

# 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:

Name of Student:	University email address: _____@ncl.ac.uk	
Name of Tutor:	Student Number: _____	
Programme:	Stage:	Do you have a Tier 4 student visa? Yes <input type="checkbox"/> No <input type="checkbox"/>

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

*For the reasons explained below, I wish to;*

Transfer from full time to part-time study	<input type="checkbox"/>
Transfer from part time to full-time study	<input type="checkbox"/>
Transfer to another, similar degree programme (normally within the same School)	<input type="checkbox"/>
Transfer to a different degree programme within the University	<input type="checkbox"/>
Take a formal interruption of studies <b>before</b> transfer to new programme	<input type="checkbox"/>

### 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 .....

**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:** .....

<b>Signature (student):</b>		<b>Signature (Current DPD):</b>	
		<b>Print Name (Current DPD):</b>	
<b>Date:</b>		<b>Date:</b>	
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Notes: (if only partial approval, or request not approved, please specify):			
<b>FOR OFFICE USE ONLY:</b>			
Notes: A copy of the form with the DPD's signature should be retained by the School.			
<i>Student Progress Service (<a href="mailto:student-registration@ncl.ac.uk">student-registration@ncl.ac.uk</a>) MUST be informed of all UG and PGT Transfers, so that the student record can be amended and other internal and external services notified.</i>			
<b>Action Taken:</b>		<b>Signature (School Office staff):</b>	<b>Date:</b>
Copy of form forwarded to Student Progress Service <a href="mailto:student-registration@ncl.ac.uk">student-registration@ncl.ac.uk</a>	<input type="checkbox"/>		