 **Absence Request Form**

This form must be completed for those students requesting absence from the University

* If the requested leave is for **1- 5 days** - student does not need to complete the form but need to email balattendance@dmu.ac.uk with their reason for absence
* If the requested leave is for **6 – 13 days** - student does not need to complete the form but need to email balattendance@dmu.ac.uk with their reason for absence and include evidence
* If the requested leave is for **14-28 days** - student needs to complete this form which must be signed by the student and Programme Leader and returned to the Student Advice Centre for uploading to the student file.
* If the requested leave is for more than **28 days** - student needs to complete this which must be signed by the student, Programme Leader and Immigration compliance then returned to the Student Advice Centre.

Students on FT programmes of study are expected to remain at the University for the duration of their programme of study. We strongly discourage students from returning overseas during this time. Students choosing to return overseas must understand that they do so at their own risk (in terms of being able to re-enter the country) and that any extension requests resulting from absence abroad will not be accepted unless accompanied by medical/supporting evidence.

The University maintains sponsorship of the student for their duration of studies whilst the CAS is valid. This period outside the UK must be approved prior to travel via completion of this form. The following principles will apply when authorizing the period of study away for sponsorship to be maintained:

* The student needs to return to the UK after the period away and therefore sponsorship should be maintained throughout this period. This should be confirmed by the student’s faculty
* The period away is not excessive – it is only for the timescale that is absolutely necessary
* The student’s engagement will be monitored throughout the period away from the UK and the student should still be able to complete studies on time. No extensions/deferrals will be given as a result of the absence,
* Students completing dissertations or leaving the UK in term 3 (summer period): It is not acceptable for a student to leave the UK to write up work from their home country as this is their preference but it is not academically beneficial for them to do so. This should be confirmed by the student’s Supervisor

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| **Student Information** |  |
| Name: | Student ID number: |
| Programme: | Date of request:  |
| Proposed date to leave DMU:  | Proposed date to return to DMU:(You must inform your tutor if you are not able to return by this date, for any reason; failure to do so may result in withdrawal of sponsorship) |
| **Reason for Absence**  |
| 1. Please select the reason for your absence

[ ]  Medical treatment or procedure. [ ]  Personal reasons[ ]  For the purposes of study/research[ ]  Other – please specify Please provide any additional details below that will help the university understand the need for you to undertake this period of absence now and not during vacation period: |
| 1. Where will you be during this period?
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| 1. Do you think that you might need to extend the period of absence?
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| 1. Do you expect to work/seek employment during your absence? ***Please note: Even during periods of approved absence, students must not work more than 20 hours per week***
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| **Agreement by Student** |
| By signing this form, I agree that all of the information I have given is accurate, and that I understand the terms of conditions of a Leave of Absence.I understand that it is my responsibility to keep up to date with my studies while I am away from the University and that I still need to meet any deadlines I have whilst I am away**Student Signature:** **Date:** |
| **To be completed by the Programme Leader/Dissertation Supervisor** |
| 1. Do you anticipate the absence having an impact on the student’s completion date?
 |
| 1. Do you anticipate the absence having an impact on the student’s completion date?
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| 1. Is the student’s engagement to this point, satisfactory?
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| 1. Do you have any concerns about the absence?
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| **Agreement by Programme Leader/Dissertation Supervisor** |
| **Signature:** **Date:** |
| **Authorisation by Immigration Compliance Manager/Officer** |
| **Signature:** **Date:** |

**Please complete this form and return it to** **ASKBALstudentadvice@dmu.ac.uk**

**More information can be found here -** [**ASK BAL – INTERNATIONAL STUDENTS’ TRAVEL – Business and Law Students (dmu.ac.uk)**](https://balstudents.our.dmu.ac.uk/ask-bal-international-students-travel/)

**Assessment Information**

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| **To be completed by student** |
| Please let us know each module you will miss classes for during your absence, and how you will keep up to date with them. You may wish to speak to your Module Leaders to discuss this. |
| **Module Title** | **Have you Spoken with your Module Leader (Yes/No)?** | **How will you keep up to date with your studies?** |
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| Please let us know if you have any assignments due, or exams scheduled, during your leave of absence, and how you intend to submit them on time? ***(Please note that an approved Absence Request Form is not the same thing as an extension or deferral)*** |
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**MODULE ENGAGEMENT TRACKER**

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| **To be completed by students who are leaving the UK for more than 4 weeks**  |
| The student and their Supervisor/Programme Leader are required to confirm the student’s engagement. This should consist of a fortnightly report summarizing the student’s engagement with their studies by telephone, Skype or email (or a combination of methods). This should be logged in the below table |
| **Date** | **Module Code – Module Title** | **Module Leaders Name** | **Module Leaders Comments** | **Programme Leader’s Signature** |
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