University of Stirling

Service Level Agreement (SLA) from the Student Programmes team

The Student Programmes Team can provide advice and help on:
  - Academic progression
  - Your module registration
  - Changing your degree programme
  - Deferring your exams
  - Submitting your PhD Thesis
  - Taking a period of leave of absence from your studies
  - Withdrawing from university

Response times:
  - In Person: You can come in to the Student Services Hub and ask to speak to a Student Programmes adviser and you will normally be seen straight away.
  - By Phone: You can call 01786 466685 and speak to one of the team during office hours, or leave a message at other times.
  - Online: You will receive a decision on your deferred exam application within 3 working days.
  - By Email: We aim to respond to enquiries within 5 working days, during particularly busy periods i.e. start of semester, when processing awards for graduation (June/November) and when considering progression over the summer, we may take longer.

What does the University expect from me?
- We expect you to regularly check your University of Stirling email account as all important information will be sent there.
- We expect you to complete your module registration on-line and in good time.
- Progression: if we write to you about your academic progression, we expect you to respond by the deadline set.
- Deferred Exams: we expect you to submit your application, together with your supporting documentation by the deadline (end of the exam diet).
- Change of degree programme: we expect you to discuss this with your adviser of studies first.

For more information:

Student Programmes Team
Student Services Hub
University of Stirling
2A1 Cottrell Building
FK9 4LA
Tel: 01786 466685
Email: studentprogrammes@stir.ac.uk
Web: http://www.stir.ac.uk/registry/studentinformation