

Faculty of student

STUDENT'S REQUEST FORM (A) FOR M AND PHD STUDENTS

For general requests such as: course changes, freezing of studies, adding of extra curricular modules, upgrading of M studies to a PHD, etc.

INITIALS AND SURNAME OF STUDENT

Student no

Cell no

Historical years of student

QUALIFICATION NAME

CURRICULUM CODE

PLEASE NOTE: When changing curriculum, you must also apply for recognition of modules passed under the previous curriculum. The needed Modules Amendment form should also be completed in such a case.

PROCEDURE TO BE FOLLOWED TO COMPLETE THE PROCESS

1. The student states the request, attaches an academic record (available at Higher Degree Administration) and takes it to his / her supervisor / promoter.
2. The General Academic Rules of the NWU (A-rules) should be consulted before approving any student request.
3. The appointed supervisor considers the request. The approval process takes place according to Faculty Rules. The SALA Faculty Administrative official forwards the signed request to Higher Degree Administration for processing.
4. It is the responsibility of the student who submits the request, to personally ascertain from his/her supervisor / promoter what the decision of the request was.

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1. STUDENT'S REQUEST AND MOTIVATION

STUDENT'S SIGNATURE

STUDENT'S REQUEST FORM(A) FOR M AND PHD
STUDENTS: PROCESS SIGNATURES

2. RECOMMENDATION: SUPERVISOR/PROMOTER

THIS IS ONLY A RECOMMENDATION AND NOT THE FINAL DECISION.

SIGNATURE

3. DECISION: RESEARCH DIRECTOR/SCHOOL DIRECTOR (Final if the Dean's signature is not needed)

SIGNATURE

4. FINAL DECISION: DEAN OF FACULTY (When A-rules indicate the Dean's signature is needed)

SIGNATURE

5. Faculty Administrative official

SIGNATURE

6. Date received at Higher Degree Administration

PROCESSED AS OFFICIAL DECISION