



The School of Human Movement and Nutrition Sciences Absentee Form

Guidance Notes: Please READ the GUIDANCE NOTES and HOW TO SUBMIT THIS FORM before submitting your request

- Your application must be submitted to the contact specified in Section 5.4 of the relevant Electronic Course Profile (ECP) within 5 calendar days from the teaching activity date/time.
- **Acceptable supporting evidence of circumstances** includes –
 - Medical reasons: a signed medical certificate, or statement from a counsellor, psychologist or psychiatrist. NB: The medical certificate must cover the date of the missed teaching activity and the doctor must be independent.
 - Exceptional circumstances: funeral notice, letter from sporting body, photographic evidence, news links.

(Scanned or photographed copies should be attached to your email)

- You may discuss your situation with your course coordinator and/or tutor, but you still need to submit a **formal request** using this form.
- If you have a continuing condition you should contact **Student Services** to arrange a **Student Access Plan (SAP)**. You must still submit a request using the absentee form.

Non-permissible circumstances

Absentee will not be accepted where the school is not satisfied you took reasonable measures to avoid the circumstances that contributed to you missing a compulsory teaching activity. The following are not grounds for approval:

- Holiday arrangements ;
- Misreading time/date;
- Social and leisure events;
- Moving house;
- Work commitments
- Competing course deadlines

HOW TO SUBMIT THIS FORM

1. Submit your application form electronically **from your student email address** to the contact specified in Section 5.4 of the relevant Electronic Course Profile (ECP).
2. You will be notified of the outcome of your application via your student email address.

*Students submitting an absence request must submit their request along with evidence of their circumstances, as soon as it becomes evident that an absence is needed, **but no later than 5 calendar days from the teaching activity date/time.***

*If you are unable to provide evidence to support your request within the timeframe specified above **you must still submit your absentee form and request on time**, and advise why you cannot provide the evidence, and a staff member will be in touch with you to discuss your circumstances.*



Privacy Statement: The information on this form is collected for the purpose of responding to your enquiry. The information you provide will remain confidential and will not be disclosed to a third party without your consent unless disclosure is authorised or required by law.

1. Student Details	
Family Name: Click here to enter text.	Given Name: Click here to enter text.
Mobile Number: Click here to enter text.	Student ID: Click here to enter text.
Email Address: Click here to enter text.	Date form submitted: Click here to enter a date.
2. Course Information	
Code: Click here to enter text.	Title: Click here to enter text.
Coordinator: Click here to enter text.	Tutor: Click here to enter text.
3. Details of Tutorial/Practical/Workshop/Placement Missed	
Date: Click here to enter a date.	Time: Choose an item.
4. Reason for Application	
Medical: <input type="checkbox"/>	⇒ Medical Certificate attached: <input type="checkbox"/>
Exceptional Circumstances: <input type="checkbox"/>	⇒ Supporting Documentation attached: <input type="checkbox"/>
5. Declarations (Please check)	
<input type="checkbox"/> I declare the information provided is correct, complete and authentic. For an application on medical grounds, I confirm the medical practitioner is not a near relative or close associate of mine. I authorise the University to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided. I acknowledge that the submission of incorrect or false information may result I disciplinary action.	
<input type="checkbox"/> I have read and understand the Guidance Notes on page 1 of this form.	
6. Student Signature	