

### **Please read before applying for an Examination/Major Project deferral:**

- CA/Project deferrals can only be processed where the component is weighted at 40% or above in a module. If a CA/Project is weighted at below 40% you need to apply for a 'CA Extension/Rerun' which is managed by your Programme Coordinator.
- Deferral requests can only be considered in exceptional circumstances, normally in the case of illness or bereavement – supporting documentation is required in **all cases**.
- The normal processing time for deferral requests is ten working days however this will increase at extremely busy times i.e. during semesterised exam periods. If supporting documentation is not submitted or is inadequate this will delay the processing of your deferral request.
- If you have a query regarding your deferral please email it to [exams@ncirl.ie](mailto:exams@ncirl.ie)
- Students applying for a deferral of a repeat examination should note that if the deferral is granted, additional opportunities to sit the exam only will not be permitted. Students who are granted a deferral of a repeat examination will be required to repeat by attending on the module in the next offering and will not be eligible to progress to the next stage of their programme until the deferred module has been successfully completed.

### **Please read before applying for a Module deferral:**

- Deferral requests can only be considered in exceptional circumstances, normally in the case of illness or bereavement – supporting documentation is required in **all cases**.
- The normal processing time for deferral requests is ten working days however this will increase at extremely busy times e.g. during semesterised exam periods. If supporting documentation is not submitted or is inadequate this will delay the processing of your deferral request.
- Students are advised that should a module deferral be granted, the running of the programme in the next academic year is subsequent to numbers and the programme structure may change. It may also delay your progression/ expected completion time of the course.
- If you have a query regarding your deferral please email it to [exams@ncirl.ie](mailto:exams@ncirl.ie)

### **Please read if you are a Springboard/HEA Funded student:**

- In the event that your deferred exam/project/module will take you into the following academic year there may be a financial cost to you in regards to completing the remainder of the programme. This is because the Higher Education Authority stipulates that Springboard+ courses and funding are **guaranteed for the current academic year only**. In addition we have no guarantee that the course will be funded under the Springboard+ scheme upon your return to college. The programme structure may also be changed from year to year. Please contact the school administrative office at your earliest convenience to confirm details for the next academic year.
- Queries regarding Springboard funding should be directed to [sprinboard@ncirl.ie](mailto:sprinboard@ncirl.ie)