

STUDENT RECORD AMENDMENT FORM

This form should be completed by the student in conjunction with the Programme Director. 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: _____

Forenames: _____

Home Address: _____

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

Faculty: _____ Campus: _____

Original Programme of Study: _____

Programme Code: _____ Year of Programme: _____

TYPE OF AMENDMENT (please tick as appropriate)

- | | | |
|----------------------------------|-----------|--------------------------|
| Notification of Withdrawal | Section A | <input type="checkbox"/> |
| Notification of Leave of Absence | Section B | <input type="checkbox"/> |
| Change of Programme | Section C | <input type="checkbox"/> |
| Programme Transfer | Section D | <input type="checkbox"/> |
| Change of Modules | Section E | <input type="checkbox"/> |

FOR OFFICIAL USE

- Fee payer notified
- Computer updated
- Fees changed
- Examinations Office notified
- Student Loans Company Notified

SECTION A: NOTIFICATION OF WITHDRAWAL FROM A PROGRAMME

(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).

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

Most Recent Student Support Number or
Student Loan Number (if applicable) _____

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:

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).

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

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 changing:

I CONSENT TO THE CHANGE OF PROGRAMME

Signed: _____ Date: _____

2. To be completed by the Programme Director of the Programme to which the student is changing:

I CONFIRM THAT THE STUDENT HAS BEEN ADMITTED TO THE PROGRAMME

Signed: _____ Date: _____

Signature of Student: _____ Date: _____

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.

New Programme: _____ Programme Code: _____ Duration: _____

Year of new Programme entered: (eg. 1st, 2nd, etc) _____ Campus: _____

Academic year of entry (eg. 2008/2009): _____ Semester 1 or 2: _____

Original Programme:
(from which student is transferring) _____

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 2009): _____

1. To be completed by the Programme Director of the original programme, from which the student is transferring:

I CONSENT TO THE TRANSFER ON EDUCATIONAL GROUNDS

Signed: _____ Date: _____

2. To be completed by the Programme Director of the new Programme, to which the student is transferring:

I CONFIRM THAT THE STUDENT HAS BEEN ADMITTED TO THE PROGRAMME

Signed: _____ Date: _____

Upon receipt of the above information the Education and Library Board in whose area the student normally resides, and the Student Loans Company (if appropriate) will be informed of the change.

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: _____