**DPD Request Form**

Request for Degree Programme Director approval of adjustment to pattern, mode or place of study.

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: @ncl.ac.uk</th>
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<tbody>
<tr>
<td>Name of Tutor:</td>
<td>Student Number:</td>
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<tr>
<td>Programme:</td>
<td>Stage:</td>
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<tr>
<td></td>
<td>Do you have a Tier 4 student visa?</td>
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<td>Yes □ No □</td>
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### 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*
- Transfer from full time to part-time study
- Transfer from part time to full-time study
- Transfer to another, similar degree programme (normally within the same School)
- Transfer to a different degree programme within the University
- 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 with a Tier 4 visa only)* – DPD should consult with the Visa Team and confirm there are no visa implications

### REASONS:

- Academic
- Financial
- Health
- Personal
- Other

Brief summary (including exact location and address if requesting outside study approval)

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)
**TRANSFER AGREEMENT:**
For programme transfers only, students should seek approval from their future DPD:

**VISA IMPLICATIONS** – for accepting DPD to complete:
- **International students on Tier 4 Visas** - Visa Team have been consulted and confirmed no visa implications.
  - Note - evidence of appropriate academic qualifications for transfer are required for visa purposes.

Please note what academic qualifications have been used to assess the eligibility for the new programme:

Confirm evidence of qualifications is attached

Where applicable (as advised by Visa Team) ATAS Clearance letter has been issued to the student and clearance given.

As Degree Programme Director for ……………………..

I agree to accept this student on to Stage………..with effect from …………………………………………

For students transferring to programmes with optional intercalating years – select which option applies

- 3 year
- 4 year

Print Name *(accepting DPD)*: …………………………………………..

Signature *(accepting DPD)*: ………………………………………….. Date: …………………………………………..

Signature *(student)*: …………………………………………..

Signature *(Current DPD)*: …………………………………………..

Date: …………………………………………..

Approved:  Yes  ☐  No  ☐

Notes: (if only partial approval, or request not approved, please specify):

**FOR OFFICE USE ONLY:**

**Notes:** A copy of the form with the DPD’s signature should be retained by the School. Where approval leads to an amendment of the student record in SLCm, the ‘accepting’ School should make the necessary adjustments where possible (e.g. module bookings, programme transfer, repeat tuition) and forward a copy of the form as per below for amendments that cannot be made at School level.

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:
- **Transfer for all international** students (UG & PG) out of term time only
- Transfer from full-time to part-time study (or vice-versa) for UG students only
- Transfer to another, similar degree programme (normally within the same School)
- Take a formal interruption of studies

**Student Progress Service** *(VISA Team)* must be informed when an international student wishes to transfer during term time, or when a PGT student on a Tier 4 visa requests a period of outside study. Please send form directly to: compliance@ncl.ac.uk.

**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

**Action Taken:**

<table>
<thead>
<tr>
<th>Adjustment made to SLCM</th>
<th>Signature <em>(School Office staff)</em>:</th>
<th>Date:</th>
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<tr>
<th>Copy of form forwarded to Student Progress Service</th>
<th>Signature <em>(School Office staff)</em>:</th>
<th>Date:</th>
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<tr>
<th>Copy of form forwarded to another service (please specify)</th>
<th>Signature <em>(School Office staff)</em>:</th>
<th>Date:</th>
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