**Appendix AP2**

**REQUEST FOR AUTHORISED ABSENCE**

**(ONLY TO BE COMPLETED BY INTERNATIONAL STUDENTS ON A TIER 4 VISA)**

*Use this form to request any term-time leave from your programme of study. You do not need to apply for leave during vacation periods. Please read the guidance notes before completing the form.*

*Unless you have an illness, family bereavement or other significant circumstances, then leave is unlikely to be granted. Where possible this form should be submitted in advance of the requested period of absence (e.g. leave to return home or travel abroad) or as soon as possible after the absence (e.g. in the case of short illness).*

|  |  |
| --- | --- |
| **PERSONAL DETAILS** |  |
| **Student Name:** | **Student ID Number:** |
| **Programme of Study:** | **Level of Study (e.g. 4, 5, 6 or 7):** |
| **UWTSD Email:**  @student.uwtsd.ac.uk | **Personal Email:** |
| **Mobile Tel Number:** | **Other Tel No (e.g. landline):** |

|  |
| --- |
| **REQUESTED DATES FOR AUTHORISED ABSENCE:** |
| **From: To: TOTAL DAYS:** |

|  |
| --- |
| **REASON FOR ABSENCE: (Please check the appropriate box** **)** |
| |  |  | | --- | --- | |  | **Illness**  Please provide a medical certificate or equivalent indicating the start and duration of the condition. | |  | **Bereavement** (death of relative or close friend)  Please provide a death certificate. | |  | **Significant adverse personal circumstances**  Please supply appropriate supporting independent evidence. | |  | **To travel abroad/home**  Please supply appropriate supporting independent evidence. | |  | **Other significant factors**  Please supply appropriate supporting independent evidence. | |
| **Use the space below to detail your request:**  (this box will expand as you type or you may attach additional sheets) |

|  |
| --- |
| **Verifiable independent supporting documentary evidence:**  List and describe the documentation which you have attached in support of your statement (Please note that the University will NOT seek evidence on your behalf – it is your responsibility to do this). It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh.  *(Please do not state that “xxx is available if needed” - If you list documentary evidence to support this claim you are required to submit it or provide a date by which you will submit it).*  (this box will expand as you type or you may attach additional sheets) |

|  |
| --- |
| **TRAVEL AWAY FROM YOUR CAMPUS** |
| **Does your absence involve travel away from your campus region? (Please check the appropriate box )**   |  |  | | --- | --- | |  | **No**  Please move to the signature section | |  | **Yes**  Please complete Appendix AP2a Travel and Contact Details Form and submit with this Appendix AP2 Request for Authorised Absence form | |

|  |  |
| --- | --- |
| **Declaration:** I understand that my request for leave can only be granted at the discretion of the University and that if my request is not granted then I will continue to attend classes and meet all my programme obligations as normal. I also understand that if my request is not granted and I don`t attend my classes it may contravene my visa conditions and I will be liable to disciplinary action as detailed in the University’s Attendance Policy. It is my responsibility to ensure that I am up-to-date with all programme learning commitments, including assessment. If my absence impacts my assessments, I recognize that any claim for extenuating circumstances must be considered through an application using Appendix GA1. I will discuss all course requirements affected by this absence with lecturer(s).  **Student Signature: Date:** | |
|  | |
| **PROGRAMME DIRECTOR/TUTOR USE ONLY** | Request granted:  Not granted: |
| Reason why granted/ not granted:  PD/Tutor’s signature: Date:  (this box will expand as you type or you may attach additional sheets) | |
| **FACULTY OFFICE USE ONLY** | |
| Student Notified by: Email:  Letter:  Date of notification: | |
| Student authorisation to travel letter provided: Yes:  No: | |
| Administrator`s Signature: Date: | |

**NOTES FOR GUIDANCE IN COMPLETION OF THIS FORM**

Under the UK Visa and Immigration regulations if you have a visa to study at the University of Wales Trinity Saint David, you must be present on the premises for the purpose of your studies during term time unless you apply for, and are granted, an ‘authorised absence’ from your studies.

The information below explains what you must do if you are unable to attend the University during term time.

**Acceptable reasons for authorised absence(s)**

The University has an obligation under its UKVI Sponsor Licence to monitor and keep records of academic attendance of international students. If there is a need to apply for authorised absence there must be a valid reason supported by verifiable documentary evidence. Acceptable reasons for authorised absences include:

* illness;
* having to return to your home country unexpectedly, for example as a result of a close personal bereavement or serious illness (immediate family);
* to leave the UK to carry out fieldwork;
* to attend a conference;
* to complete a dissertation/thesis in your home country.

Student visas are granted for the primary purpose of study in the UK and attendance is a critical requirement to assure the best-possible academic outcome for every student. You should therefore not ask for approval to be absent from teaching sessions during term-time for the purposes of tourist travel, religious occasions or social occasions (e.g. weddings) outside the UK. Students, who make this type of request when teaching is occurring during term time should not be offended if a request is refused where it is felt that absence may significantly damage academic progress.

**Documentary evidence**

All requests must be supported by verifiable independent documentary evidence, which must include the relevant dates. It is not possible to provide a definitive list of all acceptable independent documentary evidence, but the following are typical examples of what may be acceptable, depending on the exact individual circumstances:

* a signed and dated letter from a medical practitioner, registered with the General Medical Council (GMC) confirming the illness and its anticipated duration – this would normally be on headed notepaper or equivalent;
* a letter or appointment card that confirms attendance at a dentist, doctor’s surgery, hospital or similar event;
* a copy of a Death Certificate;
* a signed and dated letter from a coroner, legal practitioner, police officer, court official, minister of religion or other professional – this would normally be on headed notepaper or equivalent;
* a statement from the Programme Director, research supervisor or student counsellor.

**Authorisation to travel away from your campus area**

If your absence during term-time involves travel away from your campus area, you must complete Appendix AP2a Travel and Contact Details Form and submit it with this Appendix AP2 Request for Authorised Absence form prior to your departure.

If you travel away from your campus area in vacation periods you should inform the University of your itinerary. Similarly, at the end of your studies it is your responsibility to inform the University of your intention to leave the UK. In either case, you should complete and submit Appendix AP2a prior to your departure but you do not need to complete this Appendix AP2 Request for Authorised Absence form.

If an authorised absence is approved which involves travel outside the UK, the University will provide you with a letter which you should carry in your hand luggage when leaving and returning to the UK. This can be shown to an Immigration Officer(s) should they ask for proof that you are studying on an academic programme and have permission to travel outside the UK.

**When to apply for authorised absence**

For planned absence, this form should be submitted *in advance* of the requested period of absence (e.g. leave to return home or travel abroad). For authorisation to travel away from your campus during term-time, you must request permission from the University *prior* to your departure. You must also apply in advance for an authorised absence to leave the University at the end of the Term, once all teaching and examination requirements have been completed, IF this is before the scheduled end date on your visa.

If your absence could not be foreseen, for example because of ill health or accident, you should follow the procedure specified in your Programme of Study Handbook; ideally you (or, in an emergency, a friend) should contact your Tutor or Faculty Office by telephone or email to inform them that you will be absent before the session(s) take place. You should submit the authorised absence request form and the supporting evidence on the first day that you return to classes.

**Length of absence**

You should use this form to seek written permission for short periods of absence in term time (usually no more than one or two weeks), for example when you are ill or to return home due to bereavement. Longer absences in term time require more detailed guidance, and in some cases may require an interruption (deferment) to your studies to the next term or semester and an amendment to your visa. In such cases it is a requirement that you make an appointment to discuss the matter with your Programme Director (or designated University Officer) in the first instance.

**Pregnancy**

Students should refer to Appendix SQ3 of the Academic Quality Handbook (available at <http://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>). In particular International students with financial sponsors must contact their sponsors and agree a plan of action (such as deferring study/ when to resume study etc.). Those international students who are not entitled to any maternity benefits in the UK may prefer to return home for the duration of their pregnancy. It should be remembered that most airlines will not carry passengers who are 7 months pregnant or more, and this should be taken into account when planning a plan of action.

**Other**

Being given an authorised absence does not exempt you from having to apply for extenuating circumstances relating to assessment submission, where appropriate.

**PLEASE SUBMIT THIS FORM TO YOUR PROGRAMME DIRECTOR OR DESIGNATED TUTOR. CONTACT DETAILS ARE AVAILABLE IN YOUR PROGRAMME OF STUDY HANDBOOK.**