

Request to Permanently Change Timetabled Events in ADH

To maintain consistent group sizes within events it is imperative that students remain in their timetabled slot. We nevertheless accept that occasionally, due to extenuating personal circumstances, students need to permanently move events. Providing the event the student is joining is not full and the change does not cause a clash with any other event on their timetable in any week, a change can be requested using the following form.

Name	
Student ID Number	
Programme title	

Extenuating circumstances must fall into one of the following categories (please tick the relevant category) and your request MUST be accompanied by relevant evidence as detailed:	
<u>Caring responsibilities</u> Please provide third party evidence of your <u>caring</u> responsibilities such as documents from the local council to you as the official carer.	
<u>Childcare responsibilities</u> Please provide third party evidence of your <u>childcare</u> responsibilities such as documents your child's school or care provider	
<u>Disability/Health Condition</u> For a timetable change on the grounds of a Disability/Health condition evidence must be supplied by either the Faculty Disability Co-ordinator (ADH Engagement ADHengagement@dmu.ac.uk) or Wellbeing (wellbeing@dmu.ac.uk). Please ask the relevant people to email support for your timetable change to ADHAdvice@dmu.ac.uk	

Modules to change:

Module Code	Module Name	Current timetabled session				Required timetabled session				Weeks to change		
		Day	Time	Cycle	Group No.	Day	Time	Cycle	Group No.	Every week	Even weeks	Odd weeks

PLEASE NOTE THAT THE CHANGE IS NOT GUARANTEED UNTIL YOU HAVE RECEIVED CONFIRMATION

Please continue to attend your current event until the change is reflected on your timetable.

Attendance to a different event will not be recorded even if you swipe/sign in.

Email completed applications forms to: ADHAdvice@dmu.ac.uk