

Institute for Work Based Learning Studies, Middlesex University
Electronic Programme Plan PDF Form: Introduction and Instructions
(new version 1)



PART 1: Student to complete

Surname

Forenames

Student number

Target award: Specialised Award Programme

Programme

completion month: Year:

Semester:

Name of organisation:

(corporate groups only)

Instructions

To gain a degree you need to show that you have obtained or plan to obtain sufficient credits at the right levels. You use Part 2 of this form – The Learning Credits Calculator - to show this information.

You will need your Subject Handbook for reference (pXX)

This automated Learning Credits Calculator is designed to:

- 1) Make completion quicker and more accurate.
- 2) Flag up for you if you have any shortfall in number or level of credits or if there is some other information that is missing.
- 3) Help the academic and administrative staff checking process.

Please Note: *You must save this PDF file to your computer first before you fill out the form.*

- 1) The full calculation functionality will only work when the PDF file is saved to your computer first. 2) The PDF file will open in Acrobat Reader. If you do not have the software on your computer it is free and you can download it from adobe.com.
- 3) You can save the PDF form, add and change content as many times as you like.
- 4) There are pull down menus to choose course titles, dates and module codes.
- 5) The boxes where you enter credits are organised so that you will get immediate feedback? if your credits are above or below the number required for the level of qualification you are working towards.
- 6) When you have completed the form, (you can of course save several versions and practice first) save it using a filename you will find helpful to remember such as your initials and birth date: i.e MH150858, and save in a safe place on your computer or backup disc .
- 7) Final check for accuracy.
- 8) Print and sign before enclosing with your Programme Planning Portfolio.

See comprehensive details in the Programme Planning Resource Pack

This Section For Official Use Only

Date Received

Programme Adviser confirmation

Initial check date

Board sign off

Sign off date

