

Guidelines on Change of Module Registration

Case	Type of Module	Level of Study			
		1	2	3	4
1. De-registration (within add/drop period)	Elective	N/A		Allowed	
	Compulsory	Allowed only under exceptional circumstances and should be approved by the Senate on the recommendation of the Head of the Department and the Dean of the Faculty of Information Technology. Such compulsory modules must be subsequently completed to be eligible for the award of the Degree			
2. De-registration (after add/drop period)	Elective	N/A		Not allowed	
	Compulsory	Allowed only under exceptional circumstances and should be approved by the Senate on the recommendation of the Head of the Department and the Dean of the Faculty of Information Technology. Such compulsory modules must be subsequently completed to be eligible for the award of the Degree.			
3. Registration (within add/drop period)	Elective	N/A		Allowed	
4. Registration (after add/drop period)	Elective Or Compulsory	Under exceptional circumstances, late registration may be permitted by the Faculty Academic Committee, with the concurrence of the lecturer in charge of the module, and the Head of the Department. The above decision is subjected to the approval of the Faculty board. Students should make the request to the Faculty Academic Committee using the appropriate UGS Form. Furthermore, a penalty fee defined by the University would be imposed on the student for the late changes performed after the Add/Drop period. Registration after the last date of the teaching period of a semester will not be allowed.			

Notes:

- 1.Registrations will take place for a period of two weeks prior to the commencement of semester.*
- 2.Students are given two weeks to add/drop modules from the date of commencement of the semester.*
- 3. Industrial Training will also be handled in accordance with the cases in the above table.*
- 4. Unavoidable circumstances (eg: Severe Illnesses/death of immediate family members, severe-illness of the student etc.)*
- 5.Students should use the form “Appeal to be considered for Late Changes of Module Registration” (Annex 1) to submit the requests.*

Effective Date: 01/11/2021