



Guidelines for Off Books with Assessment (OBA)

The following guidelines are for tutors, undergraduate students, chairs and members of Courts of First Appeal, and for other academic and administrative staff who are involved in the appeals process or in advising students. They are designed to articulate and clarify current practices and procedures in relation to OBA and, in this way, to provide greater transparency and to support consistency and fairness in decision making.

It should be noted at the outset that OBA is not an automatic right. An undergraduate student who cannot progress to the next year of study is returned as 'Fail – Repeat Year'. This is the default position and may only be amended on the basis of a successful appeal brought by the student and their tutor. Decisions by Courts of Appeal or by the Senior Lecturer/Dean of Undergraduate Studies are made after full consideration of what is in the best academic interests of the student.

(i) Procedures for requesting OBA

A case for Off Books with Assessment must be made via the student's College tutor to a Court of First Appeal or to Academic Appeals (NB As with other appeal requests, Academic Appeals should not be the first Court to which the request is made). A request may also be made directly to the Senior Lecturer/Dean of Undergraduate Studies and will be dealt with as a student case.

When submitting a request for OBA to the Senior Lecturer / Dean of Undergraduate Studies as a student case, the Off-books Student Case Template should be used.

(ii) Grounds for requesting OBA

OBA may be requested on medical, financial or other ad misericordiam grounds. There are clear guidelines on exceptional circumstances supporting an ad misericordiam appeal and these are available at <https://www.tcd.ie/undergraduate-studies/assets/documents/Exceptional%20Circumstances%2026-02-16.pdf> . Students seeking OBA are also required to furnish evidence in support of their request. The guidelines for the types of evidence that must be furnished are available at https://www.tcd.ie/undergraduate-studies/assets/documents/Evidence_Support_ad_mis_Appeal_19-04-2017.pdf

(iii) Number and type of modules that may be repeated OBA

In the academic interests of the student, no more than three modules, not exceeding 20 ECTS, may normally be repeated off books. Certain modules may not be suitable for repeating off books: this is a matter for the programme/subject to determine.

(iv) Status of a student who is OBA

A student who is granted OBA is not a registered student during that year. However, they retain their computer account and email; they have access to Blackboard; they can obtain a reader's ticket for the Library (without borrowing rights); and they have limited access to Student Services such as Student Counselling.

(v) What does the student repeat?

It is the expectation that a student who is repeating a module off books will be reassessed in all the learning outcomes of the module that they have failed. They are assessed on the content of the module as delivered in the year, in which they took it.

(vi) Status of OBA

Repeating OBA counts as a repeat year.

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