**MODULE AMENDMENT FORM 2020/21 (Second Semester modules only)**

**Please see reverse of this form for information on its completion**

Student Name: Student ID:

Programme of Study: School / Institute:

Student Signature: Date:

Modules to be **DELETED**

|  |  |
| --- | --- |
| **Module Code****(include College name if not Queen Mary)** | **Module Title** |
|  |  |
|  |  |
|  |  |
|  |  |

Modules to be **ADDED**

|  |  |
| --- | --- |
| **Module Code****(include College name if not Queen Mary)** | **Module Title** |
|  |  |
|  |  |
|  |  |
|  |  |

Signature of Adviser / delegated School Admin Officer: Adviser No: Date:

**Forms must be authorised by the school / institute and returned to your School Office by Friday 5 February 2021. Forms will not be accepted after the deadline.**

# NOTES

This form is for the use of students during the second semester, two week regulatory review period. It is to be used to delete and/or add elective modules to your record and must be signed by both yourself and your adviser(s). Incomplete forms will not be accepted. You cannot use this form to make changes to semester one modules nor can it be used to alter core or compulsory modules. Please contact your academic school / institute if in any doubt.

Please give the full module code and module title of the module(s) you wish to add to or delete from your record. These amendments will appear on MySIS once all authorised changes have been processed.

The form must be returned **NO LATER THAN FRIDAY 5 FEBRUARY 2021** to your School / Institute Office. Forms **WILL NOT** be accepted after this date **under any circumstances.** Failure to submit the form by the 4 February 2021 could result in not being entered for your 2020/21 summer examinations.

**The College’s Regulations for First Degrees require that you be registered for 120 credits in each year of your degree programme. If you take less than 120 credits per year, the class of your degree could be affected. It is your responsibility to ensure that your module registration is up-to-date and accurate.**

# THE DEADLINE FOR SUBMISSION OF THIS FORM IS FRIDAY 5 FEBRUARY 2021