REQUEST TO ADD/DROP STUDY-UNITS
(to be submitted on 16th, 17th, 18th, 19th October 2018 till 5.00 pm)

Student Code/ID Card No: ___________________ Course: ___________________ Year: _____
Name & Surname: ________________________________________________________________
Tel No: ___________________ E-mail: ___________________

To ADD the following Study-Unit/s:

<table>
<thead>
<tr>
<th>Title and Code of Study-Unit:</th>
<th>Semester:</th>
<th>O/E/R*</th>
</tr>
</thead>
<tbody>
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</table>

To DROP the following Study-Unit/s:

<table>
<thead>
<tr>
<th>Title and Code of Study-Unit:</th>
<th>Semester:</th>
<th>O/E/R*</th>
</tr>
</thead>
<tbody>
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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/email 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 or equivalent if on part-time basis 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 action has been taken and that the registration on eSIMS have been updated accordingly.
- Students are required to submit the Add/Drop form to their “HOME” faculty.

Signature: ___________________ Date: ___________________

Faculty Officer’s Remarks: ___________________________________________________
Signature: ___________________ Date: ___________________

For Administrative Use  □ Request Approved and action taken  □ Request Not Approved

Signature: ___________________ Date: ___________________