

**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)