

# Extenuating Circumstances Form – R30

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### 1. Guide for Extenuating Circumstances

This extenuating circumstances procedure is intended to allow students to identify specific circumstances which have had a significant impact on their ability to complete assessment to the best of their ability and to allow you to bring these to the attention of your Programme Chair/ Progression and Award Board.

Students 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. Two or more periods of absences require supporting documentation when a student submits extenuating circumstances. 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 [examinations@dcu.ie](mailto:examinations@dcu.ie) in the Student Awards Team in the Registry. Please ensure to add your Programme of study and year of study in the subject line. (for eg BS Year 1)

This form should be submitted by the dates indicated in section 2 in order for your circumstances to be considered by the Programme Chairperson/Progression and Award Board. If your form is not submitted by this deadline, it may not be possible for the Progression and Award Board to consider your circumstances.

The recognition of extenuating circumstances does not normally result in the awarding of additional marks to your grade. It may however result in your module assessments being recorded as deferred or ill with the assessment to be taken at the next available sitting. You should provide personal details in Section A, details of the circumstances in Section B and details of the assessments affected in Section C.

If you have a disability or learning difficulty and are registered with the Disability & Learning Support Service (DLSS) these circumstances will be facilitated through ongoing supports and those circumstances should not be included as extenuating circumstances.

All students have the right to appeal the decisions of a Progression and Award Board under specified grounds. However, if you have not submitted extenuating circumstances prior to the Progression and Award Board meeting, your appeal may be rejected unless the Appeals Board finds that there were valid reasons for non-submission.

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

Important Information: If a deferral is proposed or applied for, you are still liable for full fees when repeating a module in the next academic session.

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.

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## 2. Extenuating Circumstances Form

<b>Submit To:</b>	<ul style="list-style-type: none"> <li>Student Awards, Registry: <a href="mailto:examinations@dcu.ie">examinations@dcu.ie</a> (Please ensure to add your programme of study &amp; year of study in the subject line eg BS Year 1)</li> </ul>
<b>Deadline:</b>	<ul style="list-style-type: none"> <li>Semester One Modules - before 4.00pm on 5<sup>th</sup> January 2023</li> <li>Semester Two Modules- before 4.00pm on Thursday the 9<sup>th</sup> May 2023</li> <li>Resits/Summer modules before 4.00pm on Tuesday 15<sup>th</sup> August 2023</li> </ul>
<p><b>NOTE:</b> Forms submitted after this date may not be considered at the relevant Progression and Award Board meeting and may be subject to the appeals process</p>	

Please complete all relevant sections of this form

### Section A: Student Details

<b>Surname</b>	<b>First Name:</b>
<b>Student ID Number:</b>	<b>DCU Email Address:</b>
<b>Programme of Study:</b>	<b>Year of Study:</b>

### Section B: Details of Extenuating Circumstances

**Please tick the box below which best describes your extenuating circumstances:** The University requires that these circumstances are confirmed by the professional indicated in each case below. **Appropriate original supporting evidence must be attached to this form.** Supporting evidence is non-returnable.

<input type="checkbox"/>	<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
<input type="checkbox"/>	<b>Family illness</b> (specify relationship)	Appropriate original supporting evidence must be supplied by a registered medical practitioner or other health professional
<input type="checkbox"/>	<b>Bereavement</b> (specify relationship)	Appropriate supporting evidence must be supplied
<input type="checkbox"/>	<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
<input type="checkbox"/>	<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
<input type="checkbox"/>	<b>Other, please specify</b> _____ _____	Appropriate original supporting evidence must be supplied.

**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>

**Revised September 2021**



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Period affected by the circumstances  
From

To

Please summarise briefly and concisely the nature of the extenuating circumstances.  
You may attach an additional sheet if necessary

## Section C: Details of Examinations/Assessments Affected

Module Code	Module Title	Type of Assessment

*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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Insert digital signature or send from student dcu email address

(Once completed, please email the form to the Student Awards Team in the Registry at [examinations@dcu.ie](mailto:examinations@dcu.ie))