

REQUEST TO ADD/DROP STUDY-UNITS
(to be submitted between 23 September and 14 October by 2:00 pm)

Student Code/ID Card No: _____ Course: _____ Year: _____

Name & Surname: _____

Tel No: _____ E-mail: _____

To ADD the following Study-Unit/s:

1. Code of Study-Unit: _____ Semester: _____ O/E/R*

Title of Study-Unit: _____ ECTS credits: _____

Reason for Submitting Request: _____

2. Code of Study-Unit: _____ Semester: _____ O/E/R*

Title of Study-Unit: _____ ECTS credits: _____

Reason for Submitting Request: _____

To DROP the following Study-Unit/s:

3. Code of Study-Unit: _____ Semester: _____ O/E/R*

Title of Study-Unit: _____ ECTS credits: _____

Reason for Submitting Request: _____

4. Code of Study-Unit: _____ Semester: _____ O/E/R*

Title of Study-Unit: _____ ECTS credits: _____

Reason for Submitting Request: _____

Student's Signature: _____ Date: _____

For Faculty Use

☐ Request Approved and action taken

☐ Request Not Approved

Signature: _____ Date: _____

It is in the student's interest to keep a copy of the Add/Drop form and to ensure that action has been taken and that registrations on eSIMS have been updated accordingly. Students following full-time undergraduate courses are responsible to check that they are registered for 60 credits or if registered for part-time courses, that the number of ECTS credits tallies with the number of ECTS credits indicated in the Programme of Studies they are registered for.

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 and a maximum mark of 45% may be awarded.)