

Outside Study Requests for Postgraduate Taught Students with a Tier 4 Visa

Things to Consider

- Outside Study requests should normally be submitted and approved before the start of any required period of outside study using the DPD Request form at: <http://www.ncl.ac.uk/students/progress/student-resources/change/> .
 - Study outside the University includes other areas in the UK, as well as other countries.
 - It will not normally be possible to consider a retrospective request (i.e. after you have left on outside study).
 - Gaining formal approval to study outside the University is important for students on a Tier 4 visa as the University is obligated to inform the Home Office if there is a change to study location.
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You should complete a DPD request form for outside study if:

- You are a PGT student with a Tier 4 visa who will be away from the main Newcastle University campus base for a period of up to 4 weeks for academic reasons, for example collecting dissertation data, or a module placement. (It is unlikely that outside study periods of more than 4 weeks will be approved.)

You should ensure that you have consulted the Postgraduate Student Travel and Outside Study Policy before submitting a request:

- <http://www.ncl.ac.uk/students/progress/assets/documents/PGStudent-Travel-Outside-Study-PolicyJuly15.pdf>

Your request will only be considered if:

- You have provided full details of the exact location and address of where you will be based on the DPD request form. It is not enough to state the name of the country only.
- You have provided the proposed dates of the outside study.
- You have stated the purpose and provided full details of the nature of the outside study.

- Your DPD has confirmed that appropriate arrangements for attendance monitoring and academic support are in place for the duration of your outside study, so that there is no impact on your academic programme.
- You have consulted the University's information and guidance on Overseas Travel Insurance for Postgraduate Students and the Postgraduate Student Travel and Outside Study Policy, as well as the Foreign and Commonwealth's Office (FCO) travel advice for the country you are travelling to:
 - http://www.ncl.ac.uk/internal/finance/insurance/cover/travel_pg.htm
 - <http://www.ncl.ac.uk/students/progress/assets/documents/PGStudent-Travel-Outside-Study-PolicyJuly15.pdf>
 - <https://www.gov.uk/foreign-travel-advice>
- You should be mindful of your dissertation submission deadline and it is unlikely that an outside study request will be approved in the month before your submission deadline.

You should note:

- If your outside study request is approved, you will be registered continuously for the duration of the outside study. Your registration will **not** be interrupted, and your dissertation submission date will **not** be affected.
- You will still be required to pay the appropriate standard tuition fee for the duration of the outside study.
- You should follow any procedures for attendance monitoring required by your School/Institute, for example, monthly census contact with your School Office.
- Travel to countries where the FCO have advised against all or all but essential travel to parts of the country require careful consideration, and may require additional evidence or information. Please do not assume that your application will be approved prior to finalising your arrangements.
- If your outside study request is not approved and you still leave for a period of outside study, this will be reported as an unauthorised absence and your Tier 4 visa may be curtailed as a result.