



For office use:

CMIS

SITS

STUDENT SERVICES CENTRE

Request to Defer Assessments

- The School usually requires students to sit all assessments in the academic year in which tuition was received. In exceptional, documented circumstances students may be permitted to postpone or defer one or more assessments (which may include a dissertation) to the next academic year. Please provide a reason for your request to defer overleaf and enclose any supporting documents.
- **Please read the notes on the reverse before completing this form.** All sections of this form must be completed before submitting to the Student Services Centre. If any sections are left blank, the application may be delayed by having to return the form to the relevant signatories from whom approval must be gained.
- **BA/BSc students:** If a deferral is being sought for more than one, but fewer than all courses taken this academic year, the approval of the Dean of Undergraduate Studies will also be required.
- **Taught graduate students:** If a deferral is being sought for the second time (or more), the approval of the Chair of the Graduate Studies Sub-Committee will also be required.

Personal Details

Surname First name(s)

Student Number Degree Programme

Please indicate whether you are:

A registered student Taking assessments only, without tuition

Please list below the course(s) in which you wish to defer the assessment:

Course Code	Course Title	Unit Value

Your signature Date

For completion by the Chair of the Sub-Board of Examiners for your degree

I hereby support this request to defer assessment to the next academic year. I also confirm that, if this deferral is approved, and the mode of assessment for the course(s) is examination, a paper(s) will be set next year based on the syllabus that the student was originally taught. If any paper is offered by an outside department, I confirm that I have consulted with the appropriate Chair of the Sub-Board of Examiners and that they also approve this deferral and that the appropriate assessment arrangements will be made in this respect.

Name of the Chair of the Sub-Board of Examiners:

Chair's signature: Date:

For office use: GSSC / Dean of Undergraduate Studies approval (if necessary)

Signature: Date:

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Please give details below of your reasons for requesting to defer your assessment(s).

Notes

- Candidates who are absent from an examination, or fail to hand in their dissertation, without formal permission to defer will have that assessment counted as a failed attempt.
- Courses that have been deferred will appear on the LSE for You results page with no mark and a grade of N/A.
- Except in the case of unforeseen and exceptional circumstances, permission to defer must be sought from the Chair of the Sub-Board of Examiners for your degree no later than Friday of the first week of the Summer term, or no later than seven days prior to the submission date of your dissertation.
- Details of the outcome of your request will be sent to your LSE email address.

Visa Information (for non-EU students only)

- If you currently have a student visa, deferring your assessments may impact upon your registration status and your right to remain in the UK. Please refer to the International Student Immigration Service website, lse.ac.uk/ISIS, for detailed information.