# **UGT - Repeat WITHOUT Attendance Request Form**

This form is to be completed in the following cases:

A) A student would be disadvantaged by the requirement to repeat modules with full attendance. (Home and International students)

B) A student has no required attendance for a period of more than 60 days i.e. no attendance until Semester 2 (for International students only)

**SECTION 1 (Student to complete)**

Student Name:

Student ID:

Date of Birth:

Course Code:

Course Name:

Course End Date:

Please explain below the reason for the request and the evidence you are submitting in support of your request:

**SECTION 2 (School to complete - *to be completed by School Administrator/Academic*)**

The School confirms resource is available and a study plan has been drawn up.

Signed:

Name:

Title/Role:

Date:

Home students: Send to Registry for final approval (regsvariations@hud.ac.uk)

International students (on student visa): Send to the International Office (immigration@hud.ac.uk) to complete Section 3. The International Office will liaise with School and the student regarding visa implications. Once assessed, this will be sent to Registry for final approval (Section 4)

**SECTION 3 (International Office to complete)**

I confirm that the student has been made aware of the visa implications of this request.

Signed:

Name:

Title/Role:

Date:

**SECTION 4 (Registry to complete)**

I confirm that the necessary measures have been taken and the student has provided suitable evidence.

Signed:

Name:

Title/Role:

Date: