

### 3.9 Deferrals of Programme, Module or Assessment for Registered Learners

#### 3.9.1 Objectives

To outline the procedure governing the application for and consideration of programme and module deferrals

#### 3.9.2 Scope

This procedure refers to the application for and consideration of programme and module deferrals on academic undergraduate and postgraduate programmes. This procedure may be varied under the terms of an Institutional Agreement where a programme of study is delivered as a collaborative initiative with a partner institution. For any applicant who has not yet registered and wants to defer their commandment of a programme (deferred entry), the relevant process is [Applicant Deferred Entry procedure](#).

#### 3.9.3 Responsibilities

##### Learner

- Follows the stated procedure for applying for a deferral
- Becomes familiar with their right of appeal and the corresponding procedure

##### Programme Director

- Receives applications and uses their discretion in granting a deferral of a stage of a programme (subsequent to registration) and ensures the learner is issued with a letter stating the conditions of the deferral
- Receives applications and uses their discretion in granting a deferral of a module(s) (attendance and assessment) and ensures the learner is issued with a letter stating the conditions of the deferral
- Receives applications and considers requests for a deferral of a module(s) (assessment only) of a programme (subsequent to registration) on specific and documented grounds and ensures the learner is issued with a letter stating the conditions of the deferral
- Is decision maker for assessment deferral (I grade)
- Should the application be unsuccessful, the Programme Director must record the basis of the rejection, normally on the Learner Record Amendment Form (LRAF), and forward it to the Registration Officer.
- Consults Global Engagement Office and other departments as needed for each individual learner's circumstances

##### Faculty Administrator

- Process all received Learner Record Amendment Form (LRAF) forms normally with 5 days of receiving the deferral application.

##### Global Engagement Office

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- Involved in deferral of module and semester for international learners

### Registration Office

- Processes all deferrals once confirmed

### Accounts Department

- Processes any payments or changes once deferrals have been confirmed

### 3.9.4 Types of Deferral

A learner can apply for three types of deferral:

- a) A programme deferral constitutes:
  - The postponement of a stage or semester of a programme (subsequent to registration) until the next available commencement
  - The postponement of an academic year of a programme (subsequent to registration) until the next available commencement
- b) A module deferral constitutes:
  - The postponement of a module(s) (attendance and assessment) until the next available commencement. This option is not normally available to learners enrolled on a full-time programme.
- c) An assessment deferral constitutes:
  - The postponement of a module(s) (assessment only) until the next available sitting.

### 3.9.5 Grounds for Deferral Applications

In the case of any deferral, the Programme Director can grant a deferral sitting on the grounds stated below:

- a) **Illness:** Applications on grounds of illness must be supported by appropriate medical documentation covering the submission date/examination period for which the learner has applied for a deferral. Medical certificates for the period in question must be submitted to the Faculty within 5 working days of the initial illness. The time period may be extended only in exceptional circumstances where the provision of the note within 5 days is not possible.
- b) **Bereavement:** Applications on the grounds of bereavement may be granted at the discretion of the Programme Director. In all cases, the Programme Director has the right to ask for proof of bereavement.
- c) **Extenuating Circumstances:** Applications on the grounds of extenuating circumstances include the following:

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- a) Where a learner's ability to perform to their academic potential is, in the view of the Programme Director, severely diminished due to circumstances outside of their control – normally as evidenced by appropriate documentary evidence - they will normally be granted a deferral until the next available sitting
- b) Where a learner's ability to perform to their academic potential has been diminished due to jury duty, which constitutes absence from at least three weeks of the semester - normally as evidenced by written support from the court authorities - they may be granted a deferral until the next sitting

### 3.9.6 Programme Deferral

The Programme Director uses their discretion in the granting of a deferral of a stage of a programme (subsequent to registration) until the next available commencement. Learners applying for stage deferrals should be of good academic standing and should normally have completed the previous stage. Applications for this type of deferral must normally be made within two weeks of the beginning of the semester. The Programme Director must ensure the individual is issued with a letter which states the following:

- a) The deferral granted is for a maximum of one academic year.
- b) The college reserves the right to discontinue a programme without prior notice to an individual who has deferred from that programme.
- c) The college reserves the right to amend the programme content without prior notice to an individual who has deferred from that programme
- d) The individual is liable for the programme tuition fee applicable to the academic year that they re-join the programme.

### 3.9.7 Module Deferral (attendance and assessment)

The Programme Director uses their discretion in the granting of a deferral of a module(s) (attendance and assessment) of a programme (prior to or subsequent to registration) until the next available commencement. Deferral applications for this type of deferral must normally be made within two weeks of the beginning of the semester. The Programme Director must ensure the individual is issued with a letter which states the following:

- a) The deferral granted is for a maximum of one academic year
- b) The college reserves the right to discontinue a module without prior notice to an individual who has deferred from that module
- c) The college reserves the right to amend the module content without prior notice to an individual who has deferred from that module
- d) The individual is liable for the module tuition fee applicable to the academic year that they join the programme.

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### 3.9.8 Module Deferral (Assessment only)

The Programme Director may also grant a deferral where the learner's ability to perform to their academic potential is, in the view of the Programme Director, severely diminished due to reasonable and documented extenuating circumstances. The Programme Director must ensure the individual is issued with a letter, which states the following:

- a) The deferral granted is until the next available sitting
- b) The college reserves the right to discontinue a module without prior notice to an individual who has deferred from that module
- c) The college reserves the right to amend the module content without prior notice to an individual who has deferred from that module
- d) The individual is liable for any module assessment fee applicable to the academic year that they re-join the programme.

### 3.9.9 Applying for Deferrals

A learner who wishes to apply for a deferral of a stage of a programme (prior to or subsequent to registration), a module(s) (attendance and assessment), or a module (assessment only) should submit their application, normally in the form of a Learner Record Amendment Form (LRAF) available from the faculty, along with any supporting documentation to the Programme Director.

The Programme Director will issue the learner with a letter stating whether or not they have been granted a deferral, the associated conditions (see section 3.9.8 above) and the learner's right of appeal, if applicable.

The Faculty Administrator will then forward the signed Learner Record Amendment Form (LRAF) to the Registration Officer - normally within 5 working days of receiving the deferral application - which in turn, if necessary, informs the Accounts Department and deregisters the learner on the learner administration system. Should the application be unsuccessful, the Programme Director must record the basis of the rejection, normally on the Learner Record Amendment Form (LRAF), and forward it to the Registration Officer.

### 3.9.10 Appeal

A learner wishing to appeal the outcome of a deferral application may do so by invoking the [College Appeals Procedure in Section F \(Document 6.2\)](#)

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