College of Humanities

Request to take lower level modules

There are very specific credit requirements at undergraduate and postgraduate level study. If you wish to take module(s) from lower levels, you must seek permission, as if you do not fulfil the credit requirements, you may not be able to be awarded your full degree.

Undergraduate students

You should complete this form if you wish to take **level 1 module(s) in stage 3**.

Postgraduate students

You should complete this form if you wish to take **any undergraduate module**.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student no |  |
| Programme |  | Stage/year |  |
| Requested module code |  | Title |  |
| Rationale for request |  |
| Signed |  | Date |  |

Please complete the required information and return to your lead programme administrator who will check you have not exceeded the maximum number of level 1 credits (150) at undergraduate level, or 30 undergraduate credits at masters level.

If you require assistance or clarification, please ask your programme administrator.

*For office use*:

|  |  |  |  |
| --- | --- | --- | --- |
| Programme administrator |  | Date |  |
| Discipline lead |  | Date |  |
| ADE |  | Date |  |
| Actioned  |  | Date |  |