 

NORTH WEST DOCTORAL TRAINING CENTRE

**Module Exchange Application Form**

**(Updated August 2016)**

**Please read the accompanying Guidance for Module Exchange carefully before completing this form.**

*This form must be completed in advance of an individual PGT or PGR student studying a taught module from a Partner Institution. It is the responsibility of the student to obtain the required information and approvals. It is the responsibility of NWDTC Institutions’ staff to support the student in doing so.*

|  |  |
| --- | --- |
| Student Name |  |
| Student ID Number |  |
| Date of Birth |  |
| Institution |  |
| Current Address |  |
| Nationality |  |
| Previous degree(s) |  |

**Registered Programme, including details of all other taught modules that the student already plans to study at the Home Institution and Partner Institutions (add rows as required)**

|  |  |
| --- | --- |
| Programme Title |  |
| DTC Pathway (if appropriate) |  |
| Module Code | Credits | Module Title |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add rows as required*

**Module proposed to be taken from a Partner Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Module Code | Credits[[1]](#footnote-1) | Module Title |
|  |  |  |  |
| **To be completed by Module Leader:** *If the credits to be gained for the module from the Partner Institution do not map to those for the registered programme, the module credits and assessment load must be adjusted appropriately. Please outline what mechanisms will be put in place to to do this.[[2]](#footnote-2)* |
| Is there an additional fee to the student for this module? *Please detail.* |
| Name of Module Leader: | Signed: | Date: |

**Approved by Home Institution Programme Director (for masters students) or Supervisor (for PhD students)**

|  |  |  |
| --- | --- | --- |
| Name: | Signed: | Date: |

**The completed form should now be submitted by email to your relevant home PGR Administrator (see Appendix 1 in the Guidance for Module Exchange for list of contacts).**

They will liaise with administrators at the partner institution to arrange registration on the module.

Depending on the institution, there may be a further form to complete in order to be registered as a visiting student.

If electronic signatures are not included, please also attach email confirmation of support from the Module Leader and the Supervisor/Programme Director.

**Confirmation of receipt of application (to be completed by Home PGR Administrator)**

|  |  |  |
| --- | --- | --- |
| Name: | Signed: | Date: |

1. For students not receiving credits, please indicate 0 or leave blank. [↑](#footnote-ref-1)
2. PGT students must achieve 180 credits in order to be eligible for a Masters award. [↑](#footnote-ref-2)