

ABSENTEE FORM

The School of Chemistry supports students who face genuine personal difficulties or who have compelling reasons for not completing work prescribed in their studies. *Documentation submitted to the School will be treated with the utmost sensitivity and confidentiality.*

Documentation explaining the absence must normally be submitted **within two weeks** of the date of any missed examination or assignment deadline.

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEGREE AND YEAR (e.g., BSc Chemistry 2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MODULES IMPACTED (e.g., CM2001, CM2003): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATES ABSENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TICK APPLICABLE BOX:

* MEDICAL CERT **🡨 If chosen, a valid medical cert must be submitted with this form**
* SPORTS CERT **🡨 If chosen, a valid sports cert must be submitted with this form**
* OTHER REASON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNED (BY STUDENT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A signature is not necessary if the form is emailed from your UCC email address.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents should be emailed as a Word Doc or PDF to** **chemistry@ucc.ie** **with the words “ABSENTEE FORM” in the email subject line.**