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 | |  |