

ABSENCE Authorisation/Notification Form

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

Please read the guidance. You must tick one reason from Section 1, 2 or 3. All students must complete Section 4

SECTION 1 - AUTHORISED ABSENCE:

Before requesting an Authorised Absence you must:

- Read the attached guidance
- Speak with your Academic(s)/Tutors/Supervisors to discuss your situation before you submit your absence form. They will be able to advise you on any required support or any issues which may be caused by your absence
- Check your upcoming deadline dates
- Print out your flight details

Reason:	Tick	Start date	Return date
Non term-time vacation, e.g. Christmas and Easter			
Health reasons			
Personal reasons			
Visa reasons			
Religious reasons			
Conference Attendance (Research students only)			
Data Collection / Field Trip* (Research students only) <i>*outside the UK or within the UK during a Registration week</i>			
Other			

Additional information:

Destination:

Details of situation:

Staff Authorisation:

Office Use Only	Name:	
	Signature:	
	Flight details seen? Y/N	

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
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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 - ABSENCE NOTIFICATION (NON-RESEARCH STUDENTS ONLY):

Reason:	Tick	Start date	Return date
Field trip outside the UK			
Field trip within UK which coincides with a Registration week			
Additional information:			
Destination:			
Module:			

SECTION 4 - STUDENT DECLARATION:

Student Responsibilities - to be completed by all students	
I agree and understand that:	
<ul style="list-style-type: none"> • 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 • I must visit my Faculty Helpdesk / Research Administrator upon my return on the date and time agreed 	
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 Tier 4 Student visa.	
Signed (Student)	Date