**REQUEST FOR REGISTRATION FOR NON-COMPULSORY COURSES AND SEMINARS OUTSIDE THE INSTITUTE**

*(please refer to the Academic Regulations and Implementation Guideline)*

Study programmes: [ ]  MADIS, department: Click here to enter text. [x]  MIA [ ]  MDEV

Last name, First name(s): Click here to enter text.

File number: Click here to enter text. Semester: Click here to enter text.

**STEP 1 Request for 1 course (6 ECTS) or 2 courses (12 ECTS) external to the Institute**

Name of the University: Click here to enter text.

Faculty: Click here to enter text.

Name of professor: Click here to enter text.

Course title: Click here to enter text. ECTS: Click here to enter text.

**Signature of professor indicating prior agreement:**

Name of the University: Click here to enter text.

Faculty: Click here to enter text.

Name of professor: Click here to enter text.

Course title: Click here to enter text. ECTS: Click here to enter text.

**Signature of professor indicating prior agreement:**

**STEP 2**Enclose your letter of motivation and all relevant documents

**STEP 3** If you have already enrolled for 1 or 2 courses–seminars and would like to cancel your registration(s) in the event that the present request is accepted, please indicate this:

Code: Click here to enter text. Name of professor: Click here to enter text.

Course title: Click here to enter text.

ECTS: Click here to enter text.

Code: Click here to enter text. Name of professor: Click here to enter text.

Course title: Click here to enter text.

ECTS: Click here to enter text.

***This form, duly completed, must be sent by email to the secretariat of your programme no later than 21 February 2020.***

**Administration use only**

Decision and signature of the Direction of Studies: ……...……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Date:………………………………………………………………………………………………………………………………………….