



Code: **QA234**
Title: Deferral of Examinations
Date: 13-Nov-2014
Approval:

1. Purpose

The purpose of this policy is to advise students of the procedures for the deferral of examinations.

2. Procedures for the deferral of examination results

It is recognised that circumstances may arise which will lead to a student wishing to defer some of his/her assessments and/or formal examinations during the academic year. Please be assured that whatever the circumstances are there is a network of support within the University in Student Services, the Colleges and Schools, Registry and the Students Union which you should avail of. This guide is to assist you with the process should you need to apply for a deferral of an examination.

- The form can be obtained from the Examinations Office website at <http://www.universityofgalway.ie/exams/>
- This form should be completed if you are aware that you will be unable to sit an examination due to an ongoing illness, family bereavement or other, independently vouched, personal circumstances, which affect your ability to take your examinations and which are **outside your own control**. This form must be completed before the examination for which you are requesting a deferral takes place. It should not be completed after the examination for which you are requesting a deferral takes place. Results of examinations taken will not be altered in retrospect owing to an illness which was already present at the time the examination was taken.
- A student who is granted a deferral for one examination during an exam session (e.g. Semester 1 exams) will have a deferral automatically applied to all remaining examinations in that session. For example, if you are granted a deferral for the second of five exams in Semester 1, all subsequent exams in Semester 1 are also deferred. In very rare circumstances (e.g. chronic illness), the Dean of College (or nominee) may waive the deferral of all subsequent exams.
- All sections on the form must be completed and all applications must be accompanied by supporting documentation. Examples of supporting documentation include:
 - **Illness:** In the case of any illness, or accident, a medical certificate is required from a registered Medical Practitioner. This certificate should be on letterhead paper and should be legible, stamped and dated. It should cover the appropriate date(s) of the examination period.

- **Family Bereavement:** In the case of a family bereavement which occurs at exam time, a copy of the death notice is required.
 - **Consulted a Counsellor:** A letter from a registered Psychologist or Counsellor is required. This note should be on letterhead paper and should be legible, stamped and dated.
 - **Recent diagnosis of disability (e.g. dyslexia):** A signed copy of both the Psychologist's report and the LENS statement from the Disability Officer should be attached.
- Your application will be treated as strictly confidential.
 - You are required to contact the relevant Office as indicated in your programme handbook to discuss your application to defer. This may be the College Office, your personal tutor, School Office or the office otherwise administering your academic programme. A Deferral is granted by the College or the designated units within the College such as the School, the Student Affairs Committee or other such system and not by the Examinations Office. Your programme handbook will explicitly advise on the process which applies to you.
 - New Certification to support a deferral request is required with each new application.
 - The deferral application form should be submitted directly to the Office indicated in your Programme Handbook. The application must, except in exceptional circumstances, be submitted at least one week prior to the examination or assessment for which a deferral is sought. Some situations such as pregnancy or birth may permit deferral notification earlier in the academic year.
 - When your request has been processed you will receive an email informing you of the outcome of the request for the deferral. All decisions are final.
 - Deferral is granted only in serious circumstances which are outside your control, for example a family bereavement which occurs at exam time.
 - Some examples presented as reasons for seeking a deferral that will not be accepted:
 - "I /my family /my friends have planned /booked a holiday"
 - "My brother /sister /friend / is getting married"
 - "I am not ready to take these examinations yet".
 - "I have not studied/prepared enough".
 - "I am working and cannot study/prepare for my examinations."
 - "My level of English is not sufficient to take the examination.

Note: Deferring an Academic Year is a separate process and a request for leave of absence should be discussed with the same Office as set out above and in your programme handbook.

3. Non-EU Deferrals - Guidelines for Non-EU Students

Note for Non-EU/Non-EEA Students:

Non-EU 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 University of Galway, 'full-time' study represents a full diet of modules or full-time research, bearing 60 ECTS credits at minimum, as undertaken by full-time students taking part in the relevant programme.

The Garda National Immigration Bureau (GNIB) is the body that stamps students' passports to allow them to remain in the country as continuing students. This body has the right to deny this residency to any student 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.
- You may be asked to enrol for attendance again, hence paying the fee for the full year again

It is therefore strongly recommended that the request to defer a module or assessment be only submitted under extreme circumstances. University of Galway cannot take any responsibility for decisions taken by the GNIB or Department of Justice.

Name	Responsibility
Registrar and Deputy-President	Policy Owner
College or the unit within the College designated as decision maker for deferrals e.g. School	Compliance with policy Ensuring implementation of policy
Examinations Officer	Monitoring and reporting compliance with the policy Revisions to the policy

**APPLICATION FORM FOR DEFERRAL OF EXAMINATIONS AND OTHER FORMS
OF ASSESSMENT**

Surname

First Names

Student ID Number

Email

Mobile Phone No.

Programme

Year of Study

EU

Non EU/Non EEA

Reason for Deferral:

Details of the reason(s) for seeking a deferral to the August Repeat/2nd Sitting examination session should be given below (Use an additional page if necessary). Please note that relevant certification, as set out in the accompanying guide, in support of your application must be supplied.

Print a copy of your Personal Exam Timetable and include it with your application form. Your Personal Exam Timetable is available online via the Academic Web Services Menu - Student Services (www.universityofgalway.ie/students)

It will not be possible to consider applications submitted without appropriate supporting documentation.

Details of examination(s) for which deferral is being sought:

Please list below the module(s) to which your application refers (Please list Module Code and Module Name) and all subsequent examinations in the exam session.

A student who is granted a deferral for one examination during an exam session (e.g. Semester 1 exams) will have a deferral automatically applied to all remaining examinations in that session. For example, if you are granted a deferral for the second of five exams in Semester 1, all subsequent exams in Semester 1 are also deferred.

Module Code:	Module Name:

Is this your first time to seek a deferral? Y N

I confirm that I have read and understood the Exams Deferral Policy

Student's Signature _____ **Date** _____

College Office or office delegated by the College

I hereby certify that the student named above discussed his/her application for deferral with me and I:

Approve Reject this deferral.

Brief reason for rejection:

The student will complete these modules at the August Repeat/2nd Sitting Examination Session.

Signature of Dean of College or nominee: _____

Date: _____

Deferral requests for non-EU students are to be signed by the International Office before being submitted to the College Office:

International Office Signature: _____

<p>International Office Date Stamp</p>
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For College Office Use Only

Supporting Documentation:

Deferral of Exam and all Subsequent Exams Recorded

Email sent to student:

Examinations Office Notified:

Lecturer Notified: