DPD Request Form

Request for Degree Programme Director approval of adjustment to pattern, mode or place of study (excluding transfers of any kind).

To be completed by Undergraduate or Taught Postgraduate Students in consultation with their tutor or DPD.

In cases resulting from personal extenuating circumstances, a student should seek advice as to whether the completion of a PEC form would be more appropriate.

Subject to the approval of the Degree Programme Director, a student may exceptionally be granted a non-standard adjustment to their studies as listed on the form below. Advice can be sought from the School Office or from Student Progress Service. DPD request forms should always be submitted to a student’s current DPD/school.

STUDENT DETAILS:

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>University email address:</th>
<th>@ncl.ac.uk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Tutor:</td>
<td>Student Number:</td>
<td></td>
</tr>
<tr>
<td>Programme:</td>
<td>Stage:</td>
<td></td>
</tr>
<tr>
<td>Do you have a Tier 4 student visa?</td>
<td>Yes ☐  No ☐</td>
<td></td>
</tr>
</tbody>
</table>

WHAT ARE YOU REQUESTING? (tick all that apply)

For the reasons explained below, I wish to;

- Register late for the programme detailed above ☐
- Study a non-standard weighting of modules (more than 70 or less than 50 in one semester) ☐
- Study a selection of modules not normally permitted in the programme regulations ☐
- Amend my previously approved module selection – attach module amendment form ☐
- Be exempt from a programme regulation - provide further detail below ☐
- Defer resit examination(s) until after my placement year (UG Exam Convention 48b) ☐
- Take a formal interruption of studies ☐
- Study at a different University as part of my existing degree programme ☐
- Graduate under the title my degree had at the time I first registered ☐
- A period of outside study during the dissertation element of my programme for academic reasons (Taught Postgraduate students only) – International students on Tier 4 visas should consult with the Visa Team and confirm there are no visa implications ☐

REASONS:

- Academic ☐  Financial ☐  Health ☐  Personal ☐  Other ☐

Brief summary of reason for request:

Detail: (e.g. module and/ or programmes affected - preferably code and title)

DATES: For interruptions, external studies or outside study periods only

With effect: From.................................................(Date)  To..............................................................(Date)
### FOR OFFICE USE ONLY:

**Notes:** A copy of the form with the DPD’s signature should be retained by the School.

Specifically, in the following cases, Student Services Interaction Team MUST be informed, so that the student record can be amended and other internal and external services notified:

- Take a formal interruption of studies

  **Student Progress Service** (VISA Team) must be informed when a PGT student on a Tier 4 visa requests a period of outside study.

  **Student Progress Service (Examinations and Awards)** must also be informed when a student wishes to

- Defer resit examination(s) until after their placement year (UG Exam Convention 48b)

- Graduate under the title the degree had at the time the student first registered

<table>
<thead>
<tr>
<th>Action Taken:</th>
<th>Signature (School Office staff):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of form forwarded to Student Progress Service</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Copy of form forwarded to another service (please specify)</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>