

REQUEST FOR DEFERRAL OF COURSEWORK ON GROUNDS OF EXTENUATING CIRCUMSTANCES

Deferral of COURSEWORK may be requested ONLY on grounds of extenuating circumstances. Before you complete this form, it is important that you read the leaflet *Requests for Deferral of Assessments on Grounds of Extenuating Circumstances: a Guide to the Regulations* (available from Faculty and Campus Offices). If after reading the leaflet you are certain that there are extenuating circumstances in your case which do justify deferral of coursework, please complete this form, sign it and submit it to your Faculty Office. Please make sure that supporting evidence is attached securely to the form. Please complete all sections of the form.

Your Faculty Office will set the deadline dates.

THIS FORM IS FOR COURSEWORK ONLY. DO NOT USE THIS FORM TO REQUEST DEFERRALS IN EXAMINATIONS

Name:	Mr/Mrs/Miss/Ms
Address for correspondence:	Telephone No.
	Mobile Phone No.
Student ID number (from your Student Card):	
Programme:	Year: Level:
Faculty:	Campus:
Have you requested deferrals before?	Yes/No
Is your request related to a long-term illness or condition?	Yes/No

IMPORTANT: IF YOU ONLY REQUIRE AN EXTENSION OF YOUR DEADLINE DATE DISCUSS THIS WITH YOUR MODULE LEADER FIRST. A REQUEST TO DEFER YOUR COURSEWORK IS DIFFERENT FROM A REQUEST FOR AN EXTENSION. SEEK GUIDANCE IF YOU ARE UNSURE WHICH IS MOST APPROPRIATE FOR YOU.

COURSEWORK

Module Title:	Module Code:	Type of Coursework e.g. essay, phase test, presentation etc.	Deadline Date:

Give a brief description, including relevant dates, of the extenuating circumstances which apply to the above coursework, explaining how your performance in the coursework would have been (or was) seriously impaired by the circumstances. You may use a separate sheet for this if you prefer.

List the supporting evidence which you have attached to this form. Evidence of an exceptionally sensitive or personal nature may be placed in a sealed envelope marked 'Confidential' and addressed to the Chair of the Faculty Panel.

Declaration by Student: I confirm that all of the information I have given on this form and all supporting evidence I have provided is truthful, accurate and relevant.

Signed _____ Date _____

Office Stamp

Top Copy – Faculty Office
Bottom Copy – Student must keep

FOR OFFICE USE ONLY:

Decision of Panel: Accept Reject

Signed _____ Date _____

Code for Deferral

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NOTES

1. You must submit this form by the relevant publicised deadlines. Requests for deferral received after the deadlines will not be considered.

Your Faculty Office will set the deadlines for submission of this form. The dates will be publicised and you should enquire at your Faculty Office or Student Advice Centre. **All deadlines will be strictly adhered to.**
2. Forms must be submitted as close in time as possible to the circumstances which they describe.
3. Retrospective medical certificates or doctor's notes will normally only be accepted if you consulted the doctor at the time of the illness. They should be from your own doctor, and contain a clear and unambiguous medical opinion.
4. Remember that extenuating circumstances do not in themselves excuse a failure or poor performance. In considering whether the extenuating circumstances are such as to justify granting deferral of coursework, the Faculty Panel will take account of:
 - The supporting evidence
 - The closeness in time of the circumstances to the deadline dates listed overleaf
 - Whether all coursework might have been equally affected
 - The severity of the problem or impairment
 - The length of time the circumstances or problem or impairment has lasted
5. If accepted by the Faculty Panel, this request can lead **ONLY** to a deferral of the coursework. If the student has already completed the coursework for which deferral is being requested, and the Panel accedes to the request, the student's work will not be marked. If it has already been marked, the mark or grade or other outcome **shall be declared void** and shall **not** be entered on the student's record either at this time or at any future time.