

Student Request for online study - Maths and English

Student Name				
Student ID Number				
Course				
Date				
Application for online study for:	Maths		English	

The criteria for online learning is listed below. Please tick the box which relates to your application.

Criteria for online learning	Student to tick relevant box	Evidence provided (PD to check and confirm)
<p>1. Social and emotional issue</p> <p><i>Evidence required to support criteria: Letter of support from a mental health specialist or counsellor or UCA's student wellbeing manager.</i></p>		
<p>2. Social or financial hardship.</p> <p><i>Evidence required to support criteria: Student lives a considerable distance from campus and attending face to face lessons has a financial implication. This must have previously been raised with the relevant Programme Director.</i></p>		
<p>3. Learning difficulty</p> <p><i>Evidence required to support criteria: Supporting statement from the relevant campus learning support department</i></p>		
<p>4. Disability</p> <p><i>Evidence required to support criteria: Supporting statement from the relevant campus learning support department</i></p>		
<p>5. Physical injury or long-term medical illness</p> <p><i>Evidence required to support criteria: Medical evidence such as a GP or hospital letter</i></p>		

Student attendance will also be taken into consideration.

For Information:

If a student request meets the criteria above, the offer will be made on condition of the following guidelines:

Full attendance
Punctuality
Cameras must be on
Full engagement throughout through verbal communication or via the chat function
Requests for absences or reason for absence must be sent to Campus Registry and the Maths/English tutors
Students are expected to inform Campus Registry and the Maths/English tutors of IT issues.

Please Note: Students may be able to apply to the University for a loan computer for the Maths and English online sessions.

Programme Director to provide more information regarding this.

For Completion by Programme Director

	Approval/Agreement	Date
Request approved by Programme Director		
Written Agreement obtained from HoS		
Written Agreement obtained from Education Programme Leader for CME		