**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.**

|  |  |
| --- | --- |
| **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:**

|  |
| --- |
| **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 ………………………………** |