



# Application Form for Late Submission of Coursework

Requests for extensions of deadlines should be sought in advance of submission dates

This form should be submitted where a student knows that for good reason that a deadline cannot be met **IN ADVANCE** – it is expected that such requests will normally be the exception rather than the rule. The circumstances under which such a request would be considered are likely to be on the basis of a known extended period of absence from the University for serious personal and/or family reasons or where a student is representing their country or UCD. Students **must ensure that they are aware of the UCD Policy on Submission of Coursework** (see page 1-2).

## STUDENTS MUST COMPLETE SECTIONS A & B

### SECTION A

<b>Student Name</b> <i>(please print name)</i>	
<b>Student Number</b>	
<b>Assessment component</b> <b>Type/Title</b> <i>(e.g. essay/title)</i>	
<b>Student contact information</b> <i>(phone number / email address)</i>	
<b>Module Code</b>	
<b>Module Title</b>	
<b>Module Co-ordinator</b>	
<b>Tutor (if applicable)</b>	
<b>Due Date of Submission</b>	

### SECTION B

<b>Requested new date for submission:</b>
<b>State reason for extension request</b>
<b>Student Signature:</b>
<b>Signed:..... Date:.....</b>

## MODULE CO-ORDINATORS MUST COMPLETE SECTION C

### SECTION C

<b>Permission granted</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Penalty?</b> <i>(please tick one, if yes state penalty to be applied. See paragraph 4 of Policy on Submission of Coursework)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Agreed new submission date:</b>
<b>Reason for decision/Comments, give details</b>
<b>Module Co-ordinator Signature:</b>  <b>Signed:</b> ..... <b>Date:</b> .....

### Procedures

Forms may be obtained from the School Office / Academic Secretariat Website

Students must complete Sections A & B. (NB: It is the student's responsibility to ask Module Coordinators to complete Section C). The Module Coordinator should return the form to the student. *Students should notify the School Office of the new submission date.* Students should attach the original, completed form to their coursework before submission. (NB this form should be submitted **in addition to** the coursework submission form/School cover sheet, which contains a declaration of authorship).

**Module coordinators** may, on receipt of a student request for an extension to a submission deadline decide to:

- Refuse permission for extension, giving reasons; or
- Grant permission for extension with no penalty; or
- Grant permission for extension with a penalty, as guided by the Policy for late submission.