

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.

*For transferring students DPD request forms should always be submitted to the **accepting DPD / School**.*

STUDENT DETAILS:

Name of Student:	University email address: @ncl.ac.uk	
Name of Tutor:	Student Number:	
Programme:	Stage:	Do you have a 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;

Register late for the programme detailed above	<input type="checkbox"/>
Study a non-standard weighting of modules (more than 70 or less than 50 in one semester)	<input type="checkbox"/>
Study a selection of modules not normally permitted in the programme regulations	<input type="checkbox"/>
Amend my previously approved module selection – <i>attach module amendment form</i>	<input type="checkbox"/>
Be exempt from a programme regulation - <i>provide further detail below</i>	<input type="checkbox"/>
Defer resit examination(s) until after my placement year (UG Exam Convention 47b)	<input type="checkbox"/>
Take a formal interruption of studies	<input type="checkbox"/>
Study at a different University as part of my existing degree programme	<input type="checkbox"/>
Graduate under the title my degree had at the time I first registered	<input type="checkbox"/>
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"/>
A period of outside study during the dissertation element of my programme for academic reasons (Taught Postgraduate students only) – International students on Student Visas should consult with the Visa Team and confirm there are no visa implications	<input type="checkbox"/>

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 <input type="checkbox"/>	Personal <input type="checkbox"/>	Students mental ill health <input type="checkbox"/>	Students carer responsibilities <input type="checkbox"/>
Financial <input type="checkbox"/>	Other <input type="checkbox"/>	Students physical ill health <input type="checkbox"/>	Students disability <input type="checkbox"/>

Brief summary of reason for request:

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

STUDENT REQUEST APPROVED

Print Name (current DPD) :

Signature (current DPD) : Date:

N.B. Current DPD signature not required for transfers. Accepting DPD should sign Transfer Agreement below

TRANSFER AGREEMENT: Students should seek approval from their future DPD

VISA IMPLICATIONS – for accepting DPD to complete:

International students on Student Visas - Visa Team have been consulted and confirmed no implications for UKVI

As Degree Programme Director for (programme code):

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

Print Name (accepting DPD) :

Signature (accepting DPD):..... Date:

Student signature: Date

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 Student 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:	Signature (School Office staff):	Date:
Copy of form forwarded to Student Progress Service Student-registration@ncl.ac.uk	<input type="checkbox"/>	