**DPD Request Form**

Request for Degree Programme Director approval of programme transfer, adjustment to pattern, mode or place 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 in first instance (then passed to accepting DPD / school for transferring students).

### 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>
</table>

<table>
<thead>
<tr>
<th>Programme:</th>
<th>Stage:</th>
</tr>
</thead>
</table>

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

### 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 – **attach module amendment form**
- [ ] Be exempt from a programme regulation - **provide further detail below**
- [ ] Defer resit examination(s) until after my placement year (UG Exam Convention 47b)
- [ ] 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
- [ ] 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
- [ ] A period of outside study during the dissertation element of my programme for academic reasons (Taught Postgraduate students only) – International students on Tier 4 visas should consult with the Visa Team and confirm there are no visa implications

### DATES: **For interruptions, external studies or outside study periods only**

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

### Student Support Plan (SSP) in place? **– for students transferring schools only**

| Yes ☐ | No ☐ |

*Do not provide details of SSP on this form, accepting school should contact current school for details if SSP in place*
REASONS:

Academic

Personal

Students mental ill health

Students carer responsibilities

Financial

Other

Students physical ill health

Students disability

Brief summary of reason for request:

Detail: (e.g. module and/or programmes affected - preferably code and title)

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

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:

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.

In the following cases, Student Progress Service (Student Data Team) MUST be informed, so that the student record can be amended and other internal and external services notified:

- Formal interruptions of studies (UG and PGT)
- Programme transfers (UG and PGT)

Student Progress Service (VISA Team) must be informed when a PGT student on a Tier 4 visa requests a period of outside study.

Student Progress Service (Examinations and Awards) must also be informed when a student wishes to:

- Defer resit examination(s) until after their placement year (UG Exam Convention 47b)
- Graduate under the title the degree had at the time the student first registered

Action Taken:

Copy of form forwarded to Student Progress Service

Signature (School Office staff):

Date:

Student-registration@ncl.ac.uk