



Postgraduate Application for Off-books (OBN) and Off-books with Assessment (OBA)

This form should ***only*** be submitted by your Supervisor to Student Cases by emailing pgcases@tcd.ie.

All sections of the form must be completed in full. Incomplete forms will cause delays in processing.

Section A: Student Details

Date of Request:	<input type="text"/>	Course Name:	<input type="text"/>
Student Name:	<input type="text"/>	Year of Course:	<input type="text"/>
Student ID:	<input type="text"/>	School / Programme Office Contact:	<input type="text"/>
		School / Programme Office Email:	<input type="text"/>

Section B: Requestor Details

Supervisor Name:	Supervisor Email:
<input type="text"/>	<input type="text"/>

Section C: What is the student requesting?

Student's current status: 1. On Books 2. Off-books (OBN) 3. Off-books taking Assessments (OBA)

Please select reason for going off-books:

1. Personal 2. Financial 3. Medical 4. Ad Misericordiam 5. Maternity 5. Other

Taught Students: Please select the period of time you wish to go off books, within the current academic year:

From Month/Year:

To Month/Year:

For Research Students: Please select one of the options below:

1. March to September 2. September to March 3. September to September 4. March to March 5. Other

If you selected *Other* above:

From Month/Year:

To Month/Year:

Please provide supporting details and evidence:

Tutors please confirm that you have discussed the following with your student and referred to the college calendar with regard to your request?

Implications of going off-books (OBN) or off-books with assessments (OBA)	Yes	No
Refer them to the AR student cases website, Student Finance website and College Calendar for detailed information	Yes	No



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.

Applicant Signature

Date

References

[College Calendar](#)

[Student Cases Website](#)

[Off-books guide](#)

[Student Finance Website](#)