Absence Authorisation/Notification Form

Completion Guidance for Tier 4 Students

An authorised absence is a temporary period of time when a Tier 4 student may be unable to attend scheduled teaching due to exceptional circumstances e.g. personal or family emergency. An absence notification may be a period of time away from the University due to data research or writing up your dissertation.

As a Tier 4 Student, you are required to engage fully with your studies for the duration of your course. If you are unable to do so for any reason you must inform the University by requesting an absence. If you are travelling out of the UK for academic reasons or field trips, or if you are away from Sheffield during a registration week for academic reasons you must notify the University.

Reasons for absence will be assessed on an individual basis. If you are unsure whether your absence should be recorded as an Authorised Absence or a Break in Study/Temporary Withdrawal, please contact your Faculty Helpdesk/Research Administrator for guidance.

**You must submit your Authorised Absence form in advance of your leave, as some absences will require approval.**

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**Completing the Absence Authorisation / Notification Form**

Please complete your student details in full - this will help us to process your absence quicker.

## Reason for absence

|  |  |  |
| --- | --- | --- |
| **Absence reason** | **Complete sections** | **Read** |
| Non term-time vacation | 1 & 4 | [Section 1 notes](#_SECTION_1_-) |
| Health reasons | 1 & 4 | [Section 1 notes](#_SECTION_1_-) |
| Personal reasons | 1 & 4 | [Section 1 notes](#_SECTION_1_-) |
| Visa reasons | 1 & 4 | [Section 1 notes](#_SECTION_1_-) |
| Religious reasons | 1 & 4 | [Section 1 notes](#_SECTION_1_-) |
| Conference attendance (*Research students only*) | 1 & 4 | [Section 1 notes (Research Students)](#_SECTION_1_-_1) |
| Data collection / Field Trip\* (*Research students only*) *\*outside the UK or within the UK during a Registration week* | 1 & 4 | [Section 1 notes (Research Students)](#_SECTION_1_-_1) |
| All taught study complete, returning home and will not be returning | 2 & 4 | [Section 2 notes](#_SECTION_2_-) |
| Completing re-assessment work in home country and will not be returning | 2 & 4 | [Section 2 notes](#_SECTION_2_-) |
| Completing Dissertation / Minor Modifications / Research Thesis in home country and will not be returning | 2 & 4 | [Section 2 notes](#_SECTION_2_-) |
| Field trip outside the UK *(Non-Research students only)* | 3 & 4 | [Section 3 notes](#_SECTION_3_-) |
| Field trip within UK which coincides with a Registration week *(Non-Research students only)* | 3 & 4 | [Section 3 notes](#_SECTION_3_-) |
| Anything else | 1 & 4 | [Section 1 notes](#_SECTION_1_-) |

## SECTION 1 - AUTHORISED ABSENCE

***Please note***

**An authorised absence is not a break in study**. If your intended absence is likely to be more than two weeks you may be required to suspend your enrolment (e.g. temporarily withdraw or take a break in study) and return at a later date. You must speak to your Student Support Officer if you wish to do this.

You must **submit assignments and attend examinations /assessments** where required during a period of absence. An absence will not be grounds for an extension to study.

You must attend your **agreed return to study date** following any absence.

You must provide **evidence of your flight details** with your absence form.

Tick the reason for your absence and enter the requested start and end date of your absence.

If your absence is in a vacation period, please make sure that your return date is before the start of term/teaching.

Enter your destination, e.g. China

Enter details of your situation, e.g. family emergency

You must speak with your Academic(s)/Tutors/Supervisors to discuss your situation before you submit your form. They can advise on any required support or any issues which may be caused by your absence.

Please read *Section 4 - Student Declaration* carefully, sign and date both sections to show you agree with and understand the declaration.

Hand in your form to your Faculty Helpdesk/Research Administrator.

## SECTION 1 - AUTHORISED ABSENCE (Research Students only)

Tick the reason for your absence and enter the requested start and end date of your absence.

Enter your destination, e.g. Sweden

Enter details of your situation, e.g. 3 day conference

You must speak with your Supervisor to discuss your situation and get authorisation from this person 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.

Please read *Section 4 - Student Declaration* carefully, sign and date both sections to show you agree with and understand the declaration.

Hand in your form to your Research Administrator

## SECTION 2 - ACADEMIC REASON - NOTIFICATION/AUTHORISED ABSENCE

Tick the reason for your absence and enter the start date, which is the date you are leaving the UK, and the date your results are released. **Please note:**

* You must make sure you know[**when your results are released**](https://students.shu.ac.uk/shuspacecontent/assessment/results-finalised)and how to access these.
* If you are submitting from your home country you **must know when your deadline/submission** date is.
* If you are completing work outside the UK then **you must speak with your Academic Supervisor/ Course Leader/Faculty Student Services** to discuss this. They must provide agreed action to support you prior to, during and after this absence.
* If you intend to work on your dissertation in your home country, you must discuss this with your dissertation supervisor and get authorisation from this person before you submit your absence form.  A dissertation study plan will be agreed, which you must follow.

Please read *Section 4 - Student Declaration* carefully, sign and date both sections to show you agree with and understand the declaration.

Hand in your form to your Faculty Helpdesk/Research Administrator

## SECTION 3 - ABSENCE NOTIFICATION (NON-RESEARCH STUDENTS ONLY)

Tick the reason for your absence and enter the start date, end date, destination and module the field trip is associated with.

Please read *Section 4 - Student Declaration* carefully, sign and date both sections to show you agree with and understand the declaration.

Hand in your form to your Faculty Helpdesk**.**