

STUDENT RECORD AMENDMENT FORM

This form should be completed by the student in conjunction with the Programme Director. Please note that all amendments require Faculty Office approval. The completed form should be returned as appropriate to:

- a) Belfast - General Office
- b) Coleraine - Faculty Office
- c) Jordanstown - Faculty Office
- d) Magee - Faculty Office

PERSONAL DETAILS

(This section must be completed in all cases).

I.D. Number: _____ Surname: _____

Forename: _____ DOB: _____

Home Address: _____

University email address: _____ Personal email address: _____

Telephone: _____ Mobile: _____

Source of Fees (Self, LEA, Employer etc.) - PLEASE SPECIFY _____

Most recent Student Support number (SSN) or student loan number if applicable _____

Faculty: _____ Campus: _____

Original Programme of Study: _____ Mode of Study: FT or PT *(please circle)*

Programme Code: _____ Year of Programme: _____

Student Signature: _____

TYPE OF AMENDMENT (please tick as appropriate)

Notification of Withdrawal Section A

Notification of Leave of Absence Section B

Change of Programme Section C
(within the first two weeks of the first academic year)

Programme Transfer Section D
(normally made before the commencement of a student's second year)

Change of Modules Section E

FACULTY STAMP

FOR OFFICIAL USE

Fee payer notified

Computer updated

Fees changed

Examinations Office notified

Student Loans Company Notified

Database updated by _____

Date _____

CoC notified if applicable

UCAS Programme Code

SECTION A: NOTIFICATION OF WITHDRAWAL FROM A PROGRAMME

Please note that the intention to withdraw from a Programme should be registered on the Student Self Service web page before this form is completed.

(Each student should submit a formal letter of withdrawal to the Programme Director stating the last date of attendance. This letter will be retained by the Faculty Office and a copy attached to this form. The student's ID card must also be attached to this form).

A withdrawal on an SRAF is required (emails are not acceptable)

Last date of Attendance: _____ (This should be verified by Programme Director/Studies Advisor)

Reason for Withdrawal: (Please circle the code which relates to the reason for withdrawal)

- | | |
|----------------------------|---|
| 01 - Health reasons | 08 - Unknown |
| 02 - Financial reasons | 05 - Programme unsuitable |
| 03 - Personal Reasons | 07 - Transferred to another institution |
| 04 - To take up employment | 06 - Transfer to another UU Programme |

Other: (Please specify) _____

Signed: _____ Date: _____

Programme Director/Studies Advisor

Programme Director Print Name: _____

SECTION B: NOTIFICATION OF LEAVE OF ABSENCE

(Each student is required to submit a written application for leave of absence to the Programme Director. The application must include detailed reasons for the request. Appropriate documentary evidence, e.g. medical certificates, should be attached to the application. The written application will be retained by the Faculty Office).

This section should be completed by the Programme Director/Studies Advisor when leave of absence has been granted by or on behalf of the Faculty Board.

Reason for leave of absence:

Last date of Attendance:

Signed: _____ Date: _____

Programme Director/Studies Advisor

Leave of absence granted: Please ensure this section has been completed before sending to Registry.

From: _____ To: _____

Signature of Dean: _____ Date: _____

SECTION C: CHANGE OF PROGRAMME

(A change of Programme should normally be made within 2 weeks of the start of the first academic year).

This part should only be completed where a change has not been indicated on an enrolment form at the time of registration.

NOTE: Where appropriate, Section E should also be completed.

University Programme Code: _____ UCAS Programme Code: _____

New Programme: _____ Programme Code: _____

Year of Programme: (1, 2, 3P) _____ Campus: _____

1. To be completed by the Programme Director of the Programme from which the student is applying to change:

I support the request to change Programme

Signed: _____ Date: _____

Section C (continued)

2. To be completed by the Programme Director of the Programme to which the student is applying to change:
I support the change and confirm that the student is academically acceptable to enter the Programme
Signed: _____ Date: _____
3. Do modules previously completed contribute towards the final award of the new Programme: Yes ___ No ___
To be completed by the HFA or nominee from Faculty to which the student is applying to change:
I confirm that the student has been admitted to the Programme
Signed: _____ Date: _____

NB A change of Programme can not be approved until the HFA or nominee from the receiving Faculty has signed point 3 of Section C.

SECTION D: TRANSFER ON EDUCATIONAL GROUNDS

(Transfer is normally made before the commencement of a student's second year).

NOTE: Where appropriate, Section E should also be completed.

University Programme Code: _____ UCAS Programme Code: _____
New Programme: _____ Duration: _____
Year of new Programme entered: (eg. 1st, 2nd, etc) _____ Campus: _____
Academic year of entry (eg. 2011/2012): _____ Semester 1 or 2: _____
Original Programme:(from which student is applying to transfer): _____
University Programme Code: _____ UCAS Programme Code: _____ Duration: _____
Date of leaving original Programme: _____ Date of entry to new Programme: _____

If the date of entry to the new Programme is at the start of Semester 2, please indicate if the first semester of the original Programme is to be counted as part of the new Programme: YES/NO (delete as appropriate)

Expected date of completion of new Programme (e.g. June 2013): _____

1. To be completed by the Programme Director of the original programme:
I support this transfer on educational grounds
Signed: _____ Date: _____
2. To be completed by the Programme Director of the new programme, to which the student is applying to transfer:
I support this transfer and confirm that the student is academically acceptable to enter the programme
Signed: _____ Date: _____
3. Do modules previously completed contribute towards the final award of the new Programme: Yes ___ No ___
To be signed by the Programme Director of the new programme
Signed: _____ Date: _____

If the student is transferring to an unrelated Programme then Section A must be completed (Notification of Withdrawal from a Programme) to 'close off' the record in the previous year. (e-mails are not acceptable).

A new application has/will be made (delete as appropriate)

Signed: _____ Programme Director Date: _____

4. To be completed by the HFA (or nominee) from Faculty receiving transfer:
I confirm that the student has been admitted to the programme
Signed: _____ Date: _____

A change of Programme or transfer on educational grounds is only approved once the HFA or member of faculty staff from the receiving Faculty has signed point 4 of Section D.

SECTION E: AMENDMENTS TO MODULES - Please ensure that you enter both the C.R.N. and the Module Code.

Students may not change, more than once, modules for which they have been enrolled. Changes must be notified to the Registry Office within two weeks of the start of the semester in which the module is taught. Adding modules after this date is not permitted.

1. Modules to be deleted

	C.R.N.	MODULE CODE	MODULE DESCRIPTION
1			
2			
3			
4			
5			
6			

2. Modules to be added

	C.R.N.	MODULE CODE	MODULE DESCRIPTION
1			
2			
3			
4			
5			
6			

3. Full list of modules you are studying in the current academic year

	C.R.N.	MODULE CODE		C.R.N.	MODULE CODE
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

DECLARATION: The proposed amendments are in accordance with the programme requirements.

Signature of Programme Director/

Studies Adviser: _____ Date: _____

Signature of Student: _____ Date: _____