School of Politics and International Relations

Tutorial Absence Record Form

Students missing tutorials may be awarded attendance marks in instances of certified illness or exceptional personal difficulties. Completed forms should be submitted to your tutor and the school office in room G314, Newman Building.

Please attach a copy of your medical certificate or a letter outlining your circumstances.

Students must fully complete sections 1 and 2.

Section 1: Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student Number  |  |
| Phone |  | UCD Email |   |

Section 2: Tutorial Details (Please list multiple missed tutorials for one module on a new line.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module Code | Module Name (See overleaf) | Tutor | Tutorial Day & Time | Date of Missed Tutorial |
| **Example** |   |  |  |  |
| POL10160 | Found of Cont Pol | Jack Torrance | Wed 10am | 04/10/2017  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Section 3: Office Use Only

|  |
| --- |
| Decision: |
| Record Amended By: |
| Date: |

See overleaf for further information. ⮷

Modules with Tutorials

# Semester 1

INRL10010 Found of Pol Theory & IR

POL10160 Found of Contemporary Politics

POL20010 Individuals and the State

POL20020 Comparative Politics

# Semester 2

INRL10010 Found of Pol Theory & IR

POL10160 Found of Contemporary Politics

POL20050 Research Methods in Pol Sci

INRL20040 International Relations

# Tutors’ Directory

<https://www.ucd.ie/spire/study/currentundergraduatestudents/commonundergraduatequestions/>

# Contact the School Administration Office for further queries.

UCD School of Politics and International Relations

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