

APPLICATION FORM - LATE SUBMISSION OF WRITTEN COURSEWORK

Unless otherwise indicated, this form may be used in such circumstances where a student knows that, for good reason, a written coursework deadline cannot be met or has not been met.

You must complete all information in Section A and B. Supporting documentation must be provided, otherwise, applications will not be considered, and extensions will not be provided.

If you are applying for three or more extensions at one time, then you should contact your programme director(s) who can help coordinate your application..

If due to the nature of your application (e.g. victim of crime) you are unable to share the circumstances of your application with a lecturer(s), then you should contact your programme director.

STUDENTS MUST COMPLETE SECTION A and B

Section A		
Student Name		
Student Number		
Degree		
Contact Details	Tel Number	
	UCC Email address	
Module Code		
Module Title		
Module Lecturer		
Assessment Details		
Submission Due Date		

Section B – Grounds for Application			
	Reason for Application	Details Needed	Supporting Documentation Needed
	Illness, injury, accident, or hospitalisation	Specify details	Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional, registered counsellor/ psychotherapist, or psychologist. (see UCC guidelines)
	Family illness	Specify relationship <i>e.g., parent</i>	Appropriate original supporting evidence must be supplied by a registered medical practitioner or other health professional
	Bereavement	Specify relationship <i>e.g., parent/ guardian, grandparent, sibling, spouse, child, friend</i>	Appropriate supporting evidence must be supplied (e.g., RIP.ie notice)
	Other personal circumstances	Specify circumstances <i>e.g., court appearance, job interview, wedding of a sibling or immediate family member, participation in a sporting/ other event for UCC</i>	Appropriate original supporting evidence must be supplied. Note: priority must be given to module assessment, and you must demonstrate your firm efforts to rearrange outside events/activities
	Victim of Crime	Specify details	Supporting evidence must be provided by a member of An Garda Síochána/ the police.
	Other	Specify details	Appropriate supporting evidence must be supplied.

Please specify details		
I have included supporting documentation	Yes	No
	If No, explain why?	
Signed:	Date:	

MODULE CO-ORDINATOR MUST COMPLETE SECTION C

Section C	
Permission granted	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No, penalty in Book of Modules will apply
<input type="checkbox"/>	No, extension is not feasible, application referred to exemptions officer
If yes, revised submission details:	
Reason for decision (give details):	
For extensions over two weeks, was the Programme Director consulted?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Module Lecturer Signature	
Signed:	Date:

Procedure

To submit the form you

- must complete Section A and B in full.
- save the file as Student name, ID, Programme & Year, and Module Code. i.e., John Smith, 111333444, BScFin2, AC2111
- email the application form and supporting documentation to the module lecturer.
Note if you receive an out-of-office reply then send the email your programme administrator.

The module lecturer is responsible for communicating the decision using this form to

- a) the student
- b) the UG CUBSUGMedCerts@ucc.ie or PG CUBSPGMedCerts@ucc.ie Office

The CUBS UG/PG office is responsible for retaining a record of all decisions made, in accordance with GDPR guidelines.