

## Technological University Dublin – Tallaght

### Application for Deferral of Examination(s)

<b>Examination Session:</b>	<b>January 2021</b>
<b>Closing Date:</b>	<b>20<sup>th</sup> January 2021. Late applications will not be considered</b>

<b>Section 1: General Information</b>			
1) This form should be completed by students seeking to defer one or more exams in an examination session for the current academic year. (Please print in BLOCK CAPITALS) 2) <b>Before completing this form, please read the accompanying notes below.</b> 3) Please complete this form in BLOCK LETTERS or in TYPESCRIP.T. 4) Make yourself aware of fee implications attaching to your deferral REQUEST			
<b>Section 2: Personal Details<sup>1</sup></b>			
Full Name:		Surname:	
Student ID:	X00	Date of Birth:	
Programme Code:	TA_	Year:	
Full-time / Part-time / ACCS		Telephone Number:	
Email address:			
<b>Section 3: Please complete the table below for the examination(s) you seek to defer:</b>			
Examination Title	Date / Time of Exam	Semester:	
<b>Section 4: Reason for seeking deferral. <i>Include supporting information and documentation relevant to this application e.g. medical/death/birth certificates/Garda report. Travel for holiday or other purpose is not a valid reason. Failure to do so will result in deferral not been granted.</i></b>			

<sup>1</sup> The personal information collected here is solely to allow you to be clearly identified and contacted with regard to this application only. This form will be used solely for the purpose of evaluation your deferral application and the update of your student record should a deferral be granted. For further information on the University’s Data Protection Policies and Procedures, please see our website <https://www.it-tallaght.ie/gdpr> and our Data Protection Notice for Students <https://www.tudublin.ie/media/website/explore/privacy-policyx2fgdpr/documents/appendices/C-TU-Dublin-Data-Protection-Notice-Students-30-11-20.pdf>

<i>pto</i> →	
<b>Section 5: Supporting Documentation</b> <i>Please list any items attached e.g. medical certificates or other supporting notes.</i>	
<b>Section 6: Signatures</b> <i>Forms <u>must</u> be signed by the applicant. Third party applications will not be considered.</i>	
Applicant's Signature	
Date:	

<b>For office use only:</b>			Dated received:		
Decision:	Approved:		Not approved:		
Notifications:	Applicant Notified:		By whom:		
	School/Dept. notified:		By whom:		
Signature:				Date:	

**Examination Deferral – Summary Notes**

1. Please see [www.it-tallaght.ie/examdeferral](http://www.it-tallaght.ie/examdeferral) for full details.
2. Granting of a deferral will only be considered where there are verifiable compelling mitigating circumstances beyond the student's control impacting ability to attend for examination. These may include:
  - a) Serious medical condition or injury preventing attendance for or completion of examination.
  - b) Bereavement of immediate close family members such as parents or siblings or guardians.
  - c) A traumatic experience which may include but is not limited to personal involvement in or witnessing of a very serious accident or crime or victim of serious crime committed against the person.
3. Where a deferral is granted, the student will be allowed postpone the identified examination(s) until the next formal offering of that examination (for January and May exams, this will normally be during the following August). Consecutive deferrals will not normally be considered.
4. In the case of project / thesis / report submissions deferral where granted will allow the student postpone submission until the next examination session. The student will be required to agree submission protocols with the lecturer/supervisor concerned.
5. Deferral is not an entitlement to re-attend and avail of tuition free of charge in the following academic year.
6. Deferral requests will only be considered when the following steps are followed:
  - a) Complete and sign the above *Examination Deferral Request Form* in full.
  - b) Clearly state the reasons for your request and provide relevant supporting documentation (e.g. certified medical certificates, death certificates, birth certificates, Garda report).
  - c) Submit completed forms to Registrar's Office or email [examinationdeferral.tallaght@tudublin.ie](mailto:examinationdeferral.tallaght@tudublin.ie) along with all supporting documentation on or before the stated deadline. **(If posting please note that all forms should be sent by registered post and you should retain your receipt as proof of purchase).**
  - d) **Late applications cannot be considered.** You may be liable for tuition fee if you choose to attend classes again for these modules. If you wish to apply for a deferral of a module or semester, please apply to the Registrar using the correct forms to request same. Applicants will be advised by email of the outcome of their application.