



UNIVERSITY COLLEGE DUBLIN
Application Form: Graduate Research Programmes

Extenuating Circumstances Application for Extension of Thesis Submission Deadline

Before completing this form please note:

An extension is a variation to the thesis submission deadline that compensates for a period of time where a student has paid full fees but has been unable to pursue studies for **extenuating personal, medical or academic circumstances**. An application for an extension will only be considered where there are such extenuating circumstances¹.

All applications should be submitted to the Graduate School Board before the thesis submission deadline² and the length of an extension is equivalent to the period of time where a student has paid full fees but has been unable to pursue studies for extenuating circumstances. Retrospective applications may be considered only in exceptional cases, and it is at the discretion of the Graduate School Board whether or not to consider late applications.

Students should communicate with their Principal Supervisor as soon as is reasonably possible, well in advance of their thesis submission deadline.

Students should ensure that they read section 4 (*Pre-thesis submission: Extension*) in the *Policy on Theses in Graduate Research Programmes* before completing this form.

When should this form be submitted?

The completed form should be returned to the School Office **as soon as possible and in advance of the thesis submission deadline**.

Appropriate original supporting evidence must be supplied with the application e.g. in the case of medical extenuating circumstances, an original medical certificate supplied by a registered medical practitioner or other health professional.

Please note: original documentation supplied is non-returnable. It is recommended that students retain a copy of the application and evidence for their records.

¹ **Examples of specific types of extenuating circumstances** that may be considered acceptable justification, as well as examples of what may not normally be considered acceptable justification are outlined in the FAQ document for staff and students, *FAQ: policies on theses in graduate programmes*.

² Information regarding the submission deadline for graduate research theses is available on the Fees and Grants section of the Registry website

(http://www.ucd.ie/registry/adminservices/fees/theses_submission.htm).

A. PERSONAL AND PROGRAMME DETAILS

Telephone Number		UCD Connect E-mail Address	
Programme Title & Code		Programme Start Date	
School		Name of Principal Supervisor	

B. NATURE OF YOUR EXTENUATING CIRCUMSTANCES

Student Name and Number:

Please describe the circumstances (use an additional page appended to this form if necessary). Please be specific as to the impact of these circumstances on your academic performance. Your confidentiality is assured. Only those people who will consider your circumstances will have sight of this form. **Appropriate original supporting evidence must be supplied.**

Are your extenuating circumstances personal, medical or academic in nature? Please tick the box below which best describes your extenuating circumstances.

The University requires that these circumstances are confirmed by the professional indicated in each case below. Appropriate original supporting evidence must be supplied. Supporting evidence is non-returnable. Where appropriate, please ask the professional providing supporting evidence to be as specific as possible in outlining the impact of your circumstances on your ability to meet the demands of your academic programme.

<input type="checkbox"/> Personal Circumstances – including family bereavement, family illness or other personal or emotional circumstances	Appropriate original supporting evidence must be supplied.
<input type="checkbox"/> Medical Circumstances – including physical illness, injury, accident or hospitalisation	Appropriate original supporting evidence must be supplied by a registered medical practitioner, health professional, registered counsellor/ psychotherapist or psychologist.
<input type="checkbox"/> Academic Circumstances – including changes to the research question as approved	Appropriate original supporting evidence must be supplied.

Is this your first application for an extension? *(If not, please provide details of your previous application(s).)*

Please clarify the length of Extension sought.

C.SUPPORTING EVIDENCE

Supporting Evidence Provided: YES NO

Supporting evidence from one or more of the following competent professionals must be included. Please note that original documentation must be supplied and is non-returnable. It is recommended that you retain a copy of the application and evidence for your records. Documentation should be confined to the facts of the case and the nature of the impact only.

Please indicate the source of the supporting evidence you are attaching to the application:

- Medical Practitioner
- Garda
- Other health professional (please specify)
- UCD Student Support professional*
- Other (please specify)

* A student support professional is one of the following: a UCD Student Adviser; a member of the UCD Access/New ERA or Disability Support Service staff; an official UCD student counsellor or a UCD Chaplain.

D. STUDENT SIGNATURE (To verify that you have read and understood the policy section **Pre-thesis submission: Extension** and that all the information supplied is true and factually correct.)

Signed:
Date:

E. THE FOLLOWING SIGNATURES ARE REQUIRED

Principal Supervisor	
Head of School	

F. FOR OFFICE USE ONLY

1. RECEIVED BY THE SCHOOL OFFICE

Office: _____ Date: _____
 Signed: _____ Print name: _____
 School Board Recommendation and Date: _____

2. RECEIVED BY THE GRADUATE SCHOOL OFFICE

Student Name and Number:

Office:	Date:
Signed:	Print name:
3. DECISION OF THE GRADUATE SCHOOL BOARD	
Application approved: YES NO	
Length of extension approved:	
New submission date:	
Date of decision:	
Delegated Authority: Date Registry informed of the length of extension period	