

# PhD STUDENT COURSE DEFERRAL FORM

This form is to be used by PhD students to request to defer assessments in taught courses only. Before completing this form please refer to [lse.ac.uk/deferral](https://lse.ac.uk/deferral) for information regarding deferrals. When completing the form you should outline the reason for your request and ensure that you enclose appropriate supporting evidence.

## Section 1: Your Details

Family Name

First name(s)

Student ID Number (e.g. 202312345)

Programme of Study (e.g. MPhil Statistics)

## Section 2: Assessments that you wish to defer

**IMPORTANT: You must list all assessments you wish to request to be deferred. You will be expected to submit any assessment you have not requested to defer.**

Course Code (e.g. AC100)	Unit Value (e.g. 1.0 or 0.5)	Type of Assessment (e.g. LT 5,000 word essay)	Due Date (e.g. 10.12.2023)	Weighting (of overall course mark e.g. 30%)
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## Section 3: Reason for Application

Please provide a brief explanation of why you are applying to defer these assessments. Your circumstances must be sudden, unforeseen, out of your control and proximate to the assessment(s) in question.

#### Section 4: Evidence

Supporting documents must comply with the [Standards of Evidence](#).

Please choose the category that best describes your circumstances

Own medical condition

Other / Multiple

Bereavement

Family Circumstances

Please tick/explain which evidence is provided. Evidence must be in English; some certified translation services are available from the [Language Centre](#).

Medical Certificate

Other

Death Certificate

Police Report

#### Section 5: Student Declaration

By submitting this form you confirm that: You have read the guidance provided. You understand that deferrals may impact on progression from one year to the next. You understand that LSE is required to report to UKVI any changes in the registration status for students with Student visas. You understand that this deferral may mean that your Student visa may be amended or curtailed (cancelled) and confirm that you have sought advice from the [Student Advice and Engagement Team](#). You also confirm that all of the information and submission deadlines detailed in this form are correct. You accept that the School reserves the right to void an approved deferral should it later find out any information in this form or the supporting evidence is incorrect.

#### Section 6: Sub-Board Approval

For completion by the Chair of the Sub-Board of Examiners of your home department. This section must be completed and then the form must be submitted to the PhD Academy by email ([phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk)).

Name Signature Date

*By signing this form, you confirm that you have reviewed the evidence provided and are satisfied it meets the [Standards of Evidence](#). You also confirm that you support this request and you understand the obligation to provide a further opportunity to submit this assessment/exam in the original format. If any course is outside of your home department, you confirm that you 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.*

#### Notes

- Please visit [lse.ac.uk/deferral](http://lse.ac.uk/deferral) for information about deferrals, the impact deferring may have on progression and awards, and for details of when the deferred assessment will take place.
- Please visit the [Student Advice and Engagement](#) webpage for more details of how an extension may impact on your immigration permission.
- You cannot defer an assessment when the exam or submission date has already passed. Please read the web page for guidance on the deadlines for different types of assessment.
- Details of the outcome of your request will be sent to your LSE e-mail address. You must not assume your request has been approved until you receive a confirmation email.
- If your deferral request is not approved and you do not submit the assessment you will receive a zero mark for that assessment.

**Please return this completed form to the PhD Academy, by email to [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk)**