

Student Update Request Form (SURF)

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SURF's are submitted to the Partnership Student Information Team (PISM) 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 collaborative partner institution.

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 PISM 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 'Staff Forms', and then click on ['Forms for students on courses outside the Undergraduate Modular Programme'](#).

Home > Staff homepage > Teaching and supporting students > Student Central > **Staff forms** > **Courses outside the Undergraduate Modular Programme**

Courses outside the Undergraduate Modular Programme | Undergraduate Modular Programme

Courses outside the Undergraduate Modular Programme

The staff forms below are for your students studying on courses outside the Undergraduate Modular Programme (eg Postgraduate, Undergraduate ITT, Foundation Degrees). If you cannot find the form you are looking for below, please contact [Student Records and Curriculum Management](#).

Contact us

Student Records and Curriculum Management
studentrecords@brookes.ac.uk

Looking for the UMP staff forms?

| | |
|---|---|
| Mark or Grade Amendment Form F3 | ▼ |
| Statement of Credit Form F103 | ▼ |
| Deletion of Module from a Student's Programme of Study after the Deadline Form F99D | ▼ |
| Student Update Request Form (UK and International Partnership Students) | ▼  |
| Forms that students use to request changes (in circumstance) | ▼ |
| F88: Request to Add an Independent Study Module | ▼ |

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

Student Update Request Form (UK and International Partnership 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 collaborative Partners. 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](#) 
- [Download a guide on how to complete this form](#)

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

You will then be presented with the following form:

Student Update Request Form

This form is used to inform Registry of updates to students on courses run at one of our collaborative partner institutions .

A guide to completing this form is available here:
<https://www.brookes.ac.uk/getmedia/2b75fdef-b9dc-4d46-8280-3f6499d3122f/SURF-guide.pdf>

For assistance with completing this form e-mail partnershiprecords@brookes.ac.uk

Key things to consider when completing the form:

If a student has a resit/s from the previous semester and chooses to take approved temporary withdrawal they will not be expected to take the resit/s while on temporary withdrawal. Disregard (DR) grades will be applied to these modules at the relevant Examination Committee.

If a student is enrolled in their first semester of study this form can be used to request a deferral to the next available entry point for their programme. Choose the option 'Student has left the course' and choose 'Deferred'.

A period of approved temporary withdrawal cannot last more than one academic year/ 12 months and students cannot take temporary withdrawal for a semester if they have attended after week 7 of the semester.

The time taken on approved temporary withdrawal will count towards the maximum length of time allowed on the course.

@brookes.ac.uk [Switch accounts](#)



* Indicates required question

Student Number *

Your answer _____

Student's Surname *

Your answer _____

Student's Forename(s) *

Your answer _____

Course Code *

Your answer _____

Course Title *

Your answer _____

Current Award Aim *

Your answer _____

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)
- Student is to be placed on unapproved temporary withdrawal from the course

Next

Clear form

1. Complete the student's details
2. Confirm the student's current mode of study on their course
3. Select the type of update that you are submitting.

Types of Updates

Student has left the course

Select this option when the student has confirmed that they want to leave their course, and you need to remove them from our student records system. If a student has not been engaging or attending the course then they will be withdrawn via an examination committee following a D1 letter. Please contact partnershiprecords@brookes.ac.uk if you have any questions about this.

Please note that this form can be used to request a student's deferral to the next available entry point for their programme if they are enrolled in their first semester of study. Please select the leaving reason 'Deferred' to request this.

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)
- Student is to be placed on unapproved temporary withdrawal from the course

Provide the date that the student left the course or their last date of attendance.

The student has left the course

Date that student left the course *

Date

dd/mm/yyyy

September 2022

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 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 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Clear Today

Clear form

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

Student Update Request Form

p0090198@brookes.ac.uk Switch accounts

Choose

- Excluded for academic failure
- Deceased
- Excluded by finance
- Financial reasons
- Gone into employment
- Health reasons
- Other
- Time lapsed
- Transfer other provider
- Unknown
- Voluntary withdrawal
- Excluded for conduct
- Excluded by UKVI
- Deferred

Clear form

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 may be relevant, e.g. further detail surrounding the student's departure if it is appropriate.

The screenshot shows a form section with a green header titled "Any other important information". Below the header is a text input field with the placeholder text "Your answer". Below this is another section with a white header titled "Any other important information" and a sub-header "Please enter any additional information not reflected elsewhere on the form". This section also has a text input field with the placeholder text "Your answer". At the bottom of the form, there is a toggle switch labeled "Send me a copy of my responses." which is currently turned off. Below the toggle are three buttons: "Back" (white), "Submit" (green), and "Clear form" (light green).

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.

The screenshot shows a form section titled "Type of update *" with a red asterisk. Below the title is the instruction "Please select the type of update being submitted from the list below". There are six radio button options listed:

- 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)
- Student is to be placed on unapproved temporary withdrawal from the course

Select the date that the award aim changed.

The student's award aim has changed

Date when the student changed award *

Date

dd/mm/yyyy

| September 2022 | | | | | | |
|----------------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 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 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Clear Today

ed as a result, what is the new mode of study?

Full-Time

Part-Time

Sandwich

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 *

Date

01/09/2022

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

Clear selection

Back Next Clear form

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? *

Date



Provide any other relevant information that you feel may be 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.

Student's mode of study has changed

Choose this option when you need to notify us of a mode of study change. The new mode of study must be an alternative mode of study that is available on the student's course.

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)

Student is to be placed on unapproved temporary withdrawal from the course

Next Clear form

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 their academic year 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 *

Date

New mode of study *

Full-Time

Part-Time

Sandwich

Distance Learning

Back Next Clear form

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

Completion Date

What is the student's new completion date? *

Date

31/05/2022

[Back](#) [Next](#) [Clear form](#)

Provide any other relevant information that you feel may be 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

Your answer

Send me a copy of my responses.

[Back](#) [Submit](#) [Clear form](#)

Student is taking approved temporary withdrawal from the course

Things to consider for ATWD requests:

-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.

-Students cannot take temporary withdrawal if they have attended after week 7 of the semester for which the approved temporary withdrawal is being requested for. The semester weeks can be checked [here](#).

-Students may be liable for fees if they have attended beyond week 4 of the semester. Please email finance-fees@brookes.ac.uk for more information on this.

-The time taken on approved temporary withdrawal will count towards the maximum length of time allowed for a student's course. For more information on maximum course length please see <https://www.brookes.ac.uk/regulations/>.

-If a student has any resits from the previous semester they are not expected to take these whilst on temporary withdrawal. Disregard (DR) grades will be applied to these modules at the relevant Exam Committee.

Select this option if the student wants to suspend their studies.

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)
- Student is to be placed on unapproved temporary withdrawal from the course

[Next](#) [Clear form](#)

Give the date that the temporary withdrawal should take effect from (this should be the student's last date of attendance if the form is submitted past week 7 of the semester), and when the student will be resuming their studies (this should be at the start of a semester).

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/ unapproved temporary withdrawal from the course

Date student goes on approved/ unapproved temporary withdrawal *

Date

01/09/2022 

Date student will resume study *

Date

31/12/2022 

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](#) [Next](#) [Clear form](#)

Confirm if the student is taking ATWD due to health reasons.

Is the student requesting approved temporary withdrawal from their course due to * health reasons (including Fitness to Study)?

Yes

No

Confirm the student's new completion date.

Completion Date

What is the student's new completion date? *

Date

31/05/2022 

[Back](#) [Next](#) [Clear form](#)

Please provide any other relevant information that you feel may be 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 fees for Semester 1|

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

Your answer

Send me a copy of my responses.

[Back](#) [Submit](#) [Clear form](#)

The student requires an extension (beyond the normal duration)

Use this option if the student requires an extension beyond their usual completion date. It is important to note the maximum study period permitted on courses. Please refer to the regulations for more information on maximum course durations

<https://www.brookes.ac.uk/regulations/>.

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)
- Student is to be placed on unapproved temporary withdrawal from the course

Please provide us with the reason behind the extension request. Try to include as much detail as reasonably possible, including module titles and module codes for module retakes.

Please also confirm what the student's mode of study will be during the extension period.

Oxford Brookes Staff Request Forms

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'

Your answer

What will be the student's mode of study for the duration of the extension? *

Full-Time

Part-Time

Sandwich

Distance Learning

Back Next Clear form

Confirm the student's new completion date.

Completion Date

What is the student's new completion date? *

Date

31/05/2022 

Back Next Clear form

Please provide any other relevant information that you feel may be 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 PISM Team to be processed.
- If any details are unclear and require clarification, the PSIM team will contact the partner institution for further information.
- If there is not enough information to process the form, or if it has been completed incorrectly, the PSIM 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 Brookes Student Finance office if the changes made have financial implications.

If you have any queries regarding completing SURF's please contact the PSIM team. Email: partnershiprecord@brookes.ac.uk

Examples – which forms to send

1. 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. Please also include details of the modules that the student is retaking so that we can check that these are registered on their programme.

2. 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.

3. 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. Please also include details of the modules that the student is retaking so that we can check that these are registered on their programme.

4. 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.