**Variation to Scheme of Studies Application**

**Request to study/gain credit for modules/study/assessment blocks outside of your scheme of studies**

*Section A of this form should be completed by a student intending to study or gain credit for modular/study/assessment blocks outside of their scheme of studies. When appropriate, Section A may be completed by the Department on behalf of the student, but must be accompanied by the student’s approval of the request (either through a signature on this form, or email confirmation).*

*Please note that requests will initially be submitted to the Departmental Director of Teaching and Learning for vetting. They will then be passed for final approval to the Chair of the College Education Committee.*

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| **SECTION A: Student Details**

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| --- | --- | --- | --- |
| **Full Name:** |  | **Student No:** |  |
| **Department/Division:** |  | **Programme:** |  |

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| Please provide details of the change you are requesting to make to your scheme of studies and the reason for doing so? |
| Block/s on your programme which WILL NOT be studied: | Block/s NOT on your programme which WILL be studied: |

*(For further information regarding the circumstances under which you can change your scheme of studies, please read* [*Senate Regulation 2*](http://www.brunel.ac.uk/about/administration/governance-and-university-committees/senate-regulations) *(39-40) for UG students or* [*Senate Regulation 3*](http://www.brunel.ac.uk/about/administration/governance-and-university-committees/senate-regulations) *(38-39) for PG students)*

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| **Signed (Student):** |  | **Date:** |  |

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| **SECTION B: College Approval**

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| Will the programme level learning outcomes still be met with these proposed changes?  | Yes/No |
| Approved *(Please tick)* |  | Declined *(Please tick)**A comment must be given below if declining the request* |  |
| Comment (Departmental Director of Teaching and Learning): |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date** |  |
| Departmental Director of Teaching and Learning |  |  |

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| Approved *(Please tick)* |  | Declined *(Please tick)**A comment must be given below if declining the request* |  |
| Comment (Deputy Dean (Academic Affairs)): |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved** |  | **Date:** |  |
| Deputy Dean (Academic Affairs) |  |  |

*By approving this request I agree that there is an appropriate academic rationale for the change and that the student remains able to demonstrate the learning outcomes of the programme and award for which they are registered.* |

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| Please state when the student was notified of the outcome, by whom and by what means: |
| Please state when SITS was updated: | Date: |
| Please state when Student Records were informed: | Date:  |

**All applications for changes to schemes of studies need to be reported to the next meeting of the College Education Committee.**