

**Office Use:**

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

Entered in Excel: Yes \_\_\_\_ No \_\_\_\_

***SCHOOL OF ECONOMICS, UNIVERSITY COLLEGE, CORK***  
**NOTIFICATION OF ABSENCE FROM CLASS**

*Please fill out the following form notifying the School of Economics of your absence from module lectures, tutorials etc. If you have any queries or concerns please contact a member of the Examinations Committee.*

Student Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Tel Contact No: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Supporting Documentation Attached: Yes ☐ No ☐

Module Codes missed:	Dates/time of Lectures/ Tutorials Missed	Lecturers Name
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for absence:

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use:**

School of Economics Examinations Committee

**For Programmes where there are marks for attendance**Approved: ☐ Not Approved: ☐

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

Comments:

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

# SCHOOL OF ECONOMICS

## UNIVERSITY COLLEGE, CORK

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### ***POLICY AND PROCEDURES ON YEARSWORK ASSESSMENT EXTENSIONS/PERMISSION FOR ABSENCE***

The School of Economics operates a fair policy for all students submitting yearswork assessments on time. *A fair policy starts with recognising the consideration due to students who meet these requirements.*

#### ***1. Submitting Yearswork Assessment:***

The date, time and venue for the submission of yearswork assessment will be known in advance by all students. There are penalties for the late submission of yearswork. Where work is submitted up to and including **7 days late, 10% of the total marks** available shall be deducted from the mark achieved. Where work is submitted up to and including **14 days late, 20% of the total marks** available shall be deducted from the mark achieved. Work **submitted 15 days late or more shall be assigned a zero mark.**

Please note Saturday and Sunday count as 2 days. Years work assessments will only be accepted when a Student Declaration Form is signed and stamped by your module lecturer (unless otherwise notified). Assessments that are put under the door of the lecturer or Student Services will not be accepted.

Permission for an Extension is only granted in exceptional circumstances (see below).

#### ***2. Exceptional Circumstances: Grounds for Application for an Extension/Absence:***

- (a) Death of a parent/guardian, grandparent, other relative sibling, spouse, child, friend if within sufficient proximity to the in-class examination.
- (b) Illness or medical condition within sufficient proximity to the in-class examination to have substantial and material effect and for which evidence is furnished to the Examinations Committee (where appropriate).
- (c) Circumstances outside the control of the applicant, which make it legally or physically impossible for the student to attend the in-class examination such as court appearance, job interview, wedding of a sibling or other immediate family member, participation in a sporting/other event for UCC (for which you did not have sufficient prior notice to inform the module lecturer) and for which evidence is furnished to the Examinations Committee (where appropriate).
- (d) Other circumstances which the Examination Committee considers to be analogous to any of the above and for which evidence is furnished to the Examinations Committee (where appropriate).

**Please Note: Holidays or attendance at concerts, sports training in term etc. are not classified as exceptional circumstances.**

Applications for extensions must be submitted to the appropriate programme administrator in the Student Services Office of the School of Economics in advance of the submission date deadline if possible or, at the latest, within **2 weeks of the assessment deadline**. Applicants after this two weeks deadline will be asked to meet with a member of Examinations Committee.

**Student Service Office Hours are Monday to Friday 9.30am -1pm and 2pm- 5pm**

Applications for extension must **ONLY** be submitted to the Student Services Office during office hours. Applications will not be accepted by module lecturers or any other staff member in the School of Economics. Applications must be date stamped by **the programme administrator** – Applications will not be accepted if they have been put under doors of module lecturer or student services.

Applications for extension are reviewed by the Examinations Committee on the **Friday** of each week. If an application is successful the student is awarded an extension. In this case your successful application will be recorded by the Examinations Committee and your module lecturer will be informed in writing of the new submission date. Students will be informed of the new submission date in writing by their UCC email account only. If an application is unsuccessful students will be informed by their UCC email account only. Students will be made aware of the reason for the decision. Possible reasons for an unsuccessful application may include:

- a) Application does not fall under the ‘grounds’ on page 2. You may be informed that the School of Economics will not grant an extension on the cited grounds or that the Examinations Committee will not automatically grant extension on the stated grounds but will bring the circumstances to the School’s Internal Examination Board meeting in Spring/Summer/Autumn.
- b) Details in the application are unclear. In this case you may be asked to clarify these details, upon receipt of which the Examinations Committee will re-consider the application.

*Please note that The School of Economics respects the confidentiality of all our students. All permission for absences applications are dealt with in the strictest confidence. The only members of staff that will be made aware of your special circumstances are the designated members of the Examinations Committee and the Head of the School, School Manager. Module Lecturers/Programme Directors are informed that an application has been successful and on what grounds (e.g. (a), (b) (c) and (d). They are not informed of the specific circumstances unless necessary and following informed consent of the student.*

*There may be circumstances that a student feels are very sensitive in nature and wish to remain private and confidential to a minimum number of staff. This is perfectly understandable. In such cases, students may request not to fill out the Extension Application form and instead discuss the matter with a member of the Examinations committee. In this case, students should indicate this to the relevant programme administrator. They will arrange an appointment with one or more members of the committee. In such cases it will be decided with the consent of the student as to how the circumstances are to be recorded for module lecturers/programme directors.*

In UCC, all students have the right of appeal a result in a module/programme.

The grounds for appeal, policies, and procedures are set out at

<http://www.ucc.ie/en/exams/procedures-regulations/appeals/>

**School of Economics Examinations Committee:**

Chair:	Daniel Blackshields	<a href="mailto:d.blackshields@ucc.ie">d.blackshields@ucc.ie</a>	Deputy: John Eakins	<a href="mailto:j.eakins@ucc.ie">j.eakins@ucc.ie</a>
Deputy:	Rosemary Murphy	<a href="mailto:rmurphy@ucc.ie">rmurphy@ucc.ie</a>	Deputy: David Butler	<a href="mailto:david.butler@ucc.ie">david.butler@ucc.ie</a>
Administrators:	Joan Corcoran	<a href="mailto:j.corcoran@ucc.ie">j.corcoran@ucc.ie</a>	Erica Murphy	<a href="mailto:erica.murphy@ucc.ie">erica.murphy@ucc.ie</a>
	Martha Phelan	<a href="mailto:marthaphelan@ucc.ie">marthaphelan@ucc.ie</a>	Kathy Ring	<a href="mailto:kathy.ring@ucc.ie">kathy.ring@ucc.ie</a>