

**TAUGHT POSTGRADUATE DEGREES
APPLICATION FORM FOR MEMBERS OF STAFF**

Section A – To be completed by member of staff

Please note before completing this form you should submit your application on- line to be considered academically for the standard programme.

Name of Applicant

Proposed Programme

I have received an offer: Yes Conditional Unconditional
No

My applicant number is

Please attach a statement explaining why you believe the degree is relevant to your current or agreed future work within the University and how it will assist you in carrying out your work.

Signature: Date:

Section B – To be completed by Director of Institute / Head of School

Please refer to the relevant regulations at
www.ncl.ac.uk/regulations/docs/ and fee schedule
<https://www.ncl.ac.uk/postgraduate/fees-funding/tuition-fees/>

Director of Institute / Head of School <u>where applicant is employed</u>		
<i>If they so wish, Directors of Institute / Heads of School might find it useful to consult the Human Resources Officer for their Faculty prior to completing this section.</i>		
Is the applicant's current post a full-time and permanent position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, please give details of employment and the likelihood of the appointment being extended:		
<i>(Please delete as applicable)</i>		
A. I consider the degree named above to be relevant to the current or agreed future work of the member of staff named above and support the application to pay the staff fee rate and recommend that the Dean of Postgraduate Studies for the Faculty approve the candidature proposed		
B. I do not consider the degree named above to be relevant to the current or agreed future work of the member of staff named above and do not support the application to pay the staff fee rate.		
If the application is not supported, please explain why:		
Signed : Director of Institute / Head of School	Date:	
Institute / School:		

Section C – To be completed by Director of Institute / Head of School where applicant is to study (if different from that in Section B)

I support the above application for candidature under staff fees for the named programme of study and recommend that the Dean of Postgraduate Studies of the Faculty approve the candidature proposed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If not approved, please provide details of the decision below:</p> <p>Signed: Date: School: Director of Institute / Head of School</p>		

● YOU SHOULD NOW RETURN THIS FORM TO THE HASS AND SAGE GRADUATE SCHOOL, STUDENT PROGRESS SERVICES, LEVEL 6, THE HENRY DAYSH BUILDING, NEWCASTLE UNIVERSITY, NEWCASTLE UPON TYNE, NE1 7RU ☐

Section D - To be completed by Dean of PG Studies in the Faculty where applicant is to study

Subject to an unconditional firmly accepted offer I approve the above application	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If any of the above is not approved, please provide details of the decision below:</p> <p>Signed: Date: Dean of Postgraduate Studies</p> <p>Name:</p>		