

### Authorised Absence Requests – Reasons for Absence

When applying online for an authorised absence students are required to choose a reason, or reasons, for the absence request. Below is a table listing the reasons for absence available in the online authorised absence form, with guidance notes on when these may be used and what evidence may be required.

Reason for Absence	Description	Appropriate Evidence
Conference	To be used if you are attending a conference, either as an attendee or to present your work.	Proof of attending the conference that confirms the date and location e.g. invitation letter or booking confirmation
Dissertation – writing up in home country	To be used if you are a postgraduate taught student and will be writing your dissertation in your home country. Academic engagement must continue during the period of absence.	Not required
Extending visa	To be used if you will be travelling overseas to extend your Tier 4 visa. Please note academic engagement is normally expected to continue during the period of absence.	Not required
Family illness/bereavement	To be used if: a) a family member is unwell and you will be visiting them b) a family member has passed away and you will be attending the funeral	Medical certificate or death certificate
Fieldwork	To be used if you will be undertaking fieldwork as part of your programme of study, away from the University of Birmingham. Academic engagement must continue during the period of absence.	Not required
Holiday: taught students only	To be used if you are an undergraduate or postgraduate taught student taking a holiday (please see notes).	Travel booking confirmation
Holiday: PG research students only	To be used if you are a postgraduate research student requesting holiday from your annual allowance of eight weeks.	Not required
Medical	To be used if you require an absence on medical grounds. Depending on the length of the medical situation, a leave of absence may be more appropriate (for any absence on medical grounds that will be longer than three weeks, postgraduate research students should apply for leave of absence).	Medical certificate/doctors note
Thesis – writing up in home country	To be used if you are a postgraduate research student <b>in thesis awaited status</b> and will be writing your thesis in your home country. Academic engagement must continue during the absence.	Not required
Other	To be used if you are requesting an absence for any reason other than those above.	The evidence must support the specific reason for the absence

#### Notes

1. If you are an undergraduate or postgraduate taught student, you are not expected to be absent from teaching sessions during term-time for the purpose of holiday/tourist travel, cultural or religious events that can be observed in the UK, or social occasions (e.g. weddings)
2. If the reason for absence is 'Other', please ensure you provide details about the reason for your absence in the 'Details (other absence reason)' field in the online form
3. If evidence is required, it should support the reason for the absence. Evidence that is not in English must be translated into English by a certified translator
4. We are unable to accept photographs or x-rays as evidence