



**STUDENT NOTICE OF ABSENCE  
including SELF-CERTIFICATION OF SICKNESS for up to  
seven calendar days inclusive**



**NOTES FOR STUDENTS**

1. This form should be used to notify your academic unit of all absences, including medical absences of less than 7 calendar days.
2. You are advised to consult your tutor or supervisor if there is a problem leading to long-term absence (or a pattern of shorter absences) from the University. Your academic unit may be able to support you through difficulties.
3. It is your responsibility to catch-up with academic work missed during a period of absence.
4. Sickness absences of up to and including 7 calendar days may be notified using this form. Please briefly detail the nature of your illness and symptoms. If you prefer not to provide this information on the form, you may provide it in a sealed envelope addressed to the Chairman of the Board of Examiners.
5. Sickness absences of more than 7 calendar days should be notified using this form but must be accompanied by a medical certificate obtained from your GP.
6.
  - a. Postgraduate taught students are normally required to attend their programme for a minimum of 45 weeks per year. This normally includes 30 weeks across the Autumn, Spring and Summer terms, and a further 15 weeks over the June-September period. Holiday entitlement is therefore limited to the standard Christmas and Easter closures. By discretion, exceptionally, students may apply to take a further 2 weeks holiday in the summer period. International students are required to seek approval for this vacation in advance and are advised to take this leave as early as possible in the summer period (June) - this is particularly important if you intend to travel outside the UK as your visa eligibility to return to the UK to complete your studies may be affected.
  - b. Postgraduate research students are normally required to attend their programme for a minimum of 45 weeks per year. In any full academic year they are therefore entitled to 7 weeks (35 working days) holiday, which includes bank holidays and University closure over the Christmas period. There is flexibility about when this holiday can be taken, although it is assumed that bank holidays and University closures will be taken as standard unless agreement is reached with your supervisor in advance. For all other holidays, a leave request should be completed. International students are required to seek approval for all holidays in advance, cannot take more than 4 weeks' vacation at any one time and are also advised to avoid vacation at the end of their programme and near the end of their visa.
  - c. Postgraduate research students undertaking study outside of the University for periods greater than 4 weeks should complete the 'Outside Study' form. For periods less than 4 weeks students this 'Notice of Absence' form should be completed.
7. Your academic unit will keep a record of all student absences – including those of the summer period for postgraduate students.
8. This form may be submitted in hardcopy, but your academic unit may prefer that you submit the form by email attachment. Please refer to guidance from your academic unit.
9. **DO NOT** assume that you absence from the programme is approved. The University reserves the right to reject requests for absence, including self-certification of sickness, if there are concerns about a student's overall pattern of attendance. In such cases, Unsatisfactory Progress regulations may be invoked.
10. This form, particularly the aspect of self-certification of sickness, may be used to accompany a Personal Extenuating Circumstances submission. However, while self-certification can be used as evidence of absence it will not normally be deemed to be sufficient evidence to support a significant adjustment, e.g. relating to a missed examination. Such PEC adjustments will often require independent medical evidence from your GP.

This form is maintained by the Student Progress Service on behalf of the University.  
Last reviewed December 2012