### Contents

| A Guide for application for postponement of assessment/examination | 1 |
| Application for Postponement Form | 2 |

### A Guide for Postponement of Assessment/Examination

Following registration and attendance at lectures, it is recognised that in exceptional circumstances 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 (R-30) in order to have these considered by the Programme Chairperson / Progression and Award Board.

It is essential that the form is accompanied by relevant supporting documentation to evidence your application. Failure to supply this will prevent your form from being considered. The nature of the documentation/evidence is detailed on the form.

You must obtain the signature of the programme chairperson, and if relevant the International Office. You must then submit the form to Student Awards in the Registry except for Open Education students who should submit directly to National Institute for Digital Learning (NIDL) to obtain the correct signature.

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 accompanied by new supporting documentation.

Postponement of examinations/assessment does not extend the overall maximum registration period (Marks & Standards Section 5).

If your request has been approved Registry will send you an email confirming the result of the application.

It is your responsibility to ensure that you are correctly registered for the module at your next available opportunity. Please check Student Fees for resit/repeat fee implications. ([www.dcu.ie/finance/fees/index.shtml](http://www.dcu.ie/finance/fees/index.shtml))

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.*
Application for Postponement of Assessment/Examinations – R33

Submit to: Student Awards, Registry (with relevant signatures), Open Education students submit to NIDL
Time frame: 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 1st, 2nd, 3rd Continuous, etc.) |
| Year of First Registration on Programme: | Is this your first time to seek a postponement? Y ☐ N ☐ |
| Please tick category of student: EU ☐ Non EU / Non EEA ☐ | If Non EU/Non EEA you must read the note for International students and have the form authorised by the International Office. |

Section B: Details of Rationale for Application
Please tick the box below which best describes your reason for your application for postponement: 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.

| Illness, injury, accident or hospitalisation | Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional, registered counsellor/psychotherapist or psychologist |
| Family illness (specify relationship) | Appropriate original supporting evidence must be supplied by a registered medical practitioner or other health professional |
| Bereavement (specify relationship) | Appropriate supporting evidence must be supplied |
| Other personal or emotional circumstances | Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional or Student Support professional |
| Victim of Crime | 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 |
| Work Commitments (part-time students only) | 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 and (1) Employer Registration Number or other equivalent evidence that you are self-employed and (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. |
| Other, please specify | Appropriate original supporting evidence must be supplied. |

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy which can be viewed at the following website address: [http://www4.dcu.ie/registry/data-protection-notice.shtml](http://www4.dcu.ie/registry/data-protection-notice.shtml)

Revised September 2017
Period affected by the circumstances
From ___________________________ To ___________________________

Please summarise briefly and concisely the rationale for your application.
You may attach an additional sheet if necessary

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Type of Assessment (e.g. CA, Exam etc)</th>
<th>Date of Exam or Submission of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Non-EU/Non-EEA students form must be signed & stamped by the International Office

International Office Signature: ___________________________ Date: __________________

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. I confirm that I have attached the appropriate supporting documentation, obtained the signature of Programme Chairperson and where necessary obtained the signature of the International Office

Student Signature: ___________________________ Date: __________________

Please note you must get approval from Programme Chairperson before submitting this form to Registry

Approve  ☐  Advise student submit extenuating circumstances  ☐
Reject   ☐  Reason ________________________________________________

Maximum Registration Period checked  ☐  (see year of first registration on page 1)

Chairperson Signature ___________________________ Date __________________
Programme Chairperson

Official Use only:
Supporting Documentation  ☐  Excel  ☐  ITS  ☐  Email  ☐
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 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. 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 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**

**April 2013**