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**SEMINAR CHANGE REQUEST FORM**

**GUIDANCE NOTES**

Students must discuss their request to change seminar groups with the Module Leader **and** obtain their signature on this form. Changes are subject to tutor approval and availability.

Please hand the form in at the Student Information Desk in the Learning Hub.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Course** |  |
| **Surname** |  | **Email** |  |
| **Student ID Number** |  | **Contact phone number** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | | | |
| Current seminar group day |  | Current seminar group time |  | Group no |
| Proposed seminar group day |  | Proposed seminar group time |  | Group no |
| Reason |  | | | |
| **Tutor Name** |  | **Tutor signature** |  | **Date** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | | | |
| Current seminar group day |  | Current seminar group time |  | Group no |
| Proposed seminar group day |  | Proposed seminar group time |  | Group no |
| Reason |  | | | |
| **Tutor Name** |  | **Tutor signature** |  | **Date** |

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| --- |
| I am applying to change seminar groups for the reasons indicated above and have sought approval from the module leader. I understand that it may take up to 48 hours for my timetable to be updated.  **Student Signature:** ……………………………………………………………………………… **Date:** ……………………….. |

**OFFICE USE:**

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| Timetabling 🞏 Initials: ……………………………. Date: ……………………… File 🞏  Student Services 🞏 Initials: ……………………………. Date: ………………………  *for Students Requiring Additional Support* |

**Privacy Policy**

For full details of the University of Northampton’s Privacy Policy please go to <https://www.northampton.ac.uk/about-us/privacy-policy/>

**Information collected**

*The personal information you have provided is to enable us to process your request accordingly.  The information will be stored electronically on the Student Record system.*

*The information you have provided will be kept for as long as it is necessary to fulfil that purpose and then disposed of in a confidential manner.  This period will not exceed the time required for processing the form and allowing for any additional correspondence.*

*Information provided may be shared internally with relevant staff within the Institution. This includes/may include academic colleagues within your subject(s) area and Student and Academic Services.  Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.*

*Information provided may also be shared with relevant external organisations and service providers.  This may include: Student Finance England; Professional Funding Bodies; Partnership Providers or any other third party where we are required to comply with legal obligation.  Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.*

*Supplying this information means that you are entering in to an agreement with the University and as such you agree to the University holding and using it for the purposes for which it was provided.*