

# Application to Register for an Elective Module

## Guidelines for Students

An elective module is a module offered by a department that is open to selection by students from outside that department. It is not the same as a compulsory module, which is a module required for a particular programme of study

Please note that it may not always be possible to grant your request to undertake an elective module because of timetabling or other constraints.

The institution has identified non-compulsory modules within each of their programmes of study that a student may replace with elective modules. The number of modules that may be replaced in this way is six credits two modules (2) of a programme. The Student Service Coordinator is the contact for students wishing to take electives in that department.

If you are planning to take more than one elective module you will need to fill in a separate form for each.

Please follow the steps below to complete the process:

- 1 Complete the information about your chosen module in **Section 1**, in consultation with your Student Service Coordinator and filling in all the parts of the table.
- 2 Take the form to the department offering your chosen module.
- 3 Obtain in-principle agreement in **Section 2** for your place on the chosen module from the departmental contact.
- 4 Discuss your proposals with your Student Service Coordinator obtain a signature in **Section 3** to confirm approval of your request.
- 5 Your Student Service Coordinator will then *post* a copy of the form to the department offering the elective module for entry onto your academic record and *hand* you a copy of the signed form with the confirmation of your amended programme of study.

# Application to Register for an Elective Module

Christian name(s)	Surname
Student ID #:	E-mail address: Contact #:
Programme of study	Date started programme
Student Service Coordinator/ Officer:	HOD:

## Section 1 Elective Module Selected

<i>Offering department</i>	<i>Term taught</i>	<i>Term assessed</i>	<i>Credit value</i>	<i>Module code</i>	<i>Module title</i>
<i>Module title that elective will replace</i>					

## Section 2 Acceptance by Offering Department

I confirm that the above student has been accepted for the following module in this department:

Module code \_\_\_\_\_ Module title \_\_\_\_\_

Date when a mark for the module can be provided *Provisional:* \_\_\_\_\_ *Confirmed:* \_\_\_\_\_

Signed \_\_\_\_\_ Office held \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

## Section 3 Approval by Student's Coordinator

I confirm that the above student is permitted to take up to \_\_\_\_ credits of elective modules and that the inclusion of the above module in his/her programme has my approval. Any progression and weighting issues have been resolved as follows:

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

**Form must be completed in triplicate and submitted to the Student Service Coordinator.**