

Absence Request Form

Students on full-time programmes of study are expected to remain at the University for the duration of their programme of study, except during the normal university vacation periods. (NOTE: academic study sessions/vacation periods vary for different programmes) We strongly discourage students from returning overseas during a programme's academic session. Students choosing to return overseas must understand that they do so at their own risk (in terms of being able to re-enter the country) and that any extension requests resulting from absence abroad will not be accepted unless accompanied by medical/supporting evidence.

The University maintains sponsorship of the student for their duration of studies whilst the CAS is valid. This period outside the UK, during the academic session, must be approved prior to travel. The following principles will apply when authorising the period of study away for sponsorship to be maintained:

- The student needs to return to the UK after the period away and therefore sponsorship should be maintained throughout this period. This should be confirmed by the student's faculty
- The period away is not excessive – it is only for the timescale that is absolutely necessary
- PG Students completing dissertations or leaving the UK in term 3: It is not acceptable for a student to leave the UK to write up work from their home country as this is their preference unless it is academically beneficial for them to do so. This should be confirmed by the student's Supervisor.

Name:		Student ID number:			
Programme:		Programme Yr:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">UG</td> <td style="padding: 2px 5px;">PG</td> </tr> </table>	UG	PG
UG	PG				
Proposed date to leave DMU:		Proposed date to return to DMU:			
<small>(You must inform your tutor if you are not able to return by this date, for any reason; failure to do so may result in withdrawal of sponsorship)</small>					
Give a brief description of why you need to leave the UK during your studies. (use a separate sheet if necessary)					
Programme Leader/Project Supervisor Comments (Please include how the student will maintain contact/engagement with studies during the period of absence):					
<p>For students undertaking project research abroad Supervisors/programme leaders are required to confirm the student's level of engagement in lieu of the student attending check-ins in the UK. This could take the form of a fortnightly report summarising the student's engagement/research progress with their studies either by telephone, Skype or email (or a combination of methods). The report should be submitted to the Faculty of Technology Advice Centre (FOTAC)</p> <p>During any absence the student should confirm that they will, where possible, continue to engage and keep updated with their academic studies. This should be agreed with the programme/module leader or project supervisor prior to agreeing travel outside of the UK.</p>					
<p>Agreement by Programme Leader/Dissertation Supervisor: I confirm that I agree with the above request to leave DMU for the period of time specified.</p> <p>Signature: _____ Date: _____</p>					
<p>Agreement by Student: I agree to contact my Programme Leader/Supervisor, as agreed, to confirm my academic engagement and progress with studies.</p> <p>Student Signature: _____ Date: _____</p>					