APPLICATION FOR EXTERNAL CANDIDATURE (GUIDANCE)

Please ensure that you have read and understood the following notes before submitting your application for external candidature. The full regulations for taught programmes are available at:

http://www.bangor.ac.uk/regulations/regulations.php.en

Please contact the **Student Administration Team (student-admin@bangor.ac.uk)** should you have any queries.

1.   The fee for re-sitting Degree Assessments/Examinations can be found at: http://www.bangor.ac.uk/ar/main/fees/ You will be informed of the fee due and advised regarding payment methods once your application has been processed. **If a candidate withdraws, there will be no refund**.

2.   External Candidates continue to be enrolled at the University and as such remain subject to the rules and regulations of the University; but are not registered as actively pursuing studies and attending classes in the relevant academic year.

3.   Heads of Schools/Course Organisers must be contacted for details of syllabuses and methods of assessment.

4.   Students who have failed in their assessments/examinations for an Honours or Joint Honours degree may, if permission is given by the appropriate Subject(s) Examining Board, re-sit for a degree. Only two re-sit attempts are allowed, and these must be within two years of the initial failure.

5.   RE-SIT: Re-sit examinations will take place at the end of Semester 1 and 2 in the normal assessment period. Times, dates and venue details can be found at: http://www.bangor.ac.uk/ar/main/assessment/ttindex.php.en

6.   Details of the times, dates and venues of the examinations to be taken will be sent to candidates about a month before the start of the examinations.

6.   If you are sponsored by the University on a Tier 4 student visa and you apply for external candidature, please be advised that the University will inform the UKVI that you have registered as an external candidate. This means that your Tier 4 visa will be curtailed and you will be expected to leave the UK. If you successfully pass the re-sit examinations / assessments you will need to apply for a new visa when you are ready to resume your studies.

     For further advice and guidance on immigration matters, please contact the International Student Support Team (http://www.bangor.ac.uk/international/contact.php)

7.   The application form (see reverse) must be submitted by: **31st OCTOBER**
     The University is unable to grant an extension to this deadline.

Once complete please return the application to the:

Student Administration Team,
Academic Registry, 1st Floor Main Arts,
College Road, Bangor, LL57 2DG.
E-mail: student-admin@bangor.ac.uk

Written confirmation of your external candidature will normally be issued to you within two weeks of receipt.

PLEASE ENSURE THAT YOU RETAIN A COPY OF THIS GUIDANCE

APPLICATION FOR EXTERNAL CANDIDATURE

IMPORTANT: Please ensure that you have read and understood the application guidelines on the front of this application prior to submission. External Candidates are NOT registered students, do not attend lectures, classes, tutorials etc.

Section A - to be completed by the student

PERSONAL DETAILS: Student ID Number: 5………………………...

Surname / Family name:……………………… Forename(s)……………………………………………..

Telephone number: …………………………… E-mail address:………………………………..………………....

Address: ……………………………………………………………………………………………………

COURSE DETAILS:

Course (e.g. MSc): ……….…... Course/Programme title:………………………………………………………….

Department/ School:……………………………………………………………………………………………

Tutor's name: …………………………………………………………………………………………………

MODULES FOR RE-SIT EXAMINATIONS/ASSESSMENT

	Module code (e.g. ASB 1001)	Credit value		Module code (e.g. ASB 1001)	Credit value		Module code (e.g. ASB 1001)	Credit value
(1)			(5)			(9)		
(2)			(6)			(10)		
(3)			(7)			(11)		
(4)			(8)			(12)		

APPLICATION DEADLINE: 31 OCTOBER

I have read and understood the terms and conditions detailed on the front of this application. I wish to apply for external candidature for re-examination / re-assessment on the above module (s).

Signature: **Date:**

Section B - FOR ACADEMIC REGISTRY USE ONLY

Application fee:	**£**
Payment method:	Cash ☐ Cheque ☐ Credit / Debit card ☐

Date Received (Stamp):	**Application approved:**	**Record updated:**
	Signature: Date:	Signature: Date: