**ABSENCE Authorisation/Notification Form**

**PLEASE READ THE GUIDANCE. YOU MUST TICK ONE REASON FROM SECTION 1 OR 2. ALL STUDENTS MUST**

**COMPLETE SECTION 3**

**Please also note that any absences of 2 weeks or over need to be declared on all future in-country visa applications. Please also be aware that an absence of 4 weeks or over is likely to break your continuous residence period in the UK.**

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| **Student Details** |
| Student Name: |  |
| Student Number: |  |
| Course and Level: |  |

**SECTION 1 - AUTHORISED ABSENCE:**

Before requesting an Authorised Absence you must:

* Read the attached guidance
* Check your upcoming deadline dates

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason:** | **Tick** | **Start date** | **Return date** |
| Health reasons |  |  |  |
| Personal reasons |  |  |  |
| Absence whilst on Placement\*\*please provide agreement / approval from your placement provider |  |  |  |
| Conference Attendance (Research students only)  |  |  |  |
| Data Collection\* / Field Trip\*\* (Research / PG\*\*\* students only)*\* confirm location of study* *\*\* outside the UK or within the UK during a Registration week**\*\*\* PG students can have a maximum of 6 weeks outside the UK to conduct research* |  |  |  |
| **Additional information:** |
| Destination / Details of situation (please provide full details of full circumstances including relevant dates and attach any relevant evidence): |
| **Staff (to confirm student’s studies will not be impacted by their absence):** |
| Office Use Only | Name: |
| Details of any required support during the student’s absence or why it will impact their studies: |
| Signature: |

**SECTION 2 - ACADEMIC REASON - NOTIFICATION/AUTHORISED ABSENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason** | **Tick** | **Start date** | **Results release date** |
| All taught study complete, returning home and will not be returning |  |  |  |
|  |  |  |  |
| **Reason** | **Tick** | **Start date** | **Results release date** |
| Completing re-assessment work in home country and will not be returning |  |  |  |
| Completing Dissertation / Minor Modifications / Research Thesis in home country and will not be returning |  |  |  |
| **Staff Authorisation:** |
| Office Use Only | Name: |
| Signature: |
| Agreed actions: |

**SECTION 3 - STUDENT DECLARATION:**

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| **Student Responsibilities - to be completed by all students** |
| I agree and understand that:* I must engage with my studies as required during my absence, including submission of coursework/assessments
* I must contact the relevant academics and agree actions to support me during and after my absence
* I must keep the University informed if my situation or contact details should change during my absence
* I must check my University Email and Blackboard account (as applicable) during my absence
* I must carry a copy of my SHU enrolment letter (and other evidence of enrolment) when travelling, in case queried by UK (or other) Immigration staff at international borders, or by any other agency

**Signed (Student) Date ………………………………**  |
| I understand that failure to carry out the above in full could affect my enrolment at Sheffield Hallam University and the University's sponsorship of my Student visa. **Signed (Student) Date ………………………………** |