

Request to Permanently Change Timetabled Events

To maintain consistent group sizes within events it is imperative that students remain in their timetabled slot. We nevertheless accept that occasionally, due to extenuating personal circumstances students need to permanently move events. Providing the event the student is joining is not full and the change does not cause a clash with any other event on their timetable in any week, a change can be requested subject to the following criteria:

1. Extenuating circumstances must fall into the following categories:
 - a) Carer
 - b) Childcare
 - c) Disability/Health Conditions
 2. Provide third party evidence of your circumstances to the Associate Professor (Student Experience). Note: evidence for C should come from the Faculty Disability Co-ordinator.
-

To be completed by Student

Surname First Name

Student Number P.....Programme.....

Module Code.....Module Title.....

From

DayTimeGroup Number (e.g. S/01).....

Please tick one of the following to indicate which weeks this group meets:

Every week Even Weeks only Odd Weeks only

To

Day.....TimeGroup Number (e.g. S/07).....

Please tick one of the following to indicate which weeks this group meets:

Every week Even Weeks only Odd Weeks only

The completed form and evidence must be submitted to the Associate Professor (Student Experience) for approval. Please continue to attend your current event until the change is reflected on your timetable. **Attendance to a different event will not be recorded even if you swipe/sign in.**

Please note changes must be submitted within two weeks from the start of the academic year.

OFFICE USE ONLY:

For health or disability reasons:

Approved By: Associate Professor (Student Experience)

Approved By: Faculty Engagement Officer

Signature:.....**Date:**.....

Change Sent to Timetable Office

Signature:.....**Date:**.....