



**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

PROCEDURES FOR COMPLETING A REPORT ON NON-SATISFACTORY STUDENT ATTENDANCE

1. If a student's attendance is returned as non-satisfactory (NS) in accordance with the published School/Department/Programme attendance regulations, the Non-Satisfactory Attendance (NSA) form (Sections I-III) may be used by the School/Department/Programme to record the steps taken at local level to ascertain whether any mitigating circumstances apply.
2. Completion of forms must be managed via the student's Tutor and must allow a minimum of five working days for students to engage with the process and provide evidence of mitigating circumstances, if applicable.
 - 2.1 If mitigating circumstances apply and are accepted by the School/Department/Programme, the completed NSA form may be retained on file for records purposes, if required, according to the College's data management regulations.
 - 2.2 If a student's attendance has been returned as non-satisfactory and if there are no mitigating circumstances or if mitigating circumstances are not accepted, local-level consequences may be implemented and recorded on the completed NSA form, which can be retained for records purposes if required, according to the College's data management regulations.
 - 2.3 If a student's attendance has been returned as non-satisfactory and if there are no mitigating circumstances or if mitigating circumstances are not accepted, the DUTL/Course Director/Head of Discipline may request that the Senior Lecturer require the student to repeat the year in full. If this consequence is requested by a School, the fully completed non-satisfactory attendance (NSA) form, with the relevant School/course regulations quoted, must be received by the Senior Lecturer (via the Student Cases team in Academic Registry) no later than two working weeks prior to the commencement of Hilary term (for cases of non-satisfactory attendance in Michaelmas term) or two weeks prior to the publication of exams results (for cases of non-satisfactory attendance in Hilary term). In the case of Schools whose teaching extends into Trinity Term, a fully completed non-satisfactory attendance (NSA) form must be received by the Senior Lecturer via Student Cases no later than two working weeks prior to the publication of examination results (for cases of non-satisfactory attendance in Trinity term).
 - 2.4 In considering the request, the Senior Lecturer may seek additional information from the DUTL/Course Director/Head of Discipline/Tutor/student as required.

NON-SATISFACTORY STUDENT ATTENDANCE (FORM)*

SECTION I

To be completed by Director of Teaching and Learning (Undergraduate)/Course Director/Head of Discipline

Name of Student: _____

Student number: _____

Name of Tutor: _____

Course and Year of Studies (e.g. JF BESS): _____

School in which student is returned as NSA: _____

Term for which student is returned as NSA: _____

What are the published attendance requirements for this course?

What are the published consequences for non-attendance for this course?

Details of classes missed:

Grounds on which student is returned as NS:

Signature of Director of Teaching and Learning (Undergraduate)/Course Director/Head of Discipline:

Date completed: _____

**All sections of this form must be completed and returned to the Senior Lecturer via Student Cases no later than two working weeks prior to the commencement of Hilary term (for cases of non-satisfactory attendance in Michaelmas term) or two weeks prior to the publication of annual exams results (for cases of non-satisfactory attendance in Hilary term). In the case of Schools whose teaching extends into Trinity Term, a fully completed non-satisfactory attendance (NSA) form must be received by the Senior Lecturer via Student Cases no later than two working weeks prior to the publication of examination results (for cases of non-satisfactory attendance in Trinity term).*

SECTION II

To be completed by Tutor (1, 2 or 3 below)

1. I have interviewed the student named in Section I and have informed him/her of the Regulations governing non-satisfactory student attendance. The student reported no mitigating circumstances.

Signature of Tutor: _____ Date: _____

2. I have interviewed the student named in Section I and consider that their attendance should not have been recorded as non-satisfactory for the following reasons:

Signature of Tutor: _____ Date: _____

3. I have attempted to contact the student named in Section I to discuss this matter but have received no response within 5 working days

Signature of Tutor: _____ Date: _____

SECTION III

To be completed by Director of Teaching and Learning (Undergraduate)/Course Director/Head of Discipline where tutor reports mitigating circumstances

I accept the mitigating circumstances reported by the tutor. YES NO

If no, state grounds below:

Signature of Director of Teaching and Learning (Undergraduate)/Course Director/Head of Discipline:

_____ Date: _____

If mitigating circumstances are accepted, this form may be retained at School level in accordance with the College's records management policy.