



## Undergraduate Application for Off-books with Assessment (OBA)

This form should **\*only\*** be submitted by your Tutor to Student Cases by emailing [studcase@tcd.ie](mailto:studcase@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/Course Office Contact:	<input type="text"/>
		School/Course Office Email:	<input type="text"/>

### Section B: Requestor Details

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

### Section C: What is the student requesting?

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

What is the student requesting?

1. OBA: off-books taking assessments / exams only (following academic year)
2. Other: lift exclusions and go OBA off-books taking assessments / exams only (following academic year)

**For students requesting OBA (off-books taking assessments) please list modules below:**

Module Code	Module Name	Module Credits	Has the student attempted any of the assessments?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

**Please provide supporting details and evidence (Mandatory):**



**Section C: What is the student requesting?**

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 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.

**Student's Signature**

**Date**

**References**

[College Calendar](#)

[Student Cases Website](#)

[Off-Books Guide](#)

[Student Finance Website](#)