Application to study five courses

Objective	Identify if a student is eligible to study five courses simultaneously in the same
	semester.
What are the	Student must attach the application to study five courses form which needs to
first steps	be approved by the APM responsible for the programme.
What to do next	When COE has just been submitted (performed in step 1 of COE)
	Ensure that student has attached and filled out the application to study five courses.
	If the student has not attached the application to study five courses (performed in step 1 of COE)
	Contact the student and give them a timeframe of 24 hours to attach the form.
	If the student has provided the application to study five courses (performed in step 1 of COE)
	1. Make relevant notes
	2. Identify the correct Academic Programme Manager
	3. Assign COE to step 4 for approval
	When change request has been assigned for line approval (step 4 of COE) and <u>CAN BE</u> approved
	1. Ensure all requirements have been met
	2. Make relevant notes supporting the approval of five papers
	3. Assign COE to step 5 for processing
	When change request has been assigned for line approval (step 4 of COE) and CANNOT BE approved
	1. Make relevant notes
	2. Decline COE
Policy Link	
Information	
Who can you	
escalate to?	
Work Instructions	