

Section A: Student Details

Student Full Name:	
Student ID Number:	
DCU Email Address:	
Programme of study:	
Year of Study:	

Please List the Modules for which you are seeking a postponement:

Module Code	Module Title	Type of Assessment CA/EXAM/ Both	Date of Exam or Submission of Assessment

Section B: Details of Rationale for Application

Period affected by the Circumstances:

From:	To:

Please tick the box below which best describes your reason for your application for postponement.

<input type="checkbox"/>	Illness, injury, accident or hospitalisation	<input type="checkbox"/>	Victims of a Crime:
<input type="checkbox"/>	Family illness (specify relationship)	<input type="checkbox"/>	Work Commitments
<input type="checkbox"/>	Bereavement (specify relationship)	<input type="checkbox"/>	Other, please specify
<input type="checkbox"/>	Other personal or emotional circumstances		

The University requires that these circumstances are confirmed by the professional indicated in each case below. **Appropriate original supporting evidence must be submitted alongside this form.** Supporting evidence is non-returnable.

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

Section C

To be signed by Student

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 acknowledge the requirement for appropriate supporting documentation and have discussed my rationale for postponement with my Programme Chairperson.

Student Signature: _____ Date: _____

NOTE: you **MUST** secure approval from Programme Chairperson before submitting your application to Registry via the submission portal. (see Section D)

Section D: Approval by Programme Chair (To be completed and signed by Programme Chairperson)

I confirm that I have reviewed the provided rationale for postponement of assessment and am supportive of same providing the submission of all relevant supporting documentation.

Please note an email confirming same from programme chair will be accepted in lieu of a physical signature. You may attach either a copy of the email from the programme chair or a photo of the signed form.

Chairperson Signature: _____ Date: _____

(Programme Chairperson)