC and student, copying in the Department/Faculty.
- It is expected that the Department/Faculty will put in place any operational requirements and ensure that all parties within the department or Faculty are aware of this adjustment. This may include administrative staff managing mark books, IT staff assisting with upload of Grade Rosters, lab staff managing practical space etc.
- If the student withdraws from the AMS, it is expected that the College will inform the Mitigating Circumstances team and the Department/Faculty.

3. THE ADJUSTED MODE OF STUDY PROCESS

PRINCIPLES

The Mitigating Circumstances team may meet with the Department/Faculty throughout the process to ensure that it is as efficient as possible.

Please note that an approved AMS will only apply for the approved Part/year of full-time study. A new application is required for each part of a Tripos, due to the changes with the modes of assessment between each year of study and the availability of papers. However, for repeat applications the shorter version of the application form should be used, and the application will progress straight to the recommendation stage of the process, if the student's medical condition, disability and circumstance remain unchanged. Also, cases previously considered will not set any precedent for a particular disability or adjusted mode of study.

Further information regarding the AMS process can be found in the Guidance Notes available [here](#).

Further information regarding the AMA process can be found in the Guidance Notes available [here](#).

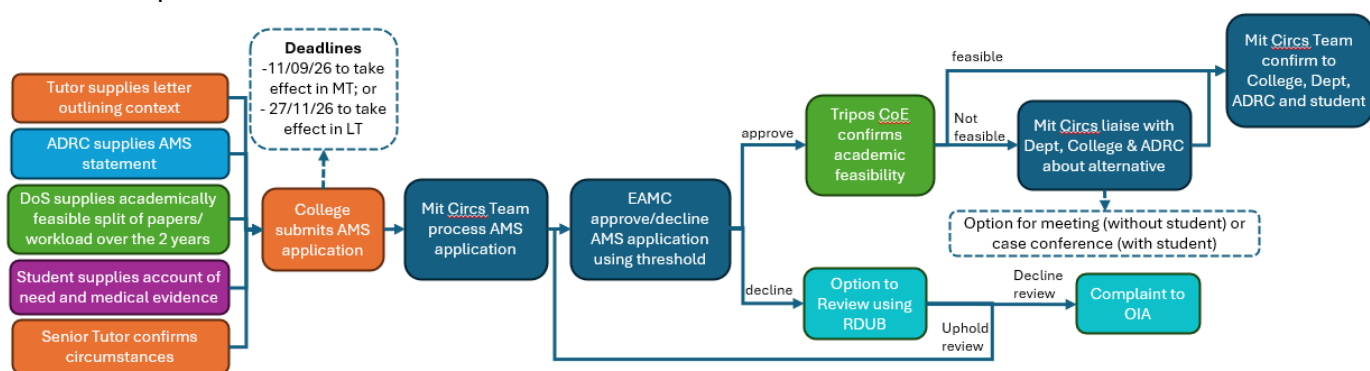
POSTGRADUATE APPLICATIONS

The EAMC initially considers all full AMS applications to determine the threshold is met for an Adjusted Mode of Study.

Where the course of study is overseen by the Postgraduate Committee, this Committee will be responsible for the final approval of the AMS, following a recommendation from the Degree Committee.

PROCESS

The full AMS process is as follows:



NB. For repeat applications, the College submits the application form, which is reviewed by the Mitigating Circumstances Team. Where it is clear that the student's medical condition, disability and/or circumstances remain unchanged, the process moves to the recommendation stage. The EAMC, under delegated authority, will consider the recommendation and this will be circulated once approved.

KEY CONTACTS

Complex queries	Sophia.Barker@admin.cam.ac.uk
General / preliminary queries (to the Mitigating Circumstances team)	examarrangements@admin.cam.ac.uk