



Application for Off-Books (OBA / OBN)

E-mail to: studcase@tcd.ie

Section A: Student's Details

Date of request:	<input type="text"/>
Student's Name:	<input type="text"/>
Student's ID:	<input type="text"/>
Course:	<input type="text"/>
Year of course:	<input type="text"/>
Current Status:	<input type="checkbox"/> On Books <input type="checkbox"/> Off Books <input type="checkbox"/> OBA (Off Books Taking Assessment)
Tutor's Name:	<input type="text"/>
Tutor's Email:	<input type="text"/>
Academic Unit Contact:	<input type="text"/>
Academic Unit Email:	<input type="text"/>

Section B: What is the student requesting?

Please select one from the list below:

- OBN - Off Books in Good Standing (following successful completion of current academic year)
- OBN - Off Books Not in Good Standing (following academic year)
- OBN - Off Books (remainder of current academic year)
- OBN - Off Books (remain off-books after a period of off-books)
- OBA** - Off Books taking Assessments/Exams only (following academic year)
- Other

Please list modules below (for students going OBA – Off-Books taking Assessments):

Module code	Module name

Has the student attempted any of the exams listed above?

Yes

No

Please provide supporting details and evidence if required:

Have you included relevant supporting documentation?

Yes

No

N/A

Please select the reason for going off-books:

Personal

Financial

Other

Medical

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Section C: Privacy statement

This form, together with all supporting documentation, is submitted on the understanding that the data contained therein are used solely for the purposes of the consideration of application to go off-books. The personal data included in this application form will be processed in accordance with the Data Protection Policy of Trinity College Dublin and the Privacy Notice of Trinity College Dublin and will be shared with relevant Schools /Departments /Course Offices.

Section D: Notes

Tutors, please ensure you discuss the following points with your tutee:

- Going off-books implies the student is taking time off and intends to return to the same course in College.
- New JF Students cannot normally go off-books before 31st January. If they cannot continue with their current course, they should withdraw from College (use Withdrawing form) and reapply through the CAO. In very exceptional circumstances (serious illness), you can apply to Student Cases for permission to go off-books rather than withdraw.
- JF students who go off-books after 31st January should apply for re-admission before 1st August, using the readmission form available at <http://www.tcd.ie/Admissions/undergraduate/apply/forms/>.
- Students going off-books on medical grounds will need to submit a **Letter of Certification** from their doctor confirming they are fit to return to full-time study before they can register. Send the letter to Student Cases.
- Non JF Students going off-books for other reasons (personal, financial, admission or other) will be invited to register at the normal time.
- Normally, permission to go off-books is granted for one year only. Permission to remain off-books for another year needs to be applied for. It is unusual for Health Sciences students to be allowed to stay off-books for more than a year.
- Some courses run joint modules for 2 consecutive years (for example SF and JS). It is therefore often not possible for students in these courses to go off-books between SF and JS. They may need to go off-books for 2 years. See <http://www.tcd.ie/undergraduate-studies/academic-progress/offbooks-re-admissions.php> for more details.

Students deferring exam(s) to the next sitting or off-books taking assessments (OBA):

- will not be registered students during this time, so are not expected to attend College (except placement where appropriate). They will keep computer account, e-mail and access to BlackBoard modules for the year they attended
- are examined on the course delivered during the year they were on-books
- may get reading rights in Library (need to apply for reader's ticket), but no borrowing rights
- will incur an examination fee €382

Fee implications:

- Students going off-books before 31st January, when they return to complete their year, will be liable for ½ the tuition fee, unless they are granted remission of tuition fee on medical grounds (this MUST be applied for separately; Fee Remission Form available at <http://www.tcd.ie/undergraduatestudies/academic-progress/repetition.php>), AND the full student contribution. If they have paid the full student contribution for the current year, they are eligible for a refund of the second instalment. They will not be eligible for the SUSI grant for that year, unless they are granted remission of tuition fee on medical grounds.
- Students withdrawing after 31st January will be liable for full tuition fees and full student contribution when they return to complete their year, (unless they are granted remission of tuition fee on medical grounds. This MUST be applied for separately. Fee Remission Form available at <http://www.tcd.ie/undergraduate-studies/academic-progress/repetition.php>). Remember that the fee remission scheme only covers the tuition fee element, NOT the student contribution and it only applies to students on the free fees initiative. (So not International students and those student paying their own fees).
- Off books doing exams/placements/assessments incurs a €382 exam fee.

Personal Issues to consider:

- Re-adjusting to the demands of academic work after long break can take time. The advice is to keep some academic activity going (reading, writing, etc.)
- Students will be coming back into a different year group and it may take time for them to find their place in that group and integrate with them.