

Remote Learning Request Form for Semester 1 Academic Year 2020/21

Personal Information (* mandatory fields)

1. First Name: *
2. Last Name: *
3. Student ID (G-number): *
4. Student email: *
5. Home address: *
6. Semester 1 address: *
7. Mobile Number: *
8. Emergency (next of kin) contact number: *
9. Programme of Study: *
10. Year of Study: *
11. Please indicate your option for face to face or online teaching and learning *

☐ I prefer to attend face to face on campus

☐ I prefer to participate remotely online

"Following an analysis of your responses, the Course Leaders will operationalise a rotation scheme -where necessary. Thus, in line with Blended Learning Approach, and Health and Safety Protocols, your attendance mode could vary on a weekly basis."

12. If you opt for online, please give your reasons for requesting remote learning for Semester 1*

Indicate the reason you will be unable to attend your lectures on-campus and provide evidence for your reason [by email at schoolsadmin@uclancyprus.ac.cy]. In case the University is not satisfied that the evidence or reason is sufficient, your request will not be approved; you will be informed and expected back to campus.

Period for remote learning in Semester 1 (21/09/2020 – 08/01/2021) (* mandatory fields)

Please note the exact dates during which you will be unable to attend your lectures on-campus

From *	date / month / year	To *	date / month / year
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IT Support checklist: *

	YES / NO
Do you have access to a computer / laptop?	
Do you have a smartphone?	
Do you have Internet access?	
Do you have access to MS Teams?	
Have you attended MS Teams training?	
Do you have access to a microphone / camera?	

Signature	Name	Date
<i>Signature of the person submitting this form</i>	<i>Name of the Person submitting this form</i>	

Signature	Name	Date
<i>Signature of the person approving this form</i>	<i>Name of the Person approving this form</i>	

Official form to request transition to remote learning for Semester 1 (2020/2021 Academic Year)



What does choosing the remote learning option mean?

By filling out and submitting this form, you are requesting to be excluded from on-campus studies and instead, attend your course online (via MS Teams) **for Semester 1**. However, please note that you **must provide evidence to justify the reason which prevents you from attending face-to-face lectures** (doctor's note, letter of mandatory quarantine, medical proof for vulnerable immediate family member, travel restrictions etc.). If you do not support your form with evidence, your request for online attendance during scheduled lectures will be declined, meaning that you will be expected to attend your lectures on campus and according to your Timetable.

What happens if I do not fill out this form?

By **not** filling out this form, you are automatically expected to attend lectures as per the rotation scheme according to your Academic Calendar and Timetable.

Will I be able to transfer to online learning for the 2020/2021 academic year, after the lectures commence?

Yes. We understand that your circumstances may change even after the academic year begins. In this case, you may submit the request form for your transition to online/remote learning at any time during the year. Your request will be evaluated provided that you support your request by also submitting the necessary evidence.

"Whether returning on campus or selecting to attend your lectures online, your attendance is mandatory and will be monitored by your Course Leaders, Lecturers and the University's Services."

Contact details:

If you have any questions or need further support with this form, please contact

- The Schools Administration Office: schoolsadmin@uclancyprus.ac.cy
- The Student Support Services: cyprusstudentsupport@uclancyprus.ac.cy
- Tel: 24 69 4000