

**A Guide for Students Completing the Form for Deferral of Examinations,
Assessment or Thesis for Taught Programmes**

It is recognised that in exceptional circumstances it may be necessary for a student to defer some or all of his/her assessments during the academic year. Please be assured that whatever you may be going through, there is a network of support within the University in Student Affairs, the Students' Union, with your personal tutor or programme board chairperson. This guide is to assist you with the process should you need to apply for a deferral of examinations, assessments or thesis.

- The form can be obtained from the Registry or from the web at http://www.dcu.ie/registry/forms/pdfs/R33_Deferral.pdf
- This form should be completed if you are aware that you will be unable to sit an examination, complete an assignment or submit a thesis on time, due to an ongoing illness, family bereavement or other personal circumstances. This form should not be completed after the examinations have taken place or after the deadline for an assignment or thesis.
- All sections on the form must be completed and all applications must be accompanied by supporting documentation. Examples of supporting documentation include:
 - **Illness:** In the case of any illness, or accident a medical certificate is required from a registered medical practitioner, psychologist or counsellor. This note should be on letterhead paper and should be legible, stamped and dated. It should cover the appropriate dates of the assessment or examination period.
 - **Family Bereavement:** In the case of a family bereavement a copy of the death notice is required.
 - **Consulted a Counsellor:** A letter from a registered psychologist or counsellor is required. This note should be on letterhead paper and should be legible, stamped and dated.
 - **Work Commitments:** Is only applicable for students attending **part-time programmes**. In the case of work commitments a letter from your employer stating that you cannot be released to complete the assessments or examinations is required. This note should be on letterhead paper and signed by your line manager. In the case of self-employed students, a letter on your headed paper outlining your changed circumstances is required and supporting documentation. Documentation should include (1) Employer Registration number or some other equivalent evidence that you are self-employed **and** (2) Evidence of new contracts, new tenders or some equivalent way of showing that you have had significant additional work since the beginning of the academic year which could not have been foreseen and which necessitates you seeking a deferral.
- Your application will be treated as strictly confidential.
- You are advised to contact your programme board chair to discuss your application to defer.
- Each deferral form covers **one exam diet only**. If you are deferring more than one diet, you must complete a separate form for each diet.

- New certification to support your deferral is required with each new application.
- Deferrals of examinations/assessment **do not** extend the overall maximum registration period (ref. Marks & Standards Section 5)
- The form should be submitted directly to your programme board chair or in their absence to the faculty office. **The application must be submitted at least two weeks prior to the examination or assessment deadline.** If the application is submitted after this deadline, you may not receive the outcome of the application before the examinations commence.
- When your request has been processed you will receive an email confirming the result of the request for the deferral.
- Some examples presented as reasons for seeking a deferral that will not be approved:
 - “I am not ready to take these examinations yet.”
 - “I have not studied/prepared enough.”
 - “I am working 40 hours per week and cannot study/prepare for my examinations/assessment.”
 - “My level of English is not sufficient to take the examination/assessment.”
- A registration fee may apply when you re-register for these deferred modules. Please refer to student fees on the finance office web pages <http://www.dcu.ie/finance/fees/index.shtml>

Note: If you are deferring until the next academic year, you must register for the deferred modules during the annual registration period. (Dates are published in the Academic Calendar <http://www.dcu.ie/timetables/index.shtml>).

Dublin City University is not responsible and shall not be bound by errors in or omissions from this publication; the University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.

Non-EU Deferrals

Guidelines for Non-EU Students

Note for Non-EU / Non-EEA Students:

Non-EU students are permitted entry into the country on the basis of 'full-time' study at an institution. Their continuing stay in the country depends on this status remaining unchanged. For the purpose of study at DCU, 'full-time' study represents a full diet of modules or full-time research, as undertaken by full-time students taking part in the relevant programme.

The Garda National Immigration Bureau (GNIB) is the body that stamps the students passports to allow them remain in the country as continuing students. This body has the right to deny this residency to any student that is not taking part in a full-time programme of study in Ireland. The University cannot influence this decision. You should therefore be aware that the consequences of deferring an assessment or examination might be:

- The GNIB may ask you to leave the country and return for the deferred examination / assessment at the appropriate time or submit the assessment remotely
- You may be asked to enrol for attendance again, hence paying the fee for the full year again

We would therefore strongly recommend that the request to defer a module or assessment be only submitted under extreme circumstances. DCU cannot take any responsibility for the decisions taken by the GNIB or Department of Justice.

International Office
September 2009

Deferral of Examinations, Assessment or Thesis for Taught Programmes

Surname

First Names

Student ID Number

Email & Mobile Phone No.

Programme

Year of Study

EU

Non EU / Non EEA

Reason for Deferral:

While brief details of the reasons for seeking a deferral to the next available diet of examinations should be given below (Use an additional page if necessary), relevant certification in support of your application must be supplied.

This information should be attached to this application in an envelope marked: 'Confidential for the attention of the Chairperson of the Programme'

This form must be completed two weeks prior to the date of the examination or the assessment deadline.

Details of assessment/examinations for which deferral is being sought:

Please list below the module(s) to which your application refers.

Modules: (Please list Module Code and Full name)

Is this your first time to seek a deferral?

Y

N

Year of First Registration on Programme

Student's Signature: _____ Date: _____

Chairperson of Programme Board:

(Please refer to the guidelines for the approval of deferrals)

I hereby certify that the student named above discussed his/her application for deferral with me and I

Approve Reject this deferral.

Brief reason for rejection: _____

The student will complete these modules at the next exam diet in:

Please note the student must register as Deferred attempt Attendance & Examination

I confirm that the impact of this deferral on the maximum registration period has been checked and discussed with the student (*year of first registration noted on pg. 4*)

Chairperson's Signature: _____ Date: _____

Official Faculty
Office/School
Stamp

Deferral requests for non-EU students are to be signed by the International Office before being submitted to the Registry:

International Office Signature: _____

International
Office Date
Stamp

For Office Use Only

Supporting Documentation

Excel

ITS

Email

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