

## Learning and Teaching Service - Form LTS 007

### VARIATION TO COURSE PROFILE – By Concession

- This form is for students who wish to take a module which is not contained within their course profile as shown on the Student portal.
- Please complete this form as fully as you can and then take it to your Adviser so that they can consider your request.

| A: Your Personal details          |  |        |               |                    |
|-----------------------------------|--|--------|---------------|--------------------|
| Student Name                      |  |        |               |                    |
| Student Number                    |  | School | Year of Study | Course / Programme |
| UEA Email address                 |  |        | Email (other) |                    |
| Name of Adviser and/or supervisor |  |        |               |                    |

| B: Which module(s) are you applying to DROP? |       |                    |
|--|-------|--------------------|
| Code   | Title | From Option Range? |
|  |       |                    |

| Which module(s) are you applying to TAKE? |       |
|---|-------|
| Code                                      | Title |
|   |       |

**CHECK**

- Is the module you are applying to take available next year?
- That the module you want to take does not clash on your teaching timetable

Please provide a clear explanation for your request

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| C: To be Completed by the Adviser                |  | Adviser Supports? (Adviser to tick the appropriate box) | Yes | No |
|--|--|---|-----|----|
| Adviser's Comments in support of the application |  |   |     |    |
| Adviser's Name                                   |  |   |     |    |
| Adviser's Signature                              |  | Date  |     |    |

| Student's Signature |      |
|---------------------|------|
|                     | Date |

- This form should be returned to your Learning and Teaching Hub as soon as your Adviser has signed it.
- Normally it will not be possible to change module after Week 2 of the semester.
- Your application will be considered by the School's Director of Teaching or Course Director and/or a Hub Manager.
- You will receive an email to let you know whether or not your concession has been approved.

| LTS use only (if not appropriate, please complete n/a) |  |                               |                           |                          |                           |
|--|--|-------------------------------|---------------------------|--------------------------|---------------------------|
| Date request received                                  |  | Concession approval?          | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> n/a |
| Course Director approval?                              | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> n/a | Student informed of outcome?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> n/a |
| Adviser approval?                                      | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> n/a | Adviser informed of outcome?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> n/a |
| Director of Teaching approval?                         | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> n/a | SITS updated?                 | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> n/a |
|  |  | Concessions database updated? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> n/a |