

Variation to Course Profile - LTS007

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. It is not normally possible to change module(s) after Week 2 of the Semester.

Please complete this form as fully as you can and then take it to your Adviser so that they can consider your request. Return the completed form to your Learning and Teaching Hub as soon as your Adviser has signed it.

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.

For more information on how we use your information please see:
<https://www.uea.ac.uk/about/legalstatements/data-protection-for-webforms>

A: Your Personal Details

Name: _____ Student number: _____
School: _____ Year of study: _____
Course: _____
Name of Adviser and/or Supervisor: _____ Email: _____

B: Which module(s) are you applying to DROP

Which modules are you applying to DROP?

Code	Option Range	Title

C: Which module(s) are you applying to TAKE

Which modules are you applying to TAKE?

Code	Option Range	Title

PLEASE CHECK

The module you are applying to take is available

The module you want to TAKE does not result in a clash on your academic timetable

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Please provide a clear explanation for your request

Does the Adviser support this concession?

Adviser's comments in support of the application

C: To be completed by the Adviser

Adviser's Name:

Adviser's Signature:

Date:

Student's Signature:

Date:

LTS USE ONLY (if not appropriate, please select n/a)	
Date request was received	
Course Director approval?	
Adviser approval?	
Director of Teaching approval?	
Concession approval?	
Student informed of outcome?	
Adviser informed of outcome?	
SITS updated?	
Concessions database updated?	