

Module Registration for London Metropolitan University

Study Abroad Programme

Autumn 2008 Semester

Term and Conditions

Please read the following points carefully and completely. Please tick the box next to each statement indicating that you have read and understood the conditions. Please sign the bottom of this form and return it along with your Module Choices

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| London Metropolitan University operates an Undergraduate Modular Degree Scheme. Details of this scheme are available on the web: http://www.north.londonmet.ac.uk/moduleline/ | <input type="checkbox"/> |
| Full time students must chose four modules (a total of 12 US credits or 30 ECTS.) This is the same workload as a home student. | <input type="checkbox"/> |
| The steps to look up your classes are detailed on our website on the Module Registration page. It is your responsibility to ensure that a class you choose is running during the semester that you will be in London and is not running at a time when you have another class. | <input type="checkbox"/> |
| It is not possible to take two classes that run in the same time slot. Your detailed personal timetable will be provided during orientation before classes begin. | <input type="checkbox"/> |
| It is the student's responsibility to check that they have the prerequisites or equivalents for all their module choices. <i>Academic suitability must be approved by your personal adviser.</i> | <input type="checkbox"/> |
| Availability and scheduling of modules is subject to change. You must have alternate modules approved by your home adviser, which are compatible with the schedule that you have planned. | <input type="checkbox"/> |
| The opportunity to drop and add is limited and all amendments are only possible in accordance with university regulations. If you need to amend your registration for any reason beyond your control (such as the withdrawal of a module) you will be able to do so after arrival. | <input type="checkbox"/> |
| I understand that I will not be able to change a class schedule to accommodate travel needs. <i>It is very important that you select a schedule that you are willing to commit to throughout the entire semester.</i> | <input type="checkbox"/> |
| I understand that I must provide at least 4 alternate classes. <i>Your academic adviser should approve up to 8 additional modules</i> | <input type="checkbox"/> |
| I understand that I must keep a copy of this form. <i>Queries regarding your module registration will only be dealt with on production of your copy of the Module Registration Form.</i> | <input type="checkbox"/> |

The deadline for returning this all three pages of this form is **1st July 2008**. If you do not complete and return the form by the specified date your choice of modules may be limited.

By post: Study Abroad Officer
International Programmes Office
Rm G33, Stapleton House
London Metropolitan University
277-281 Holloway Road
London N7 8HN

By fax: +44 (0) 20 7133 3913

If you are not able to meet this deadline or have any questions regarding choosing modules, looking up timetables, or filling out this form, please email us at studyabroad@londonmet.ac.uk

Student Name (print)

Student Signature:

Date:

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Please fill out this form listing your approved **alternative choices** for modules. Select an alternative class for each of your 4 first choice modules, ensuring that each fits into your planned schedule. You must submit a minimum of 4 alternatives, or up to 8 if you choose.

The alternative modules must also be approved by your academic adviser.

The deadline for submission of this form is **1st July 2008**.

Student's Name

Please list **at least 4** alternative modules here, in order of preference

| Code | Title | Day | Time |
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Student Signature:

Academic Adviser:

If for any reason you cannot be placed into your first choice modules, you will be contacted by email. If you are not contacted by email, you can assume you have been placed into your first choice modules.

Once you have completed this form, retain a copy for your reference and send all 3 pages to the Study Abroad team by **1st July**. Please contact us if you cannot meet this deadline at studyabroad@londonmet.ac.uk

Study Abroad Officer, International Programmes Office, Rm G33 Stapleton House,
London Metropolitan University, 277-281 Holloway Road, London N7 8HN, England.