

17 June 2025



## Clárann UCD | UCD Registry

### Upcoming Policy Change: New Additional Considerations for Assessment Policy (from September 2026)

***This email has been circulated to:***

*Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator - Students, Programme Deans, Vice Principals for Teaching and Learning, Directors of College Offices, Director of School Offices, Programme and Operations Managers, Programme Managers, College Administrators - Programmes and Students, Innovation Academy, Student Advisers, Student Health Staff, Student Counselling Staff.*

Dear Colleagues,

I'm writing to share an important update regarding a new policy at UCD: **the Additional Considerations for Assessment Policy**. This policy will replace the existing Extenuating Circumstances and Late Submission of Coursework policies, effective from the **2026/27** academic year. This is our first communication regarding this new policy.

#### **Policy Background**

You might be aware that in 2023, a Working Group was established by the Registrar and sponsored by ACCE to review our current policies on Extenuating Circumstances, and develop a new, more comprehensive and equitable policy for the University. Clear feedback from both staff and students indicated that improvements were needed to ensure fairness and streamline processes, and Academic Council approved this new policy in October 2024.

The new Additional Considerations policy is designed to be fairer, more compassionate and clearer for both students and staff. It aims to provide equitable treatment for our diverse student body, while simplifying processes and reducing administrative burden. We believe this change will positively impact the student experience at UCD.

#### **Policy Implementation**

From Academic Year 2026/27, the existing Extenuating Circumstances and Late Submission of Coursework policies will be replaced. A new system and processes are currently being developed to support the policy implementation. Professor Colin Scott is sponsoring this project, and a cross-functional steering group chaired by Professor Jonathan McNulty is overseeing the effort. The project will be managed by my team in Assessment, UCD Registry, which will be the business owner of the new process.

We understand that this will be a widely used policy throughout the university, and we are committed to engaging extensively with you as we develop a streamlined process and system.

### Get involved

- **Learn more:** Visit the new [Additional Considerations webpage](#) that includes an FAQ about the new policy. We will keep this page updated as the implementation progresses.
- **Share your feedback:** Complete this [brief survey](#) (it should take less than 5 minutes) to share your experience with the current process and any suggested improvements. This will help us ensure the new process is as effective as possible.

Project planning is now underway, and we will continue to communicate updates as the project progresses. Your feedback is invaluable to us as we work to create a fair and effective process for all.

Thank you in advance for your input and engagement.

Best wishes,

Karen

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This email was sent by [UCD Registry](#)