

# Off Books UG Student Cases

e-mail to [student.cases@tcd.ie](mailto:student.cases@tcd.ie) / September 2014

Date of Request

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## Section A: Student Details

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Student Name

Student ID

Course

Year

Current Status

On Books

Off Books

OBA (Off Books Taking Assessments)

Tutor Name

Tutor Email

Academic Unit Contact

Academic Unit Email

## Section B - What is the student requesting?

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Please select one of the following and provide module/exam codes below where relevant.

Off Books in Good Standing (following successful completion of current academic year)

Off Books remainder of Current Year (returning next academic year)

Off Books Exams Only (following academic year)

Off Books remainder of Current Year (remaining off books following year)

Off Books Coursework/Placements (following academic year)

Other

Off Books Exams/Coursework/Placements (following academic year)

Off Books Not in Good Standing (following academic year)

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Have you consulted Calendar/Course handbook with regard to your request and is your request within normal regulation?

Yes  
No

**Please list exam/module codes below:**

Has the student attempted any of the exams listed above in section B?

Yes  
No

If Yes, please note this will be treated as a first attempt having already taken place and this could impact the overall mark.

Is the student currently registered?

Yes  
No

Please select reason for going off books;

Personal  
Financial  
Medical  
Ad misericordiam  
Other





## Section E - Checklist

- 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 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, Ad Mis. 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/off-books-re-admissions.php> for more details.

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

Fees 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/undergraduate-studies/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.