**APPENDIX B: NOTE OF CONCERN**

**Academic Quality**

**Framework**

**Fitness to Continue**

**to Practise**

**(Appendix B)**

**Approved by Academic Council 22 June 2022**

This note is to be raised by Head of School

The Head of School shall inform the student, in writing, of the nature of the Fitness to Practise concern, the nature of the allegation, and of the implementation of a School-based investigation. The School shall also provide the student with a copy of this policy.

The student and all relevant parties shall be given the opportunity to provide information, reports and evidence to substantiate their version of the issues of concern/allegation/incident.

Important notes for the use of this form:

1. Individuals completing this form are reminded that the information may be subject to a Freedom of Information Request or Data Subject Access Request.
2. This form is available from the TU Dublin Academic Affairs website and once complete should be returned to the designated contact in Academic Affairs.
3. The completed form will be retained until the conclusion of the academic year in which the case is closed. The form will then be deleted on expiry of this retention period.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Programme & Year : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and position of person raising concern:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Brief outline of concern:** |

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| **Observations:** |

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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