**REQUEST TO ADD/DROP STUDY-UNITS**
*(to be submitted on 17th, 18th, 19th October 2017 till 5.00 pm)*

*It is the students’ responsibility to submit this form to the “home” Faculty during the stipulated period.

Student Code/ID Card No: ____________ Course: ____________ Year: ________

Name & Surname: ____________________

Tel/Mob No: ____________ E-mail: ____________

### ADD STUDY-UNITS

<table>
<thead>
<tr>
<th>Code</th>
<th>Title of Study-Unit</th>
<th>ECTS Credits</th>
<th>Semester</th>
<th>O/E/R#</th>
</tr>
</thead>
<tbody>
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### DROP STUDY-UNITS

<table>
<thead>
<tr>
<th>Code</th>
<th>Title of Study-Unit</th>
<th>ECTS Credits</th>
<th>Semester</th>
<th>O/E/R#</th>
</tr>
</thead>
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</table>

**COMPULSORY study-units may not be added or dropped.**

#O/E/R: Optional or Elective or Referred *(Note that if a referred study-unit is dropped, its replacement will also be considered as a referred unit to which a maximum mark of 45% can be awarded.)*

Please note that a maximum of two study-units may be added and dropped (i.e. 2 study-units may be added and 2 study-units may be dropped). If, because of exceptional circumstances, students need to exceed this limit, they should submit their request by means of a letter addressed to the Faculty Officer giving reasons. Late requests to add/drop study-units are not normally approved. Approval will only be given in exceptional circumstances and a nominal fee of €11.65 for each change will be payable in the event that the request is approved.

- Students are responsible to check that they are registered for 60 credits in an academic year, which should normally be divided equally between the two semesters.
- It is in the students’ interest to keep a copy of the Add/Drop form and to ensure that they receive a reply regarding each request.

Student’s Signature: ____________ Date: ____________

For Faculty Use

Unit/s added/deleted: ________________________________________________________________

Signature: ____________ Date: ____________