**Swansea University Logo Black English EXTERNAL CANDIDATE ENROLMENT FORM / FFURFLEN GOFRESTRU YMGEISWYR ALLANOL**

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| **STUDENT NUMBER / RHIF MYFYRIWR:** | | | | |
| **NAME / ENW:** | | | | |
| **PROGRAMME / RHAGLEN:** | | | | |
| **HOME FACULTY/SCHOOL / CYFADRAN/YSGOL GARTREF:** | | | | |
| **CORRESPONDENCE ADDRESS / CYFEIRIAD GOHEBU:** | | | | |
| **TELEPHONE NUMBER / RHIF FFÔN:** | | | | |
| **MODULE CODE, TITLE and TEACHING BLOCK / CÔD, TEITL a BLOC ADDYSGU'R MODIWL** | **CREDIT WEIGHTING/ CREDYDAU** | **LEVEL/ LEFEL** | | **ASSESSMENT PEROD/ CYFNOD ASESU** |
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| **Total Fees to be paid / Cyfanswm y ffioedd i'w talu:** | | | | **£** |
| Paid via Intranet / Talwyd drwy'r Fewnrwyd: | | | | **Yes/No Wnes/Wnes ddim** |
| Paid via MyUniHub / Talwyd drwy MyUniHub: | | | | **Yes/No Wnes/Wnes ddim** |
| Other / Arall: | | | | **Yes/No Wnes/Wnes ddim** |
| **New Expected End Date / Dyddiad cwblhau disgwyliedig newydd:** |  | | | |
| **STUDENT DECLARATION / DATGANIAD Y MYFYRIWR:**  I have contacted the Faculty/School concerned and I have been assured that it is possible for me to sit the examination(s) as an external candidate (i.e. that the modules concerned are still available). *Please note, that making a false statement will result in your enrolment being cancelled and the matter being referred to the appropriate University authority.*  Rwyf wedi cysylltu â'r Gyfadran/Ysgol dan sylw ac rwyf wedi cael sicrwydd bod modd i mi sefyll yr arholiad(au) fel  ymgeisydd allanol (h.y. bod y modiwlau dan sylw ar gael o hyd). *Sylwer, ni chewch eich cofrestru os ydych yn rhoi*  *datganiad anwir a bydd y mater yn cael ei gyfeirio at yr awdurdod priodol yn y Brifysgol.* | | | | |
| **STUDENT SIGNATURE / LLOFNOD Y MYFYRIWR:** | | | **DATE / DYDDIAD:** | |
| **FACULTY/SCHOOL APPROVAL / CYMERADWYAETH CYFADRAN/YSGOL:**  I can confirm that the student is eligible to sit as an external candidate and that the above details concerning module  selection and timing of teaching block delivery is correct.  Rwy'n cadarnhau bod y myfyriwr yn gymwys i sefyll fel ymgeisydd allanol a bod y manylion uchod sy'n ymwneud â dewis  ac amseru'r modiwlau a'r bloc addysgu yn gywir. | | | | |
| **FACULTY/SCHOOL SIGNATURE / LLOFNOD CYFADRAN/YSGOL:** | | | **DATE / DYDDIAD:** | |

**Eligibility**

Students who are required to repeat the level of study can only apply to repeat failed modules as internal candidates. The exceptions are taught postgraduate, GDL and some health science students, who may apply to repeat modules as external candidates. In addition, a student may be awarded the opportunity to enrol as an external student due to exceptional circumstances (i.e. as an outcome of an appeal panel/decision of the Student Cases committee).

**It is a student’sresponsibility to contact their Faculty/School to check that they are eligible to sit examinations or coursework as an external candidate and to ensure that it is possible to sit the relevant modules (i.e. that the modules concerned are still available and that the content hasn’t changed).**

External candidates:-

* Are not permitted to attend lectures or receive additional tuition.
* Should ensure that they have sufficient notes for revision to enable them to sit examinations and/or submit coursework in the academic year.
* Must check that the content of each module has not changed since last year.
* Are not allowed to borrow books from the University library.
* Will not be enrolled until the requisite fee has been paid by the relevant deadline.
* Must, if appropriate, ensure that they have the correct visa in place to attend any exams or assessments. For further advice about this, please contact Student Compliance Services via [studentcompliance@swansea.ac.uk](mailto:studentcompliance@swansea.ac.uk).

**Fees**

Fees are calculated at **£75GBP** per every **10 credits.** The table below will help you to work out what fee you will need to pay to enrol as an external candidate:

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| **Credits** | **10** | **20** | **30** | **40** | **50** | **60** | **70** | **80** | **90** | **100** | **110** | **120** |
| **Fee Payable** | £75 | £150 | £225 | £300 | £375 | £450 | £525 | £600 | £675 | £750 | £825 | £900 |

External candidate fees can be paid via “financial transactions” on students’ intranet accounts or via MyUniHub – +44 (0)1792 606000. We ask students to let MyUniHub know when they have paid their fees to avoid delays in the enrolment process.

**Exam Timetables**

Following enrolment, exam timetables will be available to students via their student intranet account. Details regarding coursework are available from the relevant Faculty/School.

**The completed external candidate enrolment form should be returned ­­­­­­­­­­­­­to MyUniHub via email (**[**myunihub@swansea.ac.uk**](mailto:myunihub@swansea.ac.uk)**).**

**FOR ACADEMIC SERVICES USE ONLY**

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| Date rec’d by MyUniHub: | Assessment and Awards check: | If Student Compliance Services notified: |
| MyUniHub payment: | Student Record updated Student Finance informed: | Notes: |

**Pwy sy'n gymwys**

Os oes angen i fyfyrwyr ail-wneud lefel astudio, cânt wneud cais i ail-wneud y modiwlau a fethwyd fel ymgeiswyr mewnol yn unig. Yr eithriadau yw graddau ôl-raddedig a addysgir, y Diploma Graddedig yn y Gyfraith (GDL) a rhai myfyrwyr gwyddor iechyd, a gaiff wneud cais i ail-wneud modiwlau fel ymgeiswyr allanol. Yn ogystal, gellir rhoi'r cyfle i fyfyrwyr gofrestru fel myfyrwyr allanol oherwydd amgylchiadau eithriadol (h.y. o ganlyniad i banel/penderfyniad apêl y Pwyllgor Achosion Myfyrwyr).

**Cyfrifoldeb y myfyriwr yw cysylltu â'i Gyfadran/Ysgol i wirio a yw'n gymwys i sefyll arholiadau neu gyflwyno gwaith cwrs fel ymgeisydd allanol a sicrhau ei fod yn bosibl sefyll y modiwlau perthnasol (h.y. bod y modiwlau dan sylw ar gael o hyd ac nid yw'r cynnwys wedi newid).**

Ymgeiswyr Allanol:-

* Nid oes hawl ganddynt i fynd i ddarlithoedd na derbyn hyfforddiant ychwanegol.
* Dylent sicrhau bod ganddynt ddigon o nodiadau i’w hadolygu er mwyn eu galluogi nhw i sefyll arholiadau a/neu gyflwyno gwaith cwrs yn ystod y flwyddyn academaidd.
* Rhaid iddynt wirio nad yw cynnwys pob modiwl wedi newid ers y llynedd.
* Nid oes hawl ganddynt i fenthyca llyfrau o Lyfrgell y Brifysgol.
* Ni chânt eu cofrestru nes bod y ffi ofynnol wedi'i thalu erbyn y dyddiad cau perthnasol.
* Os yn briodol, rhaid iddynt sicrhau bod ganddynt y fisa gywir i fynd i gwblhau unrhyw arholiadau neu asesiadau. Ceir rhagor o gyngor ar hyn drwy e-bostio Gwasanaethau Cydymffurfiaeth Myfyrwyr yn [studentcompliance@abertawe.ac.uk](mailto:studentcompliance@swansea.ac.uk).

**Ffioedd**

Caiff ffioedd eu cyfrifo ar **£75GBP** fesul pob **10 credyd**. Bydd y tabl isod yn eich helpu i gyfrifo'r ffi y bydd angen i chi ei thalu er mwyn cofrestru fel ymgeisydd allanol:

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| **Credydau** | **10** | **20** | **30** | **40** | **50** | **60** | **70** | **80** | **90** | **100** | **110** | **120** |
| **Ffi i'w Thalu** | £75 | £150 | £225 | £300 | £375 | £450 | £525 | £600 | £675 | £750 | £825 | £900 |

Gellir talu ffioedd ymgeisydd allanol drwy'r adran “trafodion ariannol” drwy gyfrif y myfyriwr ar y fewnrwyd neu drwy MyUniHub – +44 (0)1792 606000. Rydym yn gofyn i fyfyrwyr roi gwybod i MyUniHub pan fyddant wedi talu eu ffioedd er mwyn peidio ag arafu'r broses gofrestru.

**Amserlenni Arholiadau**

Ar ôl cofrestru, bydd yr amserlenni arholiadau ar gael i fyfyrwyr drwy eu cyfrif myfyriwr ar y fewnrwyd. Mae manylion am waith cwrs ar gael gan y Gyfadran neu'r Ysgol berthnasol.

**Ar ôl ei chwblhau, dylid dychwelyd y ffurflen gofrestru ymgeiswyr allanol i MyUniHub drwy e-bost (**[**myunihub@abertawe.ac.uk**](mailto:myunihub@swansea.ac.uk)**).**

**AT DDEFNYDD Y GWASANAETHAU ACADEMAIDD YN UNIG**

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| Dyddiad y derbyniwyd gan MyUniHub: | Gwiriwyd gan yr Adran Asesiadau a Dyfarniadau: | Os hysbyswyd Gwasanaethau Cydymffurfiaeth Myfyrwyr: |
| Talwyd MyUniHub: | Diweddarwyd Cofnod y Myfyriwr a hysbyswyd Cyllid Myfyrwyr: | Nodiadau: |