

**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
<b>POLICY FINALLY APPROVED BY:</b>	Academic Board (via Chair's Action in January 2016)
<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>	January 2016

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## **1.0 Purpose**

The University expects students to be consistently present at teaching sessions. As part of its Student Engagement and Participation Policy, the University of Lincoln has an Authorised Absence Policy for those students who need to request authorised absence. 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, it enables the University to support international students in meeting the Tier 4 requirements of the UKVI.

## **2.0 Definition of Authorised Absence**

In the event a student is ill and unable to attend University, if the absence is less than five days, a self-certification form should be completed and returned to the School Administrative Office. If a student is absent for more than five days, a doctor's medical certification should be provided to the School Administrative Office.

For any other absences other than illness, students must request authorised absence.

## **3.0 Taught Undergraduate and Postgraduate Students**

All students on taught academic programmes will have a timetabled programme of study. Students will not normally be allowed 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.

## **4.0 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 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 for other purposes should request authorised absence.

## **5.0 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.

## **6.0 Consideration of Authorised Absence Requests**

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

- Illness or death of a close family member, for example spouse, parent, grandparent, guardian, sibling, son or daughter (official medical certification or death certificate)
- Maternity/Paternity leave (birth certificate or official medical certificate)
- Appointments with a doctor, dentist or other recognised licenced/certified medical practitioner (medical note or 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)

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

- Traffic delays
- 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\*

6.3 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.

## **7.0 Process for Requesting Authorised Absence**

International students holding a Tier 4 visa should complete the Tier 4 Authorised Absence Request form on the Tier 4 Compliance Blackboard page.

Home and EU students should complete the Home/EU Authorised Absence Request form available on Blackboard.

Where possible, requests for authorised absence should be submitted at least two weeks before the date of absence.

Evidence should be submitted with the request for authorised absence and should be translated into English where appropriate.

## **8.0 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.

*\*the University does not differentiate between religious or secular events outside the English Public holiday and University holiday calendar.*