|  |
| --- |
| ACADEMIC REGISTRYModule Credit Imbalance Form2022-2023 |



Students normally who are studying an imbalance of credits are required to complete this form and obtain approval from their department.

| **Student ID Number:** | **Surname:** | **Forename(s):** |
| --- | --- | --- |
| **Programme:** |  | |
| **Additional information (if applicable)** | | |
| I acknowledge that I have opted to choose a combination of modules that will result in a credit imbalance across semesters 1 and 2.  I understand that this will result in an unequal workload across the academic year.  In undertaking the combination of modules, I accept that it is my responsibility to ensure that all assessments are completed on time and that I will not be allowed to request an \*EMC - Exceptional Mitigating Circumstances as a result of heavy workload (in either semester).  \*This does not affect claims for other Exceptional Mitigating Circumstances, such as illness.  I hereby acknowledge and accept the above conditions.  **Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Department approval:** | | |
| I confirm that the above-named student has approval from the Programme Leader to undertake a credit imbalance this academic year.  **Academic Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Faculty approval:** | | |
| **Associate Dean Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| The University complies with current Data Protection Legislation and confirms that all data collected is used fairly, stored safely, and is not disclosed to any other person unlawfully. The University is a data controller and, in some instances, may process this data.  Information about how we use your personal data can be found at: <https://www.edgehill.ac.uk/documents/data-collection-notice/> | | |