



IN CONFIDENCE

NOTIFICATION OF ABSENCE FORM – for any reason other than illness

\* Information which you must complete

Student details

\* Student Number 100 [ ] \* UG or PG UG PG
\*Department [ ] 2nd Department (joint programmes) [ ]
\*First name [ ] \*Family name [ ]
\*Degree programme [ ] Year of study [ ]

Absence details

Note: Submission of this form does not automatically mean that an absence is acceptable; if the absence is deemed to be unacceptable it will be recorded as such. If an absence is deemed as acceptable this does not constitute any grounds for appeal against the failure of assessment.

Period of absence (both dates inclusive) \*From [ ] \*Until [ ]

\* I confirm that I have been /will be absent because (maximum 500 characters) [ ]

I have contacted my course tutor(s)/ leader(s) Yes No

I have contacted my personal adviser Yes No

If yes give name(s) [ ]

As a result of my absence I have missed /will miss the following class(es)\*\* and/or the following assessment(s) have been/ will be affected.

Table with 5 columns: Date, Course code, \*\*Class(es) missed and/or assessment(s) affected, Course title/topic/details, Course Tutor(s)/ leaders(s). Multiple empty rows.

\*\*A class is any learning and teaching session such as lectures, seminars, tutorials, workshops, field work, laboratories etc.

I confirm that the information provided on this form is to the best of my knowledge honest and accurate, that I have read and understood my responsibilities relating to this notification of absence, and I understand that if my absence is deemed unacceptable it will be recorded as such.

\*Signed [ ] \*Date [ ]

This information will be held by RHUL and processed by staff in the departments/schools in order to keep a record of student absences.

For Departmental use only:

I confirm that I have discussed the absence with the student:

Signed [ ] Date [ ]

Date received [ ]

Documentation required Documentation received

Absence deemed acceptable Absence deemed unacceptable

Email confirmation of receipt of notification sent

Other [ ]