

**SECRETARIAT**

**ACADEMIC POLICY SUMMARY SHEET**

<b>NAME OF ACADEMIC POLICY:</b>	Authorised Absence Policy
<b>PURPOSE OF POLICY AND WHOM IT APPLIES TO:</b>	<p>The policy aims to provide guidance to students and staff in relation to authorised absence.</p> <p>The policy applies to all students studying at any University campus, on placement or studying abroad.</p>
<b>RESPONSIBLE BOARD/ COMMITTEE WITH ROUTE OF APPROVAL:</b>	Education & Student Life Committee
<b>LEAD STAFF MEMBER RESPONSIBLE FOR ITS UPDATE:</b>	Director of Student Affairs
<b>PERSONS CONSULTED IN DEVELOPING POLICY:</b>	Members of the Education & Student Life Committee (ESLC)
<b>POLICY FINALLY APPROVED BY:</b>	Academic Board (via Chair's Action in January 2016) and updated by ESLC on 31 January 2018
<b>DATE OF ORIGINAL IMPLEMENTATION:</b>	January 2016 and revised periodically
<b>DETAIL OF DISSEMINATION:</b>	The policy was circulated to relevant staff in January 2016 and is available on the Secretariat's portal site.
<b>PROPOSED DATE OF REVIEW</b>	Annually
<b>SECRETARIAT OFFICER – MAIN CONTACT:</b>	Officer to Education & Student Life Committee
<b>DATE:</b>	February 2018

## Authorised Absence Policy

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UNIVERSITY OF  
LINCOLN

### 1. Purpose

The University expects students to be consistently present at teaching sessions. As part of the Student Engagement and Participation Policy, the University of Lincoln has an Authorised Absence Policy for those students who need to request absence from their timetabled session(s). Authorised absence should only be required in exceptional circumstances.

The policy applies to all students studying at any University campus, on placement or studying abroad and aims to provide guidance to students and staff in relation to authorised absence.

In addition, the Authorised Absence Policy enables the University to support international students in complying with the Home Office's Tier 4 visa requirements.

### 2. Authorised Absence Process

All students will need to apply for authorised absence through the School Administration – Absences Site that is available through Blackboard or via <http://lincn.eu/absences> as soon as practicable.

If the absence is approved, this will not affect the student's attendance percentage. If the University rejects the absence request due to lack of supporting evidence or the reason provided is not considered authorised absence (Section 3), this will be considered as informed absence. Informed absences are considered unauthorised and the student's attendance percentage will be affected if they are absent from their timetabled session(s).

Students who submit an authorised absence in advance but subsequently attends the timetabled session and sign the attendance register will have their absence changed from informed or authorised absence to in-attendance.

In the event a student is ill and unable to attend University, if the absence is less than five consecutive working days, the absence request will be considered authorised and the student's attendance percentage will not be affected.

If a student is absent for more than five consecutive days, a doctor's medical certification should be provided as an attachment to the authorised absence request form. The absence will be approved subject to evidence provided.

For any other absences other than illness, students must request authorised absence and evidence should be submitted in support of the request (if possible). Evidence should also be translated into English where appropriate.

### 3. Consideration of Authorised Absence Requests

Acceptable reasons and the evidence required for absence to be authorised include but are not limited to:

- Own illness (medical note or certificate is required if more than five consecutive days)
- Appointment with a registered\* doctor, healthcare professional or dentist (medical note or certificate if possible).
- Maternity/Paternity leave (birth certificate or official medical certificate)
- Own wedding ceremony (marriage certificate required)

- Serious personal difficulties (letter by someone who has direct knowledge of the problem, for example a counsellor)
- Involvement in a significant/prestigious event (letter of invitation from the relevant organising body)
- Illness or death of a close family member, for example spouse, parent, grandparent, guardian, sibling, son or daughter (official medical certification or death certificate)

*\* Registered with the relevant professional body (GMC, NMC etc.)*

Unacceptable reasons for authorised absence include but are not limited to:

- Traffic delays
- Complementary healthcare appointments with a private provider
- Domestic or personal disruptions such as moving house
- Attendance at family celebrations
- Employment related issues, either paid or voluntary
- Leaving before the end of the study period to obtain more economical travel tickets
- Cultural reasons

In considering whether to authorise absence, the student's ability to submit assessments, sit examinations and progress will need to be considered. If the absence would have an impact on the student's ability to progress, then an interruption of study should be considered as an alternative to authorising absence for a prolonged period of time.

#### **4. Taught Undergraduate and Postgraduate Students**

Students on taught academic programmes will have a timetabled programme of study. For the benefit of the student's experience, it is not normally acceptable for students to be absent during teaching and examination weeks.

During vacation or self-study weeks, where no classes have been scheduled, there is no requirement for students to be present on campus and therefore students do not need to request authorised absence during the vacation period.

#### **5. Postgraduate Research Students**

Postgraduate research students will not have a timetabled programme of study, but are expected to have regular contact with academic staff and supervisors as part of their programme. Students wishing to take annual leave from their research for vacation purposes should consult with their supervisor to seek authorisation for annual leave.

Students wishing to take leave from their research due to illness or other personal reasons which are noted in item 3.0, above, should complete the authorised absence form at <http://lncn.eu/absences>.

Tier 4 visa students who need to have a period of study away from Lincoln as part of their research or to attend a conference are required to complete the Change of Circumstances form located at <http://lncn.eu/t4coc>.

#### **6. Placements**

Students completing a placement or other period of study away from the University which is not a standard part of the programme must request a period of authorised absence.

#### **7. Tuition Fees and End Dates**

Students granted authorised absence will not be eligible for a refund of tuition fees, nor will their expected end date of studies be amended to reflect the period of absence.