LATE REQUEST FORM

Reason for late request  

To be completed by the academic department

- Please complete all fields overleaf
- The changes requested must be signed by the department responsible for teaching the unit.
- Incomplete forms will result in a delay in updating your record.
- Please submit completed forms by the deadline to the Student Administration Service Helpdesk
- Your record will be updated as soon as possible. Changes can be viewed by logging in to MUSE: MY RECORD

You will be expected to attend examinations only in the units for which you are registered. You are advised that incorrect registration of your units can lead to problems and/or clashes with your examination timetable.
### FULL NAME (Please Print)  

### REGISTRATION NUMBER (See UCard)  

**CHANGES REQUESTED** You must add and drop units to the same credit value  

#### To be DROPPED  
Units from the **Approved List** as set out in the regulations for your degree, must be signed by the department responsible for the programme of study.  

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit</th>
<th>Semester</th>
<th>Credits</th>
<th>Staff Signature</th>
<th>Staff Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. PHI302</td>
<td>Metaphysics</td>
<td>Autumn</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unrestricted Units** (to be signed by the department teaching the unit).  

<table>
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### To be ADDED  
Units from the **Approved List** as set out in the regulations for your degree, must be signed by the department responsible for programme of study.  

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### STUDENT’S SIGNATURE

**APPROVAL FROM THE DEPARTMENT RESPONSIBLE FOR THE PROGRAMME OF STUDY**  

Name:  

Department:  

Date: 
First Degrees

CONTENT OF PROGRAMMES OF STUDY

3. The Regulations for each programme of study shall specify the units required of or available to candidates at each Level, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a candidate before successful completion of the programme of study. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a candidate is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of Department.

4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restrictions, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.

5. Where a Regulation enables or requires a candidate to make a choice, the candidate’s choice requires approval. The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a candidate to make a choice between units, for the candidate’s choice of units. Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to candidates. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an unrestricted unit within a programme of study requires the approval only of the Head of the Department offering the unit.

ATTENDANCE OTHER THAN FOR UNIVERSITY QUALIFICATIONS

6. A person, whether or not registered for a programme of study leading to the award of a Degree or other qualification of the University, may be permitted by a Head of Department on payment of the appropriate fee to attend a programme of study in respect of one or more units and take the examination in respect of those units on the basis that any grades and credits awarded may not be taken into account for the purposes of the award of any qualification of the University.

7. A student attending the University under the Erasmus exchange programme shall normally register for 60 credits in each semester attended. Such a student shall normally register for units at the appropriate level of a programme of study offered by the relevant department.

REGISTRATION FOR PROGRAMMES AND UNITS

15. A candidate shall register for a particular programme of study and for the units the candidate proposes to complete. The programme of study of a full-time student, other than one repeating part of the programme of study at a particular Level, must be to the value of not fewer than 120 credits in a session and of not fewer than 40 credits in any semester. A full-time student may register for more than 120 credits in any one session only with the permission of the Faculty. Where a unit is available at more than one point in the Regulations for a programme of study, a candidate may only register for the unit at one such point.

16. A candidate shall register for units to the value of not fewer than 120 credits at each of Level 2 and Level 3, of which not fewer than 90 credits shall be at FHEQ Level 6 or above. A candidate at Level 4 shall register for units to the value of not fewer than 120 credits. Not fewer than 90 credits of those taken at Levels 3 and 4 shall be at FHEQ Level 7.

17. Except where the Regulations for a programme of study expressly so provide or special permission is given under arrangements approved by the Pro-Vice-Chancellor of the Faculty, a unit which is available at Level 1 of any programme of study may not be taken by any candidate at a subsequent Level.

18. A candidate may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester shall be made only with the permission of the Faculty.

Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

CREDITS REQUIRED FOR A MASTER’S DEGREE OR POSTGRADUATE DIPLOMA OR CERTIFICATE

18. A candidate who is awarded 180 credits shall thereby pass the Examination for a Master’s Degree. Where the Regulations for a Master’s Degree make provision for a related Postgraduate Diploma or Postgraduate Certificate, a candidate who is awarded 120 credits shall be eligible for the award of the Postgraduate Diploma, and a candidate who is awarded 60 credits shall be eligible for the award of the Postgraduate Certificate.

19. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 165 credits be deemed to have passed the Examination for a Master’s Degree, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded, this calculation to include all units.

20. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 105 credits be deemed to have passed the Examination for a Postgraduate Diploma, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded. In the case of a candidate for a Master’s degree who is being considered for the award of a Postgraduate Diploma or Postgraduate Certificate, calculation of the average grade shall exclude the dissertation grade.

Extracts provided for guidance on the reverse of the Add/Drop Form for 2017-2018