Staff Forms Guide (ACP)

Student Update Request Form (SURF)

OXFORD BROOKES UNIVERSITY

Contents

The Form

- SURF's are now submitted to the CSA team via a Google form.
- The form should be used to request a change to the registration of a student studying on a course run at a partner college.
- Please ensure that the form is filled in correctly with all relevant fields completed. If the form has not been filled in correctly, or only partially completed the CSA team will request that a new form is submitted.
- The form can be located by searching 'Staff forms' on the Brookes website.
- Select the search result 'Forms for Staff', and then click on 'Forms for students on courses outside the Undergraduate Modular Programme'.

Forms for staff

As a member of staff, you will sometimes need to submit forms for the students that you support. These forms can include, for example, the addition of prior credit, late mark or grade amendments and the late removal of a module from a student's programme of study.

Please select the appropriate link below depending on whether you need to submit a form for a student studying on the Undergraduate Modular Programme (UMP) or on a course outside the Undergraduate Modular Programme, eg postgraduate awards, undergraduate ITT awards, foundation degree awards.

Forms for students on Undergraduate Modular Programme »

Forms for students on courses outside the Undergraduate Modular Programme »

- From the list, select 'Student Update Request Form (ACP Students)', and then click on the link to be taken to the Google form.

Student Update Request Form (ACP Students)   ✖

This form should be used to request a change to the registration of a student studying on a course run at one of our partner colleges. Please ensure that you complete all of the necessary sections. Students studying on courses run at Oxford Brookes should submit their own requests via the Student Request Forms page.

Please complete this form to request a change to the registration of a student studying on a course run at one of our partner colleges

Please contact csa@brookes.ac.uk for assistance with completing this form.

- You will then be presented with the following form:

ACP Student Update Request Form

This form is used to update the Course and Student Administration Team of updates to students on courses run at one of our partner colleges.

This form will be submitted to the Course and Student Administration Team (Student Central) for processing.

For assistance with completing this form e-mail csa@brookes.ac.uk or telephone ext. 3451

Your email address   will be recorded when you submit this form. Not
Sign out
*Required

Student Number *

[   ]

Student's Surname *

[   ]

Student's Forename(s) *

[   ]

Course Code *

[   ]

Course Title *

[   ]

Current Award Aim *

[   ]

Current Mode of Study *

- ⦿ Full-Time
- ⦿ Part-Time
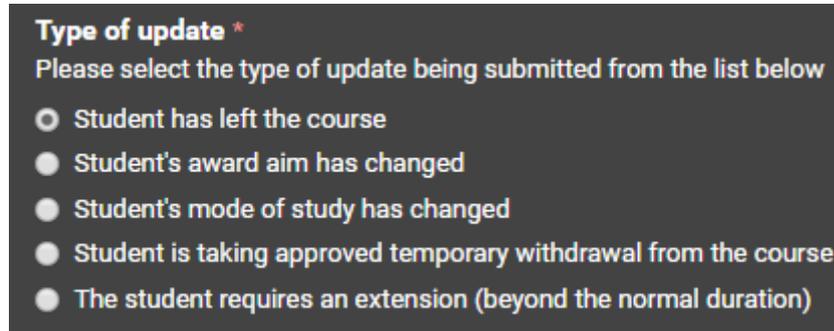- ⦿ Sandwich
- ⦿ Distance Learning

Type of update *
Please select the type of update being submitted from the list below

- ⦿ Student has left the course
- ⦿ Student's award aim has changed
- ⦿ Student's mode of study has changed
- ⦿ Student is taking approved temporary withdrawal from the course
- ⦿ The student requires an extension (beyond the normal duration)

[Continue »]

- Complete the student's details:

Student Number *

99999998

Student's Surname *

Student

Student's Forename(s) *

Test Pretend

Course Code *

PR99

Course Title *

Pretend Course

Current Award Aim *

BA

- Confirm the student's **current** mode of study on their course:

Current Mode of Study *
- ● Full-Time
- ● Part-Time
- ● Sandwich
- ● Distance Learning

- Select the type of update that you are submitting. Each of the updates will be covered below:

Type of update *
Please select the type of update being submitted from the list below
- ● Student has left the course
- ● Student's award aim has changed
- ● Student's mode of study has changed
- ● Student is taking approved temporary withdrawal from the course
- ● The student requires an extension (beyond the normal duration)

# Types of Updates

Student has left the course

- Select this option when the student has expressed that they want to leave their course, or if you have not had any contact with the student for a significant period and you want to remove them from the course.
- Select 'Student has left the course', and click continue.

Type of update *
Please select the type of update being submitted from the list below

- Student has left the course
- Student's award aim has changed
- Student's mode of study has changed
- Student is taking approved temporary withdrawal from the course
- The student requires an extension (beyond the normal duration)

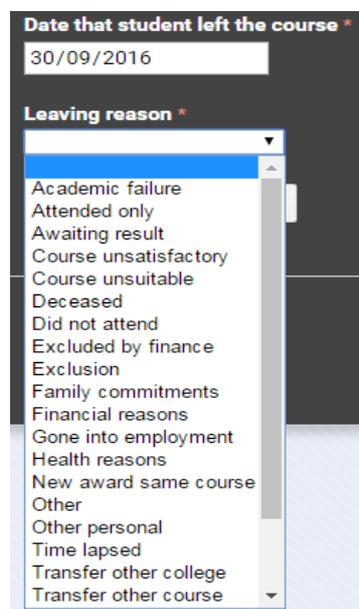- Provide the date that the student left the course.
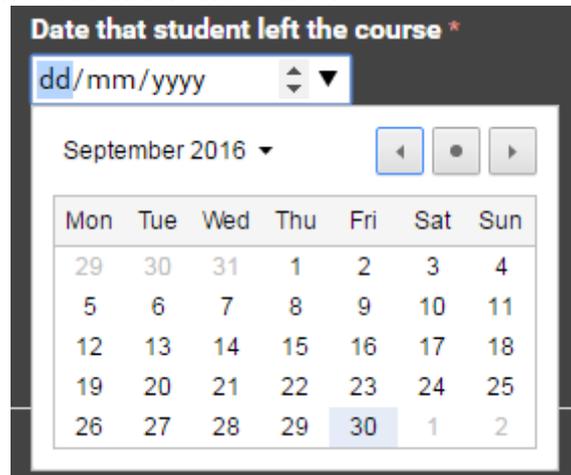
Date that student left the course *

dd/mm/yyyy

September 2016 ▼

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

- Select the main leaving reason for the student withdrawing from the course.

Date that student left the course *

30/09/2016

Leaving reason *

Academic failure
Attended only
Awaiting result
Course unsatisfactory
Course unsuitable
Deceased
Did not attend
Excluded by finance
Exclusion
Family commitments
Financial reasons
Gone into employment
Health reasons
New award same course
Other
Other personal
Time lapsed
Transfer other college
Transfer other course

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- If you are happy with the information entered click continue.

- In the next section, please provide any information relating to how the change will impact the student's fees. You should also give us any additional information that you feel maybe relevant, e.g. further detail surrounding the student's departure if it is appropriate.

- Once you are happy with all the information that has been supplied, click 'Submit'. If you want a copy of the form to be sent to you, check the box before you click submit.

Student's award aim has changed

- Select this option when you need to notify Brookes of an award aim change.

Type of update *
Please select the type of update being submitted from the list below

- ● Student has left the course
- ○ Student's award aim has changed
- ● Student's mode of study has changed
- ● Student is taking approved temporary withdrawal from the course
- ● The student requires an extension (beyond the normal duration)

- Select the date that the award aim changed.

The student's award aim has changed

Date when the student changed award *

dd/mm/yyyy

September 2016 ▼

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

ult, what is the new mode of study?

● Distance Learning

- Confirm what the new award aim should be. If the student's mode of study has changed as a result, please select their new mode of study.

The student's award aim has changed

Date when the student changed award *
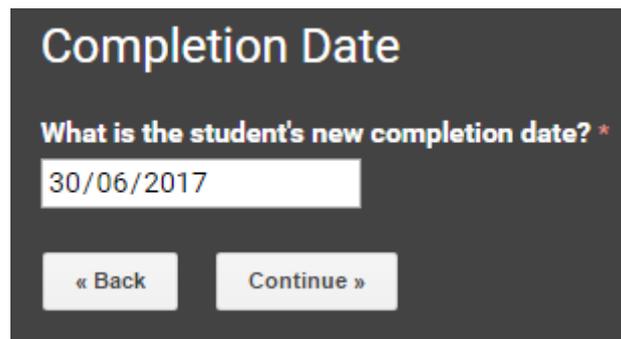
30/09/2016

New award aim *

BA (Ordinary)

If the mode of study has changed as a result, what is the new mode of study?

- ○ Full-Time
- ● Part-Time
- ● Sandwich
- ● Distance Learning

« Back   Continue »

- Please confirm the new completion date. If the completion date is not changing, please type in the student's current completion date.

Completion Date

What is the student's new completion date? *

30/06/2017

« Back   Continue »

- Provide any other relevant information that you feel maybe useful in the 'Any other important information' section.
- Select the tick box at the bottom if you wish to receive a copy of the form that you have just submitted.
- Once you are happy with all the information that has been provided, click 'Submit'.
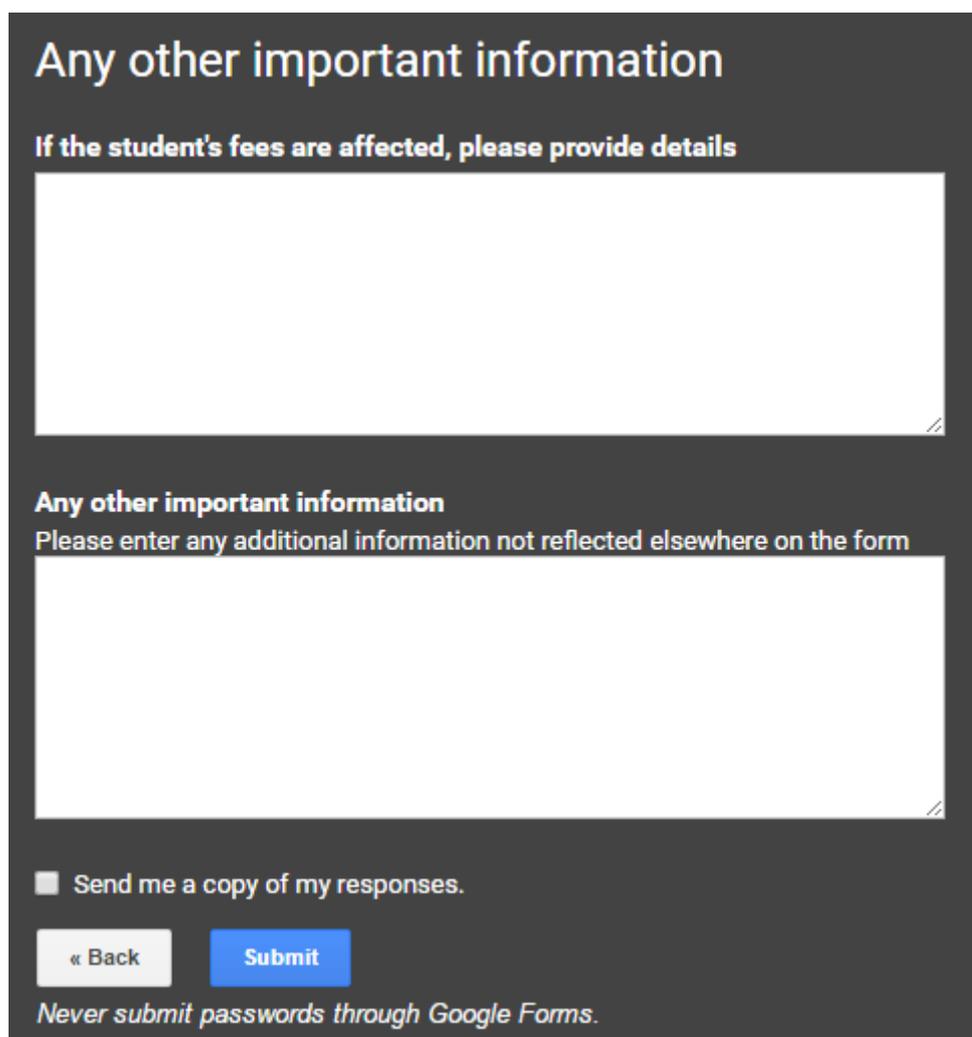
Any other important information

If the student's fees are affected, please provide details

Any other important information
Please enter any additional information not reflected elsewhere on the form

☐ Send me a copy of my responses.

« Back   **Submit**

Never submit passwords through Google Forms.

<u>Student's mode of study has changed</u>

- Choose this option when you need to notify us of a mode of study change.

> **Type of update** *
> Please select the type of update being submitted from the list below
> ● Student has left the course
> ● Student's award aim has changed
> ◉ Student's mode of study has changed
> ● Student is taking approved temporary withdrawal from the course
> ● The student requires an extension (beyond the normal duration)

- Provide the date that the change should take effect from, and select the student's new mode of study. The date given must coincide with the start of semester/term i.e. students **cannot** change mode of study mid-session.

> # The student's mode of study has changed
>
> **Date when student changed mode of study** *
>
> 30/09/2016
>
> **New mode of study** *
> ● Full-Time
> ◉ Part-Time
> ● Sandwich
> ● Distance Learning
>
> « Back   Continue »

- If the mode change affects the student's completion date please provide the new date. If the completion date is not effected, give the students current completion date.

> ## Completion Date
>
> **What is the student's new completion date?** *
>
> 30/06/2017
>
> « Back   Continue »

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- Provide any other relevant information that you feel maybe useful in the 'Any other important information' section.
- Select the tick box at the bottom if you wish to receive a copy of the form that you have just submitted.
- Once you are happy with all the information that has been provided, click 'Submit'.

Any other important information

If the student's fees are affected, please provide details

Student will be studying 3 modules over the year. Please charge student part time fee for 3 modules.

Any other important information
Please enter any additional information not reflected elsewhere on the form

☐ Send me a copy of my responses.

« Back   Submit

Never submit passwords through Google Forms.

Student is taking approved temporary withdrawal from the course

- Select this option if the student wants to suspend their studies.
- Please note that the period of temporary withdrawal requested cannot be longer than one academic year (12 months). If, after this time, the student wants to take more temporary withdrawal, another SURF should be completed.

> **Type of update** *
> Please select the type of update being submitted from the list below
> - ● Student has left the course
> - ● Student's award aim has changed
> - ● Student's mode of study has changed
> - ○ Student is taking approved temporary withdrawal from the course
> - ● The student requires an extension (beyond the normal duration)

- Give the date that the temporary withdrawal should take effect from, and when the student will be resuming their studies.
- If, when the student returns to their studies, their award aim has changed, please state the new award aim. If it has not changed, please put the student's current award aim.
- Please also confirm the student's mode of study when they return.

> # The student is taking approved temporary withdrawal from the course
>
> **Date student goes on approved temporary withdrawal** *
> 03/10/2016
>
> **Date student will resume study** *
> 25/09/2017
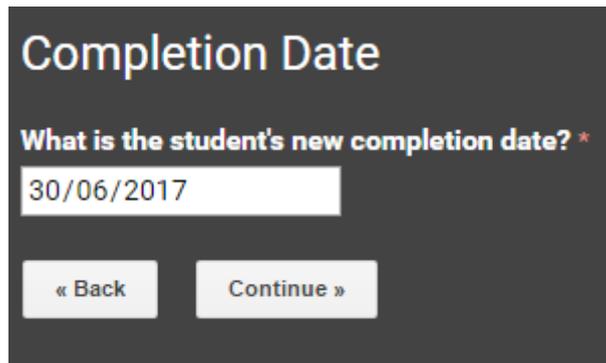>
> **What award will the student be aiming for on their return?** *
> BA
>
> **What will the student's mode of study be when they return?** *
> - ○ Full-Time
> - ● Part-Time
> - ● Sandwich
> - ● Distance Learning
>
> [« Back]   [Continue »]

- Confirm the student's new completion date.
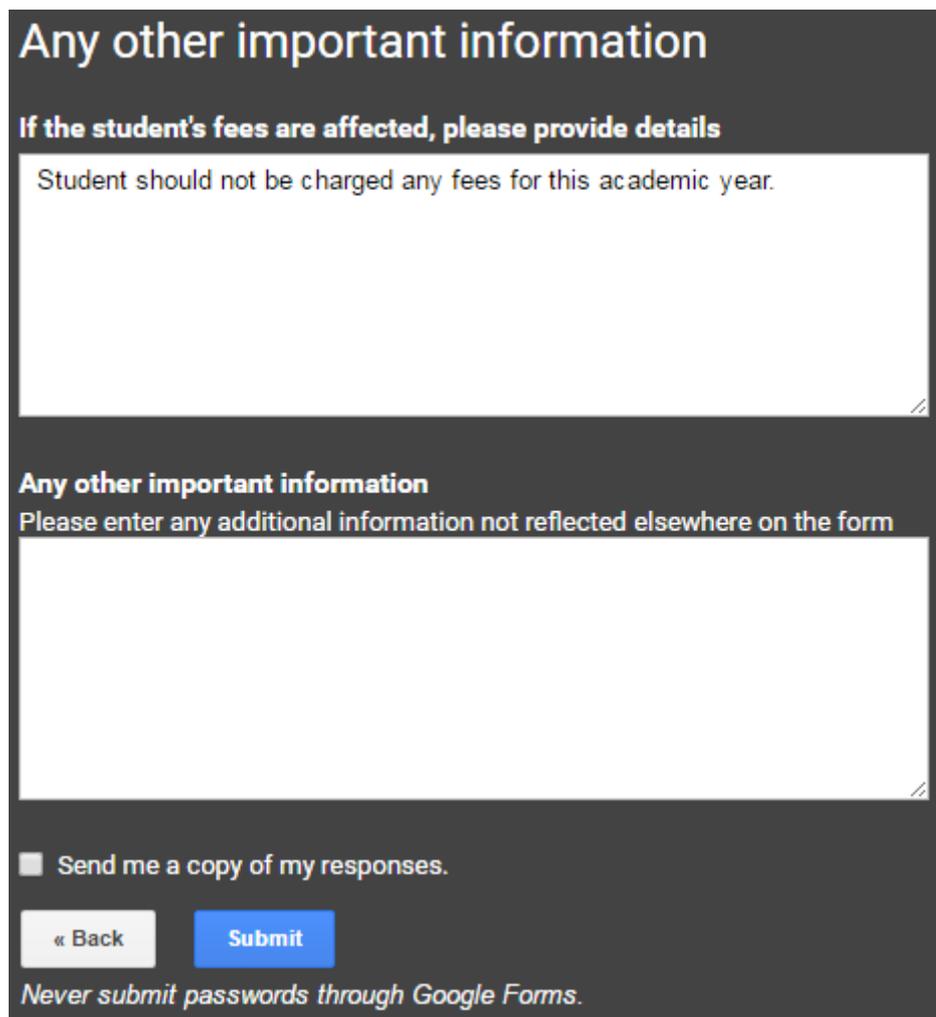
Completion Date

What is the student's new completion date? *

30/06/2017

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- Please provide any other relevant information that you feel maybe useful in the 'Any other important information' section.
- Select the tick box at the bottom if you wish to receive a copy of the form that you have just submitted.
- Once you are happy with all the information that has been provided, click 'Submit'.

Any other important information

If the student's fees are affected, please provide details

Student should not be charged any fees for this academic year.

Any other important information
Please enter any additional information not reflected elsewhere on the form
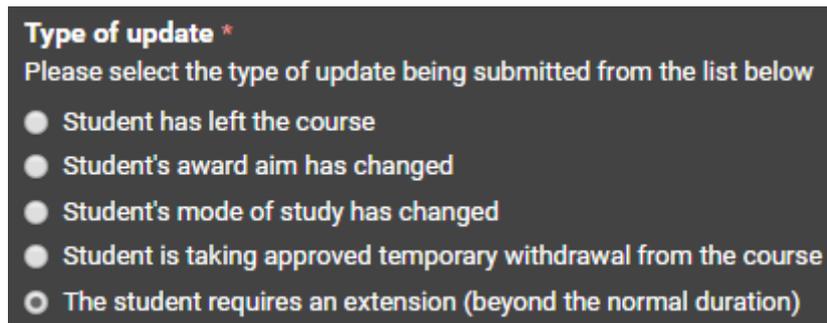
☐ Send me a copy of my responses.

« Back   **Submit**

Never submit passwords through Google Forms.

<u>The student requires an extension (beyond the normal duration)</u>
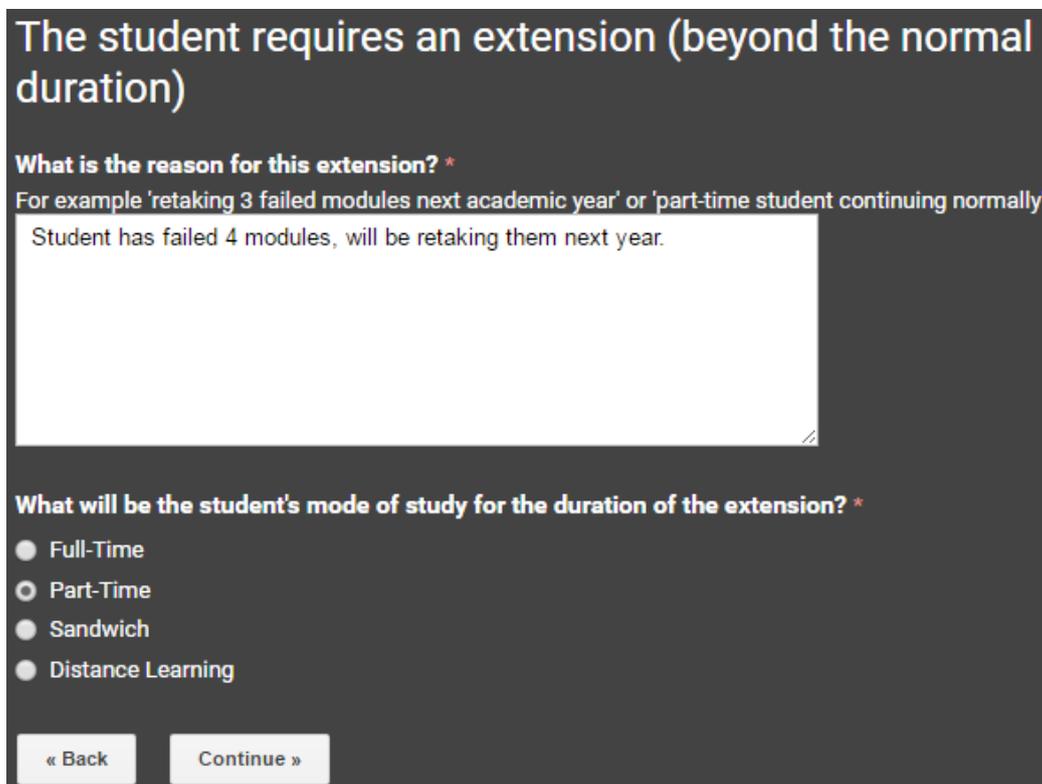
- Use this option if the student requires an extension beyond their usual completion date.

Type of update *
Please select the type of update being submitted from the list below
- ⚫ Student has left the course
- ⚫ Student's award aim has changed
- ⚫ Student's mode of study has changed
- ⚫ Student is taking approved temporary withdrawal from the course
- ⦿ The student requires an extension (beyond the normal duration)

- Please provide us with the reason behind the extension request. Try to include as much detail as reasonably possible.
- Please also confirm what the student's mode of study will be during the extension period.

The student requires an extension (beyond the normal duration)

What is the reason for this extension? *
For example 'retaking 3 failed modules next academic year' or 'part-time student continuing normally'
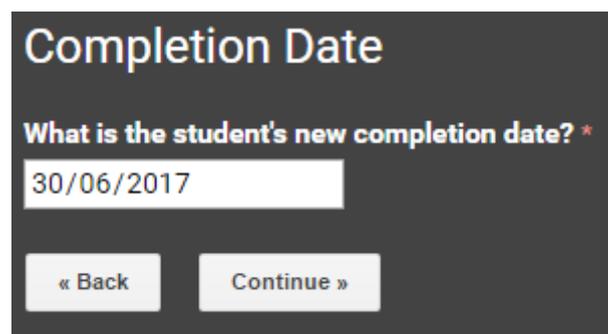
Student has failed 4 modules, will be retaking them next year.

What will be the student's mode of study for the duration of the extension? *
- ⚫ Full-Time
- ⦿ Part-Time
- ⚫ Sandwich
- ⚫ Distance Learning

« Back   Continue »

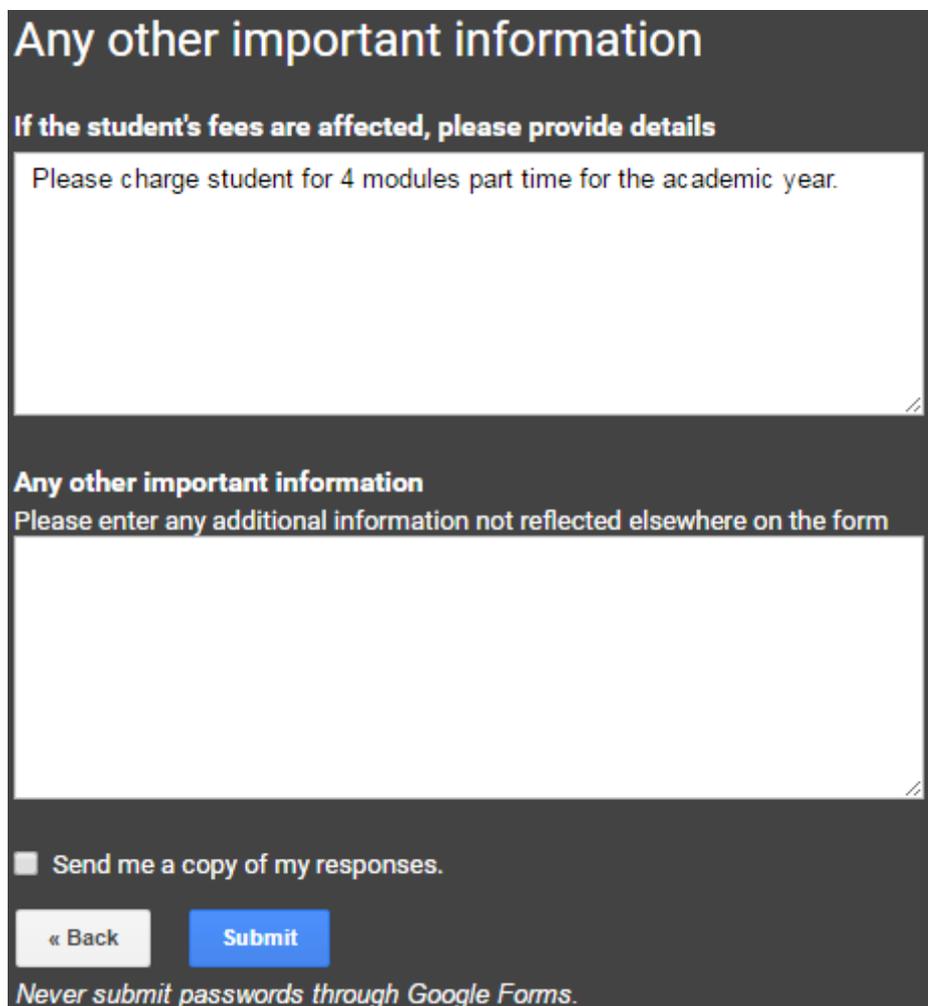- Confirm the student's new completion date.

Completion Date

What is the student's new completion date? *

30/06/2017

« Back   Continue »

- Please provide any other relevant information that you feel maybe useful in the 'Any other important information' section.
- Select the tick box at the bottom if you wish to receive a copy of the form that you have just submitted.
- Once you are happy with all the information that has been provided, click 'Submit'.

What happens next?

- The form goes to the CSA Team to be processed.
- If any details are unclear and require clarification, the CSA team will contact the college for further information.
- If there is not enough information to process the form, or if it has been completed incorrectly, the CSA Team will request another form.
- Confirmation that the form has been processed will be sent to the sender.
- The form will also be forwarded to the Brooke's Student Finance office if the changes made have financial implications.

If you have any queries regarding completing SURF's please contact the CSA team. Email csa@brookes.ac.uk or telephone 01865 483451.

Examples – which forms to send

- *Student has to retake 3 modules part time, but they were due to complete.*

Select 'The student requires an extension. In this form you can edit the student's completion date, and notify of the new mode of study.

- *Student wants to suspend their studies, but when they return they will only be studying part time.*

Select 'Student is taking approved temporary withdrawal from the course'. This form can notify us of the student's suspension and their new mode of study when they return.

- *Student has failed three modules in their previous year, and decided to retake them alongside the modules that they are required to do, as a result they are full time. The student has now changed their mind and only wants to do the retake modules for the year, and then progress onto their next year.*

Select 'Student's mode of study has changed'. The student will be part time for the academic year, and their course completion date will have changed. Both of which can be reported in this form. Please also include any financial implications as a result of the change.

- *Student has failed compulsory modules and needs to retake. The College have made reasonable efforts to contact the student but have had no response.*

Select 'Student has left the course'. Please also advise us if the student is eligible for a lower award. This will then go to the next available exam committee to be confirmed.

- *Student has failed compulsory modules and cannot retake them, but they are continuing to complete some other modules that would give them a lower award. The student will be changing their mode of study to part time for the rest of their studies.*

Select 'Student's award aim has changed'. This form can confirm the student's new award, and their new mode of study.