



# Application for Postponement of Assessment / Examination - R33

## Contents

### 1. Guide for Application for Postponement of Assessment / Examination

### 2. Application for Postponement of Assessment / Examination Form – R33

#### 1. Guide for Application for Postponement of Assessment / Examination

Following registration and attendance at lectures, it is recognised that it may be necessary for a student to postpone some or all of his/her assessments during the academic year. This guide is to assist you with the process.

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 exceptional circumstances as outlined on the R33 form. This form must be completed and submitted two weeks before the commencement of the relevant exam session. After these dates should exceptional circumstances arise, you must complete an extenuating circumstances form (R30) in order to have these considered by the Programme Chairperson / Progression and Award Board.

Student can have one absence from academic activities of up to five days that does not require supporting documentation. Two or more absences or longer periods of absences require supporting documentation. These measures include teaching weeks, study weeks and exam weeks.

This form can be completed in Word or PDF, you do not need to print or post this form. You must then email the form to the Student Awards Team in the Registry at [examinations@dcu.ie](mailto:examinations@dcu.ie). Please ensure to include your Programme of Study and your Year of Study in the Subject Line of email, for eg BS year 1.

Should this application be approved, you must take the assessment/examination at the next opportunity available to your programme of study (resit/repeat arrangements are outlined in the module descriptor). Each form covers one semester assessment/examination session only. If you wish to postpone more than one session you must submit a separate form for each session  
Postponement of examinations/assessment does not extend the overall maximum registration period (Marks & Standards Section 5).

Please note this process cannot be exercised by Postgraduate Research (PGR) Students.

**Your submission will be treated as strictly confidential.**

*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.*

**Data Protection Notice: Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the Registry Data Protection Notice, which can be viewed at the following website address: <https://www.dcu.ie/registry/data-protection-notice.shtml>**

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## 2. Application for Postponement of Assessment / Examination Form – R33

Submit by email to:	•Student Awards Team, Registry; <a href="mailto:examinations@dcu.ie">examinations@dcu.ie</a> (Please ensure to add your programme of study and year of study in the subject line. (for eg BS Year 1)
Deadline:	Two Weeks before the commencement of the relevant exam session i.e. Semester One, Semester Two or August Resits

All relevant sections of this form must be completed, legibly.

### Section A: Student Details

Surname:	First Name:
Student ID Number:	DCU Email Address:
Programme of Study:	Year of Study: (State whether 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Continuous, etc.)
Year of First Registration on Programme:	

### Section B: Details of Rationale for Application

Please tick the box below which best describes your reason for your application for postponement.

Category	Supporting documentation required (required for absences of more than 5 Days, please read 1. Guide above for further information)
<b>Illness, injury, accident or hospitalisation</b>	Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional, registered counsellor/psychotherapist or psychologist
<b>Family illness</b> (specify relationship)	Appropriate original supporting evidence must be supplied by a registered medical practitioner or other health professional
<b>Bereavement</b> (specify relationship)	Appropriate supporting evidence must be supplied
<b>Other personal or emotional circumstances</b>	Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional or Student Support professional
<b>Victim of Crime</b>	Supporting evidence must be provided by a member of An Garda Síochána, or use the previous option if the crime has resulted in serious personal or emotional circumstances
<b>Work Commitments (Part time students only)</b>	Signed letter (on letterhead) from employer stating you cannot be released to complete the assessments or examinations. Self-employed students: a letter outlining your changed circumstances <b>and</b> (1) Employer Registration Number or other equivalent evidence that you are self-employed <b>and</b> (2) evidence of new contracts, tenders or equivalent way of showing that you have had significant additional work since the beginning of the academic year which could have not been foreseen.

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<b>Other, please specify</b>	Appropriate original supporting evidence must be supplied.
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**Please summarise briefly and concisely the rationale for your application.**

**Section C: Details of Examinations/Assessments for which postponement is requested**

Module Code	Module Title	Type of Assessment (e.g. CA, Exam etc.)	Date of Exam or Submission of Assessment

*To be signed by Student*

*I confirm that the information given in this form is true and factually correct. I understand that this information may be disclosed, where absolutely necessary, to academic and administrative staff of the University directly involved.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Insert digital signature or send from student dcu email address**

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**Official Use only:**

Excel  ITS  Email

<b>Maximum Registration Period Checked</b> (see year of first registration on page 2)	
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### **Non-EU/Non-EEA Postponements Guidelines for Students**

Where a student may need to complete any aspect of their postponed module in the academic year 2022/23 the following should be noted.

Non-EU/Non-EEA 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 Irish Naturalisation and Immigration Service (INIS) 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 postponing an assessment or examination might be:

- INIS may ask you to leave the country and return for the deferred examination / assessment at the appropriate time or submit the assessment remotely. Depending on the individual module, this may be in the next academic session.
- If the next available opportunity for the module is in the next academic session, you will be required to register as a repeat student for the full module, including retaking all assessment components (see Section 7 of University Marks & Standards)

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

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