



The
University
Of
Sheffield.

STUDENT
SERVICES
DEPARTMENT.
Registry Services

ADD / DROP FORM for 2011 – 2012

See the extract from the General Regulations for students on all modular degree programmes overleaf.

1. Fill in your personal details, then enter the code, title and credit value of any unit (module) to be dropped from your record for this session and the code, title and credit value of any unit to be added in the appropriate sections.
2. To make a change to units from an approved list you will require a signature from the department responsible for your programme of study. For unrestricted units you will require a signature from the teaching department.
3. Sign and date the form and obtain a signature of approval from the department responsible for your programme of study. Submit the form to SSiD (the Student Services Information Desk, in the Union of Students' Building) **before Friday 14 October 2011 (or before Friday 24 February 2012 if only Spring Semester modules are affected)**.
4. Your form will be processed and your record updated accordingly. You **must** check your record via the MUSE portal. You will require your registration number, user name and password. It is **your** responsibility to ensure that your units are correctly recorded. **You will be expected to attend examinations only in the subjects for which you are registered. You are advised that incorrect registration of your units can lead to problems and/or clashes with your examination timetable.**

PERSONAL DETAILS				
Surname (in BLOCK LETTERS)			Registration Number	
Forenames			Email	
Degree Programme			Level of Study	
CHANGES REQUESTED (Please note you must add and drop units to the same value)				
To be DROPPED from your record				
Units from an Approved List as set out in the Regulations for your Degree				
Code	Title	Semester	Credits	Staff Signature and Department
Unrestricted Units (to be approved by the Department teaching the Unit)				
Code	Title	Semester	Credits	Staff Signature and Department
To be ADDED to your record				
Units from an Approved List as set out in the Regulations for your Degree				
Code	Title	Semester	Credits	Staff Signature and Department
Unrestricted Units (to be approved by the Department teaching the Unit)				
Code	Title	Semester	Credits	Staff Signature and Department

STUDENT'S SIGNATURE

DATE

APPROVAL FROM DEPARTMENT RESPONSIBLE FOR PROGRAMME OF STUDY

Name:

Department:

Date:

Extracts from the General University Regulations 2011-2012

(For the full regulations see the University Calendar for 2011-2012, in print or on the SSiD web pages for current students.
For the Directory of Modules, see the web pages.)

First Degrees

CONTENT OF PROGRAMMES OF STUDY

3. The Regulations for each programme of study shall specify the units required of or available to candidates at each Level, and may specify other requirements (which may include requirements assigned no value in terms of credits) to be met by a candidate before successful completion of the programme of study. The availability of units specified in the Regulations for a programme of study is subject to the conditions as to pre-requisites and unacceptable combinations of units published on the authority of the Senate. Where a candidate is required to register for a unit, that registration may only be amended with the permission of the Faculty, on the recommendation of the Head of Department.
4. A reference in a Regulation to a particular programme of study or unit does not mean that the programme or unit will necessarily be available in any particular session. The availability of any unit may be subject to conditions as to the minimum or maximum size of classes, the availability of accommodation, timetabling restraints, and, where the Regulations for a programme of study contain requirements satisfaction of which depends upon the provision of facilities by another institution or body, the agreement of that institution or body.
5. Where a Regulation enables or requires a candidate to make a choice, the candidate's choice requires approval. **The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a candidate to make a choice between units, for the candidate's choice of units.** Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to candidates. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an unrestricted unit within a programme of study requires the approval only of the Head of the Department offering the unit.

ATTENDANCE OTHER THAN FOR UNIVERSITY QUALIFICATIONS

6. A person, whether or not registered for a programme of study leading to the award of a Degree or other qualification of the University, may be permitted by a Head of Department on payment of the appropriate fee to attend a programme of study in respect of one or more units and take the examination in respect of those units on the basis that any grades and credits awarded may not be taken into account for the purposes of the award of any qualification of the University.

REGISTRATION FOR PROGRAMMES AND UNITS

14. A candidate shall register for a particular programme of study and for the units the candidate proposes to complete. The programme of study of a full-time student, other than one repeating part of the programme of study at a particular Level, must be to the value of not fewer than 120 credits in a session and of not fewer than 40 credits in any semester. A full-time student may register for more than 120 credits in any one session only with the permission of the Faculty. Where a unit is available at more than one point in the Regulations for a programme of study, a candidate may only register for the unit at one such point.
15. A candidate shall register for units to the value of not fewer than 120 credits at each of Level 2 and Level 3, of which not fewer than 90 credits shall be at FHEQ Level 6 or above. A candidate at Level 4 shall register for units to the value of not fewer than 120 credits. Not fewer than 90 credits of these taken at Levels 3 and 4 shall be at FHEQ Level 7.
16. Except where the Regulations for a programme of study expressly so provide or special permission is given under arrangements approved by the Pro-Vice Chancellor of the Faculty, a unit which is available at Level 1 of any programme of study may not be taken by any candidate at a subsequent Level.
17. A candidate may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the the end of the third week of the relevant semester shall only be made with the permission of the Faculty.

Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

CREDITS REQUIRED FOR A MASTER'S DEGREE OR POSTGRADUATE DIPLOMA OR CERTIFICATE

18. A candidate who is awarded 180 credits shall thereby pass the Examination for a Master's Degree. Where the Regulations for a Master's Degree make provision for a related Postgraduate Diploma or Postgraduate Certificate, a candidate who is awarded 120 credits shall be eligible for the award of the Postgraduate Diploma, and a candidate who is awarded 60 credits shall be eligible for the award of the Postgraduate Certificate.
19. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 150 credits be deemed to have passed the Examination for a Master's Degree, providing that the candidate has obtained an average mark of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded, this calculation to include all units.
20. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits be deemed to have passed the Examination for Postgraduate Diploma, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40.