



TRINITY SCIENCE PROGRAMME MANAGEMENT COMMITTEE

Attendance/Non-attendance Regulations for Junior and Senior Fresh Students

The following regulations will apply to Junior and Senior Fresh student in the following Science Courses:

TR060: Biological and Biomedical Science

TR061: Chemical Sciences

TR062: Geography and Geoscience

TR063: Physical Sciences

All students must begin attendance for their course no later than the first day of teaching term and must fully take part in the academic work of their course. Attendance at Lectures, Labs, Field trips and tutorials is **compulsory** in both core and open modules. Timetables are published through the my.tcd.ie portal and the onus lies with the student to inform themselves of dates, times and venues by consulting the timetable regularly.

It is extremely important that students meet all the requirements of their course and that they submit all continuous assessments, Laboratory practical/Field course reports and assignments by the required deadlines. Students should ensure that they make themselves aware of the module weightings which are outlined in the relevant booklets available from the Science Course Office website: <https://www.tcd.ie/science/undergraduate/>

Laboratory Practicals, Field courses and Tutorials

The primary function of laboratory practicals, compulsory field courses and tutorials is to equip students with the skills and knowledge necessary to be successful at sophister level in their chosen moderatorship. Therefore, they are an extremely important part of the student educational experience in Science. The learning outcomes for these components are intrinsically linked with the physical actions of being present. Students who do not attend at least 2/3 of the compulsory sessions in a module will be returned as “non-satisfactory attendance and may be excluded from taking their exams: see section below.

Coursework/assignments

Students must complete and submit all coursework, laboratory write ups, field course notes in full by the published submission date. Deductions for late submission will be applied as follows:

Biology – 10% reduction from final grade per week

Chemistry – 10% for the first 24 hours and 5% ever day after that

Geoscience – 10% reduction from final grade per week

Module handbooks will detail penalties for late submission of individual pieces of continuous assessment.

It is therefore essential, that students who think they will not be in a position to meet a certain deadline, contact the module Coordinator or Course Director before the due date. We recognise that there are times when students will struggle with deadlines, and problems identified at the time are more easily dealt with than retrospectively when assignments start piling up.



Module coordinators/Course Director details can be found in the Blackboard modules or in the relevant handbooks available for download from the Science webpage: <https://www.tcd.ie/science/undergraduate/>

Absence through illness:

Where a student misses an assigned laboratory/field course/compulsory tutorial class through illness, they must **(a)** submit an absence report and upload a med cert via the Science Absence form: (<https://forms.office.com/Pages/ResponsePage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK2pn-Bcn6aBJpJezeqwuYapUMkpaU1E5SDY5TDZaTUhYU01PMlhBV0kxSyQIQCN0PWcu>) **on the day of their return to College** and **(b)** inform the laboratory practical supervisor of their absence at the earliest opportunity and certainly at the next session.

Note: submission of a medical certificate does not automatically initiate excusal from an activity. The student must obtain excusal from the module coordinator or Course Director after they have submitted a medical cert.

Other absences:

Students who have sports commitments to the College should supply confirmation from the appropriate committee to the Module Coordinator/Course Director well in advance of any event. Students who anticipate that their sporting commitments may necessitate more than an occasional absence from College (e.g., Sports Scholars etc.) should discuss their situation with their tutor and the Associate Dean of Undergraduate Science Education (ADUSE).

Students who have unexpected family commitments should request excusal from the Module Coordinator/Course Director. Excuses for absence presented after the event, will not be accepted.

Vacations/Holidays/Weddings during teaching term

Students who are absent from College during teaching term for planned vacations/holidays/weddings etc. must ask the Senior Lecturer, through their tutor, for permission to be absent from college. No special accommodations will be made for such students. No replacement tutorials, laboratory/field courses will be scheduled, and no lecture material will be recorded. The onus in such cases lies with the student to catch up on the worked missed.

The general regulations outlined above will apply however, individual cases will be reviewed on their own merits.

Non-Satisfactory attendance in Science

All Junior and Senior Fresh students must fulfil the course and module requirements as set out above with regard to attendance. At the end of teaching term students who have not satisfied these regulations may be reported as non-satisfactory for that term. Students whose attendance is reported as non-satisfactory may be refused permission to take their semester one or semester two examinations and may be required to repeat the year.

Science students will be considered non-satisfactory in a module if:

They fail to attend at least 2/3 of the laboratory practicals/field trips in a module

OR

They fail to submit at least 2/3 of the required coursework/assignments in a module.