

## **EXTRA STUDY-UNITS**

### **Preamble**

The aim of extra study-units is to aid students who wish to enhance their knowledge of a subject in a specific area. This is of particular importance when study-units are relevant to future careers or are useful for the research and writing of dissertations. Extra study-units are chosen by students on a voluntary basis.

The following conditions and criteria apply for students registered on both undergraduate and postgraduate courses. However, these conditions and criteria are not applicable for study-units offered by the Centre for English-Language Proficiency.

### **Conditions and Criteria**

Students should write to the Chair of the Board of their home Faculty/Institute/Centre/School, with a recommendation by the Head of Department, indicating which extra units they wish to take and the reason why.

The Board of the home Faculty/Institute/Centre/School shall consider the request and grant approval or otherwise.

Students may refer to the Committee for Students' Requests any requests not approved by the Board, giving reasons why this request should have been approved.

The following criteria apply:

- (a) justifiable reasons would be required for such requests to be considered;
- (b) extra study-units cannot substitute compulsory, elective or optional study-units that form part of official Senate-approved programmes of studies;
- (c) any failed extra study-units would feature on the transcript of results;
- (d) the marks obtained for such units shall not count towards the Year Average Mark or towards the Final Weighted Average Mark;
- (e) students may register for extra study-units to which a maximum of 16 ECTS credits are assigned over the whole course in the case of undergraduate programmes, and a maximum of 10 ECTS credits in the case of postgraduate programmes;
- (f) students who progress conditionally to the following year may not register for extra study-units during that year;
- (g) students may register for extra study-units only if their time-table permits; and
- (h) extra study-units are not compensatable.