

2013/ 2014

### Extenuating Circumstances Form

**COMPLETION OF ALL DETAILS IS REQUIRED**

|   |                      |                     |                      |                        |                      |
|---|----------------------|---------------------|----------------------|------------------------|----------------------|
| <b>Membership Number</b>  | <input type="text"/> | <b>Staff Number</b> | <input type="text"/> | <i>(if applicable)</i> |                      |
| <b>Surname</b>  | <input type="text"/> |                     |                      |                        |                      |
| <b>First Name</b>   | <input type="text"/> |                     |                      |                        |                      |
| <b>Mother's Maiden Name</b>   | <input type="text"/> |                     |                      |                        |                      |
| <b>Date of Birth</b>  | <input type="text"/> | /                   | <input type="text"/> | /                      | <input type="text"/> |
| <b>Place of Birth</b><br><small>(County if born in Ireland, otherwise Country of birth)</small> | <input type="text"/> |                     |                      |                        |                      |
| <b>Employer Name</b>  | <input type="text"/> |                     |                      |                        |                      |
| <b>Mobile Phone Number*</b>   | <input type="text"/> |                     |                      |                        |                      |
| <b>Email Address*</b>   | <input type="text"/> |                     |                      |                        |                      |

\* We will send you alerts when new correspondence is posted to your online Student Centre

Have you been a UCD student before? Yes  No  If yes, state dates of attendance: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Name of Module/ Modules that you were unable to sit for due to illness/ family bereavement/ extenuating circumstances:

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Exam Date for Module: \_\_\_\_\_  
Name of Exam Venue i.e. Dublin: \_\_\_\_\_

**Please note**

- 1 If your non-attendance at the examination is due to extenuating circumstances defined on page 2 of this document we will waive the re-registration fee (but only in the circumstances outlined on page 2) and you will be re-registered to the NEXT available sitting. To avail of the extenuating circumstance clause, candidates will need to submit to Head of Registry, a medical certificate/supporting documentation together with completed submission form, within 10 working days of examination date. If you have any queries you can email [extenuatingcircumstances@iob.ie](mailto:extenuatingcircumstances@iob.ie)
- 2 A description of your illness must be noted on the medical cert. A medical cert stating that the student is unable to attend due to illness will NOT be accepted.

*The Registry Office reserves the right to ask you to provide further medical certification / evidence if necessary or request any further information that they require.*

*You must have original medical certificates / police reports (etc.) to support your case and the illness or trauma must be shown to have affected you in the assessment itself or in the period immediately leading up to it.*

*I have read and understood the terms and conditions of registration as set out in the prospectus and on the School's website and I agree to be bound by them.*

Signed: ..... Date: .....

If you are submitting this form by post please return completed form together with medical cert/supporting documentation to:

Registry, The Institute of Banking, IFSC, 1 North Wall Quay, Dublin 1.

Tel: +353 (0) 1 6116500

Email: [extenuatingcircumstances@iob.ie](mailto:extenuatingcircumstances@iob.ie)

Fax: +353 (0) 1 6116565

Website: [www.iob.ie](http://www.iob.ie)

**Note about Extenuating Circumstances:**

- 1 This note this is **not** a resit form, if you have sat and failed an examination you should re-register by telephone, by calling (00353) 1 6116500) or online at [www.iob.ie](http://www.iob.ie). You should have your membership number, the modules(s) you wish to re-sit, the location at which you wish to sit the exam and Credit Card/Laser Card details to hand. Alternatively you can re-register by completing a resit form and submitting it to The Institute of Banking by post. All re-registrations must be made prior to the appropriate closing date.
- 2 Please note the Institute of Banking does not accept responsibility for the post, if your Medical Certificate/supporting documentation is not received within the required timeframe it will be returned to you and you will have to pay a re-registration fee of €165 per module.

As a recognised college of UCD we adhere to UCD academic regulations including policies around extenuating circumstances. UCD defines extenuating circumstances as:

Extenuating circumstances are serious unforeseen circumstances beyond your control which prevented you from meeting the requirements of your programme which might include:

- Missing an examination or test
- Failing to submit all or any part of any continuous assessments by the due date
- Performing below your ability in work submitted or examinations attended
- Circumstances that persisted throughout the semester or a substantial part of it that effected your performance

Extenuating circumstances may include:

- Involvement in an accident
- Victim of crime
- An acute illness or serious on-going medical condition
- Ongoing life-threatening illness of a close family member or partner
- Bereavement of a close family member or partner
- Acute or on-going serious personal/emotional circumstances
- Domestic upheaval at the time of the assessment (e.g. fire, burglary, eviction)

The following are examples of what may **not** normally be considered grounds for extenuating circumstances and any applications citing any of the following are **unlikely** to be considered:

- Typical symptoms associated with exam stress (e.g. anxiety, sleeping disturbances etc)
- Minor illnesses such as a common cold
- Relationship difficulties
- Financial difficulties
- Holidays during the academic year
- Accommodation issues
- Commuting issues
- Misreading the examination timetable
- Paid employment or voluntary work
- IT and/or computer failure
- English is not your first language
- Multiple assessments in a short time
- Failure to plan study schedule
- Sporting commitments
- Debs/weddings/social events
- Election/campaigning commitments