NOTIFICATION OF ABSENCE

If you are absent from the University or unable to study for more than 3 days for medical or personal reasons then you should complete this form and submit it to your Course/Subject Director by the 5th working day. For absences of longer than one week a medical certificate or other evidence is required and must be attached. For periods of less than 5 days supporting documentation should be attached unless there are clear reasons why this is not available. If no documentation is available, you should give your own explanation.

You should retain two copies of this form, one for your own records and one to be submitted should you wish this absence to be considered as an extenuating circumstance at a later stage along with the tear off slip confirming receipt.

If you are unable to hand in coursework or attend for examination you should, in addition, complete an EC1 form.

Name.……………………………………………….………Date………………………………...

Signature………………………………………………………………….………………………..

Course Code…………………………………Course Title……………………………………...

Registration Number………………………………………………………….…………………..

Term-time Address…………………………………………….……………….…………………

……………………………………………………………………………………….……………...

Name of Course/Subject Director…………………………………………….………………….

I was absent from University from…………….…....…..…….To……………….……...……...

**Because of (please tick)**

Illness ٱ Personal circumstances ٱ

**This affected (please tick all that apply)**

Attendance at lectures and seminars ٱ Ability to prepare coursework ٱ

Ability to study privately ٱ

I did/did not consult a doctor/counsellor/member of academic staff.

A letter/certificate is attached **Yes/No**

If no certificate is attached please describe the nature of your illness or other difficulty.

………………………………………………………………………………………………….…

……………………………………………………………………………………….……………

If the matter is personally sensitive, you might wish to consult a doctor or a counsellor to make a statement on your behalf.

Please ensure that such evidence is submitted within one week of the period of absence.

Signature of Course/Subject Director………………………..Date Received……………….

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Notification of Absence

Signature of Course/Subject Director……………………….Date Received……………….

This tear off slip should be returned to the student by the Course/Subject Director