

Appendix 1 (This template can be found in it'slearning)

| PERMISSION FOR LEAVE OF ABSENCE | | |
|---------------------------------|-----------------|------------|
| Name: | Participant ID: | Programme: |
| | | |

I hereby ask for leave from the following course and times

| Course number: | Course name: | Date and time: |
|----------------|--------------|----------------|
| GRA | | |

State your reason for not attending this module:

- Illness*
- Business trip**
- Other reason:

- * If you are ill for more than 3 days, you must provide a doctor's notice.
- ** If your job requires your presence during a scheduled module, you have to provide a notice from your employer stating the reason for your absence. Please have the notice sent directly as an e-mail to programme manager: idoia.olazar@bi.no **Absence is not a valid reason for not submitting the required hand-ins in the course.**
- An absence from all or part of a module implies that you may have to submit extra work as a compensation for the absence. The exact nature of the extra work will be decided by the Programme Manager together with the relevant lecturer(s).
- Absence from a major part of a course may imply that you will have to retake the course the following year.

| Date | Signature by participant |
|------|--------------------------|
| | |

I have read and understood the above and agree to the conditions: