

## ATTENDANCE POLICY (PPCM)

### **Attendance at all PPCM elements course is compulsory.**

Lectures and tutorials are specifically designed to assist you to effectively complete the exam and assessment.

**Please ensure that you arrive at the assigned venue in good time. Do not enter the Lecture Theatre more than 10 minutes after the lecture has begun, as it is very disruptive.**

Trainees missing compulsory classes are required to:

- Inform the Course Manager
- Present a medical certificate.

Trainees will not be excused from attending class to work in office. The Indentures of Apprenticeship require training solicitors to permit their trainees to attend the Professional Practice Course II on a full time release basis.

Trainees sitting the AITI Exams will not be excused from attending the PPC II course.

**Overall attendance records will be reviewed at the end of PPCM and trainees who were absent will be contacted by the Course Manager to inform them of what they are required to do. This may be a submission and/or re-attendance in the summer.**

### **Change of tutorial time/date:**

Changing tutorials will not be permitted unless for the following circumstances:

1. Illness (certified) - Family/ medical emergencies
2. Extenuating circumstances – such as bereavement in the family.

Changes in Tutorials for the following reasons will only be granted if the Trainee provides 10 days notice and documentary evidence (this will be at the discretion of the Course Manager and will be dependent on the number of change requests and the potential impact on tutorial groups):

3. Family events eg. Weddings
4. Scheduled medical operations
5. Driving tests (Trainees are encouraged to organised these appointments outside of the scheduled timetable)

To apply for change of tutorial, please complete the “Change of Tutorial form” available on Moodle and submit it to the Course Manager. The Course Manager will signed the form (if appropriate) and will return it to the Trainee.

Trainees who fail to follow these procedures will not be allowed to enter the tutorial (Tutors are informed accordingly)

### **Financial Management:**

Please note that change of date of tutorial is not possible for timetabling reasons. However a change of time can be accommodated in cases of emergency or in extenuating circumstances.

The granting of a change is at the discretion of the Course Manager.

### **How to Apply for a change of tutorial**

1. Access the 'Change of tutorial form' on Moodle.
2. Complete the 'Change of tutorial form'. If the form is not fully completed your application will not be considered.
3. Email the completed form to the Course Manager at [j.moffatt@lawsociety.ie](mailto:j.moffatt@lawsociety.ie)
4. You will be notified of the outcome of your request via email.

Trainees who fail to follow this procedure will not be permitted to enter the tutorial room. Those students making their own arrangements to change tutorial without obtaining prior consent will not be credited with attendance. The tutors are instructed to refuse entry to Trainees not in possession of a change of tutorial form completed and signed by the Course Manager.

It is your responsibility to ensure that you have the necessary prior written approval to change tutorial group. Please note that email is the only medium for application.