



Regulations Governing Group Changes

Regulatory Agreement 10959 of 18th March 2014 approved the University Academic Regulations, which in article 15 Group Allocation and Change sets out that:

1. Before registration opens, each centre shall set and publically release the group allocation and change criteria.
2. In exceptional circumstances, each centre may establish reallocation criteria for medium groups as long as they are governed in internal regulations.

At its meeting on 2nd December 2014, the Board of the Faculty approved that:

In order to request a group change, an application must be submitted to the dean within the following deadlines:

There are two deadlines to submit applications in the ordinary period:

- The first deadline is in the first week of classes in the first semester.
- The second deadline is in the three working days after the registration period is closed.

There is a single deadline for the extraordinary add/drop registration period: the first week of classes in the second semester.

The group allocation and approval criteria shall comply with the following:

- Accredited part-time status of students.
- Standardised lecturing capacity for groups.

In exceptional circumstances, if there are groups with an insufficient number to carry out activities, and where the lecturer requests it, the Faculty may move these students to other groups, as long as it is able to guarantee no timetable clashes.

- If the number of students is too low and moving students means cancelling groups, this change must have prior approval from the Head of the Department.
- If the number of students is too high for the maximum scheduled capacities, the criteria for selecting students to move group are:
 - Firstly, those students who request it shall be moved to another group, taking into account the criteria set out above.



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- Secondly, those students who have registered last shall be moved, always ensuring no timetable clashes occur.