Non-UMP Student Request Forms - Text of Prezi Guides

F37 Request a Change to Your Mode of Study

1. When to use this form - use this form to indicate that you want to change your mode of study to full time, part time, sandwich mode or distance learning. Please note that not all modes of study are available on every course.

2. Student and Course Information - your student details will be entered automatically.

3. Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.

4. Mode of study information
4.1 Current mode of study - you can see your current mode of study on the Record and Results tab of your PIP page.
4.2 New mode of study - use this list to select the mode of study to which you wish to change. Please note that your mode of study may affect the number of modules you can take in one academic year.

5. Date when new mode of study should become effective - this date should be the beginning of the semester in which you wish the change to occur. If you are changing mode of study in the second semester of your academic year, please be aware that this change may be applied retrospectively to your first semester as well.

6. New expected completion date - your Academic Adviser or Student Support Coordinator should be able to help you work out how this change will affect your expected completion date.

7. If you want to discuss the financial implications of your change in mode of study, please contact the Brookes Student Finance Office by email at finance-fees@brookes.ac.uk or by telephone on (0)1865 483088. Tick the box to confirm you are aware of the financial implications for you.

8. End of form - if you are happy, submit it!

9. What happens next - your request has not been approved until you receive a confirmation email. Once you receive it, please check your PIP page to make sure the changes have been made according to your request.

F39 Request a Change to Your Award Aim

1. When to use this form - use this form if you wish to change your award aim to a lower award. To change to a higher award contact your faculty before completing this form. Please check in your Course Handbook that the award aim you wish to change to is available on your course.

2. Student and course information - your student details will be entered automatically.

3. Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.

4. Current award aim - please type your current award aim. You can confirm your current award aim by looking at the Record and Results tab of your PIP page.

5. New award aim - please type the award aim to which you would like to change. You can check what exit awards are available, and what the module requirements are for the different exit awards by clicking on the course code in the Record and Results tab of your PIP page.

6. Date when new award aim should become effective - this field will pre-populate with today's date. You can also choose an earlier or later date if you wish.

7. Does this change affect your expected completion date? If you expect to finish your course earlier or later as a result of this change, please tick this box. If the change affects your expected completion date, please select new expected completion date - this will be the same as the end date of the last module you expect to take.

8. Financial implications - if you want to discuss the financial implications of your change of award aim, please contact the Brookes Student Finance Office at finance-fees@brookes.ac.uk or on (0)1865 483088. Tick the box to confirm you are aware of the financial implications for you.

9. End of form - if you are happy, submit it!

10. What happens next - your request has not been approved until you receive a confirmation email. Once you receive it, please check your PIP to see if the changes have been made according to your request.

F50 Request a Change To Your Expected Completion Date

1. When to Use This Form - use this form to extend or shorten your completion date. Your current expected completion date can be found on the Record and Results tab on your PIP page.

2. You do not normally need to complete an F50 form for resits or mitigating circumstances, but you can confirm with the Course and Student Administration team if you are not sure whether you need to extend your completion date.

3. Student and Course Information - your student details will be entered automatically

4. Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.

5. Completion date information - you can refer to your Programme Handbook or Academic Adviser to confirm your maximum allowed time on your course. You can also contact the Course and Student Administration team for this information.

6. Current expected completion date - this date should match the date currently listed on your PIP page.

7. Reason for the request - use this field to explain why you need to change your completion date e.g. retaking a module.

8. New expected completion date - your new completion date will be the end of the last semester/term in which you study a module.

9.   Financial implications - if you want to discuss the financial implications of your change of completion date, please contact the Student Finance Office at finance-fees@brookes.ac.uk or on (0)1865 483088. Tick the box to confirm you are aware of the financial implications for you.

10.   End of form - if you are happy, submit it! Your request has not been approved until you receive a confirmation email. Once you receive it, please check your PIP page to see if the changes have been made according to your request.

F99 Request to Add or Delete Modules (Within Normal Deadlines)

1.   Use PIP in the first instance - you should use PIP to add/delete modules in the first instance (you will be able to see any changes instantly). If you are unsure of how to do this, you can find a video guide here: https://youtu.be/sHO0BMYfME4/

2.   When to use this form - this form is to add/delete modules within the normal addition and deletion deadlines. Check with your Programme Administrator for deadlines applicable to your course.

3.   Student and Course Information - your student details will be entered automatically.

4.   Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.

5.   Module Addition or Deletion Information - to add modules use the box named 'Modules to be added'; to delete modules use the box 'Modules to be deleted'. You should then:
      ● Insert the module code and title. Please ensure the module code and title match, otherwise the form will be rejected.
      ● Insert 'Starts' date. This is the month and year when the module starts; insert it in the form of MMM-YY (and not MMM-DD)
      ● If your module runs on campus, please enter a C. If your module is distance learning, please enter a D.

6.   To add or delete more modules - if you want to request to add or delete more modules, please repeat step 5 as necessary

7. End of form- if you are happy, submit it! Your request has not been approved until you receive a confirmation email. Once you receive it, please check your 'Record and Results' page in PIP to see if the changes have been made according to your request.

F99a Request to Add Modules (after normal deadlines)

1. Adding Modules on PIP - you should use PIP to add modules in the first instance (via 'Request late addition' link). If you are unsure of how to do this, you can find a video guide here or download the Student PIP Guide: http://www.brookes.ac.uk/students/your-studies/pip/

2. When to Use this Form - this form is to add modules after the normal addition deadlines. Check with your Programme Administrator for deadlines applicable to your course.

3. Student and Course Information - your student details will be entered automatically

4. Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.

5. Late module addition information - to add a module, use the box named 'Module to be added'. You should then:
   ● Insert the module code and title. Please ensure the module code and title match, otherwise the form will be rejected
   ● Insert 'Starts' date. This is the month and year when the module starts; insert it in the form of MMM-YY (and not MMM-DD)
   ● If your module runs on campus, please enter a C here. If your module is distance learning, please enter a D

6. Please be aware, you will need to submit one form per late module addition.

7. End of form - if you are happy, submit it! Your request will go to the relevant Module Leader for approval. If you haven't received a confirmation email within a reasonable time, please speak to your Module Leader about your request .

8. What happens next - your request has not been approved until you receive a confirmation email from the CSA team. Once you receive it, please check your PIP to see if the changes have been made according to your request.

F100 Request to Register Modules For a Complete Academic Year

1. Before using this form - you should use PIP to add your modules in the first instance as you will be able to see any changes instantly. If you are unsure of how to do this, you can find guidance here: http://www.brookes.ac.uk/students/your-studies/pip/

2. When to use this form - this form is to register modules for a complete academic year within the normal addition and deletion deadlines. Check with your Programme Administrator for deadlines applicable to your course. [After the deadline, use an F99a form].

3. Student and course information - your student details will be entered automatically.

4. Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.

5. Module registration information - to register modules do the following:
   ● Insert the module code and title. Please ensure the module code and title match, otherwise the form will be rejected.
   ● Insert 'Starts' date. This is the month and year when the module starts; insert it in the form of MMM-YY (and not MMM-DD)
   ● If your module runs on campus, please enter a C. If your module is distance learning, please enter a D.

6. To add more modules, please repeat step 5.

7. End of form - if you are happy, submit it! Your request has not been approved until you receive a confirmation email. Once you receive it, please check your PIP to see if the changes has been made accordingly to your request.

F101 - Course/Subject Change Request

1. When to use this form - use this form if you want to change to a different course or subject. This form has two parts: one for a new course and one for a new subject. You only need to complete **one** part of this form.

2. Student and Course Information - your student details will be entered automatically.

3. Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.

4. Course/Subject change details - check the box if you wish to change course. This will mean that you are working towards an entirely new award title.
    New course code - the new course code is a combination of two letters and two or three numbers (follow the instructions for 'Course Search' within the Course Handbook tab of your PIP page to confirm the course code) .
    New course title - The new course title is the name of the award.

5. Check this box if you are requesting a change of subject - check the box if you wish to change subject; this will mean that you are working to the same overall award, but with a different subject.

6. Current subject code and title - specify your current subject code here. This is usually a three character code and you can see it on the Record and Results tab of your PIP page.

7. New subject code and title - if you know the new subject code, please type it here. If you are unsure you can check the Course Handbook on PIP.

8. End of form - if you are happy, submit it!

9. What happens next - your request has not been approved until you receive a confirmation email. Once you receive it, please check your PIP to see if the changes have been made according to your request.

10. Other information - if you are changing course it may be necessary to enrol you on a new student number. If this is the case, the CSA team will be in touch to arrange this, so please keep checking your student email.

F200 Request for Permanent Voluntary Withdrawal From Your Course

1.   When to use this form - use this form if you intend to withdraw from your course permanently. Your student number and accounts will be closed, and if you wish to return to Brookes you will have to reapply.

2.   Student and Course Information - your student details will be entered automatically

3.   Correspondence Address - if you would like to use a different address, please confirm here.

4.   Email Address - when you withdraw, you will no longer have access to your Brookes email. If you want confirmation that you have been withdrawn, please provide an alternative email address here.

5.   Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken

6.   Reason for Leaving - choose the option from the list or use the 'Other' field if your reason is not listed.

7.   Institution and Course -if you are transferring courses within Brookes, and intend to transfer credit from this registration, please include your new course of study here.
7.1.   If you are intending to transfer to another institution, please enter the name of the institution here.

8.   Attendance/Financial Support Information - tick this box if you are in receipt of a student loan or other third party financial support.
9.   'Date of last attendance on a module' should be the date that you last engaged with the module. Type the module code (e.g. P90000) of the module most recently engaged with - if this applies to more than one module, you can just pick one.

9.   Award Details - if you believe you are eligible for a lower award such as a Postgraduate Certificate or Postgraduate Diploma, please tick this box. You will be considered for this award at the next Exam Committee.

10.   End of form - if you are happy, submit it! Your request has not been approved until you receive a confirmation email. Please keep checking your emails until you receive this confirmation.

11.   What happens next - if you have pending resits, you will receive an email to your Brookes account before you are withdrawn to confirm whether you intend to complete your resits before withdrawing.

F201 Approved Temporary Withdrawal

1.   Please be aware this form cannot be used during your first semester of study. If you are not able to study in your first semester, please contact your faculty administrator to arrange a deferral

2.   When to use this form - use this form if you wish to take a break from studying but intend to return. You should submit this form before the end of week 7. Temporary withdrawal can be agreed from one semester/term up to one calendar year at a time.

3.   Student and Course Information - your student details will be entered automatically

4.   Correspondence Address - if you would like us to use a different address to contact you, please confirm here

5.   Adviser - always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use the drop-down list to confirm who you have spoken to.
       Your Academic Adviser or Student Support Co-ordinator will be able to identify any potential issues with your plan to take temporary withdrawal.

6.   Date when temporary withdrawal should become effective - this date should not be earlier than the beginning of the semester and no later than the date you are completing the form.
       If you still have teaching or coursework to complete for your current module(s), please wait until the end of the semester before submitting your form.

7.   Return date to the course and University - this date should be the beginning of the semester that you will resume your studies. If you are unsure of the date, please check with your Programme Administrator.

8.   Important Information for International Students - if you are a Tier 4 visa-holding student, please speak to the International Student Advice Team (ISAT) for advice about your immigration status http://www.brookes.ac.uk/students/isat/

9.   End of form - if you are happy, submit it! Your request has not been approved until you receive a confirmation email. Please keep checking your Brookes emails until you receive this confirmation.

11.   What happens next - during the period of temporary withdrawal you will still have off-site access to email and PIP. You can use the library but will not retain borrowing rights, and will not be able to use other on campus facilities.

11.1   Remember to keep checking your Brookes email for important updates from your Programme team.

12.   When your temporary withdrawal is over, you will need to re-enrol or request further temporary withdrawal. When online enrolment opens you will receive an email to your Brookes email address with instructions.

F201L Late Approved Temporary Withdrawal

1.   Please be aware this form cannot be used during your first semester of study. If you are not able to study in your first semester, please contact your faculty administrator and arrange a deferral.

2.   When to use this form - Use this form if:
        ● You wish to take a break from studying but intend to return
        ● It is beyond week 7
        ● You haven't been attending your modules beyond week 7
        ● You will not be attending between week 8 and the end of the semester

3.   Student and Course Information - Your student details will be entered automatically

4.   Correspondence Address - If you would like us to use a different address to contact you, please confirm here.

5.   Adviser - Always speak to your Academic Adviser or Student Support Co-ordinator before submitting your request. Use this list to confirm to whom you have spoken.   Your Academic Adviser or Student Support Co-ordinator will be able to identify any potential issues with your plan to take temporary withdrawal.

6.   Your late temporary withdrawal request will not be approved until the CSA team receive confirmation that you have not attended your modules beyond week 7. It is your responsibility to arrange this. Ask your Module Leader to email csa@brookes.ac.uk directly, or forward on any communication between you and the Module Leader to the same address.

7.   Date when temporary withdrawal should become effective - this date should be your last date of attendance

8.   Return date to the course and University - this date should be the beginning of the semester that you will resume your studies. If you are unsure of the date, please check with your Programme Administrator.

9.   Important Information for International Students - if you are a Tier 4 visa-holding student, please speak to International Student Advice Team (ISAT) for advice about your immigration status http://www.brookes.ac.uk/students/isat/

10.   End of form - if you are happy, submit it! Your request has not been approved until you receive a confirmation email. Please keep checking your Brookes emails until you receive this confirmation

11.   What happens next - during the period of temporary withdrawal you will still have off site access to email and PIP. You can use the library but will not retain borrowing rights, and will not be able to use other on campus facilities.

11.1 Remember to keep checking your Brookes email for important updates from your Programme team.

12.   When your temporary withdrawal is over, you will need to re-enrol or request further temporary withdrawal; when online enrolment opens you will receive an email to your Brookes email address with instructions.