

## IMCP/IPCP T-Card Attendance Non-swipe form

### **Student Details:**

Student Number: \_\_\_\_\_

Student Name (BLOCK CAPITALS): \_\_\_\_\_

### **T-card Details:**

Reason for not swiping T-card:

Faulty T-card ☐    Lost T-card ☐    Forgotten T-card ☐

Please give details:

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### **Module Details:**

Module Name: \_\_\_\_\_

Date of Attendance: \_\_\_\_\_

Time of Class: \_\_\_\_\_

### **Lecturer Details – to be completed by lecturer only, on date of module attendance**

I confirm that the above mentioned details are correct and the student attended my lecture/practical/tutorial.

Name of lecturer (BLOCK CAPITALS): \_\_\_\_\_

Signature of Lecturer: \_\_\_\_\_

### **Note:**

- Original signatures for lecturers are accepted only, no photocopies.
- Students are expected to swipe cards in all classes, and this form will only be accepted on occasional instances of lost/forgotten/faulty T-card.
- Students are responsible for having their T-card on them when attending IT Tralee.
- This form can be dropped into the International (IMCP/IPCP) Office or placed in the International Office post box (situated outside International IMCP/IPCP Office) on the day of non-swipe. This must be submitted within 24 hours of non-swipe or else you will be recorded as absent.
- Electronic copies of this form are available in the attendance section of our website, under post arrival.