

# Application for a Change of Module

QA Ref: STU3; Maintained by: Registry; Last updated: October 2006

## GUIDANCE NOTES

Module change applications should normally be made before starting the module. Module change applications for the current semester **are not permitted after the end of the second week.**

When this application has been completed you must send it immediately to the Registry office

Please submit all forms **simultaneously**. Consult your advisors (academic tutor and/or Head of Subject) before applying for a change.

**No change is authorised until you have obtained the required signatures.**

### 1 About you

Name		Student ID	
Programme of Study		Year of Programme	

### 2 Module changes and approval

**From**

Module code	Semester	Module Title

**Approved by Head of Subject\***

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**To**

Module code	Semester	Module Title

**Approved by Head of Subject\***

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

*\*For Joint Honours students this should be the signature of the Head of Joint Honours, not the subject Head of Subject.*

### 3 For Registry use

- 1 Checked by Deputy Registrar (if necessary) \_\_\_\_\_
- 2 Student Records System amended \_\_\_\_\_
- 3 Student and Faculty Admin Office notified of change \_\_\_\_\_
- 4 File \_\_\_\_\_

**When completed and all signatures obtained, this document should be returned to Registry.**