DPD Transfer Request Form
Request for Degree Programme Director approval to transfer programme 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.

DPD request forms should always be submitted to a student’s current DPD/school first then passed to accepting DPD/school to process.

### STUDENT DETAILS:

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>University email address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@ncl.ac.uk</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Tutor:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programme:</th>
<th>Stage:</th>
<th>Do you have a Tier 4 student visa?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

### WHAT ARE YOU REQUESTING? (tick all that apply)

For the reasons explained below, I wish to:

- 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 ☐
- Take a formal interruption of studies before transfer to new programme ☐

### REASONS:

Brief summary of reason for request:

Modules affected: (e.g. any modules to be cancelled/ booked against new programme - preferably code and title)

Student Support Recommendation (SSR) in place?

Yes ☐ No ☐

Do not provide details of SSR on this form, accepting school should contact current school for details if SSR in place

### DATES: For interruptions

With effect: From...........................................(Date) To...................................................(Date)
TRANSFER AGREEMENT:

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 implications for UKVI. 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 ....................................................

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

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

Signature (student):............................................................................ Signature (Current DPD):

.................................................................................................................................

Print Name (Current DPD):

Date: 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.

Student Progress Service (student-registration@ncl.ac.uk) MUST be informed of all UG and PGT Transfers, so that the student record can be amended and other internal and external services notified.

Action Taken: Copy of form forwarded to Student Progress Service

student-registration@ncl.ac.uk

Signature (School Office staff): Date: