Instructions for completing a request for an authorised absence for international students

# Guidance notes for completion of Step 1: Student Form

Step 1 of the authorised absence request should only be completed the student requesting an authorised absence from their studies.

The below guidance notes detail the exact information that you are required to provide in order to submit an authorised absence request. Please note that you are required to complete all mandatory fields marked \*.

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| **Field** | **Guidance** |
| Student\* | As you begin to type your name, the data inputted will sync with the University Outlook  address book for you to select your name. |
| Student ID\* | Please enter your student ID number as displayed on your student ID card. |
| Date of Birth\* | Please enter your date of birth in the following format: DD/MM/YYYY |
| Level of Study\* | Please select your level of study from the dropdown menu:   * Foundation * Undergraduate * Postgraduate taught * Postgraduate research * Presessional |
| Programme of Study\* | Please type your programme title in full |
| Start date of authorised absence\* | Please enter the start date of your authorised absence in the following format: DD/MM/YYYY or use the calendar icon and select the date.  **Note:** This is the first day of your absence from your studies. |
| End date of authorised absence\* | Please enter the end date of your authorised absence in the following format: DD/MM/YYYY or use the calendar icon and select the date.  **Note:** This is the last day of your absence from your studies. |
| Reason(s) for Absence\* | Please select the reason(s) for your absence from the University from the following options:   * Conference * Dissertation – writing up in home country * Extending visa * Family illness/bereavement * Fieldwork * Holiday: PG research students only * Medical * Thesis – writing up in home country * Other   If you select one or more of the below reasons, a new ‘evidence’ box will appear for each reason. You are then required to upload a document to evidence the reason(s) that you have selected. Acceptable evidence has also been noted below.   * **Conference**   Evidence: invitation letter/email or booking confirmation   * **Family illness/bereavement**   Evidence: medical certificate or death certificate   * **Medical**   Evidence: medical certificate   * **Other**   Evidence: relevant to the reason for absence  **Please note:**   * You can select more than one reason for the purpose of your absence * Evidence that is not in English must be translated into English by a certified translator * The evidence must be time-relevant, and clearly demonstrate why you need to be outside the UK at that particular time |
| Family Illness/ Bereavement Details | This field will only appear if ‘Family illness/bereavement’ is selected as the reason for absence.  Please provide some details, for example who is unwell and the nature of their illness or who has passed away. |
| Details of absence | This field will only appear if the following reasons for absence are selected:   * Family illness/bereavement * Medical   For taught students - you will be asked to provide details of why you need an authorised absence during term time, and why this can’t wait until a vacation period.   * Other   Please provide details about the situation that requires you to be absent from the University. |
| Returning following  authorised absence? | This question will only appear when certain reasons for absence are selected.  You are required to confirm whether you intend on returning to the University following your authorised absence by selecting yes or no.  Returning to the University may include one of the following reasons:   * The submission of your work in person * Attending your viva * Returning to your studies as required   Note: attending degree congregations is not a reason for returning following an absence |
| Reasons for not returning | If you do not intend on returning to the University following your authorised absence, you are required to provide the reason(s) for this in the box provided.  Not returning to the University may include one of the following reasons:   * Writing up your dissertation and submitting from your home country * Writing up your thesis and submitting from your home country |
| Travelling outside UK\* | You are required to confirm if you intend on travelling outside of the UK during your absence.  If you select yes, a box will appear for you to provide further information about your destination(s).  If you select no, you can continue to the next field. |
| Admin\* | You are required to enter the email address of your programme/PGR administrator.  Enter the email address of your programme or PGR administrator. This will be a generic team email, not an individual’s, and must be selected from a pre-defined list. Start typing the address and choose the correct one from the dropdown.  **Note:** At this stage, the administrator will receive the form for information only. They will not take action until the authorised signatory completes Step 2. |
| Submit Request | If you have completed all mandatory fields and uploaded all mandatory documents, you can click ‘Submit Request’.  **Note:** If any mandatory fields or documents have not been completed or provided, an error message will appear underneath those fields asking you to provide the mandatory information before you can submit the request. |

# Authorised absence request processing

## Step 1: Student Form

You will complete step 1 of the online authorised absence request form and provide all mandatory information and evidence to support your request. At the end of step 1, you will provide the name of your PGR administrator and submit your request. The request will then be forwarded to the named Admin for the completion of step 2.

## Step 2: Administrator

The administrator named in the form will receive the completed online request via email and be asked to enter the appropriate authorised signatory into the form.

## Step 3: Signatory Form

The named authorised signatory will review your request and provide confirmation of any relevant monitoring conditions and their decision. They should then submit their section and an email confirming the completed request will be forwarded to Registry for processing.

Please note that once the authorised absence request has been received by Registry, the standard processing time is ten working days (maximum). Therefore, you should submit a request for authorised absence at least ten University working days in advance of your departure date. Exceptions to this would be where students need to travel at short notice due to unforeseen events, such as illness or death of an immediate family member.