cid:04681E32-98D3-4D44-9E73-0A1EA1C6D52E

**MODULE CHANGE REQUEST FORM**

**GUIDANCE NOTES**

**Students must complete the form below to request a change to their modules.**

**No changes to COMPULSORY (CY) modules are permitted.**

**You must check the** [**Award Map**](https://mynorthamptonac.sharepoint.com/sites/student/Pages/award-maps.aspx) **for your Course/Year of Entry to ensure that the requested change conforms with the Award Map. When viewing the Award Map please ensure that you take the pre-requisites, co-requisites and restrictions into account when choosing your modules.**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module to be changed** | Module Code | Module Title | Credits | Status (DS/EL) |
| Current Module |  |  |  |  |
| New Module |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module to be changed** | Module Code | Module Title | Credits | Status (DS/EL) |
| Current Module |  |  |  |  |
| New Module |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module to be changed** | Module Code | Module Title | Credits | Status (DS/EL) |
| Current Module |  |  |  |  |
| New Module |  |  |  |  |

**Declaration:**

|  |
| --- |
| I am applying to change modules as indicated above. I have checked the Award Map for my Course/Year of Entry. I understand that this change will not be confirmed in writing but I will be contacted if there are any problems with the change.  **I give permission for the new module leaders to be informed of any registered disability** 🞏  **Student Signature:** ……………………………………………………………………………………………… **Date:** ……………………….. |

Please submit your completed form to the Student Information Desk (SID) by email:

[SID@northampton.ac.uk](mailto:SID@northampton.ac.uk)

**OFFICE USE:**

|  |  |
| --- | --- |
| Programme Validity Checked 🞏 Timetabling 🞏  QLS Updates 🞏 Initials: ……………………………. | Disability Y/N  Tutor Y/N |

**Late Module Changes - Information for Students**

1. Students are permitted to change modules up to the end of week 3.

2. Our advice is that after this time you should not change modules: the difficulties and disruption outweigh the advantages of selecting a 'preferred' module.

3. If you are considering changing a module after week 3, it may be accepted, but requires the approval of module co-ordinators who will need to be convinced that yours is an exceptional case. You will need to get the signature of the tutor for the module you wish to change into before being signed out of a module.

* You will need to have in place a written strategy to recover the lost study time. 'Copying up notes' will not suffice. If you intend to begin a module after week 4 you have 4 x 6 = 24 study hours to catch up. How do you intend to do that?
* You need to convince the tutor that you are making an informed choice, by demonstrating that this change is appropriate; this requires some clear and careful thinking.
* You will need a good reason to explain why you have not taken advantage of the three-week change period.
* You may have already missed assignment preparation, or even a deadline. The module tutor is under no obligation to change arrangements to accommodate you. That may mean that you have to accept a fail grade for the missed assignment.
* If you need further advice on your options you should make an appointment with your Course Leader or Personal Tutor to discuss your position.

4. If you wish to continue with a change at this stage, and have obtained permission from relevant tutors, you should sign the form below and obtain module tutor approval. Please return it with your Module Change form to the Student Information Desk in the Learning Hub or email it to [SID@northampton.ac.uk](mailto:SID@northampton.ac.uk)

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**Declaration:**

I have read and understood the document entitled 'Late Module Changes'. Nevertheless, I wish to apply for the change of modules indicated on the attached form.

I accept that this is against official advice, and I intend to give my full attention to recover from this late start. I understand that this late transfer is not grounds for mitigation.

Name: ………………………………………………………………… Signature: ……………………………………………………

Student ID: ……………………………………………………… E-mail: ………………………………………………………..

**Module Leader approval for new module(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **New Module Code** | Tutor name: | Tutor Signature: | Date: |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Module Code** | Tutor name | Tutor Signature: | Date |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Module Code** | Tutor name | Tutor Signature: | Date |
|  |  |  |  |

**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.*