Newcastle University

Student Progress

If Things Go Wrong (where to find help)

Sometimes things happen that are beyond our control – illness, personal problems etc. If things start to affect your course, you need to let someone know. There are processes and people to help you.

Use your personal tutor as the starting point – they will be able to advise you about the various University procedures. It can be confusing, as there are a few different procedures, but they depend on your particular circumstances. Some things can be dealt with by your degree programme director or school. Others will be referred to a central point within the University.

The most important thing you can do is to tell your school about the problems you are having. To do this, complete a PEC form. PEC stands for Personal and Extenuating Circumstances. This one form will be a way of telling the School about the problems and requesting a number of different types of adjustment - such as extensions, exemptions, deferrals, concessions, board of examiner discretion.

- PEC Procedure - Personal and Extenuating Circumstances Procedure.
- PEC Form - Personal and Extenuating Circumstances Form.
- Guidance notes on completing the PEC form.

Staff in the School may be able to make a decision on your PEC application, or they may be able to refer your case to others. The following may be useful:

- DPD Request form (for transfers, module amendments etc.)
- Concessions
- Failed Modules
Personal Extenuating Circumstances
Procedure for Students

This procedure applies to all Personal Extenuating Circumstances applications submitted after 1 September 2010.

Definitions

**Academic Appeal:** A written application to the University to review a formal academic decision made by the Board of Examiners of an undergraduate or postgraduate taught programme or a recommendation of the examiners of research degrees.

**Academic Unit:** The unit that manages the student’s programme. Normally this is a School, but occasionally a Faculty, Institute or other organisational unit applies.

**PEC Application:** A written application, generally completed by students, to the School to advise of personal extenuating circumstances that affect studies or assessment. The PEC Application is submitted BEFORE the Board of Examiners in order to enable adjustments at the time that problems occur or to allow Board of Examiners discretion.

**PEC Committee:** A small group appointed by the Board of Examiners. Prior to the full Board of Examiners PEC Committees will meet to consider recommendations for discretion. Throughout the year a delegated member of the PEC Committee will review PEC Applications as they arrive.

**University Concessions Committee:** The Committee appointed by Senate to approve (a) review PEC Committee decisions and (b) approve extraordinary adjustments to University regulations in response to unusual personal extenuating circumstances presented by students. Matters may be considered by a full UCC committee, or by a delegated member of the Committee who will PEC Appeals as they arrive.

www.ncl.ac.uk/students/progress/student-resources/regulations/concessions.htm

Scope of Procedure

1. This procedure is to be used only in relation to personal extenuating circumstances submitted by students. Challenges to the academic judgement of the examiners on an assessment outcome are not permitted under the PEC Procedure or any other procedure. A PEC application should be used before the Board of Examiners reaches its decision on a student’s results.

2. After the Board of Examiners has confirmed its decision on a student’s results, the Academic Appeal Procedure should be followed.

www.ncl.ac.uk/students/progress/student-resources/regulations/appeals.htm

3. The PEC procedure applies only to students on taught programmes of study. Research students are advised to consult their supervisor or Graduate School.
4. Where possible, students considering submitting a PEC application should first consult their tutor or supervisor.

5. Given the existence of procedures for complaint and redress during the study period, alleged inadequacy of teaching or supervision shall not constitute grounds for a PEC application. Separate policies and relevant information are contained in the following documents:
   - Student Complaints Procedure (see www.ncl.ac.uk/students/progress/student-resources/regulations/complaints.htm)
   - Dignity at Work and Study Code of Practice (see www.ncl.ac.uk/students/progress/student-resources/regulations/dignity.htm)
   - Guidelines for Research Students (see www.ncl.ac.uk/students/progress/staff-resources/pg-research/handbook.htm)
   - Student Guide (see www.ncl.ac.uk/students/progress/assets/documents/studentguide.pdf)
   - Public Interest Disclosure ‘Whistleblowing’ Policy (see www.ncl.ac.uk/hr/policy/conduct/documents/policy-conduct-public-interest-disclosure-whistleblowing_rich.pdf)

6. The University does not permit the same matter to be the subject of a PEC application and other procedures at the same time. The Student Progress Service should be consulted if there are concerns, by staff or students, about duplication of procedure. In such instances the Head of the Student Progress Service shall determine whether a PEC application should proceed if an alternative procedure has also been invoked in connection with the same/similar matter as the PEC. PEC applications from groups of students are not permissible, but individual students may make reference to related PEC applications from other students if appropriate.

Confidentiality

7. The PEC application shall be treated in confidence and disclosed only to parties if it is necessary to progress the application or is otherwise required by law. In such a case, the applicant will be notified in advance of the disclosure.

Grounds

8. PEC applications can only be made on the following ground:
   (i) Personal extenuating circumstances affecting studies.
   (ii) Personal extenuating circumstances affecting assessment.

9. PEC claims made by the student should be supported by documentary evidence where appropriate.

10. Requests for adjustments that relate to the following, are not generally accepted as the basis of a PEC application:
    (i) Instances where an adjustment has already been made.
    (ii) Problems with computers, printers or other technology.

How to apply

11. Students are advised to consult their tutor about submitting a PEC application. Impartial advice on submitting a PEC application may be sought from a Student Progress Officer or Graduate School Administrator, the appropriate Officers of the Students’ Union, or from the Student Advice Centre (Students’ Union).

12. All PEC Applications must be submitted to the academic unit in accordance with the published arrangements in the academic unit.

13. A late PEC application shall only be accepted at the discretion of the PEC Committee if circumstances exist which make it reasonable for the student not to have applied within the
normal timescales. Evidence of grounds of a late PEC application must be supplied by the student.

**Procedure**

14. The academic unit shall log receipt of the PEC application.
15. The application shall be submitted to the PEC Committee (or a designated member of that committee) as soon as possible. If appropriate, the PEC Committee may seek additional information from the applicant or relevant staff. The PEC Committee will review the case and determine an appropriate outcome.
16. Normally, the academic unit will notify the student of the outcome of the PEC application. However, applications received as part of a pre-Board of Examiners call will not generally receive individual feedback.

**Outcome**

17. The PEC Committee is authorised to approve a number of adjustments in accordance with University procedures. That is:
   
   a) Extensions within and beyond those permitted as part of the Late Submission of Assessed Work policy;
   
   b) Exemptions from minor elements of assessed work (maximum of 20% of the module in question);
   
   c) Advance deferral of a formal examination to the next normal occasion;
   
   d) Advance deferral of assessment attempt;
   
   and

   e) to provide boards of examiners with an assessment of the scope and severity of mitigating circumstances affecting a student, which have not been addressed by a-d above (i.e. a recommendation for discretion)

18. Other outcomes may also be considered. This includes referral to specialist services within the University. The PEC Committee may also decline to support any adjustment or to recommend for Board of Examiners discretion.

**PEC Appeals**

19. If a PEC Committee has not approved any adjustment for a student in response to a PEC application, the student has the right of appeal.
   
   (a) If the Board of Examiners has not yet reached a final decision on the student's case for that academic year, the student can either:
      
      i) Submit a new PEC application with additional evidence to the academic unit, or
      
      ii) Seek a review of the original PEC application by University Concessions Committee. [www.ncl.ac.uk/students/progress/student-resources/regulations/concessions.htm](http://www.ncl.ac.uk/students/progress/student-resources/regulations/concessions.htm)
   
   (b) If the Board of Examiners has reached a decision on the student's case, the student should follow the Academic Appeal procedure. [www.ncl.ac.uk/students/progress/student-resources/regulations/appeals.htm](http://www.ncl.ac.uk/students/progress/student-resources/regulations/appeals.htm)

**PEC Appeals to University Concessions Committee**
PEC Appeals under 18(a)(ii) above can only be made on the following grounds:

(i) Procedural irregularity on the part of the PEC Committee.
(ii) Bias or prejudice on the part of PEC Committee.
(iii) That the decision reached was one which no reasonable person could have reached on the available evidence.

The format of the PEC Appeal is a letter, fully detailing the grounds for appeal, and a full copy of the PEC application and outcome correspondence.

PEC Appeals must be submitted to the Student Progress Service within **14 days** of the original notice of a PEC outcome. A late PEC appeal shall only be accepted if circumstances exist which make it reasonable for the student not to have applied within the period specified above. Evidence of grounds of a late application must be supplied by the student.

If, on receipt of a completed PEC Appeal, the Head of the Student Progress Service determines, and where appropriate in consultation with a member of University Concessions Committee, that:

(a) an application made in excess of **14 days** after the publication of a PEC outcome is not for good cause, or

(b) there is no *prima facie* case for appeal under the specified grounds, the PEC Appeal application will be rejected and the student informed in writing.

In all other cases the Student Progress Case Officer shall seek comments on the PEC Appeal from all appropriate members of staff. Those from whom responses are sought will be provided with the letter of appeal and accompanying documents where appropriate. In accordance with the principles of openness and best practice the University will disclose to appellants any relevant case documentation at an early and appropriate stage and in particular, in advance of any determination of the outcome.

On receipt of all responses sought, the Case Officer will refer the PEC Appeal to University Concessions Committee, in accordance with normal procedures.

The outcome of the University Concessions Committee review shall be communicated in writing as soon as possible.

The appellant shall be kept informed of the progress of the PEC Appeal in writing by the Case Officer. A progress report (or outcome if decided) shall normally be provided to the appellant within **28 days** of receipt of the complete PEC Appeal application. Further progress reports shall normally be provided at intervals of approximately one month.

PEC Appellants shall **NOT** normally be allowed to progress to the next stage of their study if this is dependent upon the outcome of a PEC Appeal. Exceptionally, the Head of Student Progress Service may grant permission for a student to proceed to the next stage of a programme subject to a requirement to discontinue studies if the PEC Appeal is unsuccessful.

There is no further appeal within the University. Provision for independent external review is made through the existence of the Office of the Independent Adjudicator (OIA). The Independent Adjudicator's role is to review the application by the University of its own internal procedures. Further information about the OIA's role is available from www.oiahe.org.uk. A leaflet can also be obtained from the Student Progress Service, King's Gate.
PEC Form

Student notice of
Personal Extenuating Circumstances
To be completed by Undergraduate or Taught Postgraduate
Students

Students who believe that their performance in or ability to complete assessments is being affected by
personal extenuating circumstances should advise the examiners by completing this form, so that the
appropriate adjustments can be made. Forms must be submitted to the School Office as soon as possible
before or after the problem arises. The PEC procedure and advice on completing the form is available at
www.ncl.ac.uk/students/progress - YOU SHOULD READ THE GUIDANCE

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<thead>
<tr>
<th>STUDENT DETAILS:</th>
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<tbody>
<tr>
<td>Name of Student:</td>
<td></td>
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<tr>
<td>University email address:</td>
<td>@ncl.ac.uk</td>
</tr>
<tr>
<td>Name of Tutor:</td>
<td>Student Number:</td>
</tr>
<tr>
<td>Programme:</td>
<td>Stage:</td>
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<tr>
<th>WHAT HAS BEEN AFFECTED? (please be specific)</th>
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<tbody>
<tr>
<td>Module Code:</td>
<td>Aspect Affected (e.g. Essay, Exam, Attendance):</td>
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<td></td>
<td>Dates:</td>
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<tr>
<th>HOW YOU HAVE BEEN AFFECTED: (tick all that apply)</th>
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<tr>
<td>Because of the circumstances described below, I am:</td>
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<tr>
<td>Unable to submit my work on time;</td>
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<td>Unable to submit my work, despite being given an extension;</td>
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<td>Unable to attend my exam(s) or other assessed session(s);</td>
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<td>Unable to attend lectures;</td>
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<td>Unable to participate in group work;</td>
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<td>Unable to write comfortably in examination conditions;</td>
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<td>Unable to prepare effectively for my examinations;</td>
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<td>Unable to work to my normal standard;</td>
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<td>Affected in the following way, not listed above;</td>
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<tr>
<th>DETAILS OF PERSONAL EXTENUATING CIRCUMSTANCES: (please tick)</th>
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<tr>
<td>Medical</td>
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Brief summary:

Proposed adjustment (e.g. 'I would like a 5 day extension' or 'I want to defer my exams' – note the formal
outcome may vary from the proposed adjustment):
Evidence provided (e.g. medical note, statement from tutor, personal statement, legal documents, newspaper clipping):

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<th>Period affected: From...(Date) To...(Date)</th>
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<table>
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<th>Signature (student):</th>
<th>Signature (tutor):</th>
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If necessary, your tutor or other member of staff may be asked to provide further information about your case. If you are *not* happy for this consultation to take place, please tick here and provide an explanation.

**For office use only**

As a member of the PEC Committee, I deem that the following adjustment is an appropriate response to the student’s personal extenuating circumstances (please tick) and will inform the student of this decision:

<table>
<thead>
<tr>
<th>1. Immediate Action (in line with UG and PGT EC 15)</th>
<th>2. Referral to SPS Examinations Team for temporary adjustment</th>
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<tbody>
<tr>
<td>Detail: (e.g. extension, deferral of attempt, exemption)</td>
<td>Detail: (e.g. nature of impairment)</td>
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<tr>
<th>3. Referral to UCC for concession (2010/11 only)</th>
<th>4. Retain for consideration at PEC Committee meeting</th>
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<tr>
<td>Detail: (e.g. request to repeat Stage as first attempt, to set aside marks, to have extraordinary paper)</td>
<td>PEC comments:</td>
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<tr>
<th>Rating (for BoE discretion purposes):</th>
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**Or**

As a member of the PEC Committee, I deem that there is *no need* for adjustment and will inform the student of this decision and the PEC appeal mechanism. Where necessary, I will direct the student to a more appropriate procedure (e.g. academic appeal, DPD request form).

Comments: (e.g. lack of evidence, circumstances not relevant, PEC is not the most appropriate procedure)

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PEC Form

Student notice of Personal Extenuating Circumstances

Advice to students on completing the form.

Students who believe that their study or ability to complete assessments is being affected by personal extenuating circumstances should advise the School by completing this form, so that the appropriate adjustments can be made. Students are advised to carefully read the notes below before submitting a PEC application.

1. You are expected to try and progress your studies, and complete all assessed work, in line with your peers on modules and programmes. This ensures fairness to all students as, for example, all students are given the same time to complete assignments. Also, some adjustments, like delayed hand-ins, can adversely affect other students if marks and feedback for the whole group need to be delayed while late work is marked. It is also unfair for staff to have to offer support or complete marking over an extended period.

Variations to the normal progression and assessment pattern are therefore only approved for good reasons. Good reasons are normally those associated with unexpected medical problems, personal problems or disabilities, close family bereavements etc. Rules are not prescriptive and each case is taken on its merits.

2. The PEC form enables the School to consider the case and, if possible, make an adjustment. Possible adjustments will vary depending on the time of year, but could include:
   • an extension to the hand-in date for a piece of work (see point 5 below);
   • an exemption for a minor item of course work;
   • a deferral of the assessment to the next normal occasion – generally a deferral to August;
   • a request to University Concessions Committee to set aside attempts at assessments;
   • a request to University Concessions Committee to set an extraordinary examination – i.e. setting an examination at an unusual time;
   • recommending discretion at the Board of Examiners – e.g. potentially allowing you to pass the stage despite having failed a core module; allowing you to pass a module by discretion; altering your degree classification.

NB - even if personal extenuating circumstances are taken into account, they cannot result in marks being changed.

PEC adjustments aim to allow you to continue on your chosen programme of study. However, there are also other options such as transfers or suspension of studies which you may wish to discuss further with your tutor or degree programme director.

3. It is your responsibility to report any significant personal or extenuating circumstances that, in your opinion, had a substantial impact on your performance in your studies or in your assessments / examinations.

PEC Forms must be submitted to the School Office as close as possible to the time that the
problem arose.

4 You MUST fully complete the form – include all details asked including dates. If you do not fully complete the form, your PEC application may be rejected

• You must be specific about the problem, e.g. the unforeseen and unavoidable personal circumstances that significantly affected your performance.

• Be precise about how your work was affected – e.g. lack of time to complete the work, missed X hours in the laboratory, unable to revise, etc.

• The more detail you provide to indicate the severity and impact of the circumstances, the better.

• You must indicate how long the problems lasted.

• List all modules that have been adversely affected and be precise about what assessments were affected – e.g. 2nd essay, exam, lab report.

• You may also submit additional pages with your form if necessary.

5 You may find it helpful to note the following:

• The more specific the problem, generally, the easier it is for the PEC Committee to support a case.

• The more independent third party evidence that there is to corroborate the problem and to date it, generally, the easier it is for the PEC Committee to support a case.

• It is very rare for a case to be approved without some form of independent evidence.

• The University expects students to cope with normal / minor life events without requiring adjustments. Some examples of normal / minor life events are colds and ‘flu’s, dental treatment, normal examination stress - even the death of an elderly or distant relative. The University is nevertheless mindful that each case varies and that various factors will apply. If you wish to base a PEC application around such matters you do need independent evidence AND to demonstrate how this had a significant impact on you. For example in the case of the death of an elderly relative:
  
  o see the evidence notes below, and:

  o you need to specify any special factors - had the relative acted as your parent or lived with your and your parents, was the death sudden and/or traumatic, did it occur just before your examinations, what was your role in funeral or other arrangements, how much time did you lose from study travelling and where was the funeral etc.

• If you have a disability that requires adjustments, you should have approached the Student Wellbeing Service. Adjustments may have been made throughout your studies – e.g. provision of scribes, extra time in examinations etc. The University would not therefore expect to receive a PEC in respect of your disability unless there has been some particular change in your condition – it is for you to demonstrate that and to provide the appropriate evidence.

• The University expects all students to plan their time effectively. It is expected that you will take data back-ups, that you will printout your assignment in good time etc. As a consequence, problems with computers, printers etc are not generally acceptable as grounds for a PEC.

6 You MUST include any EVIDENCE with your form. It is your responsibility to provide evidence. Provide all evidence of the problems and the period of impact – e.g. doctor’s notes, a statement of support from your tutor, letter from your employer etc. It is recognised that this is not always possible, but you need to be aware that your request is more likely to be
approved if evidence is available.

Note the following important points about evidence.

- **A self-certification sick note** is NOT strong enough evidence for a deferral of an examination or other significant adjustment. Depending on your case, a self-certification sick note may however be sufficient to warrant a short extension or other minor adjustment.

- In the event of bereavement, the University does not expect you to approach relatives for a copy of a death certificate. A variety of other evidence is possible – e.g. a letter from a relative; press cuttings or an obituary notice in the paper; order of service sheets. It may also be possible for your tutor to write a statement in support of the impact of the bereavement, although this will depend on whether you have developed a relationship with your tutor or approached your tutor at the time of the bereavement.

- Noting that each case varies, if you do not already have evidence in support of your claim you are generally advised **NOT to seek to create evidence**. For example:
  - If you did not visit the doctor at the time you had tonsillitis, it is no good seeing the doctor two weeks later if you are now well – the doctor’s statement will probably just say that you said you had tonsillitis, you may have to pay for the statement and the PEC Committee is unlikely to give strong weighting to the doctor’s statement.
  - If you have not approached Student Wellbeing Service throughout your studies about exam stress or low mood, they cannot provide you with a supportive statement just before your final examinations.

7 If you are having a problem and are due to submit an assignment, so would like to apply for an **extension**, you MUST submit your PEC as soon as possible and BEFORE the hand-in date.

Note the following information about **extensions**.

- It is your responsibility to ensure that work is handed in on time. You are advised to ensure that work is handed-in (or at least ready to be handed-in) BEFORE the deadline. Last minute problems – e.g. with buses or printers – are not valid grounds for seeking an extension.

- Normally, the School can only grant extensions in line with University policy. This means that most extensions will be for short periods – generally a week or two. Extensions may be granted up to 2 weeks for undergraduate students and (exceptionally) up to 12 weeks for postgraduate taught students. The length of extension granted may vary depending on individual student circumstances.

- For dissertations, extensions of more than a week or two may require you to pay a fee to continue to use University facilities beyond the normal period of registration.

- Request extensions only for particular assignments where you genuinely need an extension and can justify it. Cases vary, but it is improbable that you would receive an extension for 4 assignments if you had flu for one week in the semester. You should be managing your time during the whole term so flu for one week just before the deadline should not affect all of your assignments.

- **If you submit work late for the original deadline or the approved extension deadline, there is a penalty.** If the work is up to 7 calendar days late the maximum mark that you get will be a pass mark (normally 40 for undergraduate and 50 for postgraduate students). If the work is more than 7 calendar days late it will be given a mark of 0.

8 You are strongly encouraged to discuss significant personal circumstances with your personal **tutor** or other member of staff. Your tutor may be able to advise about how to phrase your application or whether alternate sources of help may apply. Also, your tutor may then be able to provide a statement of support, which will be taken in to account when your case is considered.
NB: in some Schools there may be an expectation that a PEC application is less strong unless you advised your tutor of the problem at the time it was happening. Some Schools may also insist that you obtain your tutor’s signature before they accept the PEC form from you. (A print of an email confirmation will also be accepted as a ‘signature’).

However, this does not apply in all cases and your PEC application will still be considered without input from your tutor if you have indicated that this is your preference.

It may also be the case that the School may need to approach your tutor or another member of staff for clarification of details.

NB: In particularly sensitive cases you may submit your PEC application in a sealed envelope marked ‘Strictly confidential – PEC application for the attention of the PEC Committee only’.

9 Each **School will have a policy** on how PEC applications are managed and any particular inclusions/exclusions that may apply. Refer to those procedures – ideally before submitting your PEC application.

PEC requests should always be submitted to the school that runs your programme. If you study modules in different schools you should note that policies may vary between Schools.

The School will log all PEC applications and the outcome.

10 No detailed **feedback** on any PEC application is given. You can however expect the School to inform you of any adjustment that has been approved. Until you receive such a confirmation your must attend classes and submit work as required.

Generally, no individual feedback is provided on any submission to the full PEC Committee that meets before the Board of Examiners.

11 The Board of Examiners and its PEC Committee may only operate within **University regulations**. Key documents are:

- University regulations, particularly examination conventions – [http://www.ncl.ac.uk/regulations/docs/](http://www.ncl.ac.uk/regulations/docs/)

It may therefore be appropriate for the PEC Committee to refer a case to the University Concession Committee. This is the process by which the University considers personal circumstances which may warrant an adjustment outside the normal regulations. Such cases are considered at University level in order to ensure that students from across the whole University are accorded equal consideration.

12 In accordance with the **Data Protection Act 1998** and University procedures, a PEC Committee (or a designated member of that Committee) will consider the form and evidence. This is a small sub-group of the Board of Examiners. No personal details – only summary recommendations – will be disclosed to the wider Board of Examiners. Summary information may also be made available to the Board of Examiners or other staff.

13 If you demonstrate a strong case, it is possible that one of the adjustments noted above can be made. However, even when the PEC Committee support your case, there is no guarantee that an adjustment is possible or that your overall result will be affected.

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Document prepared by the Student Progress Service:
Version date - August 2010
For queries or comments, contact casework@ncl.ac.uk
DPD Request Form

Request for Degree Programme Director approval of adjustment to pattern or mode 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:

Name of Student: 

Name of Tutor: 

Programme: 

University email address: @ncl.ac.uk

Student Number:

Stage:

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

□ 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

□ Repeat tuition in failed modules ‘in residence’

□ 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

REASONS:

Medical /Personal  □  Academic  □  Other  □

Brief summary:

Detail: (e.g. module and/ or programmes affected - preferably code and title)
For interruptions or external studies only:

With effect: From……………………………..(Date) To………………………………………..(Date)

For programme transfers only, student’s should seek approval from their future DPD;
As Degree Programme Director for …………………………………………………………………………

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

Signature (accepting Degree Programme Director):
Date:

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<thead>
<tr>
<th>Signature (student):</th>
<th>Signature (Current DPD):</th>
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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.

Where approval leads to an amendment of the student record in SLCM, the owning School should make the necessary adjustments where possible (e.g. module bookings, repeat tuition) and forward a copy of the form to Student Progress Service for amendments that cannot be made at a School level.

Specifically, in the following cases, Student Progress Service (i-team or graduate schools) MUST be informed, so that the student record can be amended and other internal and external services notified:
- Transfer from full time to part time study (or vice-versa)
- 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

Student Progress Service (examinations and congregations) must also be informed when a student wishes to:
- Graduate under the title the degree had at the time the student first registered

<table>
<thead>
<tr>
<th>Action Taken:</th>
<th>Signature (School Office staff):</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Adjustment made to SLCM</td>
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<tr>
<td>Copy of form forwarded to i-team (UG only)</td>
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<tr>
<td>Copy of form forwarded to Graduate School (PG only)</td>
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<td>Copy of form forwarded to another service (please specify)</td>
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Newcastle University

Student Progress

Failed Modules

If you fail some modules, you will need to wait for the Board of Examiners to decide what they think should happen.

To pass the year you will often need to take a resit, which usually takes place in the August. Occasionally you will be able to go into the next year and 'carry' a failed module (no more than 20 credits of non-core).

Sometimes, you may need to take some time out to pass an essential (core) module before you can go forward to the next stage of your programme. You may be able to do this as an external candidate - ie just do the assessments next year at the next normal occasion and not attend classes - there are no fees for this.

Sometimes you may have to attend the classes as well as complete all assessments - in this case you would be registered as a repeat student and will have to pay fees – this would require permission from your Degree Programme Director as you do not have this as of right.

Every student is different so you will need to get some advice from your School after the Board of Examiners.

Student Progress
Newcastle University, Newcastle upon Tyne
NE1 7RU, United Kingdom.
E-mail Webmaster
Last updated 2 March, 2011 © 2011 Newcastle University