

Student Absence Reporting

A guide for students to report current periods of absence online

Overview

You are required to attend all timetabled events as a compulsory part of your course. If you find that you are unable to attend, you must inform the University.

To make this process easier for you, an **online absence reporting system** is available from the Portal:

- you should report your absence on the day it starts. If your absence continues you must return to the online system and extend your current absence record each day, as necessary;
- if you know you will be away for a specific period, you may confirm this on the day it starts and amend if the period of absence turns out to be longer or shorter. The attendance register for any timetabled teaching events during the period of reported absence will then be automatically updated to show that you are not expecting to attend; this also informs the lecturer/module organiser that you will not be present;
- if you are an international student and hold a **Tier 4 Visa**, it is important for the University to check that you are attending regularly as this is essential to ensuring that your Visa remains valid;
- if you are registered on **a course that leads to registration with a professional body** e.g. the Nursing and Midwifery Council, your School may have specific procedures for you to follow if you are absent, particularly while you are on placements. You must always check with your Hub to determine whether your course has any specific requirements. You must also check the arrangements for catching up with missed work.

We ask you to report your absences so that your School could support you if you are encountering difficulties with your studies. Your School may also refer to your record of absence when writing any future references for you and, if

there are no valid reasons for your absence, it is possible that disciplinary action may be taken under the University's General Regulations.

Please see the following link for further details:

[www.uea.ac.uk/calendar/section3/regs\(gen\)/gen-regs-for-students/13-attendance,-engagement-and-progress](http://www.uea.ac.uk/calendar/section3/regs(gen)/gen-regs-for-students/13-attendance,-engagement-and-progress)

The information concerning your record of absence will be held by the University for up to a year after your graduation/completion of your studies. Thereafter, the information will be confidentially destroyed in accordance with the University's record retention procedures.

If you report your absence, for any reason, it does not exempt you from submitting coursework by the due date:

If you use the online facility to report your absence and you require an extension to the deadline for submitting your coursework, you must still apply for an extension or submit a self-certificate through e:Vision (<https://portal.uea.ac.uk/learning-and-teaching/students/advice-on-difficulties/extenuating-circumstances>) . You must not assume that, by reporting your absence, you will have an automatic extension.

Missing Exams/Course Tests/Presentations due to absence:

If your absence has caused you to miss an exam, course test, assessed presentation or practical assignment which contributes to your module mark you should report the absence via the Portal on the day of the assessment or as soon as possible thereafter. If you are absent for medical reasons you should visit your GP **on the day** of the assessment to get a medical certificate. If you are absent for other reasons you will be asked to provide evidence of the reason for the absence. For further information on your obligations in the event that you have missed an assessment, please talk to your LTS Hub.

If you know that you will be absent and want to seek permission in advance:

If you know that you will have to be absent from your studies because of a specific event, e.g. a hospital appointment or job interviews, you should use the online facility to seek permission for you to be absent. If you have to be absent for over 2 weeks, please talk to your LTS Hub.

Extended Absence/Interruption to studies:

If you are ill for an extended period of time and are unable to study adequately you may need to take an approved period of interruption from your studies - more information can be found [here](#).

Report an absence in the Portal

1. To report an absence, go to your student home page in the Portal and click on 'Report Absence' in the 'Absence' container (highlighted below).

The screenshot shows the Blackboard Learn interface for a student at the University of East Anglia. The browser window has a title bar with 'Blackboard Learn' and 'Log-in to UEA SIS'. The page header includes the university name and a 'You are here' breadcrumb trail showing 'e:Vision only'. A left-hand navigation menu lists 'Student', 'Finance', 'Evaluation', and 'Logout'. The main content area is titled 'Student home page' and 'STUDENT'. It contains several sections: 'Student Adviser Information' with a table showing 'Professor Terry Teacher' as the adviser; 'Personal Details' with registration number '6538517' and official name 'Archie Student'; 'Address Details, Council Tax Certificate'; 'View Module Details'; 'Module Details' with links to 'Module Information' and 'Course Profiles'; 'Assessment and Award Details' with links to 'Guidance Notes for Assessment Submission', 'Assessment Submission', 'Provisional Marks This Year', and 'Online Marks Statement'; and 'Absence' with a link to 'Report Absence'. The 'Report Absence' link is circled in red. The footer contains contact information for the University of East Anglia Norwich and a zoom level of 100%.

University of East Anglia

You are here e:Vision only

Student home page

STUDENT

Student Adviser Information

Below are your details of your academic adviser.

Adviser Name	Professor Terry Teacher
Email Address	

Personal Details

Personal and course details

Registration Number Official Name

6538517 Archie Student

IMPORTANT:
Please note that the full "Official Name" we hold for you is the name we will put on all official documents referring to your period of study at UEA, including your marks statements, Pass List, Parchment and Transcript/Diploma Supplement. It is important that this name matches other documents that you may use for identification purposes, for example your passport or birth certificate. If there is an error or omission, including accents or extra forenames, please contact your Faculty Office in writing and they will amend it for you. Please note that you will not be able to change your "Official Name" once your Pass List has been issued.

SMS Opt In/Out and Mobile Number Update new!

Address Details, Council Tax Certificate

The facility to view and edit your addresses and next of kin details can now be found on your "personal and course details" page.

Council Tax Eligibility & Certificate Print new!

View Module Details

Links to your Modules and your Attendance Report can now be found on your "Personal and course details" page.

Module Details

Module Information

Course Profiles

Absence

Report Absence

Assessment and Award Details

Guidance Notes for Assessment Submission

Assessment Submission

Provisional Marks This Year

Online Marks Statement

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Telephone: (+44) (0) 1603 456161 Fax: (+44) (0) 1603 458553

100%

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2. You will then be asked for the reason for your absence. Further information may be entered in the free text box if necessary.

The screenshot shows a web browser window displaying the Blackboard Learn interface for the University of East Anglia. The page title is 'Student Self-Reporting of Absence'. It contains a list of six numbered instructions regarding how to use the absence reporting facility, including links to the Extenuating Circumstances Report Form and the LTS Hub. Below the instructions, there is a section titled 'Please select one of the following:' with three radio button options: 'I am unwell', 'My child, or other dependant for whom I have a caring responsibility is unwell', and 'Other Unexpected Emergency (Please state emergency below, max of 2000 characters)'. The first two options are selected. Below the radio buttons is a large text area for providing details of the emergency. At the bottom of the form, there is a 'Next' button. The footer of the page includes the University of East Anglia contact information: 'University of East Anglia Norwich NR4 7TJ UK', 'Telephone: (+44) (0) 1603 456161 Fax: (+44) (0) 1603 458553', and a zoom level of 100%.

University of East Anglia

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Finance
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Logout

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Student Self-Reporting of Absence

(1) This facility should be used by you to notify the Learning and Teaching Hub of your unforeseen absence. You should use it to record your absence from teaching events and private study.

(2) The recording of absence via this facility will not result in any automatic extension to a submission deadline or granting of a delayed assessment. These are covered by a separate procedure and you will need to complete an Extenuating Circumstances Report Form, available at <http://www.uea.ac.uk/learningandteaching/students/forms>.

(3) Should you wish your reason for absence and any effect on assessed work to be taken into consideration by the Board of Examiners please complete the Extenuating Circumstances form at <http://www.uea.ac.uk/learningandteaching/documents/student/CircumstancesAffectingStudy> and/or discuss with your Personal Adviser

(4) Part Day absences should not be logged here. If you are on a Professional course and need to report absences of less than a day please notify your Hub: <http://www.uea.ac.uk/learningandteaching/hubs>.

(5) If you have long-term / on-going circumstances (e.g. medical) that may result in your intermittent absence, please notify your LTS Hub.

(6) Requests for authorised Leave of Absence (advance notice of absences e.g. family event, interview) should be made at <http://www.uea.ac.uk/learningandteaching/students/forms>.

Please select one of the following:

☒ I am unwell

☒ My child, or other dependant for whom I have a caring responsibility is unwell

☐ Other Unexpected Emergency (Please state emergency below, max of 2000 characters)

When you are ready to proceed to the next screen click the [Next] button below

Next

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Please note, a dependent is considered someone that you have a close relationship with, e.g. someone that you are married to, your partner or civil partner, or a family relative that requires your care, or live at your address with the expectation that you normally care for them.

3. You will then be asked whether the absence is likely to 7 days or fewer (for which you may self-certify), or a longer period (for which supporting evidence would be required). Please note, if selecting the first option the start date of your absence must not be more than 6 days in the past.

The screenshot shows a web browser window displaying the Blackboard Learn interface for the University of East Anglia. The browser's address bar shows 'Blackboard Learn' and 'Log-in to UEA SIS'. The page title is 'Student Self-Reporting of Absence - New Absence - Stage 2'. The main content area is titled 'Student Self-Reporting of Absence' and contains a form with two radio button options. The first option is 'I expect to be absent for seven days or fewer' and the second option is 'I expect to be absent for more than 7 days, and will provide medical evidence to my LTS Hub on my return.' Below the options, there is a 'Next' button. The footer of the page contains contact information for the University of East Anglia.

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Student Self-Reporting of Absence - New Absence - Stage 2

Student Self-Reporting of Absence

Please select one of the following:

☐ I expect to be absent for seven days or fewer

☐ I expect to be absent for more than 7 days, and will provide medical evidence to my LTS Hub on my return.

When you are ready to proceed to the next screen click the [Next] button below

Next

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4. You will then be asked to enter the start date of your absence and a likely end date (which can be amended subsequently, if required). Clicking on the symbol next to the listed date will bring up a calendar, as shown below, for you to select a date. You may select dates in the past if the period of absence is still ongoing. Absences must always be reported at the time – if you are unable to do this for any reason please contact your LTS Hub with details of why this was not possible to determine whether an unauthorised period of absence may be retrospectively entered.

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Student Self-Reporting of Absence - New Absence - Stage 3

Student Self-Reporting of Absence

Please enter the first date of your absence 11/Sep/2013

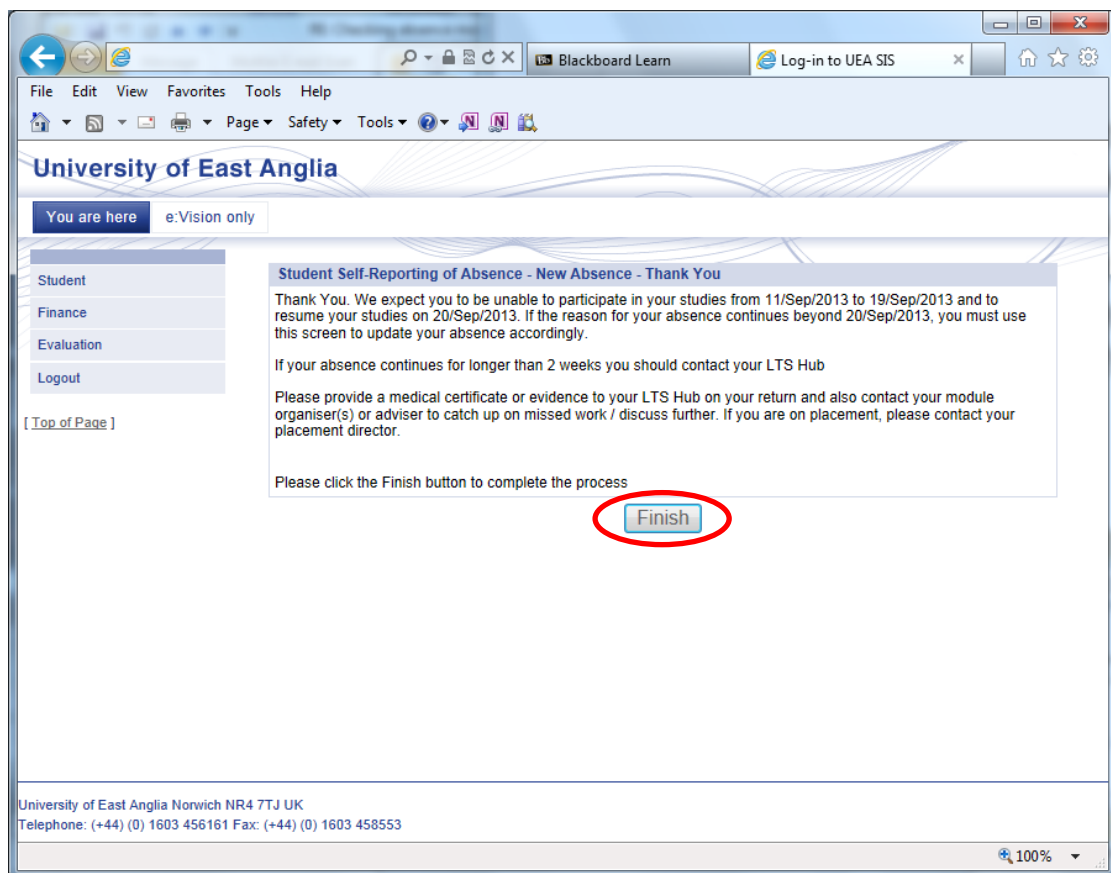
Please enter the last date of your absence

When you are ready to proceed to the next screen click [Back] to return to the previous screen

Back Next

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Telephone: (+44) (0) 1603 456161 Fax: (+44) (0) 1603 458553
https://testevision.uea.ac.uk/urd/sits.urd/run/SIW_TTQ#

5. You will then be directed to the final screen which requires you to confirm the absence by clicking on the 'Finish' button, highlighted below. If you have reported an absence of longer than 7 days you will be reminded at this point of the need to submit a medical certificate or other supporting evidence relevant to the situation, such as a letter from a family member, to your LTS Hub as soon as you are able.



Requesting permission for leave of absence

You may find yourself in circumstances that prevent you from attending for reasons other than illness e.g. to attend a job interview, a medical or legal appointment. You can use the Request Leave of Absence function to ask for a period of absence in the future.

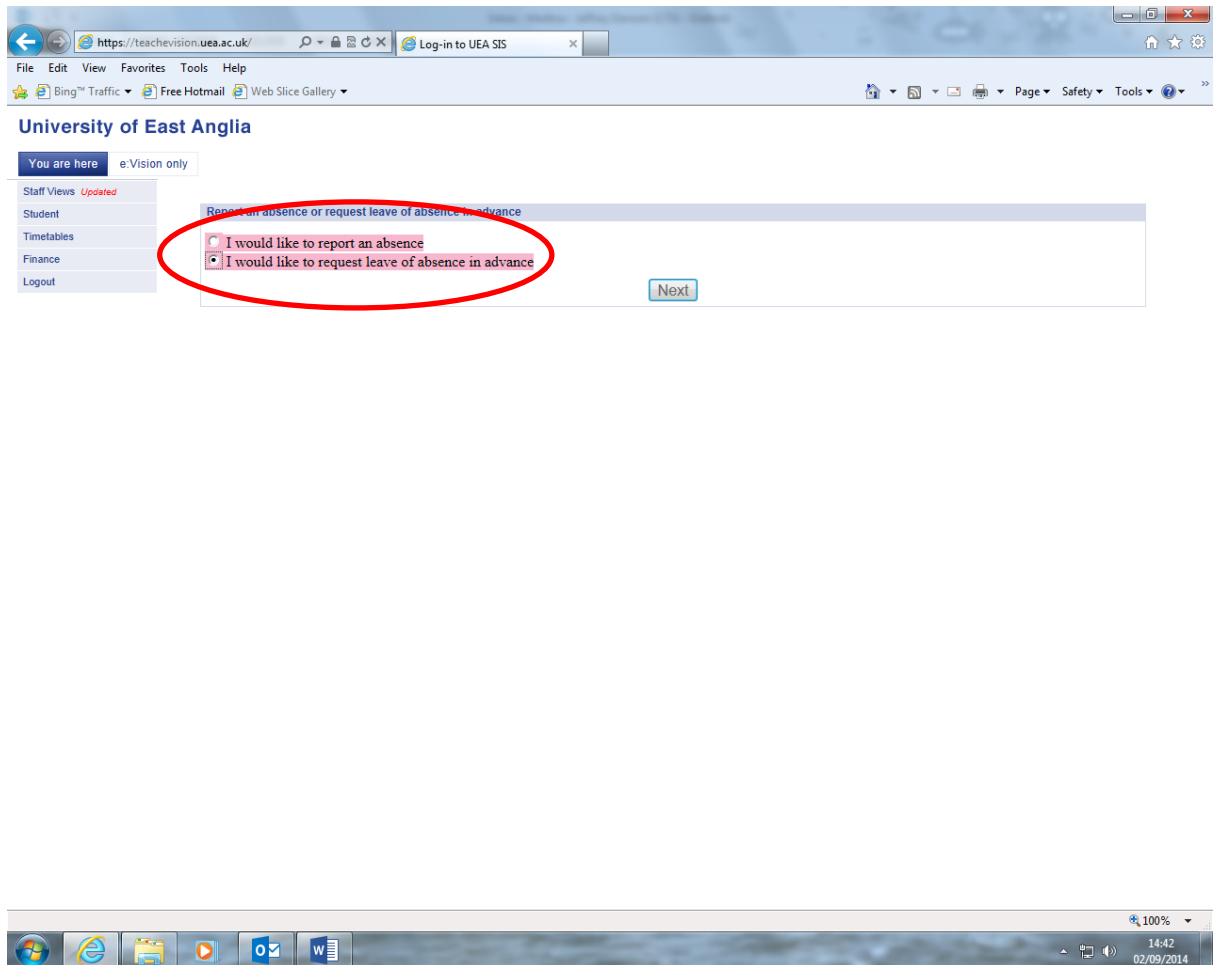
1. To request leave of absence, go to your student home page in the Portal and click on 'Report or Request Leave of Absence' container (below)

The screenshot shows the UEA e:Vision portal interface. The browser address bar displays <https://teachevision.uea.ac.uk/>. The page title is "University of East Anglia". A navigation menu on the left includes "You are here", "e:Vision only", "Staff Views Updated", "Student", "Timetables", "Finance", and "Logout". The main content area is titled "Student home page" and "STUDENT". It features several sections: "Student Adviser Information" (with fields for Adviser Name: Professor Andrea Munsterberg and Email Address), "Personal Details" (with Registration Number: 4632419 and Official Name: Test Tester), "Council Tax and Voting in UK Elections", "Module Details", "View Module Details", "Assessment and Award Details", "Nominate Referees", and "Absence". The "Absence" section is highlighted with a red circle and contains the link "Report or Request Leave of Absence".

https://teachevision.uea.ac.uk/urd/sites.urd/run/SIW_YMHD.start_urf?DD8D112A32AS11E4IRV25xTxvSl5PeCqzcuUM6VyiCwhD11ouyapP9TRH13Vbdd2s164NEDesy-vZdcC4qBULf1YicBkbMz87cGmZ9HJZjcb2EavQXAJUFCiwLYmi

14:37
02/09/2014

2. You will then need to select the option to 'request leave of absence in advance' (below).



3. You will then be asked to specify a reason for the absence from the drop-down box, or select 'Other personal' from the list and add your reason in the notes box. You will also need to add the dates of your absence.
- **Requests for absence of two weeks or more should be discussed with your adviser and/or hub.**

The screenshot shows a web browser window with the URL <https://teachevision.uea.ac.uk/>. The page is titled "University of East Anglia" and shows a navigation menu on the left with options like "Staff Views", "Student", "Timetables", "Finance", and "Logout". The main content area is titled "Enter reason for requesting authorised leave of absence - TESTER". It contains a form with the following fields:

- "Reason for Request of Absence": A dropdown menu with "Award ceremony" selected. This field is circled in red.
- "Other reason (complete if 'Other personal reason' selected)": A text input field.
- "Enter proposed first day of absence": A date input field. This field is circled in red.
- "Enter proposed last day of absence": A date input field. This field is circled in red.

Below the date fields, there is a instruction: "When you are ready to proceed to the next screen click the [Next] button below." and a "Next" button.

4. Once you have completed the request, the following confirmation will show, explaining that you will be informed once your request has been approved by your school.

