Form Name – Form title (e.g. ACA09 – Application for change of curriculum)

Examples of commonly used sections:

|  |
| --- |
| Instructions |
| * Who and what this form is used for
* Basic instructions for completing the form.
* When to submit form, deadlines, or due dates.
* What supporting documents to attach to the form, if applicable
* Extra points or links to help document for further information.
* Where to send the completed form to providing postal and e-mail address.
 |

1. Student details

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Number |  |  |  |  |  |  |  |  |  | PeopleSoft ID |  |
| Surname |  | First name |  |
| Degree/qual. |  | Faculty |  |

2. Request details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Select one category |  | Category/condition 1 |  | Category /condition 2 |  | Category/condition 3 |
| Motivation |  |
| Yes/no question |  | Yes |  | No | If ‘*Yes’*, please specify  |  |

3. Student acknowledgement/agreement/declaration

|  |
| --- |
| I the undersigned acknowledge and agree that: * Principle/rule 1
* Principle/rule 2
* Principle/rule 3 etc.
 |
| Signature |  | Date |  |

3. Advisor acknowledgement/agreement/declaration

|  |
| --- |
| I the undersigned confirm that: * Principle/rule 1
* Principle/rule 2 etc.
 |
| Advisor name |  | Signature |  | Date |  |

4. Approved by

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Programme convener |  | Signature |  | Date |  |
| Head of Department (or delegate) |  | Signature |  | Date |  |

|  |
| --- |
| Office use only |
| Items checked |  | Check 1 |  | Check 2 |  | Check 3 |
| Name |  | Signature |  | Date |  |