**APPLICATION TO DEFER EXAM/ASSESSMENT/PROJECT**

**City Campus**

Student Number:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TU Dublin Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme Code & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Year/Stage: \_\_\_\_\_\_

**Deferral request details:**

1. Module title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CRN Number: \_\_\_\_\_\_\_\_\_\_\_

Deferral of: Project Assessment Examination

Deferral Requested to/until: Supplemental Other

(Date if other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Module title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CRN Number: \_\_\_\_\_\_\_\_\_\_\_

Deferral of: Project Assessment Examination

Deferral Requested to/until: Supplemental Other

(Date if other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for deferral** (please attach relevant documentation to support your application):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the above personal data will be received by the relevant School Office staff and will be provided to the relevant University staff in Examinations, under section 3.1.2 of TU Dublin’s General Assessment Regulations, found at [General Assessment Regulations | TU Dublin](https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/city-student-assessment-regulations/general-assessment-regulations/) . I understand that Application to Defer Examination/Assessment/Project forms will be retained on file in electronic and/or paper format by the relevant University staff until completion of the deferred assessment(s), following which they will be confidentially destroyed.

In the first instance please submit this application form and supporting documentation to your School Office

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­

*Student*

Recommended by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Head of School/Discipline*

**Please note: These Regulations apply to Technological University Dublin - City Campus only (formerly DIT)**

General Assessment Regulations

(second edition)

(Approved by Academic Council, 24 June 2009)
(Amended by Academic Council 4 May 2011)
(Amended by Academic Council 12 October 2011)

(Amended by Academic Council 27 June 2012)

(Amended by Academic Council 9 April 2014)

(Amended by Academic Council 18 March 2015)

(Amended by Academic Council 21 March 2018)

(Amended by Academic Council 14 November 2018)

### Deferral of an Assessment

1. If an application for a deferral of an assessment (see Form – Application to Defer Examinations/ Assessments/Project) is made by a candidate not later than one month prior to the scheduled date for that assessment, then the Head of School, or nominee, may approve such a deferral without penalty.
2. If an application for a deferral of an assessment is made by a candidate within one month prior to the scheduled date for that assessment, then the Head of School, or nominee, may approve the deferral only in exceptional circumstances.

**The complete City Campus General Assessment Regulations document is available for download at:**

[General Assessment Regulations | TU Dublin](https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/city-student-assessment-regulations/general-assessment-regulations/)